



CITY OF MILES CITY AGENDA

*Regular Council Meeting
City Council Chambers
and on Zoom.us*

*February 09, 2021
6:00 p.m.*

CALL TO ORDER PLEDGE OF ALLEGIANCE ROLL CALL

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

- | | |
|--------------------------------------|------------|
| A. Human Resources Committee Meeting | 01/05/2021 |
| B. Public Safety Committee Meeting | 01/21/2021 |

2. **SCHEDULE MEETINGS**

3. **REQUEST OF CITIZENS & PUBLIC COMMENT**

Miles Community Improvement (MCI²) ~ Splash Pad Construction Update

4. **APPOINTMENTS**

5. **PROCLAMATIONS**

6. **STAFF REPORTS**

7. **CITY COUNCIL COMMENTS**

8. **MAYOR COMMENTS**

9. **COMMITTEE RECOMMENDATIONS**

Public Safety Committee Recommendations

- Approval of New Police Patch Design
- Recommend the GC/CM process with the Public Safety Committee, Mayor, Police Chief and Captain Baker, architect and engineer as the review team.

Human Resources Committee Recommendation – Increase base wage of City Court Clerk;
Effective 07/21/2020 – Date of Position Description Revision

10. **BID OPENINGS**

11. **BID AWARDS**

12. **PUBLIC HEARINGS**

13. **UNFINISHED BUSINESS**

14. **NEW BUSINESS**

- A. **RESOLUTION NO. 4389 – A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICES REGARDING PERFORMANCE APPRAISALS – NON-PROBATIONARY EMPLOYEES**
- B. **RESOLUTION NO. 4390 – A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICES REGARDING POSITION DESCRIPTIONS**

C. RESOLUTION NO. 4391 – A RESOLUTION ESTABLISHING CITY OF MILES CITY POLICE DEPARTMENT POLICY MANUAL REGARDING USE OF FORCE

D. Approval of January claims

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

Human Resources Committee
January 5, 2021

The **Human Resources Committee** met Tuesday, January 5, 2021, at 4:15 p.m. in the City Hall Conference Room. Present were Committee Members Kathy Wilcox, Stacy Broell, Dwayne Andrews and Rick Huber. Also present were: Fire Chief Branden Stevens, Police Chief Doug Columbik and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Requests of Citizens

None

2. Committee Member Comments

None

3. Align 2014 Non-Union Appraisal policy and form with 2017 Position Description format (Resolution 4071)

- Distribute to managers by Feb 2021 for use beginning March 1, 2021

Chairperson Wilcox asked HR Officer Wilkins to sum up how the City is anticipating the wage structure to work. Officer Wilkins explained that currently employees receive a longevity increase of \$.05 every year, this has been taking place for a substantial amount of time, currently there is not a policy written for this longevity increase. There is currently a policy in place that allows the employee to request an increase in wages if there is a substantial change to their position description or duties, which then is approved by the supervisor and Mayor than forwarded to the HR Committee for approval. A cost-of-living policy has been written and will be sent to Council for approval. A policy to provide step increases to non-union employees is in the process of being developed. There was discussion about the Job Class on the Position Description Format an asterisk will be added to the Job Class with reference to the Job Class set in the wage matrix.

When reviewing the Employee Performance Appraisal Chairperson Wilcox would like to see the performance evaluation be more objective than subjective. Committee Member Broell suggested that the verbiage “comments must justify the rating” could be added to the form. Chairperson Wilcox commented the policy always says Department Director’s perform the performance evaluation, but there are times when the supervisor may conduct the evaluation, suggested adding “or direct supervisor” whenever it is mentioned in the appraisal policy. She also said that “comments must justify the rating” be added to the form so it will be noticeable.

***Committee Member Broell moved to accept the revisions to the 2014 non-union appraisal form and the 2017 position description policy, seconded by Committee Member Andrews. The motion passed unanimously 4-0.*

4. Review/revise form for documenting Wage Increase requests and recommendations, supports COLA policy/procedure

All the committee members like the Wage Increase Request form for tracking wage requests.

***Committee Member Andrews moved to accept the wage increase tracking form, seconded by Committee Member Broell. The motion passed unanimously 4-0.*

5. Determine Objective source for setting base rates for FY 2021-2022 Step/Wage Matrix

- City's 2017 salary survey?
- MT League 2020 salary survey?
- Other

Determine what wages that should be plugged into the matrix. The city is currently paying from the wages established by the 2012 wage survey, except for a few employees who have requested wage increases. Officer Wilkins will provide a worksheet to the committee containing the 2020 MT league survey wages and current Miles City wages. Chairperson Wilcox thought that two more steps should be added for 15-years and 20-years. Committee Member Andrews thought this was a good idea. Committee Member Broell and Huber agreed. Chairperson Wilcox commented that employee's wages will be moving ahead at regular intervals. The step policy will be worked on at the next committee meeting.

6. Next Meeting: February 2, 2021

7. Adjournment

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

The meeting was adjourned at 5:19 p.m.

Respectfully submitted,

Chairperson Kathy Wilcox

Recorder Linda Wilkins

Public Safety Committee Meeting
January 21, 2021

The Public Safety Committee met Thursday, January 21, 2021, at 6:00 pm via Zoom Conferencing in the Conference Room at City Hall, 17 S. 8th. Present were Committee Members Ken Gardner, Elizabeth Patten, Kathy Wilcox and Austin Lott. Also present were: Police Chief Doug Colombik, Fire Captain Eddy Kanduch, Fire Captain Jake Richards, Fire Captain Taran Harbaugh, Fire Lt Casey Miller, Fire Chief Branden Stevens, Council Member Rick Huber, AC/CE Officer Mark Winkley and HR Officer/Recorder Linda Wilkins.

Chairperson Lott called the meeting to order.

1. Election of Committee Chairperson

***Committee Member Gardner moved to nominate Committee Member Patten as committee chairperson, seconded by Committee Member Lott.*

Committee Member Patten accepted the nomination and was willing and able to take on the responsibility.

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

2. Request of Citizens

Chief Stevens wanted to keep the Public Safety aware of staffing and concerns with the Fire Department. Calls are currently at an unprecedented level; administrative duties are behind, staff is burnt out and overtime is high not only due to the call volume, but one staff member is on Military Leave, one member is recovering from recent surgery, there has been a vacant position, and a number of members have vacation that must be used or it will be lost. A staff of 19 full time employees and 25 part paid firefighters would cover the current call volume. Eleven out of town transfers have been turned away and the issue is staffing. Another ambulance service is looking at coming to Miles City to take all out of town transfers at the hospital, in the Chief's opinion if the out of town transfers were lost it would result in a huge deficit in the budget. Committee Member Gardener asked if another ambulance service came to Miles City if this would take pressure off of the department. Chief Stevens explained that the revenue that comes for transfers helps to pay for 911 services that are billed, but may not be paid. Committee Member Wilcox thought it would be good to preserve our relationship with Holy Rosary and asked if a contract would be appropriate. Chief Steven's said that it could be a double edge sword, it could leave the county and city without an ambulance for emergency calls. He has asked the hospital what would fix the current situation as he has received complaints from citizens. Chairperson Patten stated she would place the ambulance service transfer issues and the concerns of the citizens on an upcoming agenda.

Chief Stevens also addressed the condition of the Fire Department building and will be having the City Building Inspector look at the building and will report back to the committee. Chairperson Patten will be placing this subject on an upcoming agenda.

3. Committee Member Comments.

None

4. Discussion and recommendation regarding MCPD Use of Force Policy.

Chief Colombik commented that in July 2020 President Trump ordered new wording be added to law enforcement agencies use of force policy. City Attorney Rice has reviewed the information. The wording is as follows:

Purpose: The purpose is to provide policy guidelines on the reasonable use of force by officers and to

ensure that this agency's use of force policies adhere to all existing applicable federal, state, and local laws.

The use of a choke hold, which is a physical maneuver or technique that restricts an individual's ability to breathe for the purpose of incapacitation, is prohibited unless deadly use of force is authorized.

***Committee Member Lott moved to recommend to Council the change to the MCPD Use of Force Policy as recommend by Chief Colombik, seconded by Committee Member Wilcox and passed unanimously 4-0.*

5. Discussion and recommendation regarding animal shelter services cost increases.

The cost of animal care has raised significantly and Jean Lindley, DVM would like to continue to provide shelter animal services to the city, but there will be an increased cost. To cover the additional costs, it was discussed that the adoption fee for an animal be increased so adoptive parents are bearing more of the cost. MCA 7-23-4202 requires prior to adoption of a cat or dog they must either be spayed or neutered; or a deposit must be obtained from the person adopting an animal and a spay or neuter certificate will be provided for such services. Currently the fiscal impact of animal control services is significant. Officer Winkley has reached out to the other Miles City vet and has not received a reply as to whether they would be willing to provide vet services and the cost. He has also reached out to Help for Homeless Pets in Billings they would be willing to take animals for a fee of \$25/per animal. Custer County Funds for Animals has been providing the City with some assistance with stray animals, and have offered to transport animals to Billings should the City decide on using Help for Homeless Pets. After discussion, it was decided further information was required.

***Committee Member Lott moved to postpone for further information, seconded by Committee Member Wilcox and passed unanimously 4-0.*

6. Discussion and recommendation regarding new police patch.

Chief Colombik said that the younger officers would like to portray a new image for the Police Department; and thought a new patch promoting the cowboy image of Miles City would be appropriate. He presented a patch designed by Sgt. Sheets. Committee Member Lott asked Chief Colombik to convey the committees' appreciation. Chairperson Patten thought the patch brings elements of Miles City together in a positive manner.

***Committee Member Gardner moved to present the new patch to council and obtain feedback from the community, seconded by Committee Member Lott and passed unanimously 4-0.*

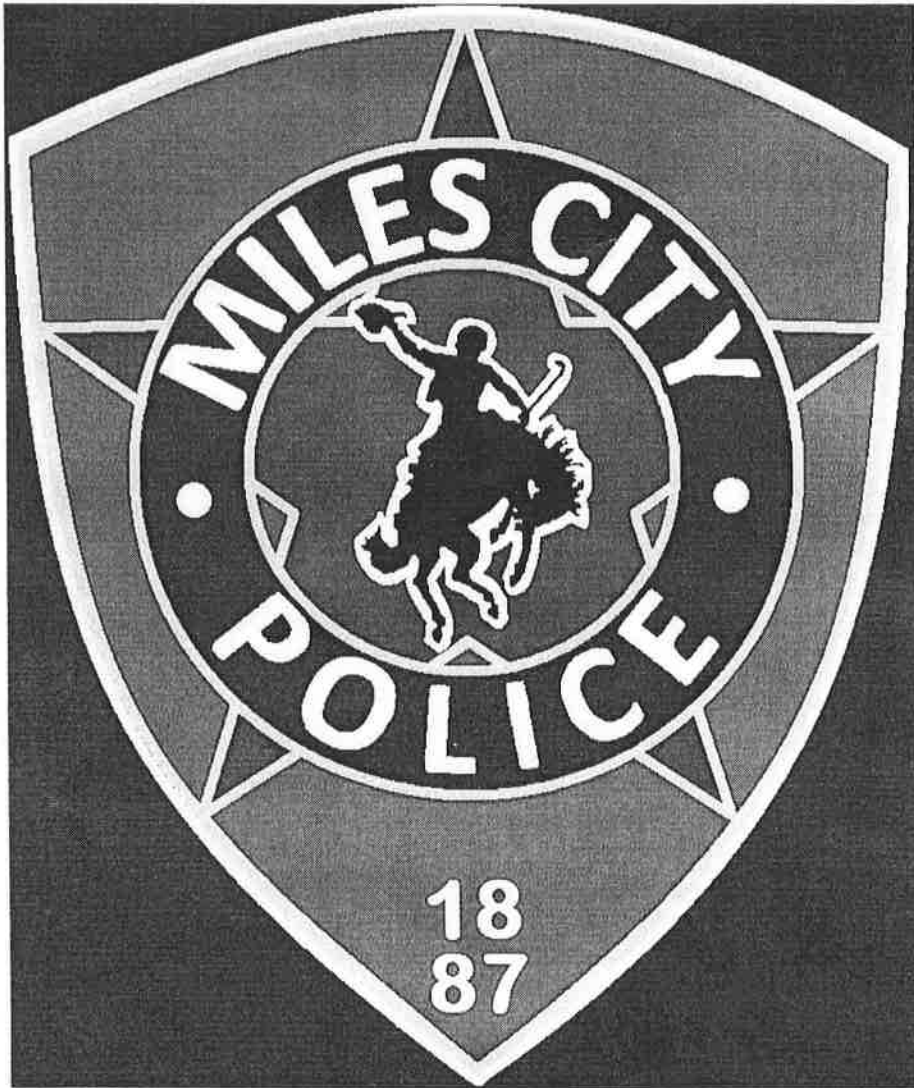
7. Adjournment

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

The meeting was adjourned at 7:10 p.m.

Chairperson Elizabeth Patten

Recorder Linda Wilkins



New Business

RESOLUTION NO. 4389

A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING PERFORMANCE APPRAISAL – NON-PROBATIONARY EMPLOYEES

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

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

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

1. That the following revised policy: Performance Appraisal – Non-Probationary Employees attached as Exhibit “A”
2. Such policy shall become effective February 9, 2021 upon the passage of this resolution.

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 9TH DAY OF FEBRUARY, 2021.

John Hollowell, Mayor

ATTEST:

Mary Rowe, City Clerk



EXHIBIT "A"
CITY OF MILES CITY
PERSONNEL POLICY

Section 3:	Employment Information
Effective:	02/09/2021
Last Revised:	10/7/2014

Performance Appraisal – Non-Probationary Employees
Resolution 4389

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

PURPOSE

The City of Miles City believes that performance appraisals are an important tool in assisting Directors / Direct Supervisors and employees in evaluating job performance and strengths, as well as identifying areas for improvement.

POLICY

It is the policy of the City of Miles City to utilize a performance appraisal program to maximize an employee's overall job performance and professional development. Performance appraisals will be conducted annually by Department Directors / Direct Supervisor for all permanent full time/part time employees.

Performance appraisals provide both Department Directors / Director Supervisor and employees the opportunity to discuss job tasks, identify developmental needs, encourage and recognize strengths and discuss positive and purposeful approaches to meeting goals. In summary, the objective of the performance appraisal is to:

- Determine if training is needed
- Identify areas where improvement may be needed
- Revise or update individual goals
- Evaluate job performance in terms of meeting goals and job responsibilities.

PROCEDURE

A. The Department Director / Direct Supervisor shall strive to make an evaluation upon the following occasions:

1. Each anniversary date of employment, or at least annually.
2. After 90 days when the employee is transferred or promoted to a new position.

The Human Resources Office will notify Department Directors / Direct Supervisors of any pending anniversary dates.

All Department Directors / Direct Supervisors will use the "Employee Performance Appraisal" form. Independent forms will be used by the Police, Fire and Dispatch Departments, as they have special criteria in rating job performance. The Mayor will perform evaluations on all Department Directors, also using an independent appraisal form.

Each employee shall be evaluated on job performance as related to their position description, as well as the attainment of a set of objectives or goals. Factors to be considered in the performance evaluation include knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, dependability, attention to safety, respect for property, punctuality, work habits, initiative and other factors. At the time of evaluation, each position description is to be reviewed to ensure that an accurate description accompanies each position.

In preparing for and conducting an employee's performance appraisal, Department Directors / Direct Supervisors should be guided by the following principles:

1. Allot adequate time for the meeting and arrange for as much privacy as possible.
2. Tell the employee in advance about the appraisal interview. This will give the employee a chance to prepare for the discussion.
3. Give the employee ample time to talk about any problems that may be impeding progress or job satisfaction. Listen attentively.
4. Encourage the mutual establishment of specific goals for improvement in the coming period.

Each written evaluation shall be signed by the Department Director and reviewed and signed by the Mayor. The evaluation will then be submitted to the Human Resources Office to be placed in the employees personnel file.

The employee will be provided with a copy of the completed evaluation and reviewer's comments, if any.

If the written evaluation contains an unfavorable comment or rating which the employee believes is unfair and/or unjustified, the employee may submit a written response to the evaluation. The response shall be submitted to the employee's Department Director / Direct Supervisor within five (5) working days and will be retained with the performance appraisal in the employee's personnel file.

CLOSING

No employee may file a grievance based on the content of a performance appraisal. Procedural errors which are subject to the filing of a grievance are failure of an evaluator to:

1. Inform an employee of the performance management plan at the start of an evaluation period or changes to the plan made during the evaluation period.
2. Provide an employee with a copy of the completed evaluation and reviewer's comments.
3. Advise an employee of the right to submit a written response.



CITY OF MILES CITY

Employee Performance Appraisal

To be Completed by Department Director / Director Supervisor

Name: _____ Date: _____ Dept: _____

Job Title: _____ Date of Hire: _____ Position Date: _____

Annual Review 90 Day Review Probationary: 3month 6 month Other _____

Date of Last Review: From: _____ To: _____ Review Period: From: _____ To: _____

Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

O – Outstanding: Employee consistently exceeds position expectations with virtually no detected preventable/controllable errors, requiring little or no supervision.

E- Exceeds Expectation: Results clearly exceed position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis

M – Meets Expectation: Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up / direction.

I – Improvement Needed: Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

U – Unsatisfactory: Performance consistently fails to meet the job requirements. **N/A – Not applicable** or too soon to rate

COMMENTS MUST JUSTIFY THE RATING GIVEN

1. **Quality** – The extent to which an employee's work is completed thoroughly and correctly following established process & procedures:

• Rating: _____ Comments: _____

2. **Productivity/Independence/Reliability** – The extent to which an employee produces a significant volume of work efficiently in a specified amount of time. Ability to work independently with little or no direction/follow-up to complete task / job assignment:

• Rating: _____ Comments: _____

3. **Job Knowledge** – The extent to which an employee possesses and demonstrates an understanding of work instructions, processes, equipment and materials required to perform the job. Employee possesses the practical and technical knowledge required of the job:

• **Rating:** _____ **Comments:** _____

4. **Interpersonal Relationships/Cooperation/Commitment** – The extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, and/or outside contacts. Employee accepts and responds to change in a positive manner. Accepts job assignments willingly, takes responsibility for own performance and job assignments:

• **Rating:** _____ **Comments:** _____

5. **Attendance** – The extent to which an employee is punctual, observes prescribed work breaks/lunch hours and has an acceptable overall attendance record:

• **Rating:** _____ **Comments:** _____

6. **Adherence to Policy** – The extent to which an employee follows City policies, procedures and work conduct rules. Complies with and follows all safety rules and regulations:

• **Rating:** _____ **Comments:** _____

Overall performance: Rate employees overall performance: _____

a. Accomplishments or new abilities demonstrated since last review: _____

b. Specific areas that need improvement: _____

c. Recommendations for professional development: _____

Employee Comments: _____

Follow-up Requested Yes No

Date Discussed/Reviewed with employee: _____

Next Scheduled Review: _____

Employee may submit a written response to the evaluation. The response shall be submitted to the employee's Department Director within five (5) working days and will be retained with the performance appraisal in the employee's personnel file.

Directors Signature: _____ Date: _____

Employees Signature: _____ Date: _____

Mayors Signature: _____ Date: _____

RESOLUTION NO. 4390

A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING POSITION DESCRIPTIONS

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

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

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

1. That the following revised policy: Position Descriptions attached as Exhibit "A"
2. Such policy shall become effective February 9, 2021 upon the passage of this resolution.

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 9TH DAY OF FEBRUARY, 2021.

John Hollowell, Mayor

ATTEST:

Mary Rowe, City Clerk



EXHIBIT "A"
CITY OF MILES CITY
PERSONNEL POLICY

Section 3:	Employment Information
Effective :	02/09/2021
Last Revised:	06/27/2017 06/06/2017 10/07/2014

Position Descriptions
Resolution 4390

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

POLICY

It is the policy of the City of Miles City ("City") that all City positions shall have a current Position Description, and that all Position Descriptions shall be maintained by the Human Resources Office.

PURPOSE

- To establish a framework for developing standardized Position Descriptions for all City of Miles City positions;
- To clarify and publicize the duties, expectations and qualifications of each City position;
- To support determination of the appropriate position/job classification and grade for each position.

PROCEDURE

1. All City position descriptions (PD) shall be written in a standardized format, using the approved PD template.
2. Each PD shall be written as a cooperative effort between the appropriate Department Director, the Human Resources (HR) Director and City Council HR Committee.
3. Each PD must be approved for use by the City Council HR Committee.
4. An approved PD shall include the following elements:
 - a. Position title
 - b. Job Class
 - c. Fair Labor Standards Act (FLSA) Status
 - d. Department
 - e. Immediate Supervisor/Accountable To

- f. Summary of Work (brief)
 - g. Essential Accountabilities and Expected Outcomes
 - h. Minimum Requirements
 - i. Desirable Qualifications
 - j. Performance Standards
 - k. Working Conditions
 - l. Physical Requirements
 - m. Approval Signatures
 - n. Effective Date
 - o. Revised Date when revisions are made
5. Each current position description will be reviewed annually and recommendations for updates and changes noted in writing by the Department Director.
- a. The Department Director will communicate the completion of the annual review and all recommendations for updates and changes to the HR Officer in writing.
6. When a new position is requested by a Department Director, the Department Director will draft a new PD using the approved tool, and submit it along with a written explanation about the need for the PD to the HR Officer.
7. The HR Officer will transmit requests for updates and changes to current PDs, and requests for new PDs, to the Human Resource Committee of the City Council for review and approval.
8. Employees may review and/or secure copies of their position description at their request. There will be no charge to obtain a copy. Requests may be made through the Human Resources Office.
9. Employees may request changes be made to their position description at any time. Making a request is not a guarantee of a change being made.



EXHIBIT "A"
CITY OF MILES CITY

Position Description

Position Title

Last Revised	
Effective	
FSLA Exempt	
Job Class	
Department	
Accountable to	

SUMMARY OF WORK

ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES

- 1.
- 2.
- 3.
- 4.
- 5.

MINIMUM REQUIREMENTS

Education (knowledge)

Experience (skills, abilities)

Certificates/Licenses

(Position Title)

DESIRABLE QUALIFICATIONS

Knowledge:

Skills:

Abilities:

PERFORMANCE STANDARDS

Individual performance evaluation shall be based on the following elements:

- Quality – The extent to which an employee’s work is completed thoroughly and correctly following established process & procedures.
- Productivity/Independence/Reliability – The extent to which an employee produces a significant volume of work efficiently in a specified amount of time. Ability to work independently with little or no direction/follow-up to complete task / job assignment.
- Job Knowledge – The extent to which an employee possesses and demonstrates an understanding of work instructions, processes, equipment and material required to perform the job. Employee possesses the practical and technical knowledge required of the job.
- Interpersonal Relationships/Cooperation/Commitment – the extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, and/or outside contacts. Employee accepts and responds to change in a positive manner. Accepts job assignments willingly, takes responsibility for own performance and job assignments.
- Attendance – The extent to which an employee is punctual, observes prescribed work breaks/lunch hours and has an acceptable overall attendance record.
- Adherence to Policy – The extent to which an employee follows City policies, procedures and work conduct rules. Complies with and follows all safety rules and regulations.
- Overall Performance

WORKING CONDITIONS

Stand

Sit

Lift

Noise

Hazardous materials exposure

Travel

Other

PHYSICAL REQUIREMENTS

I attest that this City of Miles City Position Description accurately reflects the major duties of this position.

Position Immediate Supervisor: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and is recommended by City Human Resource ~~Director~~Officer.

HR ~~Director~~Officer: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and approved by City Human Resource Committee.

HR Committee Chair: _____ Date: _____
Signature

I, _____, acknowledge I have received and reviewed the Miles City Position Description; this position description will become part of my personnel file.

Employee: _____ Date: _____
Signature

RESOLUTION NO. 4391

**A RESOLUTION ESTABLISHING CITY OF MILES CITY POLICE DEPARTMENT
POLICY MANUAL REGARDING USE OF FORCE**

WHEREAS, the City of Miles City has established certain police policies for employees of the Miles City Police Department, which are set forth in the City of Miles City Police Department Policy Manual;

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

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

1. That the following revised policy: Use of Force attached as Exhibit "A"
2. Such policy shall become effective February 9, 2021 upon the passage of this resolution.

**SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED
QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS
9TH DAY OF FEBRUARY, 2021.**

John Hollowell, Mayor

ATTEST:

Mary Rowe, City Clerk



MILES CITY POLICE DEPARTMENT

Policy

EXHIBIT "A"

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USE OF FORCE

This policy recognizes that the use of force by law enforcement officers requires constant evaluation. Even at its lowest level, the use of force by police is a serious responsibility. The purpose of this policy is to provide officers of Miles City Police Department with guidelines on the reasonable use of force.

This policy consists of principles to be followed in activities directed toward attainment of the Agency objectives of serving our community and keeping the peace

POLICY

Purpose: The purpose is to provide policy guidelines on the reasonable use of force by officers and to ensure that this agency's use of force policies adhere to all existing applicable federal, state, and local laws.

1. The use of a choke hold, which is a physical maneuver or technique that restricts an individual's ability to breathe for the purpose of incapacitation, is prohibited unless deadly use of force is authorized.
2. Each use of force situation is unique and will be evaluated based on the circumstance faced by the officer at the time force is applied. Officers may use the amount of force, which is objectively reasonable to make an arrest or gain control of a situation. As the situation that necessitated the use of force diminishes, so too shall the use of force.
3. Many force and equipment options are available to the officer. The officer should choose the appropriate option based on the threat, either actual or perceived, including but not limited to: Officer presence, verbal direction, physical control, electronic control devices, chemical or inflammatory agents, impact weapons, firearms, vehicles, and/or weapons of necessity or opportunity.

PROCEDURE

1. The following procedures supplement and provide guidance in application of force.
2. Officers should use tactics and or weapons as necessitated by the situation.
3. When deploying any force, for any reason, officers shall exercise reasonable caution in order to avoid unnecessarily endangering the lives of bystanders. When possible, officers should given consideration to background, bystanders, and location.
4. A supervisor will be notified and respond to all cases where the use of force resulted in any known injury or death.
5. An officer is justified in the use of force likely to cause death or serious bodily harm only if the officer reasonably believes that such force is necessary to prevent imminent death or serious bodily harm to the officer or another or to prevent the commission of a forcible felony.
6. Officers may use deadly force to affect the capture or prevent the escape of a felony suspect whose flight is reasonably believed to represent an imminent threat of serious bodily harm or death to the officers or other person(s).

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MILES CITY POLICE DEPARTMENT

Policy

EXHIBIT "A"

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7. Officers may discharge a firearm at a moving vehicle or from a moving vehicle if it is necessary to do so to protect against an imminent threat of serious bodily harm or death to the officers or others.
8. Officers should not fire warning shots.
9. Whenever the use of force results in an injury, officers should institute appropriate first aid procedures for anyone taken into custody or who needs medical treatment. Officers should follow established procedures for treatment or decontamination.
10. A vehicle is a law enforcement tool, which is capable of inflicting serious injury or death when used as an offensive weapon. Therefore, its use should be considered in the same manner as any use of deadly force.

USE OF DEADLY FORCE WHETHER OR NOT INJURIES OR DEATH RESULT

1. Any officer involved in the use of deadly force shall be allowed to consult with a representative or other person of the officer's choosing prior to being required to give an oral or written statement about the use of deadly force. Such right to consult with a representative or other person shall not unduly delay the giving of the statement. This does not preclude initial inquiries by the responding supervisor.
2. The officers shall be afforded the opportunity to consult with a mental health provider at the Agency's expense. If the use of force results in death, the officers involved shall be required to consult with a mental health provider at the Agency's expense, prior to return to duty.
3. Any officer who is witness to, or has information as to the use of force occurrence will prepare an appropriate report.
4. The officer's immediate supervisor shall respond to the scene and shall determine which support services, including but not limited to investigative and identification personnel, would be beneficial to the reporting and evaluation of the occurrence and should request the response of these units as appropriate. In addition, a supervisor's report will be prepared detailing the activity regarding the incident. The agency administrator shall be notified as soon as practical.
5. When a death has occurred as the result of the use of force, the Agency shall notify the county coroner's office as soon as practical.

DESTRUCTION OF INJURED OR DANGEROUS ANIMALS

1. The destruction of an animal is justified for:
 - a. self-defense;
 - b. to prevent substantial harm to the officer or another; or
 - c. when the animal is believed to be so badly injured that humanity requires its relief from further suffering.
2. Supervisory approval should be obtained when time and circumstances permit.

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MILES CITY POLICE DEPARTMENT

Policy

EXHIBIT "A"

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3. Officers using such force against animals will prepare an appropriate report detailing the incident, paying particular attention to the circumstances requiring the immediacy of the situation.

REPORTING USE OF FORCE

1. A report should be made in all occasions where use of force was utilized regardless of whether or not injuries occurred.
2. Officers using force will document the use of such force in the official reports of the incident and will, in addition, notify their immediate supervisor of such use of force as soon as practical after the occurrence. Reports will be written, documenting the use of force whether or not an arrest is made.
3. Whenever possible, photographs of any injury should be taken to be included with the report.
4. In instances where the use of force resulted in an injury, a supervisor will respond to the scene and/or hospital, and will document the findings on a supplemental report.

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Claims

02/05/21
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CITY OF MILES CITY
Claim Details
For the Accounting Period: 1/21

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Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
133702	83820S	872 EASTERN MONTANA IND	650.00					
1	435085	12/30/20 Library Cleaning Contract ~Dec	325.00		28381	2220 16 460100	360	101000
2	435086	01/31/21 January	325.00		28381	2220 16 460100	360	101000
133711	83821S	4262 R.G. MURPHY CO	3,941.25					
1	Dec2020	01/10/21 December Permits	1,764.60		28867	2394 18 420531	350	101000
2	Jan2021	02/01/21 January Permits	2,176.65		28880	2394 18 420531	350	101000
133739	-99732C	4010 FELT, MARTIN, FRAZIER & WELDON,	680.55					
1	2020-1055	11/30/20 V. Eckart	680.55*		27898	1000 4 411100	350	101000
133754	-99731C	4003 SHI INTERNATIONAL CORP	273.03					
1	B12718424	12/10/20 Microsoft office 2019	166.55		28654	1000 7 420460	210	101000
2			106.48			5510 10 420730	210	101000
133766	-99738C	4296 GAUMARD	1,643.00					
		Re-issue claim from October.						
1	72302	10/16/20 Training Equipment	1,643.00		28615	5510 10 420730	220	101000
133785	83822S	4312 VALERI RUSSELL, PA-C	2,000.00					
1	#1	12/23/20 Medical Direction W/ Travel	2,000.00		28662	5510 10 420730	300	101000
133803	83823S	2910 TONGUE RIVER ELECTRIC	525.00					
1	TREC102518	01/25/21 Southgate Lighting	525.00			2450 51 430263	341	101000
2	DTRECO1018	01/25/21 Garfield 911	0.00			2850 105 420140	341	101000
133804	-99729C	4019 WEX BANK	6,334.04					
1	38641371	01/30/21 FUEL	267.55		19482	1000 13 460433	231	101000
2	01/30/21	FUEL	0.00			1000 201 431200	370	101000
3	01/30/21	FUEL	1,817.66		19482	2510 107 430220	231	101000
4	01/30/21	FUEL	454.41		19482	2520 108 430220	231	101000
5	01/30/21	FUEL	0.00		19482	6040 910 430220	231	101000
6	01/30/21	FUEL	52.01		18863	5210 22 430530	231	101000
7	01/30/21	FUEL	52.01		18863	5210 80 430540	231	101000
8	01/30/21	FUEL	52.01		18863	5310 33 430640	231	101000
9	01/30/21	FUEL	65.00		18863	5310 32 430690	231	101000
10	01/30/21	FUEL	454.74		18748	1000 7 420460	231	101000
11	01/30/21	FUEL	611.68		18749	5510 10 420730	231	101000
12	01/30/21	FUEL	1,578.25		19348	1000 5 420140	231	101000
13	01/30/21	FUEL	96.43		19348	1000 21 440600	231	101000
14	01/30/21	FUEL	0.00*			1000 5 420160	231	101000
15	01/30/21	FUEL	320.59		19033	5210 23 430550	231	101000
16	01/30/21	FUEL	320.59		19033	5310 31 430630	231	101000
17	01/30/21	FUEL	191.11		112	5610 87 430300	231	101000

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133805	83824S	1535 LUCAS & TONN PC		310.00					
1	LTPC0121	01/23/21 Westlaw ~ Professional Servi		100.00*		012021	1000 4 411100	350	101000
2	LTPC0121	01/26/21 Shipley Case		210.00*		012021	1000 4 411100	350	101000
133806	83825S	2914 TOURISM BUSINESS IMPROVEMENT		2,730.00					
1	TBID012020	01/30/21 TBID ~ Monthly Econolodge		2,730.00			7370 212500		101000
133807	83819S	2450 POSTMASTER (UTILITIES)		1,121.89					
1	USPS012021	01/30/21 Water/Sewer Postage		560.95			5210 25 430510	311	101000
2	USPS012021	01/30/21		560.94			5310 29 430610	311	101000
133808	83826S	394 BOSS INC		2,304.03					
1	01/21/21	Finance		90.10			1000 3 410500	210	101000
2	01/21/21			90.10			5210 25 430510	210	101000
3	01/21/21			90.10			5310 29 430610	210	101000
4	01/21/21	Fire		176.45			1000 7 420460	210	101000
5	01/21/21			153.01			5510 10 420730	210	101000
6	01/21/21	Police		1,011.84			1000 5 420140	210	101000
7	01/21/21			205.45			1000 5 420140	220	101000
8	01/21/21	Dispatch		181.52			1000 5 420160	210	101000
9	01/21/21	Bldg Ins		50.37			2394 18 420531	210	101000
10	01/21/21	Planning		124.72			1000 36 411020	210	101000
11	01/21/21	Flood		40.00*			1000 201 431200	210	101000
12	01/21/21	PW		40.30			2510 107 430220	210	101000
13	01/21/21			10.08			2520 108 430220	210	101000
14	01/21/21	PUD		19.99			5210 23 430550	210	101000
15	01/21/21			20.00*			5310 31 430630	210	101000
133809	83827S	3292 MONTANA AIR CARTAGE		441.00					
1	YNZ123120	01/01/21 Partners Program crate deli		231.00		28380	2880 39 460100	311	101020
2	810075	11/04/20 Delivery Charge		35.00		28810	5310 33 430640	222	101000
3	817837	11/05/20 Delivery Charge		35.00			5310 33 430640	222	101000
4	792494	12/02/20 Delivery Charge		35.00			5210 80 430540	222	101000
5	792438	12/04/20 Delivery Charge		35.00			5210 80 430540	222	101000
6	824338	12/06/20 Delivery Charge		35.00			5210 80 430540	222	101000
7	824339	12/17/20 Delivery Charge		35.00			5210 80 430540	222	101000
133810	83815S	2830 STAR PRINTING & SUPPLY		529.05					
1	CityMC			0.00			1000 3 410500	220	101000
2				0.00			5210 25 430510	220	101000
3				0.00			5310 29 430610	220	101000
4	City Court			139.70			1000 6 410300	210	101000
5	MCFIRE			105.13			1000 7 420460	210	101000
6				67.20			5510 10 420730	210	101000

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9	RSVP			24.99			2985 15 450340	210	101004
10	Prosecuter			86.15			1000 4 411100	210	101000
11	Library			3.88			2220 16 460100	210	101000
12				102.00			2220 16 460100	320	101000
133811	83828S	572 VERIZON WIRELESS		490.38					
1	9870704896	01/07/21 MDT & Cell Phone Fees		490.38		28460	1000 5 420140	220	101000
133812	83817S	1721 MID RIVERS TELEPHONE CORP		3,139.69					
1	CITY COURT			124.27			1000 6 410300	345	101000
2				30.15			1000 6 410300	347	101000
3	LIBRARY			97.51			2220 16 460100	345	101000
4				124.90			2220 16 460100	347	101000
5	CITY POOL			0.00			1000 14 460445	345	101000
6	911 EMERGENCY			362.89			2850 105 420140	345	101000
7	RSVP			125.14			2985 15 450330	345	101004
8	AIRPORT			57.52			5610 87 430300	345	101000
9				143.95			5610 87 430300	319	101000
10				11.00			5610 87 430300	347	101000
11	MAYOR			43.41			1000 1 410200	345	101000
12	FINANCE			69.54			1000 3 410500	345	101000
13				8.70			1000 3 410500	347	101000
14	ATTORNEY			77.91*			1000 4 411100	345	101000
15	POLICE			300.04			1000 5 420140	345	101000
16				57.86			1000 5 420140	347	101000
17	PD/DISPATCH			162.02			1000 5 420160	345	101000
18	FIRE			195.07			1000 7 420460	345	101000
19				50.69			1000 7 420460	347	101000
20	TREASURER			24.77*			1000 9 410540	345	101000
21	PARK DEPT			43.57			1000 13 460433	345	101000
22				26.82			1000 13 460433	347	101000
23	ANIMAL CONTROL			42.22			1000 21 440600	345	101000
24				44.95			1000 21 440600	347	101000
25	PLANNING			9.81			1000 36 411020	345	101000
26				20.98*			1000 201 431200	345	101000
27	BUILDING INSPECTION			47.03			2394 18 420531	345	101000
28	MMD #204			103.95			2510 107 430220	345	101000
29	MMD #205			46.07			2520 108 430220	345	101000
30	WATER PLANT			54.31			5210 22 430530	345	101000
31				22.82			5210 22 430530	347	101000
32	WATER LINES			101.74*			5210 23 430550	345	101000
33				11.83			5210 23 430550	347	101000
34	WATER ADMIN			29.36			5210 25 430510	345	101000
35				1.04			5210 25 430510	347	101000
36	WASTE WATER ADMIN			29.35			5310 29 430610	345	101000

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37				1.04			5310 29 430610	347	101000
38	SEWER LINES			101.75			5310 31 430630	345	101000
39				11.83			5310 31 430630	347	101000
40	WWTP			41.35			5310 33 430640	345	101000
41				44.95			5310 33 430640	347	101000
42	AMBULANCE			99.16			5510 10 420730	345	101000
43				24.96			5510 10 420730	347	101000
44	CITY SHOP			74.71			6040 910 430220	345	101000
45				26.92			6040 910 430220	347	101000
46	HISTORICAL PRESERVATION			0.00			2935 11 460461	345	101000
47				0.03			2935 11 460461	347	101000
48	URBAN RENEWAL			9.31			2310 11 460462	345	101000
49				0.49			2310 11 460462	347	101000
133815	83829S	4022	MARILYNN FORMAN	350.00					
1	01312020	01/20/21	January PD Cleaning	350.00*		28467	1000 5 420140	350	101000
133816	83830S	3039	UTILITIES UNDERGROUND LOCATION	106.76					
1	0125091	12/31/20	December Locates	29.83		28780	5210 23 430550	220	101000
2				29.83			5310 31 430630	220	101000
3	1015091	01/31/21	January Locates	23.55		28789	5210 23 430550	220	101000
4				23.55			5310 31 430630	220	101000
133817	-99733E	373	MASTERCARD	31,459.94					
1	01/20/21			88.39			1000 3 410500	220	101000
2				221.88			1000 4 411100	210	101000
3	01/20/21			9.88			1000 5 420140	210	101000
4	01/20/21			128.31			1000 5 420140	220	101000
5	01/20/21			1,165.12			1000 5 420140	230	101000
6	01/20/21			37.10			1000 5 420140	311	101000
11	01/20/21			55.11			1000 5 420160	210	101000
15	01/20/21			95.37			1000 7 420460	210	101000
16	01/20/21			36.27			1000 7 420460	230	101000
17	01/20/21			35.19			1000 7 420460	345	101000
18				60.32			1000 7 420460	364	101000
19				1,047.00			1000 7 420460	380	101000
20				249.15			1000 7 420460	400	101000
22	01/20/21			39.37			1000 13 460433	231	101000
23	01/20/21			293.53			1000 13 460433	360	101000
24				1,888.68*			1000 13 460433	940	101000
25	01/20/21			10.97			1000 21 440600	220	101000
26	01/20/21			1.20*			1000 21 440600	311	101000
27	01/20/21			309.99			1000 36 411020	214	101000
28	01/21/21			95.07*			1000 201 431200	210	101000
29	01/20/21			165.00			1000 201 431200	334	101000

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30	01/20/21		1.96			2220 16 460100	210	101000
31	01/20/21		92.11			2220 16 460100	311	101000
32	01/20/21		1,189.50			2220 16 460100	360	101000
33			782.21			2220 16 460100	382	101000
34			160.01*			2394 18 420531	311	101000
35	01/20/21		76.05			2510 107 430220	210	101000
37	01/20/21		1,017.36			2510 107 430220	363	101000
47	01/20/21		19.02			2520 108 430220	210	101000
48	01/20/21		254.34			2520 108 430220	363	101000
57	01/20/21		165.00*			2985 15 450340	311	101000
59	01/20/21		94.99			5210 22 430530	214	101000
60	01/20/21		90.34			5210 22 430530	220	101000
61	01/20/21		1,165.01			5210 22 430530	230	101000
62	01/20/21		189.84			5210 22 430530	363	101000
63	01/20/21		326.00			5210 22 430530	380	101000
67	01/20/21		52.83			5210 23 430550	210	101000
68	01/20/21		264.79			5210 23 430550	214	101000
69	01/20/21		1,772.16			5210 23 430550	220	101000
70	01/20/21		71.98			5210 23 430550	226	101000
71	01/20/21		154.14			5210 23 430550	230	101000
73	01/20/21		690.24			5210 23 430550	235	102270
74	01/20/21		1,191.48			5210 23 430550	363	101000
76	01/20/21		34.40			5210 25 430510	220	101000
77	01/20/21		94.99			5210 80 430540	214	101000
80	01/20/21		90.35			5210 80 430540	220	101000
81	01/20/21		1,083.82			5210 80 430540	222	101000
82	01/20/21		1,165.01			5210 80 430540	230	101000
83	01/20/21		2.20			5210 80 430540	311	101000
84	01/20/21		326.00			5210 80 430540	380	101000
87	01/20/21		34.40			5310 29 430610	220	101000
88	01/20/21		47.53*			5310 31 430630	210	101000
89	01/20/21		71.72			5310 31 430630	214	101000
92	01/20/21		71.98			5310 31 430630	226	101000
94	01/20/21		7.37			5310 32 430690	220	101000
95	01/20/21		76.75			5310 32 430690	230	101000
96	01/20/21		130.00			5310 32 430690	380	101000
100	01/20/21		599.54			5310 33 430640	220	101000
101	01/20/21		275.00			5310 33 430640	230	101000
102	01/20/21		85.00			5310 33 430640	334	101000
103	01/20/21		189.84			5310 33 430640	363	101000
104	01/20/21		218.00			5310 33 430640	380	101000
106	01/20/21		309.15			5510 10 420730	210	101000
107	01/20/21		425.80*			5510 10 420730	214	101000
108	01/20/21		4,285.65			5510 10 420730	222	101000
109	01/20/21		224.78*			5510 10 420730	226	101000

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110	01/20/21		39.34			5510 10 420730	230	101000
111	01/20/21		55.06			5510 10 420730	345	101000
112	01/20/21		189.79			5510 10 420730	364	101000
113	01/20/21		254.25			5510 10 420730	382	101000
114	01/20/21		74.99			5610 87 430300	210	101000
115	01/20/21		4,468.11*			5610 87 430300	230	101000
116	01/20/21		68.50			5610 87 430300	311	101000
117	01/20/21		499.99			5610 87 430300	330	101000
118	01/20/21		106.37			5610 87 430300	345	101000
119	01/20/21		0.00*			5610 87 430300	363	101000
120	01/20/21		0.00			6040 910 430220	214	101000
133818	-99734C	4187 MOFI	1,162.96					
1	RLF190018	01/05/21 Fire Training Center Paymen	567.70			1000 7 490500	654	101000
2			595.26			1000 7 490500	655	101000
133820	-99730E	1970 MONTANA DAKOTA UTILITIES	41,789.54					
1		GAS/ELECTRIC ~ FD	436.72			1000 7 420460	341	101000
2		GAS/ELECTRIC ~ FD	352.33			1000 7 420460	344	101000
3		GAS/ELECTRIC ~ City Hall	284.01			1000 8 411230	341	101000
4		GAS/ELECTRIC ~ City Hall	392.02			1000 8 411230	344	101000
5		GAS/ELECTRIC ~ Parks	653.85			1000 13 460433	341	101000
6		GAS/ELECTRIC ~ Parks	381.61			1000 13 460433	344	101000
7		GAS/ELECTRIC ~ Bath House	100.31			1000 14 460445	341	101000
8		GAS/ELECTRIC ~ Animal Shelter	42.74			1000 21 440600	341	101000
9		GAS/ELECTRIC ~ Animal Shelter	66.26			1000 21 440600	344	101000
10		GAS/ELECTRIC ~ Library	452.85			2220 16 460100	341	101000
11		GAS/ELECTRIC ~ Library	300.05			2220 16 460100	344	101000
14		GAS/ELECTRIC ~ District 165	4,082.68			2400 46 430263	341	101000
15		GAS/ELECTRIC ~ Rental Fee	8,836.60			2400 46 430263	533	101000
16		GAS/ELECTRIC ~ District 167	576.10			2420 48 430263	341	101000
17		GAS/ELECTRIC ~ Rental Fee	1,054.80			2420 48 430263	533	101000
18		GAS/ELECTRIC ~ District 171	169.23			2430 49 430263	341	101000
19		GAS/ELECTRIC ~ District 172	1,468.28			2440 50 430263	341	101000
20		GAS/ELECTRIC ~ District 202	119.51			2470 72 430263	341	101000
21		GAS/ELECTRIC ~ Rental Fee	325.90			2470 72 430263	533	101000
22		GAS/ELECTRIC ~ District 173	34.77			2480 47 430263	341	101000
23		GAS/ELECTRIC ~ Sewer Lift	102.65			2510 107 430220	341	101000
28		GAS/ELECTRIC ~ Water Plant	4,897.94			5210 22 430530	341	101000
30		GAS/ELECTRIC ~ Water Plant	1,722.41			5210 22 430530	344	101000
31		GAS/ELECTRIC ~ Fish & Game	26.09			5210 23 430550	341	101000
32		GAS/ELECTRIC ~ Fish & Game	52.16			5210 23 430550	344	101000
33		GAS/ELECTRIC ~ Fish & Game	26.09			5310 31 430630	341	101000
34		GAS/ELECTRIC ~ Fish & Game	52.16			5310 31 430630	344	101000
35		GAS/ELECTRIC ~ Sewer Lift	1,818.20			5310 32 430690	341	101000

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36		GAS/ELECTRIC ~ Sewer Lift	115.06			5310 32 430690	344	101000
38		GAS/ELECTRIC ~ Ambulance	196.20			5510 10 420730	341	101000
39		GAS/ELECTRIC ~ Ambulance	158.30			5510 10 420730	344	101000
42		GAS/ELECTRIC ~ Shop	688.25			6040 910 430220	341	101000
43		GAS/ELECTRIC ~ Shop	451.13			6040 910 430220	344	101000
44		FISH & GAME ~ ELECTRIC	41.74			2510 107 430220	341	101000
45		FISH & GAME ~ ELECTRIC	83.45			2510 107 430220	344	101000
46		FISH & GAME ~ ELECTRIC	10.43			2520 108 430220	341	101000
47		FISH & GAME ~ ELECTRIC	20.86			2520 108 430220	344	101000
50		Airport Electric	1,158.86			5610 87 430300	341	101000
51		Airport Gas	587.45			5610 87 430300	344	101000
54		N Daly Sewer Treatment Plant	9,449.49			5310 33 430640	341	101000
133821	83831S	395 VA MONTANA HEALTHCARE SYSTEM	6,231.66					
	1	436K109DXR 01/01/21 February Rent ~ MCPD	3,115.83		28474	1000 5 420140	530	101000
	2	436K108KHQ 01/01/21 January Rent ~ MCPD	3,115.83		28457	1000 5 420140	530	101000
133822	83832S	700 CUSTER COUNTY WATER & SEWER	18,217.70					
	1	01312020 01/31/21 CCWSD Water/Sewer Collection	18,217.70			7980 211020		101000
133823	83833S	371 GENERAL DISTRIBUTING CO.	75.89					
	1	00828479 12/31/20 O2 on Account # 47473	54.19		28684	5510 10 420730	222	101000
	2	00960267 01/31/21 O2 on Account # 47473	21.70		28685	5510 10 420730	222	101000
133824	83834S	4186 BUCKY JOHNSON	31.98					
	1	9355001384 01/27/21 Cell Phone Reimbursement	15.99*		28781	5210 23 430550	345	101000
	2		15.99			5310 31 430630	345	101000
133825	83835S	721 DALES CLEANING SERVICE	700.00					
	1	DCS012020 01/27/21 City Hall ~ January Cleanin	700.00*		28874	1000 8 411230	360	101000
133826	83836S	4013 SOLESTONE REIMB SERVICES	3,201.68					
	1	11698 01/04/21 December Billing	3,201.68		28674	5510 10 420730	350	101000
133827	83837S	4008 PITNEY BOWES	274.17					
	1	3312822484 01/16/21 Postage Quarterly Lease	91.39			1000 3 410500	220	101000
	2		91.39			5210 25 430510	220	101000
	3		91.39			5310 29 430610	220	101000
133828	83813S	1921 MONTANA MUNICIPAL INTERLOCAL	260.25					
		January Retiree Premium						
	1	January Retiree Premium	260.25			1000 362022		101000

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133829	-99735C	501 CHEM SEARCH	732.65					
1	7207485	12/26/20 Aerosol	135.08			2510 107 430220	363	101000
2	7207485	12/26/20 Aerosol	33.77			2520 108 430220	363	101000
3	7207485	12/26/20 Aerosol	84.43			5210 23 430550	363	101000
4	7207485	12/26/20 Aerosol	84.42			5310 31 430630	363	101000
5	7209496	12/18/20 Gloves	157.98			2510 107 430220	363	101000
6	7209496	12/18/20 Gloves	39.50			2520 108 430220	363	101000
7	7209496	12/18/20 Gloves	98.74			5210 23 430550	363	101000
8	7209496	12/18/20 Gloves	98.73			5310 31 430630	363	101000
133830	-99736C	501 CHEM SEARCH	701.32					
1	7207634	12/16/20 Gloves	175.33			5210 22 430530	220	101000
2	7207634	12/16/20 Gloves	175.33			5210 80 430540	220	101000
3	7209783	12/18/20 Gloves	250.66			5310 33 430640	220	101000
4	7209783	12/18/20 Glove	100.00			5310 32 430690	220	101000
133831	-99737C	406 BRODY CHEMICAL	1,996.99					
1	496118	12/30/20 Cal Hypo Granular 100#	1,996.99			5310 33 430640	222	101000
133832	83816S	687 SECURITY ABSTRACT & TITLE CO	265,314.00					
1	WH 2021	01/14/21 Woolhouse Gallery Building \$\$	265,314.00*		27962	1000 5 420140	920	1 101000
133833	83818S	999999 ERIC HOFF	200.00					
1		Boot Allowance Reimbursement	100.00		28786	5210 23 430550	226	101000
2		Boot Allowance Reimbursement	100.00		28786	5310 31 430630	226	101000
133834	83838S	902 ENERGY LABORATORIES INC	408.75					
1	368404	01/11/21 Bacti's	110.00		28814	5210 80 430540	352	101000
2	368580	01/11/21 Nitrates & Ammonia	42.00			5310 33 430640	352	101000
3	371168	01/22/21 Bacti's	110.00			5210 80 430540	352	101000
4	371931	01/26/21 Oil & Grease	77.00			5310 33 430640	352	101000
5	370104	01/20/21 Flouride & TOC	69.75			5210 80 430540	352	101000
133835	83839S	1780 MILES CITY MOTOR SUPPLY	650.01					
1	842583	01/12/21 Batteries	547.96*		1223	5610 87 430300	363	101000
2	842610	01/12/21 Core Credit	-108.00*			5610 87 430300	363	101000
3	844091	01/21/21 Charger	32.99*			5610 87 430300	363	101000
4	844093	01/21/21 Connector	60.24*			5610 87 430300	363	101000
5	845118	01/28/21 Battery	134.82*			5610 87 430300	363	101000
6	845168	01/28/21 Battery Core Credit	-18.00*			5610 87 430300	363	101000

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133836	83840S	2125 MONTANA RURAL WATER SYSTEMS	350.00					
1	988	02/01/21 Annual Membership Dues	175.00		28787	5210 23 430550	334	101000
2			175.00			5310 31 430630	334	101000
133837	83841S	4053 ESRI, INC.	700.00					
1	26002603	01/30/21 Annual Subscription	350.00*		27624	1000 36 411020	334	101000
2			175.00			5210 23 430550	220	101000
3			175.00			5310 31 430630	220	101000
133838	83842S	999999 JAMES KINCADE	93.86					
1	20-1230	02/02/21 AMBULANCE REFUND	93.86			5510 342026		101000
133839	83843S	1407 KLJ ENGINEERING LLC	27,127.00					
1	10147203	12/21/20 Des Serv & AGIS 018-2019	20,000.00*		1211	5610 87 430300	944	101000
2	10147202	12/21/20 Des Serv & AGIS 018-2019	7,000.00*			5610 87 430300	944	101000
3	10148342	01/25/21 Phase III Const Admin	63.50		28875	2510 107 430236	350	101000
4			31.75			5210 23 430550	940	101000
5			31.75			5310 31 430630	940	101000
133840	83844S	4045 LAND SOLUTIONS, INC.	1,645.00					
1	LS122020	01/15/21 City View Subdivision	775.50		27621	1000 36 411020	350	101000
2	LS012021	01/31/21 City View Subdivision	775.50		27623	1000 36 411020	350	101000
3	LS012021	01/31/21 Building Inspector Land Revi	94.00			2394 18 420531	350	101000
133841	83845S	999999 MARK MOSLEY	34.00					
1	22299537	01/28/21 CDL Renewal	27.20*		28878	2510 107 430220	334	101000
2			6.80*			2520 108 430220	334	101000
133842	83846S	999999 SANTIAGO GARZA	40.00					
1	22293875	01/28/21 CDL Renewal	32.00*		28878	2510 107 430220	334	101000
2			8.00*			2520 108 430220	334	101000
133843	83847S	2151 Morrison-Maierle System	1,550.00					
1	59228	01/25/21 IT Work	31.25*		28473	1000 5 420140	350	101000
2	39180	01/18/21 Equipment Labor ~ MDT Project	1,518.75		28547	2850 105 420140	350	101000
133844	83848S	1330 SCL Health - Sisters of Charity	241.70					
1	500306610	12/25/20 DUI Blood Draws	241.70*		28472	1000 5 420140	350	101000

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133845	83849S	2510 QUAD K SUPPLY		35.99					
1	59653	01/26/21 Hand Towels		35.99		28876	1000 8 411230	230	101000
133846	83850S	4286 HERZOGS AUTO REPAIR		1,800.00					
1	01/27/21	Repair timing chain, water pum		1,800.00		28471	1000 5 420140	366	101000
133847	83851S	3229 ROLLING RUBBER / POINT S		72.00					
1	1053374	01/22/21 Mount & Balance Tires		72.00		28469	1000 5 420140	230	101000
133848	83852S	1649 MCC CENTRA ATHLETIC CENTER		900.00					
1	01252021	01/25/21 Membership fees for 9 Office		900.00		28468	1000 5 420140	334	101000
133849	83853S	1941 LOCAL GOVERNMENT CENTER		55.00					
1	H145	12/21/20 Municipal Handbook		55.00		27964	1000 3 410500	220	101000
133850	83854S	237 CPI COLLECTION PROFESSIONALS INC		12.57					
1	51200	01/26/21 Water/Sewer Collections		6.28			5210 25 430510	350	101000
2				6.29			5310 29 430610	350	101000
133851	83855S	4303 PARKER, HEITZ, & COSGROVE, PLLC		1,400.10					
1	2020-1153	12/31/20 City v. Eckart		1,400.10*		27965	1000 4 411100	350	101000
133852	83856S	2322 OLNESS & ASSOCIATES PC CPA'S		22,250.00					
1	101483	01/22/21 2020 Audit		500.00*		27966	1000 3 410500	350	101000
2	101474	01/15/21 2020 Audit Final Invoice		21,750.00*		27966	1000 3 410500	350	101000
133853	83857S	2423 PIONEER CARPET CLEANERS		335.00					
1	8601	01/19/21 Carpet Cleaning		204.35		28680	1000 7 420460	360	101000
2				130.65			5510 10 420730	360	101000
133854	83858S	2853 STRYKER SALES CORP		1,205.34					
1	3266515M	01/11/21 Pedatric Pulse Oximeters		637.24*		28676	5510 10 420730	214	101000
2	1237715	01/14/21 Subscrip Data for 1 year		568.10		28686	5510 10 420730	350	101000
133855	83859S	4038 BOBCAT OF MILES CITY		8,197.04					
1	01-52708	01/21/21 Unit 41		5,957.63		27934	2510 107 430220	214	101000
2				1,489.41*			2520 108 430220	214	101000
3	01-52600	01/13/21 60' Boom DSL		750.00		27934	2510 107 430220	350	101000

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133856	83860S	2903 TIRE-RAMA	6,386.84					
2	1060008569	01/06/21 Unit 11	446.36		27921	5210 23 430550	220	101000
3			446.36			5310 31 430630	220	101000
4	1060008774	01/15/21 Unit 46	2,197.65		27933	2510 107 430220	363	101000
5	1060008774	01/15/21 Unit 46	549.41		27933	2520 108 430220	363	101000
6	1060008774	01/15/21 Unit 46	1,373.53		27933	5210 23 430550	220	101000
7	1060008774	01/15/21 Unit 46	1,373.53		27933	5310 31 430630	220	101000
133857	83861S	636 CRIDCO, LLC	78.00					
1	STMT	01/01/21 Water for 3 Months	78.00		1217	5610 87 430300	220	101000
133858	83862S	4069 AGRI INDUSTRIES	3,944.09					
		Swimming Pool Pump						
1	229865	12/31/20 Swimming Pool Pump	3,944.09*			1000 14 460445	363	101000
133859	83863S	4288 KONE PASADENA	1,847.27					
1	1158092735	01/11/21 City Hall Elevator	1,847.27*			1000 8 411230	360	101000
133860	83864S	4171 FERGUSON WATERWORKS #1701	1,317.52					
1	764037-1	11/19/20 8 2blt macro coup	647.22			5210 23 430550	230	101000
2	767833	11/13/21 Mini Curb	50.12			5210 23 430550	235	101000
3	767833	11/13/21 Couplings	620.18			5210 23 430550	230	101000
133861	83865S	2260 NORTHWEST INDUSTRIAL SUPPLY	2,192.23					
1	1540655	01/20/21 Latch Kit	65.77			5210 23 430550	214	101000
2	1540655	01/20/21 Latch Kit	65.78			5310 31 430630	214	101000
3	1540330	01/15/21 Street Dept	1,648.54		28864	2510 107 430220	230	101000
4	1540330	01/15/21 Street Dept	412.14		28864	2520 108 430220	230	101000
133862	83866S	2865 DEPT OF ENVIRONMENTAL QUALITY	172.80					
1	MC Airport	01/20/21 Annual Mining Fee for 2020	172.80		1221	5610 87 430300	220	101000
133863	83867S	4125 AXEMAN	235.00					
1	122109	12/21/20 Welding	235.00		28675	1000 7 420460	364	101000
133864	83868S	4311 DTE, INC	11,467.00					
1	12213	01/25/21 Unit 8	1,915.20		27938	2510 107 430220	363	101000
2	12213	01/25/21 Unit 8	478.80			2520 108 430220	363	101000
3	12212	01/25/21 Unit 8	9,073.00		27937	4060 911 430233	940	101000

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133865	83869S	2560	REGAN PLUMBING & HEATING	1,803.54					
1	221-1011	12/21/20	Bender Park Unit Heater	1,016.04		28868	1000 13 460433	230	101000
2				787.50			1000 13 460433	360	101000
133866	83870S	4299	3D SPECIALTIES	203.73					
1	13861	01/18/21	Street Signs	203.73		28871	2510 107 430220	242	101000
133867	83871S	4216	BIG SKY GUTTERS & DOORS	2,448.50					
1	7830	01/20/21	City Shop	519.40			2510 107 430220	363	101000
2	7830	01/21/21	City Shop	129.85			2520 108 430220	363	101000
3	7830	01/20/21	City Shop	324.63			5210 23 430550	363	101000
4	7830	01/20/21	City Shop	324.62			5310 31 430630	363	101000
5	7802	12/04/20	Garage Door	701.50		28671	1000 7 420460	400	101000
6				448.50			5510 10 420730	400	101000
133868	83872S	4315	INTERNATIONAL ASSOCIATION OF	190.00					
1	02107111	12/08/20	Membership Dues	190.00		28458	1000 5 420140	334	101000
133869	83873S	4308	SDI ARCHITECTS & DESIGN	1,915.00					
1	12/31/20		Architect - Woolhouse	1,915.00*			1000 5 420140	350	1 101000
133870	83874S	4063	THE CHEMNET CONSORTIUM INC.	59.00					
1	106764	01/14/21	Drug Test ~ Stoutenburg	59.00*		28463	1000 5 420140	350	101000
133872	83875S	331	MONTANA LAW ENFORCEMENT TESTING	50.00					
1	01/13/2021	01/13/21	Hiring Fee ~ Leif Davis	50.00*		28461	1000 5 420140	350	101000
133874	83876S	291	ECOLAB PEST ELIMINATION DIVISION	107.12					
1	3773724	01/06/21	Rodent Program	65.35		28673	1000 7 420460	350	101000
2				41.77			5510 10 420730	350	101000
133875	83877S	52	ABC GLASS & SIGNS, INC.	1,120.00					
1	10058300	01/08/21	City Shop Signs	448.00		27929	2510 107 430220	242	101000
2				112.00			2520 108 430220	242	101000
3				280.00			5210 23 430550	220	101000
4				280.00			5310 31 430630	220	101000
133876	83878S	790	DPC INDUSTRIES	230.00					
1	DE72000319	11/30/20	Demurrage	150.00		28812	5210 80 430540	222	101000
2	DE72000349	12/31/20	Demurrage	80.00		28812	5310 33 430640	222	101000

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133877	83879S	1120	GLADER ELECTRIC CO	3,508.00					
1	91567	12/10/20	Change Starter	1,483.79		28809	5210 22 430530	360	101000
2	91573	12/11/20	Ram Conduit for Motor	798.25			5210 22 430530	360	101000
3	91531	12/05/20	City Hall	122.12*		28865	1000 8 411230	360	101000
4	91504	12/11/20	FLM 10 Fuses	78.80			2440 50 430263	230	101000
5	91506	12/15/20	Fisher Photo Cells	60.52			2440 50 430263	230	101000
6	90801	12/17/20	MC Club - 519 Block	358.70			1000 13 460433	230	101000
7	91463	12/17/20	Parks Dept	34.62			1000 13 460433	230	101000
8	90874	12/31/20	Balsam Addition	50.00*			2430 49 430263	230	101000
9	90874			157.50			2430 49 430263	360	101000
10	90801			48.70			2440 50 430263	230	101000
11	90801			315.00			2440 50 430263	360	101000
133878	83880S	2240	NOLLEYS WELDING & MACHINE INC	1,650.00					
1	33316	01/14/21	Repair Oshkosh	1,650.00*			5610 87 430300	363	101000
133879	83881S	1571	MACS FRONTIERLAND	625.00					
1	639064	01/11/21	Seat Covers	250.00		27930	2510 107 430220	363	101000
2	639064	01/11/21	Seat Covers	62.50		27930	2520 108 430220	363	101000
3	639064	01/11/21	Seat Covers	312.50		27930	5210 23 430550	220	101000
133880	83882S	4062	SCL HEALTH ~ Supplies	340.78					
1	11384	12/31/20	Supplies	340.78		28670	5510 10 420730	222	101000
133881	83883S	999999	WILLIAM MARSH	115.29					
1	Jan Refund		Water Deposit Refund	115.29			5210 214010		101000
133882	83884S	499	CHECKERS INC	80.00					
1	108014	12/18/20	DOT Drug Testing	32.00			2510 107 430220	350	101000
2				7.60			2520 108 430220	350	101000
3				0.40			2540 109 430220	350	101000
4	108133	12/31/20	DOT Drug Testing	20.00			5210 23 430550	350	101000
5				20.00			5310 31 430630	350	101000
133883	83885S	3286	WPCI	29.75					
1	S142373	12/31/20	CDL Drug Testing	23.80			2510 107 430220	350	101000
2				5.65			2520 108 430220	350	101000
3				0.30			2540 109 430220	350	101000

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133884	83886S	999999	HARRY SCOTT DENSON		35.99				
1	Jan2021	02/02/21	DAV Meal Reimbursement	35.99		28188	2985 15 450330	379	101004
			# of Claims	83	Total:	511,176.21			
				Total Electronic Claims	86,774.02	Total Non-Electronic Claims	424402.19		