



CITY OF MILES CITY AGENDA

Regular Council Meeting
City Council Chambers
And online at zoom.us

April 27, 2021
6:00 p.m.

CALL TO ORDER PLEDGE OF ALLEGIANCE ROLL CALL

1. APPROVAL OF COUNCIL MINUTES/COMMITTEE MINUTES

- | | |
|--------------------------------------|------------|
| A. Regular City Council Meeting | 04/13/2021 |
| B. Human Resources Committee Meeting | 03/25/2021 |
| C. Human Resources Committee Meeting | 04/08/2021 |
| D. Human Resources Committee Meeting | 04/15/2021 |
| E. Finance Committee Meeting | 04/16/2021 |

2. SCHEDULE MEETINGS

3. REQUEST OF CITIZENS & PUBLIC COMMENT

Brian Nansel, Miles City Football ~ Request to put up scoreboard at Bender Park

Chad Notbohm, Outlaws ~ Request to put up two scoreboards at Tedesco & Stanley Fields

Mark Ahner ~ 4th of July requests

- Main Street Closure
- City Signage
- Park Permit
- Insurance

Keep Miles City Beautiful ~ Presentation

4. APPOINTMENTS

Custer County Conservation District
Urban Supervisor - David Ritter

Solid Waste Board
Council Member

Custer County Miles City Flood Control Committee
Council Member

5. PROCLAMATIONS

6. STAFF REPORTS

7. CITY COUNCIL COMMENTS

- 8. MAYOR COMMENTS
- 9. COMMITTEE RECOMMENDATIONS
- 10. BID OPENINGS
- 11. BID AWARDS
- 12. PUBLIC HEARINGS

- A. **ORDINANCE NO. 1346 (*Second Reading*) - AN ORDINANCE REVISING CITY CODE SECTIONS 7-57 THROUGH 7-62 PERTAINING TO THE CITY OF MILES CITY URBAN RENEWAL DISTRICT BOARD OF COMMISSIONERS AND PROVIDING FOR AN EFFECTIVE DATE THEREOF**

13. UNFINISHED BUSINESS

- A. **ORDINANCE NO. 1346 (*Second Reading*) - AN ORDINANCE REVISING CITY CODE SECTIONS 7-57 THROUGH 7-62 PERTAINING TO THE CITY OF MILES CITY URBAN RENEWAL DISTRICT BOARD OF COMMISSIONERS AND PROVIDING FOR AN EFFECTIVE DATE THEREOF**

14. NEW BUSINESS

- A. **ORDINANCE NO. 1347 (*First Reading*) – AN ORDINANCE ADOPTING REVISED ENERGY CODES IN ACCORDANCE WITH STATE OF MONTANA BUILDING CODES PROGRAM REQUIREMENTS.**
- B. **RESOLUTION NO. 4399 - A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING NON-UNION WAGE SCALE MATRIX**
- C. **RESOLUTION NO. 4400 - A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING WAGE INCREASE REQUESTS**
- D. **RESOLUTION NO. 4401 - A RESOLUTION APPROVING A CITY OF MILES CITY RSVP CRIMINAL HISTORY CHECK POLICY**

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



IMPROVEMENTS

TEDESCO FIELD & STANLEY FIELD

OUTLAW BASEBALL CLUB

...is continuing its commitment to field improvements.

If you haven't taken a drive to view Stanley Field, we are excited to update you on completion of the backstop, outfield fencing, irrigation system, gas seeding and infield clay. Our next projects are completion of the Stanley dugouts. Recently, we ordered two Daktronics scoreboards and backstop pads for both Stanley and Tedesco fields. Outlaw Baseball Club is anticipating a busy season of baseball at both locations.

Our 5th Annual CABA 14u Wood Bat World Series Tournament is scheduled for June 30 - July 4th this year. We currently have 18 teams paid and committed from all over the United States. We plan to max our tournament participation at twenty teams. In order to accommodate this many teams, it is important for Outlaw Baseball Club to provide the best experience to our visitors from other areas in Montana and out-of-state. We anticipate a busy week for our local businesses, restaurants and hotels during the tournament.

Below is the design for the scoreboards as well as sizing.

CONTACT

@ chad@notbohmmotors.com

(406) 951-0951

outlawsbaseballclub.com

Miles City, MT 59301



OUTLAWS BASEBALL

	BALL	2	STRIKE		OUT					RUNS
	1	2	3	4	5	6	7	8	9	
GUEST	1	0	0	0	0	1	0	0	0	2
HOME	0	0	2	0	1	3	0	0		6

- Overall Dimensions: 5' 5" high x 20' wide
- 2 Panel (then Backlit) 2' high x 20' wide (above scoreboard)
- Baseball Scoreboard 3A-2010-WFV 6.5' high x 20' wide

Custer County Conservation District

3120 Valley Drive East
Miles City, MT 59301

Phone: 406-232-7905 ext. 3242
Email: carol.watts@mt.nacdnet.net

April 8, 2021

Office of the Mayor
17 South 8th Street
Miles City, MT 59301

Dear Mayor John Hollowell,

As Administrator for the Custer County Conservation District I am writing to inform you that Ron Watts, Urban Supervisor on the District board has resigned his position. Urban Supervisors are appointed by the Mayor, so I am writing in behalf of the Custer County Conservation District and recommending that you appoint David Ritter to be the next Urban Supervisor. I have enclosed his resume. David met with the District supervisors at our board meeting Tuesday April 6, 2021 and the board approved this action. Thank you for your time and consideration.

Sincerely,



Carol Watts
Conservation District Administrator
carol.watts@mt.nacdnet.net

Thomas David Ritter
2806 Kinsey Road
Miles City, MT 59301
410.371.6866
rittercraft@gmail.com
www.rittercraft.com

Social Security Number: xxx-xx-2029

Citizenship: United States

Veteran's preference: none

EDUCATION

Virginia Polytechnic Institute and State University, Blacksburg, VA

- Bachelor of science, Fisheries Science, May 2008

Montana State University, GPA: 3.89

- Master of science, Fisheries Management, August 2015

EMPLOYMENT HISTORY

Fisheries Biologist and Engineer

October 2016 - present

Fisheries consultant for Ritter Designs, LLC.
Seattle, WA

Supervisor: Christopher Ritter, 443-340-5168

- Project manager for development of remote underwater camera system that monitors efficacy of Lake Trout suppression efforts as well as Lake Trout spawning behavior in Yellowstone Lake, Yellowstone National Park
 - Coordinated with the National Park Service and Montana State University to identify a long-term, remotely powered autonomous monitoring system
 - Organized and executed deployment of camera systems in both shallow (2 m) and deep (12 m) water sites, working with divers and biologists off of a research vessel
 - Used software (VLC, Adobe Premiere, Lync) to assist in analysis of recorded videos
- Fisheries biologist and engineer for development of underwater infrared camera system that monitors the spawning behavior of triploid and diploid Walleye for graduate research project at Utah State University
 - Coordinated with graduate student, adviser, and technicians to design long-term monitoring system
 - Provided biological and engineering consultation to address potential study and equipment design challenges
 - Developed motion detection and archiving system that automatically saves video files with fish activity
 - Developed and built lighting arrays that do not alter or disturb natural behavior

- Engineer and biological consultant for the design, construction, and implementation of a Swift Fox radio monitoring nodal network for Montana Fish, Wildlife & Parks wildlife biologists
 - Coordinated with Montana FWP biologists and Oregon State University researchers to design tracking system capable of both passive and active monitoring
- Assisted in development of the “Rockfish” remote monitoring platform for applications in PIT telemetry studies (Rockfish allows remote access and control of PIT antenna arrays via website interface using Iridium satellite network)
- Acted as fisheries science advisor to engineers during development of Rockfish, with particular emphasis on website interface and field operation
- Coordinated and maintained collaborative relationships with Montana State University and Montana Fish, Wildlife & Parks, Utah State University, and the National Park Service
- Assisted in development of new communications module for satellite video tags of Pacific White Sharks
 - Assisted in tagging and monitoring of White Sharks in Northern California at Tomales Bay and the Farallon Islands off of small research skiff
 - Assisted in analysis of video and identification of individual white sharks

Fisheries Biologist

December 2019 – January 1, 2021

Montana Fish, Wildlife & Parks

Great Falls, MT

Supervisor: Jason Mullen, 406-454-5855

- Analyzed 10 years of PIT telemetry, radiotelemetry, and scale-aging data to address the following goal and objectives:
 - Investigate the life histories of rainbow trout, brown trout, and mountain whitefish *Prosopium williamsoni*.
 - (1) quantify spatiotemporal variability of natal straying and homing rates and identify connectivity among upper Missouri River, Sun River, and Smith River salmonid populations
 - (2) determine the timing of and factors influencing rainbow and brown trout outmigration
 - (3) determine growth rates and age structures of rainbow trout, brown trout, and mountain whitefish populations and compare them to previous age and growth studies.
- Delivered as report to Northwestern Energy for FERC Project 2188 (see attached abstract)

Fisheries Technician

May 2016 – October 2016

Bureau of Land Management

Hours per week: 40

111 Garryowen Road

Miles City, Montana 59301

Supervisor: Christina Stuart, 910-232-3592

- Assisted in annual monitoring of fish populations and habitat of prairie streams
- Seined sample reaches, identified fish to species, and quantified number to develop IBI scores
- Evaluated aquatic and riparian habitat to gage effectiveness of restoration efforts
- Participated in multiple Travel Management working groups
- Assisted supervisor in drafting NEPA
- Imported data and created new layers in ArcGIS for use by other BLM departments in development of environmental assessments

Research Associate

January 2016 – May 2016

Montana Cooperative Fishery Research Unit

Hours per week: 40

301 Lewis Hall

Bozeman, Montana 59717

Supervisor: Michael Duncan, 406-599-1835

- Extracted and prepared walleye otoliths for aging and microchemistry analysis
- Developed new method for sanding otoliths using Dremel equipment and custom sanding procedure, resulting in many fewer cracked otoliths and reducing processing time

Research Project Leader

January 2014 – May 2015

Montana Cooperative Fishery Research Unit

September 2015 – December 2015

301 Lewis Hall

Hours per week: 50

Bozeman, Montana 59717

Supervisor: Dr. Alexander Zale, 406-994-2380

Salmonid movements and thermal hydrodynamics at a montane river system confluence: thermal refugia in the Smith River basin (abstract below)

- Goal: Determine use of the Tenderfoot Creek outflow as a thermal refuge
- Developed research and budget proposal for additional project investigating salmonid movement and thermal hydrodynamics at the confluence of Tenderfoot Creek and the Smith River
- Supervised crew of one permanent technician and seasonal volunteers
- Coordinated with MT FWP, National Forest Service, and private landowners
- Developed comprehensive understanding of temperature dynamics and salmonid movement in the confluence area using thermal mapping and PIT technology
- Developed temperature models to predict temperatures in confluence area
- Investigated movement of Brown Trout, Rainbow Trout, Brook Trout, and Mountain Whitefish year-round, specifically out-migrations in late autumn
- Investigated movement of age-1 salmonids
- New applications of PIT technology, including raft-mounted antennas, submersible antennas, and remote sensing platforms
- Used SigmaPlot, Excel, and Access to successfully model and analyze the relationships among fish movement and abundance and stream temperatures and discharges

Fisheries Technician

May 2015 – August 2015

Montana Fish, Wildlife, & Parks Region 7
352 I-94 Business loop, Miles City, MT 59301
Supervisor: Caleb Bollman, 406-234-0914

Hours per week: 40+

- Assisted in movement studies of warmwater, large-river species including Blue Sucker, Pallid Sturgeon, Shovelnose Sturgeon, Sauger, Walleye, and Paddlefish
- Radio-telemetry, tracking and implantation surgery
- Trammel-netting, gill-netting, hoop-netting, fyke-netting, boat electrofishing
- Operation of jet-boats
- Assisted in trend population estimates of Tongue River, Tongue River Reservoir, Region 7 ponds, and Yellowstone River

Master's Student

Montana Cooperative Fishery Research Unit
301 Lewis Hall
Bozeman, Montana 59717
Advisor: Dr. Alexander Zale, 406-994-2380

January 2010 – August 2015

Hours per week: 50

Connectivity in a montane river basin: the use of Tenderfoot Creek by salmonids in the Smith River system (abstract below)

- Goal: Evaluate the importance of remote, unaltered tributaries as spawning and nursery areas and thermal refuges in montane river basins
- Five PIT-tag antennas installed in the lower reaches of Tenderfoot Creek, a remote, pristine tributary to the Smith River, MT, to monitor 750 tagged fish
- Abundance estimates by depletion electrofishing surveys, mark-recapture studies, and snorkeling
- Estimate spawning effort by performing redd counts, fish weir operation, and juvenile abundance
- Used SigmaPlot, Excel, and Access to successfully model and analyze the relationships among fish movement and abundance and stream temperatures and discharges
- Rough terrain required operation of ATV, snowmobile, raft, and helicopter to access

Fisheries Technician

Montana Cooperative Fishery Research Unit
301 Lewis Hall
Bozeman, Montana 59717
Supervisor: Michael Duncan, 406-599-1835

June 2009 – November 2009

Hours per week: 50

- Goal: investigate small fish assemblages (movement, abundance, and longitudinal distribution) in the lower Yellowstone River and its tributaries from Laurel, MT to Fairview, ND
- Used multiple sampling techniques to collect fish including fyke nets, otter trawling, seining (both mainstem Yellowstone River and tributaries such as Fallon Creek, Powder River, and Tongue River), and trammel netting
- Identified all captured individuals to species, including juveniles

- Camped throughout field season on islands in the Yellowstone River and public lands
- Met with landowners and locals to discuss access, permission, and research

PUBLICATIONS

Ritter, T. D. 2015. Connectivity in a montane river basin: salmonid use of a major tributary in the Smith River system. Master's Thesis. Montana State University, Bozeman, Montana.

Ritter, T. D., J. Mullen, B. J. Tornabene, and G. G. Grisak. 2021. Life histories of salmonids in the upper Missouri River basin. Final report for Northwestern Energy FERC Project 2188. Montana Fish, Wildlife, & Parks, Great Falls, Montana.

Ritter, T. D., A. V. Zale, G. Grisak, and M. Lance. 2020. Groundwater upwelling regulates thermal hydrodynamics and salmonid movements during high-temperature events at a montane tributary confluence. *Transactions of the American Fisheries Society* 149(5): 600-619. doi: 10.1002/tafs.10259

RELEVANT FISHERIES AND WILDLIFE EXPERIENCE

- Assisted Paul Kanive, Ph. D student at Montana State University studying white shark survival, abundance, and longevity using acoustic and video camera tags
- Assisted Matt Jaeger and Montana Fish, Wildlife, and Parks in elastomer tagging operation of 1,900 juvenile pallid sturgeon in Miles City, MT
- Recurring member of shore-side science team participating in deep-sea exploration of NOAA's *Okeanos Explorer* for three cruises, two in the North Atlantic, and one in the Gulf of Mexico
 - Assisted in identification of deep-water fishes and chondrichthyans, including a rare sighting of a Greenland Shark

AWARDS

- Jim Belsey Graduate Student Scholarship Award, 2014: \$2500 awarded to student demonstrating excellence in coldwater fisheries conservation

COMPUTER SKILLS

- Microsoft Word, Excel, Access, PowerPoint, Frontpage
- SigmaPlot, R, ArcGIS/ArcMap, Adobe Photoshop CC 2017, Adobe Premiere Pro, CoffeeCup FTP, AutoDesk Fusion 360, QGIS

PHOTOGRAPHY

- Extensive experience with SLR cameras including film, slide film and digital versions (see www.rittercraft.com for online portfolio or inquire for examples)

- Use of GoPro cameras in Master's research on Tenderfoot Creek and Smith River to estimate accuracy of fish identification by snorkelers during population surveys and estimate abundance of mountain whitefish during autumn spawning migrations

ARTWORK

- Watercolor and gouache paintings of fish for use in ichthyology, identification, and fishermen and women who want to memorialize their catch (see www.rittercraft.com for online portfolio or inquire for examples)
- Commissioned by Niall Clancy for publication in Transactions of American Fisheries Society and Walleyes Unlimited

SERVICE ACTIVITIES

- Football and basketball coach, ages 10-12, Blacksburg, VA
- American Fisheries Society (2005 – present)
- Scuba Club at Virginia Tech (2003 – 2006)
- Certified Scuba Schools International (1998 – present)
- Trout Unlimited (2006 – present)
- Pre-Veterinary Medical Association of Virginia Tech (2006 – 2007)
- Volunteers in Mission, Reisterstown United Methodist Church (2001 – 2006)

FISHING EXPERIENCE

- Spin-casting for 25 years, United States and Canada for hundreds of freshwater and saltwater species, specializing in black bass and catfish
- Fly-fishing for 16 years, United States (including Alaska), Canada, and New Zealand for many species, including trout, steelhead, black bass, striped bass, and salmon
- Fly-tying bass, trout, and steelhead flies for 10 years
- Surf-fishing for 20 years, Maryland, Maine and New Zealand for striped bass, cod, hake, sharks, bluefish, skates, wrasse, and redfish
- 5 years paddling experience with 12' self-bailing raft and NRS fishing frame, Smith River, Yellowstone River, Madison River, and Big Hole River

HOBBIES/INTERESTS

- Hiking
- Hunting, rifle and archery (upland birds, turkey, deer, elk, pronghorn, and bighorn sheep)
- Boating (including jet-outboard, 18' Hewescraft) and rafting (12.5' Saturn self-bailer; 1995 – present)
- Snowmobiling and 4-wheeling (1999 – present)
- Scuba Diving SSI certified (1998 – present)
- Skiing, cross-country, and downhill (1995 – present)
- Automotive restoration: 1930 Ford Model A, 1985 Porsche 944, and 1993 Chevrolet Corvette

Minutes

**REGULAR COUNCIL MEETING April 13, 2021
6:00 p.m.**

CALL TO ORDER

The Regular Council meeting was held Tuesday, April 13, 2021, in the City Hall Conference Room at City Hall, 17 S. 8th Street, Miles City, Montana and online via zoom.us. Mayor John Hollowell called the meeting to order. Council Members present were Brant Kassner, Dwayne Andrews, Ken Gardner, Elizabeth Patten, Rick Huber, Austin Lott, Kathy Wilcox and Stacy Broell.

Also present were City Attorney Dan Rice, Public Works Director Scott Gray, Police Chief Doug Colombik, Planner in Training Ally Capps, Public Utilities Director Tom Speelmon, Human Resources Officer Linda Wilkins, Deputy City Clerk Jody Kinsey, and City Clerk/Minute Recorder Mary Rowe.

PLEDGE OF ALLEGIANCE

Mayor Hollowell led the Council in the Pledge of Allegiance.

APPROVAL OF COUNCIL & COMMITTEE MINUTES

City Council Minutes: 3/23/2021

****** *Councilperson Wilcox moved to approve the minutes of the Regular Council Meeting of March 23, 2021, subject to any changes, and seconded by Councilperson Gardner. The motion **passed** by unanimous consent, 8-0.*

SCHEDULE MEETINGS

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

Human Resources Committee Meeting	April 15, 2021 @ 4:00pm
Public Safety Committee Meeting	April 22, 2021 @ 6:00pm
Flood Control Committee Meeting	April 15, 2021 @ 6:00pm

REQUEST OF CITIZENS & PUBLIC COMMENT

None

APPOINTMENTS

None

PROCLAMATIONS

None

STAFF REPORTS

Officer Wilkins explained employee Health Savings Account (HSA)/Flex Spending Account (FSA) information to Council. It would be covered by Allegiance, same as our current health coverage. Montana Municipal Interlocal Authority agreed

that this option has an array of benefits. The cost would be \$7.50 per person per month for an employee to utilize the FSA. The FSA would grant the ability for employees to set aside pre-tax dollars for a specific purpose such as daycare cost. She stated that there is no increase in health insurance this coming year. The HSA would be beneficial for employees to plan ahead. The City would contribute the difference up to the Madison Plan cost, if an employee chose a lesser plan, to an HSA. There are approximately eighty employees insured now.

CITY COUNCIL COMMENTS

Council President Lott announced that he is resigning from his seat as Ward IV Councilperson effective Friday, April 16, 2021 as he is moving out of his ward.

Councilperson Huber gave recognition to Public Works crew for their timely service response.

MAYOR COMMENTS

Reminded Council Members to follow proper protocol when addressing public matters and/or City Directors.

COMMITTEE RECOMMENDATIONS

None

BID OPENINGS

None

BID AWARDS

None

PUBLIC HEARINGS

- A. **ORDINANCE NO. 1345 (*Second Reading*) - AN ORDINANCE AMENDING SECTIONS 4-71, 4-72, and 4-75 OF THE CODE OF ORDINANCES OF MILES CITY, MONTANA, WITH REGARDS TO ANIMALS REDEMPTION BY OWNER; FEE, RELEASE TO PERSON OTHER THAN OWNER AND DISPOSITION OF UNCLAIMED ANIMALS.**

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

UNFINISHED BUSINESS

- A. **ORDINANCE NO. 1345 (*Second Reading*) - AN ORDINANCE AMENDING SECTIONS 4-71, 4-72, and 4-75 OF THE CODE OF ORDINANCES OF MILES CITY, MONTANA, WITH REGARDS**

TO ANIMALS REDEMPTION BY OWNER; FEE, RELEASE TO PERSON OTHER THAN OWNER AND DISPOSITION OF UNCLAIMED ANIMALS.

- **** *Councilperson Andrews moved to approve the Ordinance, read by title only and seconded by Councilperson Broell. On roll call vote, the motion passed by unanimous consent, 8-0. **Ordinance No. 1345 passed.***

NEW BUSINESS

A. RESOLUTION NO. 4396 - A RESOLUTION AUTHORIZING THE CITY OF MILES CITY TO ENTER INTO AN AGREEMENT WITH THE MONTANA DEPARTMENT OF TRANSPORTATION FOR STREET SWEEPING FOR FISCAL YEAR 2021-2022

- **** *Councilperson Andrews moved to approve the Resolution, read by title only and seconded by Councilperson Kassner. On roll call vote, the motion passed by unanimous consent, 8-0. **Resolution No. 4396 passed.***

B. RESOLUTION NO. 4397 - A RESOLUTION APPROVING AN AGREEMENT WITH “BILLING DOCUMENT SPECIALISTS” FOR WATER AND SEWER BILLING SERVICES.

- **** *Councilperson Patten moved to approve the Resolution, read by title only and seconded by Councilperson Gardner.*

Director Speelmon explained that there would not be loss of in-house duties, but there would be a lot of additional services for not only the water department, but also for the customers. He explained that card stock cost is rising so much he was quoted an increase of approximately one hundred and sixty dollars, in shipping alone, over the span of one week. Due to the increase, it was decided to go with full page paper bills instead. He pointed out that it would lower not only the card stock costs, but also postage costs by including multiple accounts into a single mailing. Billing Document Specialists (BDS) is compatible with our current Black Mountain software and will automatically import credit card payments into the system instead of hand inputting. All of the additional services, like online account payments, telephone reminders, credit card payments, and email billing will increase costs about fifty dollars a month.

- **** *On roll call vote, the motion passed by unanimous consent, 8-0. **Resolution No. 4397 passed.***

C. RESOLUTION NO. 4398 - A RESOLUTION APPROVING A “STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER AS CONSTRUCTOR” WITH HARDY CONSTRUCTION FOR RENOVATION TO THE POLICE DEPARTMENT BUILDING.

****** *Councilperson Patten moved to approve the Resolution, read by title only and seconded by Councilperson Lott.*

Councilperson Patten gave a brief overview of why Hardy Construction was chosen for the Police Department renovation. There is a meeting on Friday morning that will determine the official start date of demolition.

****** *On roll call vote, the motion passed by unanimous consent, 8-0.*
Resolution No. 4398 passed.

D. ORDINANCE NO. 1346 (First Reading) - AN ORDINANCE REVISING CITY CODE SECTIONS 7-57 THROUGH 7-62 PERTAINING TO THE CITY OF MILES CITY URBAN RENEWAL DISTRICT BOARD OF COMMISSIONERS AND PROVIDING FOR AN EFFECTIVE DATE THEREOF

****** *Councilperson Patten moved to approve the Resolution, read by title only and seconded by Councilperson Andrews.*

Planner in Training Capps explained that the 2016 Resolution to update bylaws for Urban Renewal Agency (URA) did not match the 2015 Ordinance, which also did not match MCA. More specifically, the terms of office did not match, and the reports due to state were different from reports due to Council. She requested that there be only one reporting date.

Attorney Rice added that the current Ordinance states that a City official cannot be on the URA board.

****** *On roll call vote, the motion passed by unanimous consent, 8-0.*
Ordinance No. 1346 passed.

Mayor Hollowell referred Ordinance 1346 to the Public Service Committee for review.

E. APPROVAL OF MARCH CLAIMS

- ** *Councilperson Lott moved to approve March claims, seconded by Councilperson Kassner and passed unanimously, 8-0.*

ADJOURNMENT

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

The meeting was adjourned at 6:35p.m.

John Hollowell, Mayor

Mary Rowe, City Clerk

Human Resources Committee
March 25, 2021

The **Human Resources Committee** met Thursday, March 25, 2021 at 4:00 p.m. in the City Hall Conference Room. Present were Committee Members Kathy Wilcox, Stacy Broell, and Dwayne Andrews. Committee Member Rick Huber was excused. Also present were: Fire Chief Branden Stevens, Police Chief Doug Colombik, Library Director Sonja Woods, Public Utilities Director Tom Spielmon and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Request of Citizens

None

2. Committee Member Comments

None

3. Review, Revise, Recommend 20-year Wage Scale Matrix wages for all NON-union City Employees for FY 2021-2022:

There was discussion regarding placing the Fire Chief's wage on the matrix without the stipend for Paramedic as this could change based on who was currently holding the position. There was discussion around employees who have 20 or more years of service with the City. It was determined to place employees at 20 years or more years of service at the 10-year step on the matrix to provide opportunity for future wage increases. The Police Chief's wage will be adjusted to the average of the survey conducted by Chief Colombik on Police Chief wages. The Human Resources Officer will make the recommended changes and the matrix will be brought back to the next scheduled meeting for review.

4. Upcoming HR Activities

- Managers review, revise and submit to HR PD updates now
- All performance evals and PE and Wage increase requests with all supporting documentation submitted to HR by May 15
- COLA increase recommendation to Finance by June 1

5. Next Meeting: April 8, 2021; 4:00 p.m.

6. Adjournment

***Committee Member Broell moved to adjourn, seconded by Committee Member Andrews.
The motion passed unanimously 3-0.*

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Chairperson Kathy Wilcox

Recorder Linda Wilkins

Human Resources Committee
April 8, 2021

The **Human Resources Committee** met Thursday, April 8, 2021 at 4:00 p.m. in the City Hall Conference Room. Present were Committee Members Kathy Wilcox, Rick Huber, and Dwayne Andrews. Committee Member Stacy Broell was excused. Also present were: Fire Chief Branden Stevens, Police Chief Doug Colombik, Library Director Sonja Woods, City Planner-in-Training Ally Capps, RSVP Director Betty Vail, and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Request of Citizens

None

2. Committee Member Comments

None

3. Review and approve RSVP Director Position Description

Director Vail explained the change to the position description was to accommodate a change in name for the agency responsible for overseeing the grant program for RSVP.

***Committee Member Andrews moved to approve the RSVP Director Position Description as revised, seconded by Committee Member Huber. The motion passed unanimously 3-0.*

4. Review and recommend RSVP Criminal History Check Policy

Director Vail explain this change was to comply with current grant requirements.

***Committee Member Andrews moved to approve the RSVP Criminal History Check Policy as revised, seconded by Committee Member Huber. The motion passed unanimously 3-0.*

5. Review, Revise, Recommend 20-year Wage Scale Matrix wages for all NON-union City Employees for FY 2021-2022:

A draft policy of the policy covering the Wage Scale Matrix was reviewed and changes were made to be reviewed again at the next Human Resources Committee Meeting

6. Upcoming HR Activities

- Managers review, revise and submit to HR PD updates now
- All performance evals and PE and Wage increase requests with all supporting documentation submitted to HR by May 15
- COLA increase recommendation to Finance by June 1

7. Next Meeting: April 15, 2021; 4:00 p.m.

8. Adjournment

***Committee Member Huber moved to adjourn, seconded by Committee Member Andres. The motion passed unanimously 3-0.*

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Chairperson Kathy Wilcox

Recorder Linda Wilkins

Human Resources Committee
April 15, 2021

The **Human Resources Committee** met Thursday, April 15, 2021 at 4:00 p.m. in the City Hall Conference Room. Present were Committee Members Kathy Wilcox, Stacy Broell, and Dwayne Andrews. Committee Member Rick Huber was excused. Also present were: Fire Chief Branden Stevens, City Planner-in-Training Ally Capps, and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Request of Citizens

None

2. Committee Member Comments

None

3. Review and approve MCFR Deputy EMS Officer Position Description

Chief Stevens explained this position description would create the position of Deputy EMS Officer for the department formalizing the work for the collection bargaining unit. There are a lot of logistics in running EMS. This would relieve some of the duties from the EMS Officer. Also, the department is no longer to be able to acquire medical supplies through Holy Rosary Healthcare and this position will be responsible for locating medical supplies and obtaining these supplies at the best price possible. These duties will take approximately 10-25 hours per month and will be performed while the officer is on duty.

***Committee Member Andrews moved to approve the Deputy EMS Officer Position Description, seconded by Committee Member Broell. On roll call vote, the motion passed unanimously 3-0.*

4. Review, Revise, Recommend to Full Council: Wage Scale Matrix policy and procedure

The draft policy was reviewed and revisions were finalized for presentation to City Council.

***Committee Member Broell moved to approve the Wage Matrix Policy as revised, seconded by Committee Member Andrews. The motion passed unanimously 3-0.*

5. Review, Revise, Recommend to Full Council: Wage Increase Requests policy and procedure (Resolution # 402)

The policy was reviewed and any language in the policy that read “annual longevity” was changed to “COLA or step”. Under PROCEDURE a bullet was added reading “a draft revised position description recommended by the director”.

***Committee Member Andrews moved to approve the Wage Increase Requests Policy as revised, seconded by Committee Member Broell. The motion passed unanimously 3-0.*

6. Upcoming HR Activities

- Managers review, revise and submit to HR PD updates now
- All performance evals and PE and Wage increase requests with all supporting documentation submitted to HR by May 15
- COLA increase recommendation to Finance by June 1

Committee Members also discussed reviewing:

- the hiring process in regard to advertising.
- developing a Planner I position description so a wage can be placed on the wage matrix scale.

7. Next Meeting: May 6, 2021; 4:00 p.m.

8. Adjournment

***Committee Member Broell moved to adjourn, seconded by Committee Member Andrews.
The motion passed unanimously 3-0.*

The meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Chairperson Kathy Wilcox

Recorder Linda Wilkins

Finance Committee Meeting

April 16, 2021

The Finance Committee met Thursday, April 16, 2021 at 5:38 p.m. online via zoom.us. Present were Committee Chair Austin Lott and Committee Members Brant Kassner, Stacy Broell and Elizabeth Patten.

Also present were Human Resources Officer Linda Wilkins and City Clerk/Recorder Mary Rowe.

Chairperson Lott called the meeting to order.

1. Elect Chairperson

** *Committee Member Patten moved to nominate Committee Member Broell for Finance Committee Chair, seconded by Committee Member Kassner.*

Chairperson Lott closed nominations.

** *Committee Member Patten moved to elect Stacy Broell as Committee Chair and seconded by Committee Member Kassner. On a roll call vote the motion passed, 4-0.*

2. Adjournment

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

The meeting was adjourned at 5:42 p.m.

Austin Lott, Committee Chairperson

Mary Rowe, Recorder

Public Hearing
&
Unfinished Business

ORDINANCE NO. 1346

AN ORDINANCE REVISING CITY CODE SECTIONS 7-57 THROUGH 7-62 PERTAINING TO THE CITY OF MILES CITY URBAN RENEWAL DISTRICT BOARD OF COMMISSIONERS AND PROVIDING FOR AN EFFECTIVE DATE THEREOF.

WHEREAS, the City Council of the City of Miles City has previously adopted resolutions finding that: (1) one or more blighted areas exist in the City of Miles City, (2) the rehabilitation, redevelopment, or a combination thereof of such area or areas is necessary in the interest of the public health, safety, morals, or welfare of the residents of the City; and (3) its intent to establish an Urban Renewal District in order to address said conditions in accordance with Section 7-15-4210, Section 7-15-4216 and Section 7-15-4280 MCA; and

WHEREAS, the City Council of the City of Miles City has adopted Ordinances 1279, 1294, and 1321 adopting and the Miles City Downtown Urban Renewal Plan establishing said District and governing provisions, codified in City Code Chapter 7 (Community Development) Article III (Urban Renewal), and the Council desires to amend the same. NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THE FOLLOWING:

Section 1: City Code Sections 7-57 through 7-62 are hereby amended to read as follows:

Sec. 7-57. Same - Appointment of commissioners. That the Chief Executive, by and with the advice and consent of the City Council, shall appoint a board of five commissioners of the Agency.

Sec. 7-58. Same – certificate of appointment. The initial membership shall consist of one commissioner appointed for one (1) year, one for two (2) years, one for three (3) years, and two for four (4) years. Each subsequent appointment must be for 4 years. A certificate of appointment or reappointment shall be filed with the Clerk of the City, and shall be conclusive evidence of the due and proper appointment of such commissioner.

Sec. 7-59. Same – Succession; qualifications; Each commissioner shall hold office until a successor has been appointed and qualified. Any adult persons may be appointed if they reside within the City of Miles City. A majority of the commissioners of an urban renewal agency exercising powers pursuant to this part shall not hold any other public office under the municipality other than their commissionership or office with respect to such urban renewal agency, department, or office, pursuant to Section 7-15-4235.

Sec. 7-60. Same – Removal. A commissioner may be removed for inefficiency, neglect, or misconduct in office.

Sec. 7-61. Quorum; bylaws. The powers and responsibilities of the Agency shall be exercised by the Commissioners in accordance with the Miles City Urban Renewal Board of Commissioners Bylaws, which may be amended from time to time by resolution of the City Council. majority of the commissioners shall constitute a quorum.

Sec. 7-62. Annual Report. The Agency shall file with the City Council, on or before September 30 of each year, a report of its activities for the preceding calendar year, including a complete financial report. The report must include a complete financial statement setting forth its assets, liabilities, income, and operating expenses and the amount of the tax increment as of the end of the fiscal year. The report must describe the expenditures of tax increment in the preceding fiscal year and how the expenditures comply with the approved urban renewal plan or comprehensive development plan for the district. At the time of filing said report, the Agency shall publish in a newspaper of general circulation within the municipality a notice to the effect that such been filed and is available for inspection in the office of the Clerk of the City and in the Agency office.

Section 2: Any powers granted in MCA 7-15-4233 that are not included in this Ordinance as powers of the Urban Renewal Agency in lieu thereof may only be exercised by the local governing body. **Section 2.** This Ordinance shall become effective thirty (30) days after its final passage.

Said Ordinance read and put on its passage this 13th day of April, 2021.

John Hollowell, Mayor

ATTEST:

Mary Rowe, City Clerk

FINALLY PASSED AND ADOPTED this 27th day of April, 2021.

John Hollowell, Mayor

ATTEST:

Mary Rowe, City Clerk

New Business

ORDINANCE NO. 1347

AN ORDINANCE ADOPTING REVISED ENERGY CODES IN ACCORDANCE WITH STATE OF MONTANA BUILDING CODES PROGRAM REQUIREMENTS.

WHEREAS, the State of Montana Building Codes Program has adopted administrative rules to adopt new energy codes, and directed the City of Miles City to adopt the same.

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

Section 1. Section 5-76 is amended to read as follows:

Sec. 5-76. – Adoption, Amendments. The city council hereby adopts the International Energy Conservation Code, 2018 Edition.

Section 2. This Ordinance shall become effective thirty (30) days after its final passage.

Said Ordinance read and put on its passage this 27th day of April , 2021.

John Hollowell, Mayor

ATTEST:

Mary Rowe, City Clerk

FINALLY PASSED AND ADOPTED this 11th day of May, 2021.

John Hollowell, Mayor

ATTEST:

Mary Rowe, City Clerk

RESOLUTION NO. 4399

A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING NON-UNION WAGE SCALE MATRIX

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 new policy: Non-Union Wage Scale Matrix attached as Exhibit "A".
2. Such policy shall become effective July 1, 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 27TH DAY OF APRIL, 2021.

John Hollowell, Mayor

ATTEST:

Mary Rowe, City Clerk

 <p style="text-align: center;">EXHIBIT "A"</p> <p style="text-align: center;">CITY OF MILES CITY PERSONNEL POLICY</p>	Section 3:	Employment Information
	Effective:	
	Last Revised:	04/27/2021
NON-UNION WAGE SCALE MATRIX		
Resolution #4399		

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

PURPOSE

To establish a wage scale matrix for non-union staff to aid in the retention of staff.

POLICY

The City of Miles City shall provide step increases for non-union staff as described in the matrix once each fiscal year as the health of the City budget allows.

PROCEDURE

Step Increases

1. On initial employment an employee will be placed on the schedule at the beginning probationary wage.
 - a. A current City employee transferring to a new position will either be placed at the probationary wage or a step commensurate with education and experience.
2. Each fiscal year, in conjunction with the performance evaluation process the step increase may be recommended when the individual performs at a satisfactory level.
3. When an employee has progressed to the last step of the schedule for that position no further increases will be granted.
4. The Human Resources Committee forward recommendations to the Finance Committee by June 1, each year.
5. The Human Resources Committee recommendations shall be tracked on the Wage Increase Requests – Signature Sheet & Tracking Form.

Non-Union Wage Matrix
 Wage Scale
 Resolution: #4399
 Effective Date: 07/01/2021

% of Prior Step	1.0%	0.5%	1.0%	1.0%	1.0%	1.0%	2.0%	2.0%	2.0%	2.5%	2.5%	2.5%	2.5%	3.0%	3.0%	4.0%	
Production/ Wage	7th Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	20
Director/Professional Classification																	
Airport Manager	\$ 4,438.87	\$ 4,483.71	\$ 4,506.24	\$ 4,528.89	\$ 4,574.63	\$ 4,620.37	\$ 4,713.26	\$ 4,807.52	\$ 4,927.71	\$ 5,050.90	\$ 5,177.18	\$ 5,332.43	\$ 5,485.79	\$ 5,645.79	\$ 5,812.47	\$ 5,985.94	\$ 6,166.22
City Clerk	\$ 3,872.43	\$ 3,911.54	\$ 3,950.65	\$ 3,990.88	\$ 4,030.27	\$ 4,119.97	\$ 4,189.09	\$ 4,278.95	\$ 4,383.88	\$ 4,493.47	\$ 4,605.81	\$ 4,743.98	\$ 4,893.37	\$ 5,054.06	\$ 5,226.16	\$ 5,409.77	\$ 5,605.00
Dispatch Supervisor	\$ 3,557.47	\$ 3,605.37	\$ 3,623.49	\$ 3,641.70	\$ 3,678.12	\$ 3,751.58	\$ 3,826.71	\$ 3,903.25	\$ 4,000.83	\$ 4,100.85	\$ 4,203.37	\$ 4,329.47	\$ 4,468.24	\$ 4,619.79	\$ 4,784.24	\$ 4,962.70	\$ 5,155.20
Fire Chief/ EMT	\$ 5,054.52	\$ 5,157.15	\$ 5,183.05	\$ 5,209.11	\$ 5,251.72	\$ 5,314.87	\$ 5,423.34	\$ 5,534.02	\$ 5,646.95	\$ 5,791.75	\$ 5,940.76	\$ 6,114.47	\$ 6,303.21	\$ 6,507.30	\$ 6,727.19	\$ 6,963.34	\$ 7,216.14
Human Resources Officer	\$ 3,442.54	\$ 3,477.31	\$ 3,512.44	\$ 3,530.09	\$ 3,547.82	\$ 3,593.66	\$ 3,692.95	\$ 3,765.10	\$ 3,860.25	\$ 3,966.75	\$ 4,055.69	\$ 4,177.35	\$ 4,344.44	\$ 4,524.00	\$ 4,716.56	\$ 4,922.54	\$ 5,142.34
Library Director	\$ 3,370.40	\$ 3,404.44	\$ 3,438.83	\$ 3,473.48	\$ 3,508.57	\$ 3,544.01	\$ 3,616.33	\$ 3,690.14	\$ 3,765.44	\$ 3,881.99	\$ 3,961.02	\$ 4,078.85	\$ 4,243.04	\$ 4,424.94	\$ 4,625.14	\$ 4,844.44	\$ 5,082.44
Police Chief	\$ 5,395.51	\$ 5,450.01	\$ 5,505.05	\$ 5,560.55	\$ 5,616.69	\$ 5,673.42	\$ 5,799.21	\$ 5,907.95	\$ 6,027.91	\$ 6,192.49	\$ 6,341.90	\$ 6,531.23	\$ 6,792.48	\$ 7,075.25	\$ 7,381.44	\$ 7,711.44	\$ 8,066.44
Public Utilities Director	\$ 4,825.78	\$ 4,874.53	\$ 4,923.77	\$ 4,973.37	\$ 5,023.61	\$ 5,074.35	\$ 5,177.91	\$ 5,283.58	\$ 5,391.41	\$ 5,523.65	\$ 5,671.44	\$ 5,841.58	\$ 6,075.25	\$ 6,335.25	\$ 6,621.44	\$ 6,934.44	\$ 7,275.44
Public Works Director	\$ 5,054.52	\$ 5,103.57	\$ 5,153.03	\$ 5,203.11	\$ 5,253.72	\$ 5,314.87	\$ 5,423.34	\$ 5,534.02	\$ 5,646.95	\$ 5,791.75	\$ 5,940.76	\$ 6,114.47	\$ 6,303.21	\$ 6,507.30	\$ 6,727.19	\$ 6,963.34	\$ 7,216.14
Director - Hourly	\$ 16.10	\$ 16.34	\$ 16.42	\$ 16.59	\$ 16.75	\$ 17.09	\$ 17.43	\$ 17.78	\$ 18.22	\$ 18.58	\$ 19.15	\$ 19.72	\$ 20.51	\$ 21.42	\$ 22.44	\$ 23.58	\$ 24.84
Administrative/Technical Classification																	
Svc	\$ 13.98	\$ 17.45	\$ 17.32	\$ 17.41	\$ 17.49	\$ 17.67	\$ 18.21	\$ 18.57	\$ 19.04	\$ 19.51	\$ 20.00	\$ 20.60	\$ 21.42	\$ 22.44	\$ 23.58	\$ 24.84	\$ 26.22
Animal Caretaker (Minimum Wage)	\$ 6.75	\$ 8.84	\$ 8.88	\$ 8.93	\$ 9.02	\$ 9.11	\$ 9.29	\$ 9.47	\$ 9.66	\$ 9.90	\$ 10.15	\$ 10.41	\$ 10.72	\$ 11.15	\$ 11.60	\$ 12.05	\$ 12.50
City Planner-Training	\$ 2,848.52	\$ 2,877.29	\$ 2,905.35	\$ 2,923.95	\$ 2,955.64	\$ 2,995.24	\$ 3,115.77	\$ 3,117.50	\$ 3,195.43	\$ 3,275.32	\$ 3,357.20	\$ 3,457.92	\$ 3,596.24	\$ 3,744.44	\$ 3,903.37	\$ 4,074.44	\$ 4,258.44
City Planner I	\$ 3,189.52	\$ 3,189.52	\$ 3,221.74	\$ 3,237.93	\$ 3,254.23	\$ 3,287.07	\$ 3,388.03	\$ 3,455.79	\$ 3,542.19	\$ 3,630.74	\$ 3,721.51	\$ 3,833.15	\$ 3,986.48	\$ 4,155.44	\$ 4,340.44	\$ 4,542.44	\$ 4,762.44
Deputy City Clerk - Hourly	\$ 17.00	\$ 17.17	\$ 17.34	\$ 17.43	\$ 17.60	\$ 17.78	\$ 18.14	\$ 18.50	\$ 18.87	\$ 19.34	\$ 19.82	\$ 20.32	\$ 20.93	\$ 21.77	\$ 22.72	\$ 23.77	\$ 24.92
Utilities/Public Works Assistant	\$ 3,185.71	\$ 3,217.55	\$ 3,250.39	\$ 3,283.14	\$ 3,316.30	\$ 3,349.80	\$ 3,418.15	\$ 3,487.82	\$ 3,559.10	\$ 3,650.35	\$ 3,744.95	\$ 3,855.28	\$ 4,010.53	\$ 4,186.44	\$ 4,374.44	\$ 4,574.44	\$ 4,786.44
General Office Clerk - Hourly	\$ 11.49	\$ 11.50	\$ 11.68	\$ 11.72	\$ 11.84	\$ 11.95	\$ 12.20	\$ 12.44	\$ 12.69	\$ 13.01	\$ 13.33	\$ 13.65	\$ 14.07	\$ 14.54	\$ 15.01	\$ 15.48	\$ 15.95
Police Lieutenant/Detective	\$ 4,457.07	\$ 4,502.09	\$ 4,547.57	\$ 4,616.12	\$ 4,682.29	\$ 4,765.59	\$ 4,850.64	\$ 4,947.65	\$ 5,071.35	\$ 5,199.13	\$ 5,328.03	\$ 5,487.93	\$ 5,707.44	\$ 5,944.44	\$ 6,200.44	\$ 6,476.44	\$ 6,772.44
Police Captain	\$ 4,809.25	\$ 4,857.83	\$ 4,906.90	\$ 4,956.34	\$ 5,006.40	\$ 5,105.53	\$ 5,208.89	\$ 5,312.83	\$ 5,445.95	\$ 5,581.79	\$ 5,721.34	\$ 5,892.98	\$ 6,128.70	\$ 6,388.44	\$ 6,662.44	\$ 6,950.44	\$ 7,252.44
Water/Wastewater Plant Supervisor	\$ 4,006.94	\$ 4,088.29	\$ 4,106.84	\$ 4,125.48	\$ 4,171.20	\$ 4,213.33	\$ 4,299.32	\$ 4,387.06	\$ 4,475.59	\$ 4,591.37	\$ 4,709.10	\$ 4,850.37	\$ 5,044.39	\$ 5,252.44	\$ 5,474.44	\$ 5,710.44	\$ 5,960.44
Swimming Pool Classification																	
Monthly	\$ 2,173.10	\$ 2,259.46	\$ 2,259.39	\$ 2,250.79	\$ 2,303.93	\$ 2,327.10	\$ 2,374.59	\$ 2,423.65	\$ 2,472.50	\$ 2,531.81	\$ 2,599.30	\$ 2,677.23	\$ 2,784.37	\$ 2,911.44	\$ 3,049.44	\$ 3,200.44	\$ 3,364.44
Lifeguard - Hourly	\$ 10.00	\$ 10.31	\$ 10.65	\$ 11.00	\$ 11.35	\$ 11.70	\$ 12.05	\$ 12.40	\$ 12.75	\$ 13.10	\$ 13.45	\$ 13.80	\$ 14.15	\$ 14.50	\$ 14.85	\$ 15.20	\$ 15.55
Hourly	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50
Part Paid Firefighters Classification																	
Part Paid Firefighter	\$ 10.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00
24-hr shift	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
EMT Certification - Abs. Union Certification	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00
AEMT Certification	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Paramedic	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Critical Care Paramedic	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00
Firefighter I - Add Upon Certification	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00

Non-Union Wage Matrix
 Wage Scale
 Resolution #4399
 Effective Date: 07/01/2021

Firefighter I - Add Upon Certification	\$ 3.00	\$ 1.00
Driver/Operator	\$ 4.00	\$ 1.00
Elected Officials		
Mayer	\$ 1,833.99	
City Court Judge	\$ 1,833.99	
Treasurer	\$ 1,833.99	
Councilperson	\$ 333.34	
Contract Positions		
City Attorney	\$ 150.00	
Deputy City Attorney	\$ 3,000.00	

RESOLUTION NO. 4400

A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING WAGE INCREASE REQUESTS

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: Wage Increase Requests attached as Exhibit "A"
2. Such policy shall become effective April 27, 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 27TH DAY OF APRIL, 2021.

John Hollowell, Mayor

ATTEST:

Mary Rowe, City Clerk



EXHIBIT "A"
CITY OF MILES CITY
PERSONNEL POLICY

Section 3:	Employment Information
Effective:	06/27/2017
Last Revised:	04/27/2021

Wage Increase Requests
Resolution #4400

- **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 requests for wage increases by staff who are represented by a Union shall be made to the City Council through the elected Union representative, in accordance with the policies and procedures of that Union.

It is the policy of the City of Miles City ("City") that all staff requests for a wage increase that is not related to a COLA or step increase afforded all City employees shall follow the process detailed below.

PURPOSE

- To ensure that wage increases for unionized City staff are presented and requested by the elected Union representative;
- To establish a standardized process for City staff and directors to request staff wage increases other than a COLA or step increase

PROCEDURE

1. When an employee is not represented by a union and believes a substantial change in duties, certifications/formal education, accountabilities or expected outcomes justifies a wage increase which is separate and distinct from the City's COLA or step increase, the employee shall submit to his/her immediate supervisor a written request for a wage increase which includes:
 - the dollar value of the increase requested;
 - a complete copy of the current Position Description;
 - a draft revised Position Description recommended by the Director;
 - the most recent performance evaluation (completed within the past year).

2. Upon receipt of a staff request for a wage increase and all of the required supporting documentation, the immediate supervisor will:
 - review the request and supporting documentation;
 - provide a written recommendation concerning the request, sign and date it;
 - forward the request and all supporting documentation to the Department Director.
3. Upon receipt of the request and all of the required supporting documentation, the Department Director shall:
 - review the request and all supporting documentation;
 - provide a written recommendation concerning the request, sign and date it;
 - forward the request and all supporting documentation to the Mayor.
4. Upon receipt of the request and all required supporting documentation, the Mayor shall:
 - review the request and all supporting documentation
 - make a written recommendation for action to the City Council Human Resources (HR) Committee, sign and date it;
 - all documentation shall be submitted to the Human Resources Officer by May 1;
 - forward the request and all supporting documentation to the HR Committee.
5. Upon receipt of the request and all supporting documentation, the HR Committee shall:
 - a. review the request and all supporting documentation;
 - b. take action on the request, sign and date it;
 - when the action includes a recommendation of a wage increase, whether the same as or different from the increase requested, the HR Committee will forward the request and all supporting documentation to the City Finance Committee for action. The recommendations of the HR Committee and City Finance Committee will be sent to City Council for final approval.
 - When the action does NOT include a recommendation for a wage increase, the HR Committee provides a written copy of its action to the Mayor. The Mayor will then communicate the action to the Department Director; Director will inform the immediate supervisor; immediate supervisor will inform the requesting staff.
 - Notes: a change in Position Title only is not adequate justification for an increase in wage rate.
6. No wage increase will be paid without following this established procedure.

RESOLUTION NO. 4401

A RESOLUTION APPROVING A CITY OF MILES CITY RSVP CRIMINAL HISTORY CHECK POLICY

WHEREAS, the City of Miles City sponsors the Retired Senior Volunteer Program, hereinafter referred to as “RSVP;”

AND WHEREAS, RSVP has requested that the City of Miles City approve a City of Miles City RSVP Criminal History Check Policy in order to comply with certain Federal requirements;

AND WHEREAS, the City Council finds that such policy should be adopted;

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

1. That the City of Miles City RSVP Criminal History Check Policy, attached hereto as Exhibit “A,” and made a part hereof, is hereby approved and adopted.
2. Said policy shall become effective May 1, 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 27th DAY OF APRIL, 2021.

John Hollowell, Mayor

ATTEST:

Mary Rowe, City Clerk

EXHIBIT "A"

RSVP CRIMINAL HISTORY CHECK POLICY

Under the Serve America Act (SAA), RSVP grantees are required to conduct and document a National Service Criminal History Check that includes a fingerprint based FBI criminal history on individuals, paid through Corporation for National & Community Service (CNCS) grant funds, who begin work on or after April 21, 2011.

The Corporation for National and Community Service (CNCS) revised National Service Criminal History Check (NSCHC) regulations under the National and Community Service Act of 1990. These revisions clarify and simplify the NSCHS requirements. The rule is effective May 1, 2021.

If a person serves consecutive terms of employment with the same organization in a position in which they receive a salary and does not have a break in service or employment longer than 180 days, then no additional NSCHS is required, as long as the original check complied with the requirements.

National Service Criminal History Check eligibility criteria must be applied to individuals serving in covered positions. A covered position is a position in which the individual receives an education award or a Corporation grant-funded living allowance, stipend, or salary. The definition of a covered individuals, for the purpose of the federal Retired and Senior Volunteer Program (RSVP) grants is "staff, individuals in positions in which they will receive a salary, directly or reflected as match, under a cost reimbursement grant. A NSCHC is not required for individuals whose activity is entirely included in the grant recipient's indirect cost rate. The NSCHC requires a three-part check for all covered individuals.

The three-part check must include:

- 1) A nationwide check of the National Sex Offender Public website through NSOPW.gov;
- 2) A check of the State criminal history record repository or agency-designed alternative for the individual's State of residence and State of service; and
- 3) A fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor.

Grant recipients may obtain and document the required components of the National Service History Check is through the use of **agency-approved vendors. Those agencies are Truescreen Vendor for State of Residence/Employment and Fieldprint for FBI checks.**

Documentation Requirements:

The National Service Criminal History Check must be conducted, reviewed and an eligibility determination made by the grant recipient based on the results of the NSCHC ***before*** a person begins to work in a position in which they receive a salary. The grant recipient must maintain adequate documentation of the NSCHC process and practices as well as documentation of individual NSCHC grant records. The following documentation must be maintained:

- 1) Evidence that all required components (NSOPW, State, and FBI checks) were completed and on file; conducted on time and documentation reflects evidence of when checks were reviewed (adjudicated) and considered when making an eligibility determination;
- 2) All required components (NSOPW, State, and FBI checks) were conducted through sources authorized by CNCS/AmeriCorps and are consistent with the sources described in the grant recipient's adopted NSCHC policies and procedures;
- 3) Evidence that the NSOPW results include services from all States, Territories, and Indian Tribes;
- 4) First and Last Names used on name-based checks should reflect the legal name of the individual, as reflected on documentation used to verify the identity of the individual;

EXHIBIT "A"

- Documents used to verify an individual's identity must be consistent with sources described in the grant recipient's adopted NSCHC policies and procedures (sources may include documents collected with W-9 form, W-2 form, and income eligibility documents from a government source: Note: Individuals with government documents reflecting two last names (family names) should enter both names in the Last Name search field. Individuals with two first names (given names) should enter both names in the First Name search field. Searches should include the hyphen (-) or apostrophe (') if their names have them.
- 5) Documentation of consent from the candidate to conduct State and FBI checks and share results including:
 - Documentation of the candidate's understanding that the national service position is contingent upon the organization's review of the individual's NSCHC components results, if any; and
 - Documentation that the candidate understands his or her ability to review and challenge the factual accuracy of the result before action is taken to exclude the candidate from the position.
 - 6) Documentation that the candidate is eligible to work if a vendor returns a "do not recommend" result for the candidate.

NOTE: A vendor's adjudication recommendation not to "recommend" the candidate indicates that the selecting organization needs more information before it can make a final determination as to the fitness of the individual to work. It does not mean that an individual is ineligible for work. Grant recipients must maintain adequate documentation of the process implemented to make an eligibility determination and may include a contemporaneously dated memo to the file documenting determination of the individual's eligibility.

- 7) An individual shall be ineligible to work or service if the individual:
 - Refuses to consent to a criminal history check;
 - Makes a false statement in connection with a criminal history check;
 - Is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
 - Has been convicted of murder and defined in 19 U.S.C. 111.

Grant recipients must take reasonable steps to protect the confidentiality of any information relating the criminal history check, consistent with authorization provided by the applicant. An organization's NSCH policies and procedures should describe the practices for protecting information related to NSCHC.

CNCS/AmeriCorps Enforcement

AmeriCorps will apply administrative enforcement related to findings of NSCHC noncompliance identified through oversight and monitoring of grant records, such as Payment Integrity Information Act (PIIA) sampling, formerly the Improper Payments Elimination and Recovery Improvement Act (IPERIA), compliance assessments conducted the Office of Monitoring, and Office of Inspection General audits, reviews, or investigations.

In addition to conducting the NSCHC grant recipients must:

- 1) Obtain a person's consent before conducting the state and FBI components of the National Service Criminal History Check;
- 2) Provide notice that selection for work is contingent upon the organization's review of the NSCHC component results;
- 3) Provide a reasonable opportunity for the person to review and challenge the factual accuracy of a result before action is taken to exclude the person from the position;
- 4) Take reasonable steps to protect the confidentiality of any information relating to the criminal history check, consistent with authorization provided by the applicant;

EXHIBIT "A"

- 5) Maintain documentation of the National Service Criminal History Check as grant records; and
- 6) Pay for the cost of the NSCHC. The person who is working in the covered position may not be charged for the cost of any component of a National Service Criminal History Check. CNCS/AmeriCorps Seniors considers the cost of this required National Service Criminal History Check a reasonable and necessary program grant expense, such cost being presumptively eligible for reimbursement. In any event, a grantee should include the costs associated with its screening process in the grant budget it submits to CNCS for approval.

Right to Review and Challenge:

Applicants have the right to review and challenge the results of the National Service Criminal History Check. A copy of such results shall be provided to the applicant upon request.