



CITY OF MILES CITY AGENDA

*Regular Council Meeting
City Council Chambers
and online at zoom.us (ID- 4062343462 Passcode- 59301)*

*November 14, 2023
6:00 p.m.*

CALL TO ORDER PLEDGE OF ALLEGIANCE ROLL CALL

1. APPROVAL OF COUNCIL MINUTES/COMMITTEE MINUTES

- | | |
|--------------------------------------|------------|
| A. Regular City Council Meeting | 10/10/2023 |
| B. Regular City Council Meeting | 10/24/2023 |
| C. Human Resources Committee Meeting | 08/03/2023 |
| D. Human Resources Committee Meeting | 10/26/2023 |
| E. Human Resources Committee Meeting | 11/02/2023 |

2. SCHEDULE MEETINGS

3. REQUEST OF CITIZENS & PUBLIC COMMENT

4. APPOINTMENTS

Building Inspector

5. STAFF REPORTS

6. CITY COUNCIL COMMENTS

7. MAYOR COMMENTS

8. COMMITTEE RECOMMENDATIONS

Human Resources Committee

1. Approve a \$2.00 per hour stipend to be paid to the Public Works Director for additional duties being performed associated with a vacated Planner-in-Training position, from Oct 1, 2021 through the present and until a Planning Assistant position is filled.
2. Approve a \$2.00 per hour stipend to be paid to the Flood Plain Director for additional duties being performed associated with a vacated Planner-in-Training position, from Oct 1, 2021 through the present and until a Planning Assistant position is filled.
3. Approve a \$1.00 per hour stipend to be paid to the City Clerk for additional duties being performed associated with a vacated Historic Preservation and Urban Development position, from Oct 1, 2021 through the present and until these positions are filled.
4. Resume internal advertising to fill the part-time Planning Assistant and part-time Historic Preservation/Urban Development position within one week of this report.

9. **BID OPENINGS**

Current Production Model of a 4-Wheel Drive Loader

10. **NEW BUSINESS**

- A. **ACCEPT MT DES HAZARD MITIGATION GRANT PROGRAM-POST FIRE FM5392.**
- B. **APPROVE GROWTH POLICY UPDATE TASK ORDER AND SCOPE OF WORK BY GREAT WEST ENGINEERING.**
- C. **APPROVE HUMAN RESOURCE COMMITTEE RECOMMENDATIONS.**
- D. **ORDINANCE NO. 1374 – *(First Reading)* AN ORDINANCE CHANGING THE ZONING OF LOT 14 AND THE NORTHEASTERLY 30’ OF LOT 15 OF BLOCK 107 OF THE ORIGINAL PLAT OF THE TOWN OF MILES CITY FROM THE RESIDENTIAL A DISTRICT TO THE GENERAL COMMERCIAL DISTRICT, AND PROVIDING FOR A HEARING THEREON.**
- E. **RESOLUTION NO. 4539 - A RESOLUTION ESTABLISHING CITY OF MILES CITY SOUTHEASTERN MONTANA DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) POLICY AND GUIDELINES**
- F. **APPROVE OCTOBER CLAIMS**

11. **ADJOURNMENT**

Public comment on any public matter that is not on the agenda of this meeting can be presented under Request of Citizens, provided it is within the jurisdiction of the City to address. Public comment will be entered into the minutes of this meeting. The City Council cannot take any action on a matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings

Minutes

REGULAR COUNCIL MEETING October 10, 2023
6:00 p.m.

CALL TO ORDER

The Regular Council meeting was held Tuesday, October 10, 2023, in the City Hall Conference Room at City Hall, 17 S. 8th Street, Miles City, Montana and online at zoom.us. Mayor John Hollowell called the meeting to order. Council Members present were Pamela Bovee, Ken Gardner, Rick Huber, Chris Grenz, Kathy Wilcox, and Dwayne Andrews. Council Members Mathew Regan and Donald Simpson were not present.

Also present were City Attorney Dan Rice, Public Works Director Scott Gray, Fire Chief Branden Stevens, Public Utilities Director Tom Speelmon 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: 9/26/2023

** *Councilperson Gardner moved to approve the minutes of the Regular Council Meeting of September 26, 2023, subject to any changes, and seconded by Councilperson Grenz.*

Brenda Little, 219 S. Jordan, noted that in the minutes it had her address listed on North Jordan where it should have been South Jordan.

** *The motion passed by unanimous consent, 6-0.*

SCHEDULE MEETINGS

Closed Human Resources Committee Meeting	10/26/2023	@5:00pm
Human Resources Committee Meeting	11/02/2023	@5:00pm

REQUEST OF CITIZENS & PUBLIC COMMENT

John Goff, 249 Sunset Drive, presented the current business license list and asked if businesses were billed out for the late fee, why there are contractors that the City pays that are not licensed, why there is not an insurance requirement for all businesses, and if the Mayor had an application on file or felt above the law. Business licenses are based on the honor system, but they should not be. He stated that Council should halt and readdress the business licenses and start at the top.

Danette Cremer, 102 Lynam Drive, stated that the County Education Fund had not gotten their license or a fire inspection. She asked if Fire and Police were going to come inspect to know the layout of the building. She added that it may have helped with the fire on Main Street if they had done that prior. Communication is needed. She had received a notice of a fire bond with her water bill that gave an estimate for a one hundred-thousand-dollar home and asked if there was more to that. She also received a water advisory from 2022 with her water bill.

Brenda Little, 219 South Jordan, went onto the website, pulled the minutes from September twelfth, two thousand twenty-three, and noted that Delores Wilson and Montana Dakota Utilities were in the public comments, but not SDI or Extreme Ice.

Pamela Menne, 336 North Sunday Creek Drive, had been at a previous Council meeting where business licenses were discussed and is now currently hearing the same discussion at this Council meeting where nothing has changed. It is still affecting farmer's market vendors. She asked who is spearheading the committee and what is being decided. She suggested a special council meeting to address the issue and asked if the budget is audited.

APPOINTMENTS

None

PROCLAMATIONS

None

STAFF REPORTS

Chief Stevens reminded everyone about the general obligation bond meeting tomorrow at Miles Community College in room 106 at 6pm, and again on October 26th at 6pm. He then announced his resignation effective December 31st, 2023. Captain Ed Kanduch will be the interim Fire Chief until one is hired. He thanked everyone and explained that 23 years ago they came to Miles City to stay and raise their family and is proud to be a Miles City Fire Fighter. He noted that the fire department building did not play a factor in his decision, it was timing and opportunity. He will remain available to help with building issues and/or to finish out the reconstruction project. John Goff and Brenda Little thanked Chief Stevens for his time and for making it better.

CITY COUNCIL COMMENTS

Councilperson Andrews stated that he has been on Council all the way back to Fire Chief Leonard Smith and there is no other chief that compares to Chief Stevens.

Councilperson Gardner thanked Chief Stevens for his time and dedication.

Councilperson Huber stated that the business license discussion happened in Finance Committee and apologized for the delay until the budget was completed, but

agrees that it should be tabled. He thanked Chief Stevens for his time and apologized that he had been going through the Fire Department building stuff since 2018 and knows that Council has done him a great injustice.

Councilperson Grenz asked where we were at with the interlocal agreement. Mayor Hollowell informed him it was turned in today. Councilperson Grenz asked if business license fees were being charged in the county, (no). He stated that there was a purge of people who quit Dispatch and asked if exit interviews were done. Mayor Hollowell replied yes, and investigations found unsubstantiated claims. Councilperson Grenz ended with a new building, that is believed to be a business shop, is being built in a residential zone. Mayor Hollowell said it is already being addressed.

Councilperson Andrews would like to table business licenses period, until it is all figured out. Council was in agreement and Mayor Hollowell pulled it from Finance and asked that it be added to the next agenda for action.

MAYOR COMMENTS

None

NEW BUSINESS

A. DISCUSSION ON INTERLOCAL AGREEMENT WITH CUSTER COUNTY WATER SEWER DISTRICT.

Terry Haggard, 3408 Stower street, said they are ready to begin negotiating with the chosen City representatives now, so that it is not rushed at the end.

Councilperson Huber asked if all Custer County Water Sewer District (CCWSD) meetings are open to the public, to which Terry replied yes, they are the first Monday at 7pm at 713 Pleasant Street. He then stated that the district is healthy financially and asked if all the special improvement districts are paid now; he got his butt ripped apart from a bill that was over a hundred dollars in the Michaels Addition.

Councilperson Grenz addressed CCWSD stating that this is a one-sided contract. He noted that he had negotiated this agreement when he was Mayor, but it has changed since. Fred Wacker started the no protests, what happened to them. Commercial businesses are supposed to come into the City. He asked why they are selling them water when it says they are required to come in. The sewer on Haynes Ave handles the district sewer and yet no impact fees are received. The City takes out loans for improvements at the water plant, but the County District does not.

Cory Wilhelm of the CCWSD explained how the district assesses and collects their fees and noted that district customers are also paying for the same service. He is more than willing to share all of the data (customers, usage, budget, etc.) He then

answered their remaining questions.

B. APPROVAL OF SEPTEMBER CLAIMS

****** *Councilperson Grenz moved to approve September Claims, seconded by Councilperson Andrews.*

A lengthy discussion regarding business licenses pursued again.

Councilperson Wilcox called point of order.

****** *The motion passed unanimously, 6-0.*

Before moving on, Attorney Rice wanted to note that motions cannot be made without proper notice.

ADJOURNMENT

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

The meeting was adjourned at 7:15 p.m.

John Hollowell, Mayor

Mary Rowe, City Clerk

REGULAR COUNCIL MEETING October 24th, 2023
6:00 p.m.

CALL TO ORDER

The Regular Council meeting was held Tuesday, September 26th, 2023, in the City Hall Conference Room at City Hall, 17 S. 8th Street, Miles City, Montana and online at zoom.us. Mayor Hollowell called the meeting to order. Council Members present were Pamela Bovee, Rick Huber, Chris Grenz, Kathy Wilcox, Donald Simpson, Matthew Regan, and Dwayne Andrews.

Also present were Fire Chief Branden Stevens, City Attorney Dan Rice, and Deputy City Clerk/Minute Recorder Jody Kinsey.

PLEDGE OF ALLEGIANCE

Mayor Hollowell led the Council in the Pledge of Allegiance.

Mayor Hollowell asked everyone to participate in a moment of silence for Councilmember Ken Gardner who passed away.

APPROVAL OF COUNCIL & COMMITTEE MINUTES

Special Council Meeting Minutes: 09/12/2023

** *Councilperson Grenz moved to approve the minutes of the Special Council Meeting of September 12th, 2023, subject to any changes, and seconded by Councilperson Bovee. The motion **passed** by unanimous consent, 7-0.*

Human Resources Committee Minutes: 07/06/2023

** *Councilperson Andrews moved to approve the minutes of the Human Resources Committee Meeting of July 6th, 2023, subject to any changes, and seconded by Councilperson Simpson. The motion **passed** by unanimous consent, 7-0.*

SCHEDULE MEETINGS

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

Human Resources (CLOSED)	10/26/2023	@ 5:00pm
Human Resources	11/02/2023	@ 5:00pm

REQUEST OF CITIZENS & PUBLIC COMMENT

None

APPOINTMENTS

None

STAFF REPORTS

Chief Stevens announced to council that Captain Eddie Kanduch will be the interim Fire Chief after his departure starting December 1st.

CITY COUNCIL COMMENTS

Councilperson Grenz would like to see all council comments in the minutes.

Councilperson Huber asked Human Resources Officer Wilkins for and overtime report for September 2023. She gave him a corrected report with the final figure of \$31,314.45 for the month of September.

Councilperson Regan informed the council that the planning board is moving forward with the task order for the growth policy. The City will be more eligible for grants. It will be on the next council meeting for decision and he would like to see council move forward with it now since we are behind.

MAYOR COMMENTS

None

NEW BUSINESS

A. REVIEW AND APPROVE ADMINISTRATIVE SUSPENSION OF BUSINESS LICENSE FEE AND PENALTY ASSESSMENT AND COLLECTION

Councilperson Grenz handed out a sample of Bozeman's business license information and pointed out the list of exceptions. He asked about enforcement. Attorney Rice stated he feels the city needs a person dedicated to business licenses. It is too much for the clerk to try to compile a list because you will never get all the businesses. There should be someone knocking on the doors of all businesses, handing out applications, and doing the enforcement. Councilperson Andrews was unsure if it was worth the public relations problems. Councilperson Grenz said the city is financially strapped so it needs to happen. Councilperson Huber said he personally has only talked to one business owner that has a problem with paying a business license. Most just have an issue with how it was rolled out. Councilperson Wilcox added that this was referred to finance for discussion this is just a vote to suspend the fees for now.

*** Councilperson Grenz moved to approve suspension, seconded by Councilperson Andrews. On rollcall vote the motion **passed, 7-0.***

B. REVIEW AND APPROVE HEALTH BOARD

Commissioner Strouf explained the current code and ordinance. The recommendation from the county is to keep the structure the same and scratch the language that the board must contain a medical doctor. Attorney Rice read that code states the city appoints one member, the county appoints one member, and three at large members appointed by the board. Commissioner Strouf stated that will restructure the board. Councilperson Wilcox doesn't see how they can deal with health-related issues and possible pandemics or outbreaks without one voting member being a medical professional, at least a midlevel practitioner.

*** Councilperson Grenz moved to approve the proposed amendment, seconded by Councilperson Simpson.*

**** Councilperson Wilcox moved to amend the proposed amendment to state under letter A, section c. Three (3) at-large members, one of whom must be a medical practitioner, shall be appointed by mutual agreement of the County Commissioners and City Council. The motion **passed 6-1** with Councilmember Regan voting against.*

***** On rollcall vote the original amended motion **passed 6-1** with Councilmember Regan voting against.*

ADJOURNMENT

*** Councilperson Huber moved to adjourn the meeting, seconded by Councilperson Simpson and **passed unanimously, 7-0.***

The meeting was adjourned at 6:53 p.m.

John Hollowell, Mayor

Jody Kinsey, Deputy City Clerk

Human Resources Committee
August 3, 2023

The **Human Resources Committee** met Thursday, August 3, 2023 at 4:00 p.m. at City Hall Conference Room. Present were Committee Members Kathy Wilcox, Dwayne Andrews, and Rick Huber. Excused was: Pam Bovee. Also present were: 283B President Jared DeVault, Patrol Officer Leif Davis, 283A President Carl Raymond, 283A Union President, 283A Union Secretary Bucky Johnson, AFSCME Field Representative Hannah Nash, Public Utilities Director Tom Speelmon, Dispatch, Director Lyne Anderson, Police Chief Doug Colombik, Patrol Officer Leif Davis, Council Person Ken Gardner and Deputy City Clerk/Recorder Jody Kinsey.

Chairperson Wilcox called the meeting to order.

1. Request of Citizens
None

2. Staff Comments
None

3. Committee Member Comments
None

4. Presentation and Discussion 283A Collective Bargaining Agreement wage offer

283A President Carl Raymond read his handout. 283A Secretary Bucky Johnson thanked the Council for all they have done. His department has gone through 30 people in 15 years. He commented it is almost a disgrace that we are competing with Walmart and McDonalds. Public Utilities Director Speelmon thought it was an equitable contract. Three retirements constitute 100 years of experience.

5. Presentation and Discussion 283B Collective Bargaining Agreement wage offer

283B President Jared DeVault and Patrol Officer Leif Davis presented. 8% increase over 2 years. Improve retention and recruitment. Read handout.

Chief Colombik commented in his 32 years turnover remains the biggest issue. Since 1991: 10 retirements and 60 have left. Lots of officers go to training the City pays for and then they move on. He said all groups of City employees and fire are all incredible.

Field Representative Nash thanked the Council and Committee for work on the wage matrix.

*** Consent Agenda for Items 6-8 Committee Member Wilcox moved to postpone, seconded by Committee Member Andrews. Motion passed 3-0.*

6. Review, recommend, approve: combining Zoning duties with Planning Board duties.
7. Review, revise, approve: addition of grievances regarding wages to the Grievance Policy
8. Discuss, recommend: back pay for additional duties related to support of contract City Planner
9. Schedule next meeting August 17, 2023; 5:00 p.m.
10. Adjournment

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

The meeting was adjourned at 4:52 p.m.

Respectfully submitted,

Chairperson Kathy Wilcox

Recorder Jody Kinsey

Human Resources Committee
October 26, 2023

The **Human Resources Committee** met Thursday, October 26, 2023 at 5:00 p.m. at City Hall Conference Room. Present were Committee Members Kathy Wilcox, Dwayne Andrews, Pam Bovee and Rick Huber. Also present were: Floodplain Administrator Samantha Malenovsky, Public Works Director Scott Gray and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order and closed the meeting.

1. Grievances

GRIEVANCES HUMAN RESOURCES COMMITTEE REVIEW & REPORT OCT 26, 2023

The Flood Plain Director spoke with the Human Resources Director requesting a private, closed meeting with the City Council Human Resources (HR) Committee (“Committee”) to air specific grievances related to additional, uncompensated duties she performed between Oct 2021 and Feb 2022 in a session protecting her privacy rights.

The HR Committee scheduled the meeting and met on Thur, Oct 26, at 5:00 pm in the City Hall Conference Room. The meeting was noticed in the Miles City Star sufficiently in advance as required by MCA § 2-3-103.

Three separate and written grievances were available for committee members to review onsite only, prior to the beginning of the meeting.

All Committee members were present for the meeting.

Two of three City of Miles City staff filing a formal grievance through the City’s HR Director attended the meeting, in accordance with Step C of the City of Miles City Grievance Procedure, Resolution 4125, effective 3-13-2018.

In response to the privacy right protection requested by Flood Plain Director (Director) prior to the meeting, who was in attendance, the Committee Chairperson- finding that the privacy interests of the individual exceeded the merits of public disclosure- closed the HR Committee Meeting to the public for a private discussion with the two grievants present.

The Chair invited the two attending grievants to share their concerns freely and honestly with the Committee members. Both attending grievants presented their grievances.

The Chair also invited Committee members to ask questions of the grievants during this closed portion of the meeting and provided the individual grievants the opportunity to respond fully and completely.

After the grievants agreed that their concerns had been fully discussed and Committee members agreed their questions had been answered by the grievants, the Chair closed the non-public, Closed Session of the meeting. The Chair then re-opened the public HR Committee meeting.

During the public portion of the HR meeting which followed the closed session discussion of the grievances, the Committee initiated a discussion of potential remedies for the grievants.

The following remedies were approved by majority vote of the Committee members and are now recommended to the full City Council membership for approval within the next 30 days:

1. Approve a \$2.00 per hour stipend to be paid to the Public Works Director for additional duties being performed associated with a vacated Planner-in-Training position, from Oct 1, 2021 through the present and until a Planning Assistant position is filled.
2. Approve a \$2.00 per hour stipend to be paid to the Flood Plain Director for additional duties being performed associated with a vacated Planner-in-Training position, from Oct 1, 2021 through the present and until a Planning Assistant position is filled.
3. Approve a \$1.00 per hour stipend to be paid to the City Clerk for additional duties being performed associated with a vacated Historic Preservation and Urban Development position, from Oct 1, 2021 through the present and until these positions are filled.
4. Resume internal advertising to fill the part-time Planning Assistant and part-time Historic Preservation/Urban Development position within one week of this report.

Following majority vote passage of the recommendations identified above, the HR Committee adjourned.

A copy of this report shall be provided to the three grievants listed in the recommendations within 15 calendar days of the Committee's review.

2. Adjournment:

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

The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Chairperson Kathy Wilcox

Recorder Linda Wilkins

Human Resources Committee
November 2, 2023

The **Human Resources Committee** met Thursday, November 2 2023 at 5:00 p.m. at City Hall Conference Room. Present were Committee Members Kathy Wilcox, Dwayne Andrews, and Pam Bovee. Excused/Absent: Rick Huber. Also present were: Fire Chief Branden Stevens, Police Chief Doug Colombik, AFSCME 283B President Jared DeVault, AFSCME Field Representative Hannah Nash, and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Request of Citizens
None
2. Staff Member Comments
None
3. Committee Member Comments
None
4. Review, approve, recommend Dispatch Policies and Procedures

Revisions were made to the Dispatch Policies as follows:

All reference to the Police Department and the Chief of Police will be changed to Southeastern Montana Dispatch and Dispatch director, respectively.
The language under “Disciplinary Action” second line the word “progressive’ will be removed.

***Committee Member Andrews moved to approve and recommend the Dispatch Policies and Procedures to Council with the revisions noted, seconded by Committee Member Bovee. The motion passed unanimously 3-0.*

5. Review and approve Fire Chief Position Description

Chief Stevens explained to the committee that he and Human Resources Officer had reviewed the Fire Chief Position Description. Chief Stevens recommend the following changes:

Essential Accountabilities and Expected Outcomes – Item 4 add after “...Working Rules and Regulations..” “Standard Operating Guidelines and Procedures” – Item 9 “The Chief shall respond to the station...” change the work shall to “may” – Item 10 Change the wording “ambulance trip sheets” to “patient care reports” also change the language “...also work with the local hospital and others..” to “ensure” – Item 12 add “Battalion Chief and” after “The Chief shall consult with..”

Minimum Requirements – Third bullet Change “Firefighter III and” to “Fire Officer 1 or 2 and/or”

Physical Requirements add “Reasonable accommodations to meet ADA requirements.”

Committee Member Andrews recommended the job title be changed to Fire/Ambulance Chief.

Committee Member Wilcox recommended the position description be effective November 3, 2023.

***Committee Member Andrews moved to approved the Fire/Ambulance Chief position description as revised, seconded by Committee Member Bovee. The motion passed unanimously 3-0.*

6. Review and recommend moving zoning duties to the Planner

***Committee Member Andrews moved to table item 6, seconded by Committee Member Andrews. The motion passed unanimously 3-0.*

7. Review, revise, approve: Grievance Policy

The committee discussed adding wages to employee grievance issues.

***Committee Member Andrews moved to **not** add wages to the Grievance Policy, seconded by Committee Member Bovee. The motion passed unanimously 3-0.*

8. Review, revise, approve: Flood Plain Administrator Position Description

Revisions to the Flood Plain Administrator Positions Description were discussed, it was decided that input from the Flood Plain Administrator and the Public Works Director was need to continue. The revisions discussed will be placed in the draft.

***Committee Member Wilcox moved to accept revisions made but postpone further consideration to the next meeting, seconded by Committee Member Andrews. The motion passed unanimously 3-0.*

9. Schedule next meeting: Dec ---, 2023; 5 pm

The next meeting was scheduled for December 7 at 5:00 p.m.

10. Adjournment

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

The meeting was adjourned at 5:48 p.m.

Respectfully submitted,

Chairperson Kathy Wilcox

Recorder Linda Wilkins



City of Miles City Employment Application

- ✓ Please complete this application by typing or printing in ink. **INCOMPLETE** applications will not be considered.
- ✓ We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, disability, or political belief
- ✓ Do you need an accommodation to participate in the application or interview process? Yes No

Job #: _____ Job Title: Building Inspector

Personal Data

Name: Gabe Martensen E-Mail Address: Gabesmartensen@qmail
 Present Address: 2815 Tompy St. City: Miles City State: MT Zip: 59301
 Phone: 406-853-8737 Message Phone: Same
 Driver's License Type: Operator CDL Type: _____ Endorsements: _____

Education

High School Diploma or Equivalent Yes No Post Secondary Degree? _____
 Name of school beyond High School: The University of Montana
 Training Length: 4 years Date Completed: May 2009
 Major: Organizational Comm. Minor: _____
 Apprenticeship Level: Carpenter/Apprentice In which trade? _____

Work Experience (list most recent work experience first)

Company Name: Tightline Design Immediate Supervisor: Kevin Ott
 Complete Address: 208 S. 5th St. Miles City
 Job Title: Carpenter/Apprentice Phone: 406-234-3566
 Job Description: (duties, skills, equipment used) General Carpentry work with a focus on Finish carpentry. Gradaall, Forklift, Skidsteer, ManLift, ScissorLift, Along with every Carpentry tool Imaginable.
 Dates: From 11/21 To Current Reason for leaving: Currently Employed

Work Experience

Company Name: Jackson Contractor Group Immediate Supervisor: Ben Wilford & Dan Reynolds

Complete Address: 15 N. 6th St, Miles City MT

Job Title: Carpenters Apprentice Phone: 406-234-5565

Job Description: (duties, skills, equipment used)

General Carpentry in Commercial Setting (Hospital).
Infection Control, understanding of Rules & Regulations
of Commercial Building.

Forklift, skidsteer, Manlift, Boom Lift, Telehandler.

Able to work efficiently and in a controlled space
with public.

Dates: From 3/18 To 11/21 Reason for leaving: Wanted to learn more Residential
Carpentry

Work Experience

Company Name: Diamond J Immediate Supervisor: Emmet Wilson

Complete Address: 2612 S. Tractor Ave. Miles City, MT

Job Title: Concrete Laborer Phone: 406-234-1504

Job Description: (duties, skills, equipment used)

General Concrete work. Everything from making
grade to setting forms to finishing concrete.

telehandler, skidsteer, Forklift, roller, pucker.

Dates: From 3/17 To 3/18 Reason for leaving: Had a more promising opportunity

Additional information that could help you qualify for this position

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

In addition to all my construction Experience I have already wrote down. There are the skills and Experience I gained Being a Financial Rep Asst. and a Insurance Rep. When I graduated college I went into those fields and learned how to work with the public on a daily Basis.

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

Name	Address	Phone Number
Ben Willard	Jackson Contractor Group	406-850-1321
Dan Reynolds	Jackson Contractor Group	406-381-8182
William Peterman	BHWH (Lab Supervisor)	406-871-6227
Dave Rowell	Former Gallatin Valley Inspector	406-580-0758
Zach Schmidt	Northwestern Mutual	406-599-7454

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer? Yes No

With my signature below (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

Signature:  Date: Sept. 28, 2023

Staff Reports

Staff Report for Public Works & Parks Departments

1. Primary focus of current work underway throughout the city and challenges related to it. Pot hole patching, street sweeping and sanding. Mechanics are repairing equipment and servicing trucks, police and fire equipment.

Road Improvements, curbing, ADA's and new sidewalk work is completed for the season.

2. Status of all contracted work underway throughout the city and challenges related to it. 59 North Project in 2024. Tongue River Slough project anticipation date is likely 2024-2025 with preliminary design anticipated being complete late summer or fall of 2023.

3. Status of projects in the planning phase. Highway 59 North is in the engineering and design phase with Interstate Engineering and MDOT. The Tongue River Slough project is with KLJ and in the design and engineering stage. A Capital Improvement Plan is being considered by Great West Engineering and a scope of work has been approved by the council.

4. Information about State, County and utilities projects throughout the city. MDU has completed year #2 of its gas line repairs.

5. Budget variations exceeding current budgeted ceilings, including overtime expenditures. No budget variations at this time for the Streets and Parks.

6. Major equipment purchases anticipated in the next 6 months. Front End Loader bid package will be opened will on the November 14th Council Agenda. This was budgeted for 2023 – 2024 fiscal year and will be paid by the Water & Sewer Department and the Streets Department.

7. Performance improvement measures primarily selected by the officer but including the # of overtime hours paid the last calendar month preceding the date of the report. Our departments goal is to be safe and efficient operators and perform the task that arise. The # of hours for overtime the month of October is approximately 10 hours sanding streets for Public Works. The Parks Department and the Oasis, Splash Pad and Frog Pool operations are closed for this year. Total hours for Parks overtime for October was 0 Hours.

Public Utilities Staff Report

For October, 2023

Current work:

Utilities Crew – Performed 91 Locates. Repaired open street cuts. Performed all weekly and monthly sewer inspections. Replaced 5 curb stops and responded to 2 sewer calls. Replaced a 11' of sewer line between Palmer and Leighton. Cleaned out two lift stations.

Water Treatment Plant – Normal operation and maintenance tasks. Finished cleaning and filled the South Pre-sedimentation basin. Installed the automatic shutdown at the WTP that will shut off the plant by itself under certain conditions.

WWTP – Normal operations and maintenance at the plant and lift stations. Cleaning lift stations before winter with the help of the PUDS crew.

Water Office – Normal duties. Finalizing requirements for billing software switch over. Almost ready to test application for debugging. Submitted quarterly report to the state for Haynes Sewer project.

Current Projects:

Road To WWTP – Road has been resurfaced with millings and oil sealed.

N 7th Street – No change in Status. Project went out for bid on October 19 will be awarded November 16, 2023, construction summer of 2024.

N. Haynes Sewer – The new lining installation was completed the last week of August, all the manholes have been lined and all that remains is the grouting of 6 voids next to the liner.

WWTP Generator Replacement – No update at this time. Will work with local businesses to replace the generator ourselves.

Fill Station – Nothing new to report.

Southgate Storage Tank – Task order for this project on council agenda for approval. Funds for the project were budgeted.

Projects (2-5 yrs) Preliminary Planning Phase:

Darling Addition Phase IV and V – Will take place after the N 7th project if funding available.

North Montana Sewer Line – Working with SEMDC for funding through EDA

Tongue River Force Main – Was part of previous project. Will most likely get split out and become a project on its own in order to reduce the size of the proposed EDA project.

Storage Tank Painting – Riverside Park Storage Tanks will require inspection and painting. No issues with the Carbon Hill Tank.

Soil Stabilization/Erosion repair on east side of Southgate Tank Hill – KLJ is working on ideas for this in conjunction with the South Gate tank painting..

WTP Intake replacement – PER complete. Looking for funding. This will be approximately 5-6 million dollar project.

Major Equipment Purchases Next 6 months:

New loader went out to bid. Cost is included in this year's budget.

ADVERTISEMENT FOR BID

Sealed bids for the purchase of a **Current Production Model of a 4-Wheel Drive Loader** will be received by the City of Miles City at City Hall, 17 S. 8th Street, Miles City, Montana 59301 at the office of City Engineering and Operations (second floor, City Hall) until 5:00 p.m. local time on Tuesday, November 14, 2023 and then publicly opened and read aloud at the City Council meeting held at 6:00 p.m.

The Contract Documents including specifications for this equipment may be obtained from the office of City Engineering and Operations or by calling 406-234-3493 (fax 406-234-6392), or the above address.

Bid security in the amount of ten percent (10%) of the bid must accompany each bid in accordance with the Instruction to Bidders. No Bid may be withdrawn after the scheduled time for the public opening of Bids. Bids are to remain open for 30 days.

The City of Miles City has the right to award the Contract to the lowest, responsible, responsive bidder and reserves the right to reject any and all bids and to waive irregularities, as discussed in the Contract Documents.

Signed: _____

John Hollowell, Mayor
City of Miles City
Miles City, Montana 59301

First Publication: October 28, 2023

Second Publication: November 4, 2023

Third Publication: November 11, 2023

New Business



**Hazard Mitigation Grant Program-Post Fire
FM5392**

John Hollowell
City of Miles City
17 S 8th St.
Miles City, MT 59301

Mayor John Hollowell,

Congratulations, on behalf of Montana Disaster and Emergency Services (MT DES). Your application for financial assistance for the Yellowstone Levee Advance Assistance project submitted under FM5392 Hazard Mitigation Grant Program-Post Fire has been approved in the amount of \$364,500.75. As a condition of this award, you are required to contribute a cost match in the amount of \$121,500.25 of non-Federal funds. For a total approved award of \$486,001.

Before you request and receive any of the Federal funds awarded, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document for Award (attached to this Award Letter)

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award. In order to establish acceptance of the award and its terms, please complete, sign and return the Obligating Document for Award to MT DES.

For additional assistance, please contact Andrew Long at andrew.long@mt.gov or 406-202-4532.

Sincerely,

**Delila
Bruno**

Digitally signed
by Delila Bruno
Date: 2023.10.24
13:49:55 -06'00'

Delila Bruno
Administrator
Montana Disaster and Emergency Services

Cc: Samantha Malenovsky



AGREEMENT ARTICLES
Hazard Mitigation Grant Program-Post Fire

SUB-RECIPIENT: City of Miles City
PROGRAM: Hazard Mitigation Grant Program-Post Fire
AGREEMENT NUMBER: FM-5392-MT-03R

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Article 1 - DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, recipients have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex, age, disability, religion, or familial status, recipients must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS FAO and the [DHS Office of Civil Rights and Civil Liberties \(CRCL\)](#) by e-mail at crcl@hq.dhs.gov or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.
6. In the event courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS FAO and the CRCL office by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

Article 2 - Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C Section 2409, 41 U.S.C. 4712, and 10 U.S.C. Section 2324, 41 U.S.C. Sections 4304 and 4310.

Article 3 - Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article 4 - USA Patriot Act of 2001

Recipients must comply with requirements of the [*Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act \(USA PATRIOT Act\)*](#), which amends 18 U.S.C. Sections 175-175c.

Article 5 - Universal Identifier and System of Award Management (SAM)

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at [2 C.F.R. Part 25, Appendix A](#).

Article 6 - Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, the recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at [2 C.F.R. Part 200, Appendix XII](#), the full text of which is incorporated here by reference in the award terms and conditions.

Article 7 - Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, (29 U.S.C. Section 794), as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article 8 - Trafficking Victims Protection Act of 2000

Recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000*, (TVPA) as amended by 22 U.S.C. Section 7104. The award term is located at 2 C.F.R. Section 175.15, the full text of which is incorporated here by reference.

Article 9 - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19

Article 10 - Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article 11 - SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article 12 - Procurement of Recovered Materials

Recipients must comply with Section 6002 of the *Solid Waste Disposal Act*, as amended by the *Resource Conservation and Recovery Act*. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article 13 - Notice of Grant Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth for this program are incorporated here by reference in the award terms and conditions. Recipients must comply with any such requirements set forth for this program.

Article 14 - Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the *Bayh-Dole Act, Pub. L. No. 96-517*, as amended, and codified in 35 U.S.C. Section 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. Section 401.14.

Article 15 - Non-supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article 16 - Lobbying Prohibitions

Recipients must comply with 31 U.S.C. Section 1352, which provides that none of the funds provided under an federal

financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article 17 - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with the *Title VI of the Civil Rights Act of 1964* (42 U.S.C. Section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article 18 - Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, (15 U.S.C. Section 2225a), recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, (15 U.S.C. Section 2225).

Article 19 - Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. Section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* (49 U.S.C. Section 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 [amendment](#) to Comptroller General Decision B-138942.

Article 20 - Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in [E.O. 13513](#), including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article 21 - Federal Debt Status

Recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See [OMB Circular A-129](#).)

Article 22 - False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of The False Claims Act (31 U.S.C. Section 3729-3733) which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. Section 3801-3812 which details the administrative remedies for false claims and statements made.)

Article 23 - Reporting Subawards and Executive Compensation

Recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at [2 C.F.R. Part 170, Appendix A](#), the full text of which is incorporated here by reference in the award terms and conditions.

Article 24 - Energy Policy and Conservation Act

Recipients must comply with the requirements of The Energy Policy and Conservation Act (42 U.S.C. Section 6201) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article 25 - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article 26 - Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR part 3001, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 8101).

Article 27 - Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, and 2 C.F.R. Part 180. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article 28 - Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. Sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article 29 - Civil Rights Act of 1964 - Title VI

Recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (42 U.S.C. Section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article 30 - Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (See 42 U.S.C. Section 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Section 100.201.)

Article 31 - Best Practices for Collection and Use of Personally Identifiable Information (PII)

Recipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template as useful resources respectively.

Article 32 - Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. (42 U.S.C. Sections 12101- 12213).

Article 33 - Age Discrimination Act of 1975

Recipients must comply with the requirements of the *Age Discrimination Act of 1975* (Title 42 U.S. Code, Section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article 34 - Activities Conducted Abroad

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article 35 - Acknowledgment of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article 36 - Assurances, Administrative Requirements, Cost Principles, and Audit Requirements

DHS financial assistance recipients must complete either the OMB Standard Form) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the MT DES point of contact if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations, Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

Article 37 - National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article 38 - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article 39 - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.

Article 40 - Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA through MT DES where required by 2 C.F.R. Section 200.308. For awards with an approved budget greater than \$150,000, you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA

approved budget in the first report you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article 41 - Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA, through MT DES, to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

Article 42 - MT DES Specific Acknowledgements and Assurances

Sub-recipients must acknowledge and agree to comply with applicable provisions governing MT DES access to records, accounts, documents, information, facilities, and staff.

1. Sub-recipients must cooperate with any compliance reviews or compliance investigations conducted by MT DES.
2. Sub-recipients must give MT DES access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by MT DES regulations and other applicable laws or program guidance.
3. Sub-recipients must submit timely, complete, and accurate reports to the appropriate MT DES officials and maintain appropriate backup documentation to support the reports.
4. Sub-recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. The State of Montana shall not be liable for any reimbursement amount greater than the award amount available to each sub-recipient.
6. Failure of the Agency to accomplish Hazard Mitigation Grant Program-Post Fire objectives may result in the reduction or withholding of funds, or other action, as determined by MT DES.

MT DES has the right to seek judicial enforcement of these obligations.

Article 43 - Accruals

As established within Montana Operations Manual Policy, accrual documentation is required of all sub-recipients by the Montana Department of Administration, State Financial Services Division, and must be submitted to MT DES no later than the second week of June, or as instructed by MT DES.

Article 44 – Authorized Representative

As evidenced by the signatures found in the Letter of Obligation, the Sub-Recipient Signatory Official agrees to appoint the Sub-Recipient Authorized Representative to act on behalf of City of Miles City. This individual shall be duly authorized with all necessary powers with regard to the administration and oversight of the Yellowstone Levee Advance Assistance Project awarded under the Hazard Mitigation Grant Program-Post Fire. The Catalog of Federal Domestic Assistance (CFDA) number associated with this grant is 97.039.

Obligating Document for Award

AGREEMENT NUMBER: FM-5392-MT-03R	SUB-RECIPIENT NAME AND ADDRESS: City of Miles City 17 S 8th St. Miles City, MT 59301	ISSUING STATE OFFICE AND ADDRESS: Montana Disaster and Emergency Services P.O. Box 4789 1956 MT Majo Street Fort Harrison, MT 59636-4789
AMENDMENT NUMBER:		
NAME OF SUB-RECIPIENT AUTHORIZED REPRESENTATIVE: Samantha Malenovsky	SUB-RECIPIENT AUTHORIZED REPRESENTATIVE CONTACT INFORMATION: smalenovsky@milescity-mt.org 406-234-3462	MT DES Authorized Organization Representative: Sara Hartley State Hazard Mitigation Officer <u>Sara.Hartley@mt.gov</u> 406-417-9238
EFFECTIVE DATE OF THIS ACTION: 6/16/2021	METHOD OF PAYMENT: EFT	NAME AND CONTACT INFORMATION OF MT DES GRANT COORDINATORS: Andrew Long andrew.long@mt.gov 406-202-4532
FEDERAL AWARD AMOUNT: \$364,500.75 LOCAL MATCH AMOUNT: \$121,500.25 TOTAL PROJECT COST: \$486,001		PERIOD OF PERFORMANCE: From: 6/16/2021 To: 9/30/2025 Budget Period: From: 6/16/2021 To: 9/30/2025
ASSISTANCE ARRANGEMENT: Cost Reimbursement	CFDA #: 97.039	
SUB-RECIPIENT SIGNATORY OFFICIAL (Name and Title)		DATE
SUB-RECIPIENT AUTHORIZED REPRESENTATIVE (Name and Title)		DATE
MT DES SIGNATORY (Name and Title) Jake Ganieany, Response/Recovery/Mitigation Bureau Chief, Authorized Organizational Representative		DATE

12:54:32

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-5392-0003-MT (R) (1)

Title: Miles City Yellowstone Levee Advance Assistance

NEPA DETERMINATION

Non Compliant Flag: No	EA Draft Date:	EA Final Date:
EA Public Notice Date:	EA Fonsi	Level: CATEX
EIS Notice of Intent	EIS ROD Date:	

Comment The proposed advance assistance project is Phase 1 of a three phased approach to create a design that the City of Miles City can utilize to apply for further funding to construct a FEMA approved levee system along the Yellowstone River. Creation of the Yellowstone River levee is part of an overall project which also includes a Tongue River levee. At present, the community is working with the US Army Corp of Engineers (USACE) on the Tongue River levee. The outcome of Phase I will select one alternative and up to two alignment options, identify and coordinate with the reviewing agencies, develop a scope and fee for Phase 2 environmental permitting and preliminary design.

FEMA Environmental Historic Preservation (EHP) has reviewed the project. It is recommended as a first step to include FEMA Environmental Historic Preservation (EHP) staff in the planning and National Environmental Policy Act (NEPA) process. The NEPA classification will be determined based on specific project parameters detailed in the forthcoming selected alignment and scope of work. It is recommended that EHP resources (biological and cultural) are included in the Phase I alternatives analysis. A Section 404 Clean Water Act permit will be required for the proposed actions.

Section 106 of the National Historic Preservation Act requires consultation with the Montana State Historic Preservation Office. FEMA recommends that the sub-applicant procure the services of a qualified Archaeological consultant to prepare a Cultural Resources Survey report. Please note the Cultural Resources Report project area of potential effect (APE) should consider and analyze impacts associated with all temporary and permanent project activities, including staging/stockpile areas, access routes, vegetation removal, and all areas potentially subject to ground disturbance.

Compliance with Executive Order 11990 (Wetlands) should consider the impacts associated with any ground disturbance. FEMA recommends the sub-applicant procure the services of a Biologist to further define what specific portions of the project area are suitable habitat for the Northern Long-eared Bat, Pallid Sturgeon, and the Monarch Butterfly and determine how the project will impact those areas.

Section 7 consultation may be necessary for the project.

For compliance with Executive Order 11988 Floodplain Management, a floodplain development permit from a local floodplain administrator will be required. FEMA is also required to provide notice to the public for any project that impacts the floodplain or wetlands. Please note that critical facilities are required to be rebuilt to the 500-year floodplain.

Please note that FEMA began partial implementation of Federal Flood Risk Management Standard (FFRMS) with FFRMS Policy FP-206-21-003-0001 for Hazard Mitigation Assistance Programs. The policy is intended to increase protection to improved property by increasing the required level of protection up to an additional 3 feet above the base flood elevation (BFE). The design standard differs depending on whether the action is a critical or non-critical action and whether the structure is in a 1% or 0.2% annual chance floodplain. This policy applies to all structure elevation, mitigation reconstruction, and dry floodproofing projects; and all projects where HMA funds are used for new construction, substantial improvement, or to address substantial damage to structures. The project team should consider FFRMS in their scoping activities, as applicable.

Executive Order 12898: Environmental Justice (EJ) for Low Income and Minority Populations should be included in the NEPA analysis to ensure that no disproportionate impacts to EJ communities will be caused by the project. Upon award of the HMGP advanced assistance application, FEMA EHP staff is available to provide guidance and support on NEPA and environmental historic preservation compliance. Once the project boundaries are defined, FEMA EHP recommends a biological and cultural resources study to help the sub-applicant identify any future EHP concerns and/or consultations. These studies can be completed as part of the advanced assistance application scope of work and can streamline the EHP review once the project advances. This memorandum and FEMA EHP approval of the requested project advanced assistance funds does not constitute authorization of any construction activities associated with proposed future mitigation actions.

- kturne15 - 09/19/2023 12:50:06 GMT

CATEX CATEGORIES

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-5392-0003-MT (R) (1)

Title: Miles City Yellowstone Levee Advance Assistance

Catex Category Code	Description	Selected
n17	(n17) Federal Assistance for Development of Plans in Support of Response, Recovery, and Hazard Mitigation Activities. Federal assistance for the development of plans for the purpose of preparing for disasters, recovering from disasters, and identifying opportunities for mitigating the effects of future disasters. This includes but is not limited to State, Tribal, and local hazard mitigation plans, debris management plans, long-term recovery plans, and disaster housing plans. This CATEX is not applicable to plans associated with specific projects that are reasonably foreseeable to occur and that are not otherwise covered by another CATEX.	Yes
a4	(a4) Information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. If any of these activities result in proposals for further action, those proposals must be covered by an appropriate CATEX. Examples include but are not limited to: (a) Document mailings, publication and distribution, training and information programs, historical and cultural demonstrations, and public affairs actions. (b) Studies, reports, proposals, analyses, literature reviews; computer modeling; and non-intrusive intelligence gathering activities.	Yes

EXTRAORDINARY

Extraordinary Circumstance Code	Description	Selected ?
	No Extraordinary Circumstances were selected	

ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project will not result in permanent air emissions - Review concluded	
Coastal Barrier Resources Act (CBRA)	Completed	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	
Clean Water Act (CWA)	Completed	Project would not affect any water of the U.S. - Review concluded	
Coastal Zone Management Act (CZMA)	Completed	Project is not located in a coastal zone area and does not affect a coastal zone area - Review concluded	
Executive Order 11988 - Floodplains	Completed	No effect on floodplain/flood levels and project outside floodplain - Review concluded	
Executive Order 11990 - Wetlands	Completed	No effects on wetlands and project outside wetlands - Review concluded	

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-5392-0003-MT (R) (1)

Title: Miles City Yellowstone Levee Advance Assistance

Environmental Law/ Executive Order	Status	Description	Comment
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	No Low income or minority population in, near or affected by the project - Review concluded	
Endangered Species Act (ESA)	Completed	No listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project not located within a flyway zone - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Not type of activity with potential to affect historic properties - Review concluded	
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	

CONDITIONS

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.



CITY OF MILES CITY

PLANNING & COMMUNITY SERVICES

17 S. 8th Street, PO Box 910
Miles City, MT 59301-0910

Telephone: 406-234-3493
Fax: 406-234-6392

Date: November 1, 2023

To: City Council and Mayor Hollowell

From: Joel Nelson, Contract City Planner

Re: Growth Policy Update task order and scope of work for City Council consideration on November 14, 2023

On October 17, 2023, the Miles City Planning Board held a 'kick-off' meeting with Cody Marxer of Great West Engineering to discuss the Growth Policy Update project. At the conclusion of the meeting, the Planning Board unanimously recommended the City Council move forward to complete the project with a revised task order and timeline with a projected completion date of June 2024, and that the Montana Department of Commerce be contacted regarding a CDBG grant extension to reflect the revised timeline. The Planning Board recommendations included the City provide the matching funds committed to completion of the Growth Policy Update. The Planning Board further recommended that an advisory group be formed to work with the consultant/planner on the completion of the tasks for the Growth Policy Update.

On November 14, 2023 at the regular City Council meeting, the Council is asked to consider the Planning Board recommendations and consider approval of Great West Engineering's revised Task Order 1, dated October 24, 2023, which includes a revised Scope of Work and schedule (Exhibit A) and contract (Exhibit B, CDBG Supplemental Conditions).

Attached, please find:

1. DRAFT Planning Board meeting minutes from the October 17, 2023 meeting.
2. Growth Policy Discussion Agenda from the October 17 meeting, which guided the Board's discussion and that could be used for the City Council's November 14 discussion.
3. Growth Policy handout from Great West Engineering, entitled, "What is a Growth Policy?".
4. Great West Engineering's revised Task Order 1 with a revised Scope of Work and schedule (Exhibit A) and contract (Exhibit B).

Great West Engineering may provide additional information to City Council at the November 14 meeting. I look forward to the discussion.

City Planning Board

P.O. Box 910
Miles City, Montana 59301

Meeting Minutes

October 17th 2023
6:00 pm

Call to Order: The City Planning Board met in the Conference Room for their October meeting and to discuss The Growth Policy. The meeting was called to Order by George Luther, with George Luther, Leif Ronning, Jason Oddy and Matthew Regan were present. (Matthew and Joel Nelson (City Planner) were present via Zoom.) Initially, it was thought that we did not have a quorum therefore Election of Officers was not completed. As the meeting continued it was realized that they did have a quorum but the Election of Officers was not revisited.

Approval of Past Meeting Minutes: It was believed that the meeting minutes that they had were actually not the most recent therefore that was not completed as well.

Citizen/Visitor Requests/Comments: Brandon and Jenna Janshen were present and expressed excitement & anticipation for the Growth Policy discussion and updates.

Unfinished Business: Growth Policy being revisited.

New Business: Growth Policy Updates Kick-Off Meeting and Discussion. Joel gave a timeline of the Growth Policy from the beginning. Cody Marxer gave a presentation of the Growth Policy overview and additional handouts were presented as well.

Board Member/Staff Comment(s): Jason Oddy Moved and Leif Ronning seconded to recommend the completion of the City of Miles City Growth Policy per the task order, as revised with revision to the timeline and completion date of June 2024 along with Great West contacting the Dept of Commerce approving the revision for the associated grant and that the City of Miles City provide matching funds committed to the completion of said growth policy, **Motion Passed Unanimously**. George Luther moved, and Leif Ronning seconded that an advisory group be formed to work with the consultant/planner on the completion of the tasks for the growth policy, **Motion Passed Unanimously**.

Adjournment: Matthew Regan motioned to adjourn, Leif Ronning seconded.

Respectfully Submitted,

DRAFT

Board President

**Miles City Growth Policy
Kickoff Meeting
October 17, 2023**

Growth Policy Discussion Agenda:

1. What is a growth policy?
2. Why update the growth policy?
3. Focus:
 - a. Achievable Goals and Objectives
 - b. Real world projects
4. Data-Information: Just a Snapshot in Time
 - a. Limit the use of data
 - b. Emphasize information on:
 - i. Goals/objectives/projects
 - ii. Opportunities and issues/needs
5. Outreach to Residents
 - a. Online and hardcopy survey?
 - b. Open House?
 - c. Board Hearing – Required by statute
6. Approach to Completing the Update of the Growth Policy
 - a. GWE will create a template for the Board to use as a foundation.
 - i. Can be fully edited/changed by the Board
 - b. Board involvement in process
 - i. Full Board involved in all steps?
 - ii. Smaller working group?
 - iii. Other options?



WHAT IS A GROWTH POLICY?

A growth policy is a guide used to make decisions about a community's future, specifically with regard to land use, infrastructure, and services. Essentially, a Growth Policy is a long-range plan, or "Master Plan", meant to help guide new development and identify projects that need attention and financial investment. A Growth Policy is not a regulatory tool or document and cannot be used solely to make decisions on proposed land use projects or development. But it is the necessary foundation for all land use regulations.

The document will evaluate the City's existing conditions, identify trends, and provide realistic goals and actions to improve economic development, local services, public safety, housing, land use, natural resources, and other issues identified by residents and City Council.

Advantages of a Growth Policy

- Identifies the issues/opportunities facing the City and prepares to address them.
- Creates a common vision for the future of the community.
- Identifies achievable goals, objectives, and projects that make the common vision a reality.
- Provides a consistent framework for and reduces inconsistency in the decision-making process regarding the community's future.
- Provides the legal basis for the creation or update of any regulations, such as zoning or subdivision regulations.
- Increases the City's competitiveness for limited State and federal grant funding to help cover costs associated with infrastructure.

Statutory Requirements for Growth Policy Content

The growth policy statute, MCA 76-1-601, identifies the minimum content that must be included in your Growth Policy document. **The statute does not define the level of detail to which each element must be described.** Depending upon the issues faced by each individual community, some topics will be more important and further elaborated on than others. The elements required by statute include the following:

- Goals and objectives.
- Maps and narrative describing the City.
- Future trends and potential changes.
- Description of the projects, policies, and regulations that might be used to achieve the goals and objectives.
- Description of the community's strategy for developing, maintaining, and replacing public infrastructure.
- Implementation strategy or "action plan" that includes:
 - Schedule for implementing the growth policy
 - Identifying the conditions needed to revise the growth policy
 - Schedule for reviewing the growth policy at least once every five years



- Explanation of how the City and County will coordinate efforts.
- Explanation of how the City will evaluate and make decisions on proposed subdivisions with respect to impacts on agriculture, agricultural water user facilities, local services, natural environment, wildlife and wildlife habitat, and public health and safety (criteria in statute).
- Explanation of how public hearings on proposed subdivision will be conducted.
- Evaluation of the potential for fire and wildland fire.
- Optional content can include things such as a neighborhood plan, housing plan, capital improvement plan, parks and trails plan, etc.

What key issues will the Growth Policy focus on?

State statute requires that certain elements are included in the Growth Policy but City residents, boards, and Council can identify other important elements to add to the document. Contents of a Growth Policy typically include:

Land Use

- Discuss the steps the City can take to promote intentional and cost-effective development.

Population

- Understand population characteristics to prepare for future trends and ensure the availability of public services and facilities.

Housing

- Assess the condition and adequacy of the City's housing stock to understand what types of housing are needed and how housing options may affect economic sustainability.

Economic Conditions

- Discuss fire protection, emergency services, law enforcement, healthcare, schools, library, social services, and other services valued by residents. Are these services sufficient? Are any improvements needed?

Public Facilities

- Examine roads, bridges, buildings, parks, and other City facilities. What is the status of each? Which need maintenance or investment? Coordinate with other City planning documents to address any concerns or issues.

Natural Resources

- What are the natural resource characteristics of the City? What opportunities and constraints exist? Inventory and describe specific topics such as floodplains, sand and gravel resources, and wildland fire risk.

Other Topics

- What are other issues or opportunities of importance to residents? Through a public outreach effort, residents will have the opportunity to share other concerns/issues.

Action Plan

- A succinct and specific action plan to create a roadmap for achieving the City's five-year goals.



TASK ORDER 1

October 24, 2023

City of Miles City
17 South 8th St.
PO Box 910
Miles City, MT 59301-3419
Attn: City Council

**Re: Task Order No. 1 – Growth Policy Update
Miles City On-Call
Great West Engineering Project No. 2-21110**

Dear Mayor and City Council:

This letter constitutes *Task Order No. 1* to our *Agreement for Professional Services* dated May 11, 2021, for the above-referenced Project. Great West's scope of services, schedule of fees, and schedule for completion of these services ("Services") are as follows:

**See Exhibit A - Scope of Services
See Exhibit B – CDBG Supplemental Conditions**

As compensation for these Services, Client shall pay Great West time and material not to exceed \$50,000 for completion of the project as determined by the *Consultant Agreement*. This amount cannot be exceeded without Client's written approval.

Please have an authorized representative sign both originals of this letter and return one executed original to Great West at the following address:

Great West Engineering, Inc.
2501 Belt View Drive
Helena, MT 59601

Acknowledgement. This *Task Order No. 1* is agreed to by the parties and is effective as of the date of this letter.

GREAT WEST ENGINEERING, INC.

CITY OF MILES CITY

William B. Lloyd, PE

John Hollowell, Mayor

President

Date

EXHIBIT A: SCOPE OF WORK

Tasks	Task Responsibility	Estimated Completion
<p>KICK-OFF MEETING. A kickoff meeting will be held with the Planning Board to discuss the project, roles and responsibilities, schedule, outreach to residents, communication preferences, identification of initial opportunities and issues, and everyone's overall expectations.</p>	City and Great West Engineering	October 2023
<p>RESIDENT OUTREACH AND COMMUNICATIONS. Outreach and communication with City residents will include: an online and hardcopy survey, one hearing and newspaper articles in the Star as appropriate. The City Council, Planning Board and other stakeholders will help Great West determine which outreach and communication steps will be most effective in gathering resident advice and guidance. The tentative steps in outreach will be:</p> <ol style="list-style-type: none"> 1. Articles in the Miles City Star as appropriate 2. Market an online and hard copy survey (December 2023-January 2024) 3. Open house, only if determined appropriate by the City Council and Planning Board (February 2024) 4. Planning Board hearing (May 2024) 5. City Council meeting to consider adoption (June 2024) 	City and Great West Engineering	Ongoing throughout the project
<p>RESIDENT SURVEY. In conjunction with the City Council, Planning Board and other stakeholders, Great West Engineering will develop an online and hardcopy survey for marketing to City residents. The City Council, Planning Board and other stakeholders will be responsible for developing a marketing plan for the survey. Great West will provide the City with a summary of the final survey results.</p>	City and Great West Engineering	December 2023- January 2024
<p>PLANNING BOARD/ADVISORY COMMITTEE FIRST WORK SESSION. Following completion of the resident survey, hold a work session with the Planning Board/Advisory Committee to discuss the survey results and update of the Growth Policy. This will include identification of needed edits and changes. Great West staff will facilitate the meeting and document the proceedings.</p>	City and Great West Engineering	January 2024
<p>CREATE A FIRST WORKING DRAFT OF THE GROWTH POLICY. Based upon input from the Planning Board/Advisory Committee, create a first working draft of the Growth Policy meeting the statutory requirements. The document will include goals/objectives, an action plan, demographics and discussion of the topics such as economics, community services, infrastructure, housing, historic preservation, and land use information. The document will include narrative, charts, tables, and maps as applicable. City staff will work with GWE GIS staff to determine responsibilities for specific maps and data collection. The City will provide photographs as applicable. Ten (10) hardcopies and an electronic version will be provided to the Planning Board.</p>	Great West Engineering	January- February 2024
<p>PLANNING BOARD SECOND WORK SESSION. Hold a second work session with the Planning Board/Advisory Committee to discuss the first draft of the Growth Policy and identify needed edits and changes. Great West staff will facilitate the meeting and document the proceedings. The meeting may be held via video conferencing depending upon the preference of the Planning Board.</p>	City and Great West Engineering	February- March 2024
<p>SECOND DRAFT OF THE GROWTH POLICY. Based upon guidance received from the Planning Board/Advisory Committee at the second work session, complete edits to the first draft Growth Policy and create a second draft.</p>	Great West Engineering	March-April 2024
<p>DISTRIBUTION AND REVIEW OF SECOND DRAFT OF THE GROWTH POLICY. Ten (10) hardcopies and an electronic version of the second draft of the Growth Policy will be provided to the Planning Board. An electronic version will be provided for posting on the City website. Four (4) hardcopies will be provided for resident review at the City Hall. The Planning Board/Advisory Committee will review the second draft and will document any additions, comments, and edits it would like to see completed.</p>	City and Great West Engineering	April 2024
<p>PLANNING BOARD HEARING. The Planning Board will hold a combined open house-public hearing on the second draft of the Growth Policy. The Board will identify any additional edits needed to the plan, including those identified by City residents. Great West staff will attend the hearing and facilitate and document the proceedings including Board and resident questions and comments, needed edits and the Board's recommendation to the City Council. The Planning Board hearing is required under the statute.</p>	City and Great West Engineering	May 2024
<p>CITY COUNCIL MEETING. The Planning Board's recommendation on the draft Growth Policy will be formally presented to the City Council at a public meeting. The City Council will render a final decision on adopting the document and identify any final edits needed to the document. Prior to the meeting, the final draft of the plan will be provided to each City Council member in an electronic and hardcopy form. An electronic version of the final draft will be posted on the City website. Four (4) hardcopies will be provided for distribution at the City Hall.</p>	City and Great West Engineering	June 2024
<p>FINAL GROWTH POLICY. If necessary, based on the input received at the City Council hearing on the draft of the Growth Policy, final edits to the adopted Plan will be completed and ten (10) final hardcopies and an electronic version will be provided to the Planning Board and the City Council.</p>	Great West Engineering	June 2024

EXHIBIT B

CDBG SUPPLEMENTAL CONDITIONS

1. LIAISONS.

For the Owner (Grantee):

City of Miles City
17 South 8th St.
PO Box 910
Miles City, MT 59301-3419

For the Engineer:

Great West Engineering, Inc.
2501 Belt View Drive
Helena, MT 59601
406-449-8627

2. INDEPENDENT CONTRACTOR. It is understood by the parties hereto that the Engineer is an independent contractor and as such, neither it nor its employees, if any, are employees of the Owner for purposes of tax, retirement system, or social security (FICA) withholding.

3. EFFECTIVE DATE AND TIME OF PERFORMANCE. This Contract shall take effect upon execution by the parties and will terminate upon completion of the SCOPE OF SERVICES hereunder as determined by the Owner unless terminated earlier in accordance with the terms of this Contract. The activities to be performed by the Engineer will be completed according to the schedule attached hereto as **Exhibit A** and specifically incorporated herein by this reference.

4. SCOPE OF SERVICES. The Engineer will perform the following services:

The project will involve updating the City Growth Policy. Refer to Exhibit A for the scope of services.

It is understood and agreed by the parties that the services of the Engineer do not include any of the following: the disbursement or accounting of funds distributed by the Owner's financial officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG project.

5. COMPENSATION. Neither the cost of architectural, engineering or grant administrative services plus a percentage of that cost method nor the percentage of construction cost method will serve as the basis for compensating the engineer or grant administrator for its services provided under this Contract.

For the satisfactory completion of the services to be provided under this Contract, the Owner will pay the Engineer a sum not to exceed **\$50,000.00** in the manner outlined in the attached **Exhibit A** attached hereto and specifically incorporated herein by this reference. Each specific service the Engineer will provide under this Contract, and the maximum amount that the Owner will pay the Engineer for each of these services is set forth in the attached **Exhibit A**.

The amount to be paid will be calculated according to the hourly billing rates for the various personnel as described in **Exhibit A**. The Engineer may submit monthly requests for payment,

based on actual work performed, which must be accompanied by an itemized invoice describing the services furnished, the number of hours worked to accomplish each item, the amount being billed for each item, a description of any other eligible expenses incurred during the billing period, and the total amount being billed.

6. ASSIGNMENT, TRANSFER, AND SUBCONTRACTING. The Engineer may not assign, transfer, or subcontract its rights (including the right to compensation) or duties arising hereunder without the prior written consent of the Owner. Any subcontractor or assignee will be bound by the terms and conditions of this Contract.
7. CONTRACT AMENDMENT. Except as otherwise set forth herein, this Contract may not be enlarged, modified, or altered except upon written agreement by all parties to the Contract.
8. PRE-CONSTRUCTION CONFERENCE. Before the start of construction (if applicable), a conference will be held for the purpose of familiarizing the successful bidder with the Federal and State requirements that apply to projects funded in whole or in part by a Community Development Block Grant (CDBG). The conference will also include a discussion of project supervision, coordination with city or county officials, on-site inspections, progress schedules and reports, payrolls, payments to contractors, contract change orders, insurance, safety, and other issues pertinent to the project. The Engineer may be responsible for conducting this conference.
9. CONDITIONAL AGREEMENT. It is expressly understood by the parties hereto that this Contract is dependent and conditioned upon the receipt by the Owner of CDBG funds from the Department and that if said funds are not provided, the Owner incurs no responsibilities or liabilities under this Contract.
10. TERMINATION OF CONTRACT. This Contract may only be terminated in whole or in part as follows:
 - a) Termination due to loss of funding. The Owner may, at its sole discretion, terminate or reduce the scope of this Contract if available CDBG funding is eliminated or reduced for any reason. If a termination or modification is required, the Owner will, to the extent permitted by available CDBG funds, compensate the Engineer for eligible work elements the Engineer has completed and for approved, eligible, reasonable, and necessary expenses incurred by the Engineer as of the revised termination date. The Owner will give the Engineer written notice of the effective date of the modification or termination of this Contract and, if a reduction in funding is required, will provide the Engineer with a modified Project budget.
 - b) Termination for cause.
 - i. If the Owner determines that the Engineer has failed to comply with the terms and conditions of the Contract, the Owner may terminate this Contract in whole or in part at any time. The Engineer will thereafter be entitled to receive payment for those services reasonably performed to the date of termination less the amount of reasonable damages suffered by the Owner because of the Engineer's failure to comply with this Contract.

Any costs or expenses incurred by the Engineer from obligations arising during a suspension or after termination of this Contract are not allowable unless the Owner expressly authorizes them in the notice of suspension or termination or subsequently in writing thereafter. Other necessary and not reasonably avoidable Engineer costs incurred during suspension or after termination are allowable if:

1) They result from obligations properly incurred by the Engineer before the effective date of suspension or termination, are not in anticipation of it, and in the case of a termination, non-cancellable; and

2) The costs would be allowable if the Contract were not suspended or expired normally at the end of the funding period in which the termination takes effect.

ii. Notwithstanding the above, the Engineer is not relieved of liability to the Owner for damages sustained by the Owner by virtue of any breach of this Contract by the Engineer, and the Owner may withhold any payments to the Engineer for the purpose of setoff until such time as the exact amount of damages due the Owner from the Engineer is determined.

11. AVOIDANCE OF CONFLICT OF INTEREST. The Engineer covenants that it presently has no interest and will not acquire any interest, direct or indirect, in the CDBG project that would conflict in any manner or degree with the performance of its services hereunder. The Engineer further covenants that, in the performing this Contract, it will employ no person who has any such interest. The Engineer will comply with the provisions of the applicable HUD regulations of 24 C.F.R. Parts 84, 85, and 570.611, and with sections 2-2-121, 2-2-201, 7-3-4256, 7-3-4367, 7-5-2106, and 7-5-4109, MCA, (as applicable) regarding the avoidance of conflict of interest.
12. DOCUMENTS INCORPORATED BY REFERENCE. The Owner's application to the Department for CDBG funding, submitted in **2021**, including any written modifications resulting from the review of the application by the Department, and all applicable federal, state, and local laws, rules, and regulations, are incorporated into this Contract by this reference and are binding upon the Engineer.
13. OWNERSHIP AND PUBLICATION OF MATERIALS. All reports, information, data, and other materials prepared by the Engineer pursuant to this Contract are the property of the Owner, and the Department, which both have royalty-free, non-exclusive, and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use, in whole or part, such property and any information relating thereto. Any reuse without written verification or adaptation by the Engineer for the specific purpose intended will be at the Owner's sole risk and without liability or legal exposure to the Engineer. No material produced in whole or part under this Contract may be copyrighted or patented in the United States or in any other country without the prior written approval of the Owner, and the Department.

To the extent the CDBG funds dispersed under this Contract will be used by any small business firm or non-profit organization, as defined in 37 C.F.R. 401.2, such firm(s) or organization(s) are subject to the standard patent rights clause set forth in its entirety in 37 C.F.R. 401.14 and specifically incorporated herein by this reference.

14. ACCESS TO AND RETENTION OF RECORDS. The Engineer agrees to provide the Owner, the Department, HUD, Comptroller General of the United States, Montana Legislative Auditor, or their authorized agents access to any records necessary to determine Contract compliance. The Engineer agrees to create and retain records supporting the services rendered or supplies delivered for a period of four (4) years after either the completion date of the Contract or the conclusion of any claim, litigation, or exception relating to the Contract taken by the State of Montana or third party, whichever is later. These records will be kept in the Engineer's offices in Helena, Montana.
15. PROJECT MONITORING. The Owner, the Department, or any of their authorized agents may monitor and inspect all phases and aspects of the Engineer's performance to determine compliance with the SCOPE OF ACTIVITIES, and other technical and administrative requirements of this Contract, including the adequacy of the Engineer's records and accounts. The Owner will advise the Engineer of any specific areas of concern and provide the Engineer opportunity to propose corrective actions acceptable to the Owner.
16. JURISDICTION AND VENUE. This Contract is governed by the laws of Montana. The parties agree that any litigation concerning the Contract must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees.

This Contract will be construed under and governed by the laws of the State of Montana.

17. INDEMNIFICATION. The Engineer agrees to protect and save the Owner and the State, their elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, arising in favor of the Engineer's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the intentional negligent acts or omissions of the Engineer and/or its agents, employees, representatives, assigns, and subcontractors.
18. INSURANCE.
 - a) General Requirements. The Engineer shall maintain for the duration of this Agreement, at its cost and expense, primary liability insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the duties and obligations in this Contract by the Engineer, its agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission.

- b) Primary Insurance. The Engineer's insurance coverage shall be primary insurance with respect to the Owner, the Department, the State of Montana, and their elected or appointed officers, officials, employees, or volunteers. The Owner and the State's insurance coverage is excess to the Engineer's insurance coverage and shall not contribute with it.
 - c) General Liability Insurance. The Engineer shall purchase and maintain Commercial General Liability (Occurrence coverage), to include bodily injury, personal injury, and property damage, with combined single limits of \$1,000,000 per occurrence and \$2,000,000 per aggregate per year to cover such claims as may be caused by any act, omission, or negligence of the Engineer or its officers, agents, employees, representatives, assigns, or subcontractors. The Owner, the State, the Department, and their officers, officials, employees, and volunteers are to be covered and listed as additional insured's for liability arising out of activities performed by or on behalf of the Engineer, including the insured's general supervision of the Engineer; products and completed operations; premises owned, leased, occupied, or used.
 - d) Specific Requirements for Professional Liability. The Engineer shall purchase and maintain occurrence coverage with combined single limits for each wrongful act of \$1,000,000 per occurrence and \$2,000,000 aggregate per year to cover such claims as may be caused by any act, omission, negligence of the Engineer or its officers, agents, representatives, assigns or subcontractors. Note: if "occurrence" coverage is unavailable or cost prohibitive, the Engineer may provide "claims made" coverage provided the following conditions are met: (1) the commencement date of the contract must not fall outside the effective date of insurance coverage and it will be the retroactive date for insurance coverage in future years; and (2) the claims made policy must have a three (3) year tail for claims that are made (filed) after the cancellation or expiration date of the policy.
 - e) General Provisions. All insurance coverage shall be placed with a carrier licensed to do business in the State of Montana with a Best's rating of at least A-. All certificates and endorsements are to be received by the Owner prior to beginning any use, occupancy, operation, or management of the subject property under this Contract. The Engineer shall notify the Owner immediately of any material change in insurance coverage, such as changes in limits, coverage, change in status of policy, etc. The Owner reserves the right to request complete copies of the Engineer's insurance policies at any time, including endorsements.
19. COMPLIANCE WITH NONDISCRIMINATION LAW. The Grantee (Owner) must, in performance of work under the Contract, fully comply with all applicable federal, state, or local nondiscrimination laws, rules, and regulations, including but not limited to the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Section 109 of the Housing and Community Development Act of 1974, Section 3 of the Housing and Urban Development Act of 1968, Executive Order 11246 of Sept. 24, 1965, and Section 504 of the Rehabilitation Act of 1973. Any contracting, subletting or subcontracting by the Grantee (Owner) subjects Engineers, contractors, subcontractors, and sub recipient entities to the same provision. In accordance with Mont. Code Ann. § 49-3-207, the Grantee (Owner) agrees that the hiring of persons to perform the Contract will be made on the basis of merit and qualifications, and

there will be no discrimination based on race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the Contract.

20. CIVIL RIGHTS ACT OF 1964. The Engineer will abide by the provisions of the Civil Rights Act of 1964 which states that under Title VII, no person may, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
21. COMPLIANCE WITH WORKERS' COMPENSATION ACT. Engineers are required to comply with the provisions of the Montana Workers' Compensation Act while performing work for the Owner under this Contract. Proof of compliance must be in the form of workers' compensation insurance, an independent contractor exemption, or documentation of corporate officer status. Neither the Engineer nor its employees are employees of the Owner or the State of Montana. This insurance/exemption must be valid for the entire term of the Contract. Proof of compliance and any renewal documents must be sent to the Owner.
22. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974. The Engineer will comply with the following provision:

No person in the United States may on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds made available under this title. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 will also apply to any such program or activity.
23. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968. The Engineer will ensure that to the greatest extent feasible, opportunities for training and employment arising in connection with this CDBG-assisted project will be extended to lower income project area residents. Further, the Engineer will, to the greatest extent feasible, utilize business concerns located in or substantially owned by residents of the project area, in the award of contracts and purchase of services and supplies.
24. MINORITY BUSINESS ENTERPRISE. Consistent with the provisions of Executive Order 11246, the Engineer will take affirmative steps to assure that minority businesses are used when possible as sources of supplies, equipment, construction, and services. Additionally, the Engineer will document all affirmative steps taken to solicit minority businesses and will forward this documentation along with the names of the minority subcontractors and suppliers to the local government CDBG recipient upon request.
25. LEGAL FEES. In the event either party incurs legal expenses to enforce the terms and conditions of this Contract, the prevailing party is entitled to recover reasonable attorney's fees and other costs and expenses, whether the same are incurred with or without a suit.

26. ELIGIBILITY. The Engineer certifies that the Engineer's firm and the firm's principals are not debarred, suspended, voluntarily excluded, or otherwise ineligible for participation in federally assisted contracts under Executive Order 12549, "Debarment and Suspension." (24 CFR 24.505)
27. DEBARMENT. The Engineer certifies and agrees to ensure during the term of this Contract that neither it nor its principals, contractors, subcontractors, or sub-recipient entities are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the Contract by any governmental department or agency. If the Engineer cannot certify this statement, attach a written explanation for review by the Owner.

The Engineer certifies and agrees to ensure during the term of this Contract that neither it nor its principals, contractors, subcontractors, or sub-recipient entities are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

28. FORCE MAJEURE. Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the non-performing party, so long as such party is using its best efforts to remedy such failure or delays.
29. SEPARABILITY. A declaration by any court, or any other binding legal source, that any provision of the Contract is illegal and void shall not affect the legality and enforceability of any other provision of the Contract unless the provisions are mutually dependent.
30. NOTICE. All notices required under the provisions of the Contract must be in writing and delivered to the parties' liaisons as identified herein either by first class mail or personal service.
31. REFERENCE TO CONTRACT. The Contract number must appear on all invoices, reports, and correspondence pertaining to the Contract.
32. NO ARBITRATION. Unless otherwise agreed to in writing or provided for by law, arbitration is not available to the parties as a method of resolving disputes that would arise under this Contract.
33. NO WAIVER OF BREACH. No failure by the Department to enforce any provisions hereof after any event of breach shall be deemed a waiver of its rights with regard to that event, or any subsequent event. No express failure of any event of breach shall be deemed a waiver of any provision hereof. No such failure or waiver shall be deemed a waiver of the right of the Department to enforce each and all of the provisions hereof upon any further or other breach on the part of the Grantee (Owner).

34. INTEGRATION. The Contract contains the entire agreement between the parties, and no statements, promises, or inducements of any kind made by either party or the agents of either party, not contained herein or in a properly executed amendment hereto are valid or binding.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the 22nd day of March 2022.

GREAT WEST ENGINEERING, INC.:

MILES CITY, MONTANA

BY: William B. Lloyd, PE - President

BY: John Hollowell, Mayor

DATE: _____

DATE: _____

RESOLUTION NO. 4539

A RESOLUTION ESTABLISHING CITY OF MILES CITY SOUTHEASTERN MONTANA DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) POLICY AND GUIDELINES

WHEREAS, the City of Miles City has established certain dispatch policy for employees of the City of Miles City, which are set forth in the City of Miles City Southeastern Montana Dispatch Public Safety Answering Point (PSAP) Policy and Guidelines;

AND WHEREAS, the City Council finds that 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 and guidelines: City of Miles City Southeastern Montana Dispatch Public Safety Answering Point (PSAP) Policy and Guidelines
2. Such policy shall become effective November 14, 2023 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 14TH DAY OF NOVEMBER, 2023.

John Hollowell, Mayor

ATTEST:

Mary Rowe, City Clerk

SOUTHEASTERN MONTANA DISPATCH
PUBLIC SAFETY ANSWERING POINT (PSAP) POLICY AND GUIDELINES

Dissemination

All communications center employees shall be issued a copy of the SE Montana Dispatch manual. Each employee will be responsible for maintaining and keeping the manual current with updated rules, regulations and guidelines and to know and understand its contents.

The Dispatch Director may inspect those manuals at any time for completeness and accuracy with a minimum of one (1) inspection to occur annually.

The dispatch manual is the property of SE Montana Dispatch and must be surrendered at such time as a dispatch employee terminates their employment with the city.

Violation of this manual's dissemination security policy will be considered a breach of confidentiality and result in disciplinary action up to, and including, dismissal.

Chain of Command

Southeastern Montana Dispatch is a department of the City of Miles City and follows policies and guidelines established by the City.

This division is directly administered by the Dispatch Director. The Dispatch Director, or his/her designee, is ultimately responsible for staffing, scheduling, budgeting, enforcing policy (including discipline) and generally ensuring that all aspects of the operation are conducted in an efficient and effective manner.

If an employee, police, fire or medical feels the action(s) of a dispatcher are unsatisfactory, inconsistent with policy, or out of the realm of a dispatcher's authority, they will then take their problem to the Dispatch Director. If the particular situation involves the Dispatch Director, the employee should consult with the Mayor who is the immediate supervisor to the Dispatch Director.

In the absence of the Dispatch Director, that issue can be brought to the attention of the Mayor or the Human Resources Officer. Officers or other emergency personnel will pursue complaints or suggestions regarding dispatch procedures or complaints about a specific incident, with their Dispatch Director and not with any individual dispatcher. Upon receipt of the complaint or suggestion, the Dispatch Director will then contact the Mayor or Human Resources Officer. Complaints from citizens regarding a dispatcher should be referred to the Dispatch Director, which will then communicate the complaint to the Mayor or the Human Resources Officer.

The Dispatch Director and the Mayor will review the incident by gathering pertinent facts to determine whether changes in guidelines are needed or if there is cause for disciplinary action.

If an employee feels the issue has not been resolved by the Dispatch Director, he/she may then take the issue in writing to the Mayor. The employee must notify the Dispatch Director of their intent to do so, the Dispatch Director will acknowledge, in writing, the date and time received. Final determination on of an issue will be made by the Mayor. The City Mayor has final authority within the City's organization.

Any problems that arise between dispatchers should be worked out between themselves. If the problem cannot be resolved, it should then be turned over to the Dispatch Director which will discuss with the Mayor and Human Resources Officer as needed.

The Chain of Command shall be followed by all employees. An employee shall progress through the Chain of Command if action taken by a lower level of authority is considered unfair or is questioned.

Any employee knowingly by-passing or going outside the Chain of Command, either verbally or in writing, will be subject to disciplinary action up to, and including, termination.

Questions or problems which may arise outside of normal policies or guidelines in individual Emergency Services Agencies should be referred to the Dispatch Director.

Dispatch Positions

Employees, when hired, are on a probationary status. During this probationary period each new employee is expected to learn basic procedures for handling telephone calls received and dispatch them appropriately.

They must become familiar with all agencies served by SE Montana Dispatch and with all applicable geographic locations of each agency and the basic assets available at each.

Within the first six (6) months new dispatchers must be capable of handling routine dispatch operations.

Probation is based upon written evaluations and interviews with the Dispatch Director, and/or the Mayor.

All dispatch employees must carry current CPR certification and phone CPR certification.

For training purposes, a check list has been prepared to assist both the training dispatcher and the new employee. In addition to this checklist, there is a dispatch training log where additional or specific training can be documented along with the number of hours spent on this training. Once completed all training paperwork, as well as periodic evaluation sheets, will be kept in the department training officer files.

New employees must attend, and successfully complete, the Public Safety Communicator Basic School at the Montana Law Enforcement Academy during their first year of employment, or as soon as possible with regards to the availability of space in the school.

New employees must successfully complete the Montana Department of Justice CJIN/NCIC Certification workbook program within the six (6) month time period allowed by CJIN Services. Certification shall consist of, and be no less than, Operator Levels I and II with Criminal History Endorsement.

Confidentiality

Dispatch personnel will do their utmost to keep all transactions confidential. Events occurring while a dispatcher is on duty or off duty will not be discussed outside the dispatch center unless the information being discussed has already been published, or is being currently broadcast in the media.

At no time will the whereabouts of law enforcement personnel be given to callers unless the officer is familiar with the caller.

Telephone numbers for all police department personnel will not be given out. If circumstances warrant, it may be necessary to relay a message to off duty department personnel.

Dispatch will not, as a rule, advise officers on the air of a complainant's name. Exceptions are if an officer needs the name to locate the correct residence or if the responding officer is familiar with the address and are aware that the resident could create a problem for the officer. Under no circumstances will information be withheld from an officer when the information may have a direct bearing on an officer(s) safety.

When dealing with informants, the dispatcher will secure any information they want to give and determine to whom the information should go. The promise of confidentiality must be respected.

It is imperative that all public safety communicators understand that they are not to discuss their work with those outside the department. Any information divulged could cause embarrassment to the department. It could jeopardize the reputation of a citizen, or department employee, by fueling irresponsible gossip.

It is also to be understood that criminal cases could be delayed or become invalid if information were leaked from the dispatch center inappropriately.

Care should be taken when conversing within earshot of those not connected to 9-1-1, especially in social situations.

Incident case reports, arrest reports, citations, pawn slips and any other forms of investigative or departmental reports are confidential. These various types of documents, whether on paper or in the computer records system, are to be accessed by dispatch personnel only at the request of an officer or other authorized user. Dispatch personnel involved in the processing of these reports and documents are necessarily given permission to do what is required for information entry into the records management system and maintenance of the same. Dispatch personnel must know how the records and filing system work and be able to retrieve information should it be needed. This means that records will be accessed on an "as needed" basis. Unless you have a need to access a particular document that is job related these documents remain confidential, even to dispatch personnel.

Under no circumstances will any dispatch personnel access any document or report for purely personal curiosity. This includes documents placed in the dispatch "In Box." Only those persons with the responsibility for processing a particular type of document should handle the document. Documents in the dispatch "IN "box are not for perusal by the general department staff.

*** SE Montana Dispatch personnel understand that any breach of confidentiality can be grounds for disciplinary action up to, and including, dismissal.

Disciplinary Action

Disciplinary action may be initiated for failure to comply with standards of performance applicable to members of SE Montana Dispatch. Offenses may be punishable through discipline by:

- Verbal Warning (documented)
- Written Warning
- Suspension
- Dismissal

Should the seriousness warrant possible discharge, the following procedure will be followed:

The employee will be informed, in writing, of the charges against him/her, of the possible disciplinary actions that may be taken, and of the time, date and place at which the employee will be given an opportunity to respond to the charges.

At the specified time, date and place, the employee will be allowed to respond to the charges and to present all information that the employee believes to be pertinent;

Following the opportunity for response by the employee, the employer will determine appropriate disciplinary action to be taken and will promptly inform the employee, in writing, of that determination.

If, in the opinion of the Mayor, any employee must be sent home as a result of a disciplinary action, said employee will be given full pay for the remainder of the shift.

Shifts

Dispatch personnel will work a rotating shift with appropriate breaks as defined by union policy. Shifts are determined by the Union contract. Dispatchers are expected to be ready to perform their work duties, such as answering 911 calls, regular line calls and handle officer radio traffic, at the start of their shift.

All dispatchers will give a thorough briefing to their relief relative to on-going calls, unusual or major calls from the preceding shift. Any pertinent information should be included as well. Shift schedules for dispatch personnel are the responsibility of the Dispatch Director. All requests for vacation, time off, or trading of shifts must be approved by the Dispatch Director of the shift schedule.

On occasion, illness or another emergency may generate a vacant shift Dispatchers should contact the Dispatch Director, verbally, eight (8) hours prior to their shift. The open shift will be filled with part-time dispatch personnel if at all possible, however if this is not feasible, an overtime shift will be posted. These overtime shifts will be posted, when available, by the Dispatch Director. Dispatchers may volunteer for the overtime shifts on a loosely rotating, informal schedule as follows:

The schedule will be filled by part time persons as to not create overtime if possible, or a dispatcher may have their schedule bumped one way or the other if time allows to do this. In the event that this is not possible, the senior dispatchers will be offered the position first, then work down the line until filled. If the overtime shift causes a dispatcher to work more than 12 hours, all other options will be exhausted before that shift will be approved. Every attempt, within reason, will be made to fairly offer overtime to each dispatcher. The decision of the Dispatch Director will be final in resolving conflicts.

Uniform Regulations

Uniforms must be kept clean and in good condition. Interpretation of appropriately maintained is at the discretion of the Dispatch Director.

Appropriate uniform clothing may consist of shirts, pants, shorts, skirts, skorts, belts, shoes, jackets, sweaters and turtlenecks. Uniform shirt colors may consist of gray or black. Uniform shirts will have the appropriate SE Montana Dispatch emblem on the left side chest of the clothing.

It's not appropriate to wear your favorite sweatshirt, t-shirt, jeans fabric of any color, ripped jeans, ratty sneakers, or flip-flops. Uniforms should still be professional, clean, pressed, and fit properly.

Uniforms are required at all times when a dispatcher is on duty, unless otherwise directed by the Dispatch Director or in an emergency situation. Per approval Dispatch Director, uniform requirements may be modified for medical reasons. Failure to comply with these standards could result in disciplinary

action. If you arrive at work out of uniform or your clothing is outside the scope of this policy, you will be offered to go home to change, once, if it happens a 2nd time, it will result in written discipline.

General Conduct

Criticism and Gossip – Dispatchers shall not criticize in public, the actions or orders of a superior officer. Derogatory remarks about another member of the department, or his/her family, either oral or written, are prohibited.

Courtesy – Dispatchers shall be courteous, civil and respectful.

Language – Dispatchers shall not use profane or insolent language.

Truthfulness – Dispatchers shall not willfully depart from the truth in the conduct of any business of the department, nor when appearing in any capacity as a member of the department.

Drinking on Duty – Dispatchers shall not drink any intoxicating liquor nor have the odor of any intoxicating liquor on their breath while on active duty.

Use of Tobacco – While on duty, dispatchers shall not smoke or chew tobacco in view of the general public.

Gambling – Dispatchers shall not play any game of chance in any office of the department, nor shall they visit any place wherein it is believed that any law or regulation pertaining to gambling is being violated.

Loitering on Duty – Dispatchers shall not loiter in any dwelling, theater, place of business or other buildings while on active duty, unless assigned to do so.

Loitering off Duty – Dispatchers off duty shall not loiter in the dispatch center. Such action disrupts the on-duty working dispatchers and the overall performance of SE Montana Dispatch is affected. Dispatchers who are off duty and need to enter the dispatch center shall notify the Dispatch Dispatcher.

Dispatch Entry- Due to confidential criminal justice information, only dispatchers and sworn law enforcement officers are allowed in SE Montana Dispatch. Any other persons attempting to gain access into the dispatch center shall have to obtain permission from the Dispatch Director.

Neglecting or Refusing to Pay Just Debts – Dispatchers shall not contract any debt for liability which they are unable or unwilling to pay, nor shall they neglect or refuse to discharge honorably and promptly all indebtedness, claims and judgments, and satisfy all executions that may be held against them. Members shall not contract a debt under false or fraudulent pretenses.

Collections – Dispatchers shall not circulate subscription papers, sell tickets, or collect money from citizens or others for any charitable or other purposes whatsoever while on duty without the approval of the Dispatch Director.

Acceptance of Gifts, Gratuities, Fees, Loans, etc. – Dispatchers shall not accept either directly or indirectly any gift, gratuity, loan, fee or any other thing of value arising from or offered because of, any activity connected with said employment. Members shall not accept any gift, gratuity, loan, fee, or other thing of any value, the acceptance of which might tend to influence directly or indirectly the actions of said member or any other member or employee in any matter of City business; or which might tend to cast and adverse reflection on the department or any member of thereof.

Seeking Publicity – Dispatchers shall not seek publicity through the public press or other news media, either directly or indirectly for personal benefit without prior approval of the Dispatch Director.

Advertising - Dispatchers shall not permit the use of their names for advertising purposes without the approval of the Dispatch Director.

Reporting for Duty – All dispatchers are required to report on time for their shift and shall give careful attention to the bulletin board, all dispatches, orders and instructions issued, prior to employees leaving headquarters. Failure to report promptly at the time directed, shall be deemed a serious neglect of duty.

Personal Appearance in Court – Dispatchers who attend court as a witness or for any other reason, shall appear in suitable business attire.

Punctuality in Court – Dispatchers required to be in court by departmental order or subpoena shall be prompt in attendance and shall remain until excused by competent authority.

Citizen Complaints and Reports – Members of this department shall be attentive to, and take suitable action on reports and complaints by a private person except when circumstances make it necessary for them to report the matter or refer the complaint to a more suitable officer or another agency. Dispatchers shall fulfill proper requests for information or assistance, or they shall aid the person in otherwise obtaining the requested information or assistance. Dispatchers shall avoid giving the impression that they are evading the performance of their duty, or that they are not interested in the problems of the persons who are referred elsewhere for service. Dispatchers shall not belittle a seemingly trivial request, complaint, or piece of information, but shall invariably thank the complainant or informant regardless of the value of the information received.

Giving Name – Dispatchers shall give their name in a respectful manner to any person who may ask them.

Public Talks or Speaking Engagements – Dispatchers shall secure the permission of the Dispatch Director before attending conventions or filling speaking engagements as official representatives of the

department. All speech material shall be approved by the Dispatch Director, in the absence of the Dispatch Director the Mayor will approve.

Property and Evidence – Personal Use, etc. – Dispatchers shall not convert to their own use or have any claim on any found property or recovered property turned into SE Montana Dispatch.

Personal Appearance When Reporting on Duty – General appearance in the dispatch center will be neat and presentable to the public.

Tattoos- Dispatchers must not have any lewd or offensive indelible marks or figures (tattoos) visible on any part of the body while wearing on duty. Dispatchers will not have any tattoos or brands on the face, head, hands or neck above the uniform shirt collar. Tattoos or brands that are extremist, indecent, sexist or racist are prohibited, regardless of any location. (a) Extremist tattoos or brands are those affiliated with, depicting or symbolizing extremist philosophies, organizations, or activities: those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create or engage in illegal discrimination based on race, color, gender, ethnicity, religion or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution or federal or state law. (b) Indecent tattoos or brands are those that are grossly offensive modesty, decency, or propriety; shock the moral sense because of their vulgar, filthy or disgusting nature, or tendency to incite lustful thought; or tend reasonably to corrupt morals or incite libidinous thoughts. (c) Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of “indecent”. (d) Racial tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity or national origin.

Piercings- Members of this department are allowed any tasteful and professional piercings. Interpretation of appropriate and professional is individual and will be at the discretion and final authority of the Dispatch Director.

Claims

11/09/23
07:51:20

CITY OF MILES CITY
Claim Details
For the Accounting Period: 10/23

Page: 1 of 18
Report ID: AP100

For doc #s from to 999999
* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
137850	87237S	2910 TONGUE RIVER ELECTRIC	616.02					
1	10/25/23	Southgate Lighting	525.00			2450 51 430263	341	101000
2	10/25/23	Government Hill Tower	46.68		33417	2850 105 420140	341	101000
3	10/25/23	Mildred Tower	44.34		33417	2850 105 420140	341	101000
137851	-99312C	4019 WEX BANK	13,792.26					
1	10/30/23	FUEL	1,173.40		33380	1000 13 460433	231	101000
3	10/30/23	FUEL	3,357.34		33380	2510 107 430220	231	101000
4	10/30/23	FUEL	839.33		33380	2520 108 430220	231	101000
8	10/30/23	FUEL	774.35		33078	5310 33 430640	231	101000
10	10/30/23	FUEL	514.38		32672	1000 7 420460	231	101000
11	10/30/23	FUEL	840.40		32672	5510 10 420730	231	101000
12	10/30/23	FUEL	3,075.96		33117	1000 5 420140	231	101000
13	10/30/23	FUEL	129.92		33117	1000 21 440600	231	101000
15	10/30/23	FUEL	1,467.35		33078	5210 23 430550	231	101000
16	10/30/23	FUEL	1,467.35		33078	5310 31 430630	231	101000
17	10/30/23	FUEL	152.48		1661	5610 87 430300	231	101000
137852	87238S	2914 TOURISM BUSINESS IMPROVEMENT	5,462.00					
1	10/30/23	TBID Monthly	5,462.00			7370 212500		101000
137853	87231S	394 BOSS INC	868.95					
1	575807 09/25/23	Finance	126.68		33305	1000 3 410500	220	101000
5	581265 10/19/23	Police	39.99		33128	1000 5 420140	210	101000
6	580343 10/17/23		540.95		33128	1000 5 420140	210	101000
7	580559 10/17/23		34.99		33126	1000 5 420140	220	101000
8	579499 10/11/23		22.44		33123	1000 5 420140	210	101000
9	581370 10/19/23		103.90		33135	1000 5 420140	210	101000
137854	87220S	2830 STAR PRINTING & SUPPLY	854.94					
5	304135 09/12/23	MCFIRE	32.18		32660	1000 7 420460	210	101000
6	304135 08/23/23		20.56*		32660	5510 10 420730	210	101000
7	303972 09/05/23		7.98		32656	1000 7 420460	210	101000
9	303972 09/05/23		5.10*		32656	5510 10 420730	210	101000
10	304545 09/27/23		58.53		32664	1000 7 420460	210	101000
11	304545 09/27/23		37.41*		32664	5510 10 420730	210	101000
12	303473 07/26/23	RSVP	313.01		32332	2985 15 450340	210	101004
13	10/05/23	Library	380.17		32248	2220 16 460100	210	101000

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Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
137855	87232S	572 VERIZON WIRELESS	569.62					
1	10/07/23	Cell Phone Fees	249.54		33131	1000 5 420140	220	101000
2	9946218032	10/07/23 MDT Fees	320.08		33131	2850 105 420140	345	101000
137856	-99317C	1921 MONTANA MUNICIPAL INTERLOCAL	259.37					
1	10/05/23	October Retiree Premiums	259.37			1000 362022		101000
137857	87239S	498 CENTURY LINK	3,083.68					
1	10/21/23	9-1-1 Phone System	1,941.84		33407	2850 105 420140	345	101000
2	11/03/23	9-1-1 Phone System November	1,941.84		33414	2850 105 420140	345	101000
137858	87240S	3039 UTILITIES UNDERGROUND LOCATION	321.85					
1	3095094 09/30/23	September Locates	44.75		33075	5210 23 430550	220	101000
2	3095094 09/30/23		44.74		33075	5310 31 430630	220	101000
3	3095094 09/30/23		89.49		33075	2510 107 430220	220	101000
4	3105094 10/31/23	October Locates	35.72		33090	5210 23 430550	220	101000
5	3105094 10/31/23		35.72		33090	5310 31 430630	220	101000
6	3105094 10/31/23		71.43		33090	2510 107 430220	220	101000
137859	-99310E	373 MASTERCARD	31,415.13					
1	10/20/23		45.33			1000 3 410500	220	101000
2	10/20/23		222.68			1000 3 410500	350	101000
3	10/20/23		680.74			1000 5 420140	220	101000
4	10/20/23		103.75			1000 5 420140	231	101000
5	10/20/23		197.13			1000 5 420140	311	101000
6	10/20/23		77.28			1000 5 420140	347	101000
7	10/20/23		79.99			1000 5 420140	350	101000
8	10/20/23		255.87			1000 5 420140	366	101000
9	10/20/23		345.00			1000 5 420140	380	101000
10	10/20/23		76.98			1000 5 420160	210	101000
13	10/20/23		69.30			1000 6 410300	311	101000
14	10/20/23		71.49			1000 7 420460	210	101000
15	10/20/23		19.06			1000 7 420460	220	101000
16	10/20/23		894.40			1000 7 420460	223	101000
17	10/20/23		114.03			1000 7 420460	230	101000
18	10/20/23		88.40			1000 7 420460	364	101000
19	10/20/23		381.54			1000 13 460433	220	101000
20	10/20/23		108.26			1000 13 460433	222	101000
21	10/20/23		173.94			1000 13 460433	230	101000
22	10/20/23		129.99			1000 13 460433	226	101000
23	10/21/23		193.54			1000 13 460433	363	101000
24	10/20/23		127.84*			1000 21 440600	220	101000
25	10/20/23		36.15*			1000 21 440600	311	101000
26	10/20/23		38.51			1000 36 411020	220	101000

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Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
27	10/20/23		38.51			1000 201 431200	220	101000
28	10/20/23		154.22			2220 16 460100	224	101000
30	10/20/23		111.66			2220 16 460100	311	101000
31	10/20/23		49.99			2220 16 460100	334	101000
34	10/20/23		70.16			2220 16 460100	360	101000
36	10/20/23		526.80			2220 16 460100	382	101000
37	10/20/23		38.51			2394 18 420531	220	101000
38	10/20/23		34.05			2510 107 430220	210	101000
39	10/20/23		111.60			2510 107 430220	214	101000
40	10/20/23		316.51			2510 107 430220	220	101000
41	10/20/23		642.65			2510 107 430220	230	101000
42	10/20/23		8.80			2510 107 430220	231	101000
43	10/20/23		928.96			2510 107 430220	363	101000
44	10/20/23		862.00			2510 107 430233	230	101000
46	10/20/23		8.51			2520 108 430220	210	101000
47	10/20/23		27.90			2520 108 430220	214	101000
48	10/20/23		79.13			2520 108 430220	220	101000
49	10/20/23		160.66			2520 108 430220	230	101000
50	10/20/23		2.20			2520 108 430220	231	101000
51	10/20/23		548.95			2520 108 430220	363	101000
52	10/20/23		17.46			2850 105 420140	345	101000
53	10/20/23		150.00			2985 15 450340	220	101000
54	10/20/23		89.22			2985 15 450351	220	101000
55	10/20/23		696.98			5210 22 430530	220	101000
56	10/20/23		925.62			5210 22 430530	230	101000
57	10/20/23		2.31			5210 22 430530	311	101000
59	10/20/23		61.03			5210 23 430550	210	101000
60	10/20/23		103.33			5210 23 430550	214	101000
61	10/20/23		523.65			5210 23 430550	220	101000
62	10/20/23		573.84			5210 23 430550	230	101000
63	10/20/23		1,826.50			5210 23 430550	235	102270
64	10/20/23		22.09*			5210 23 430550	242	101000
65	10/20/23		120.00			5210 23 430550	330	101000
66	10/20/23		309.48			5210 23 430550	363	101000
67	10/20/23		45.33			5210 25 430510	220	101000
68	10/20/23		565.16			5210 80 430540	220	101000
69	10/20/23		726.92			5210 80 430540	222	101000
70	10/20/23		2,314.18			5210 80 430540	230	101000
73	10/20/23		2.07			5210 80 430540	311	101000
74	10/20/23		45.33			5310 29 430610	220	101000
75	10/20/23		61.02			5310 31 430630	210	101000
76	10/20/23		678.26			5310 31 430630	214	101000
77	10/20/23		940.52			5310 31 430630	220	101000
78	10/20/23		2,674.03			5310 31 430630	230	101000
79	10/20/23		22.08*			5310 31 430630	242	101000

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80	10/20/23		294.17			5310 31 430630	363	101000
81	10/20/23		33.59			5310 32 430690	220	101000
82	10/20/23		946.95			5310 33 430640	220	101000
85	10/20/23		361.01			5310 33 430640	222	101000
86	10/20/23		126.38			5310 33 430640	230	101000
87	10/20/23		35.09*			5510 10 420730	210	101000
88	10/20/23		1,347.08			5510 10 420730	214	101000
89	10/20/23		1,499.18			5510 10 420730	222	101000
90	10/20/23		23.39			5510 10 420730	230	101000
91	10/20/23		136.21			5510 10 420730	364	101000
92	10/20/23		26.86			5610 87 430300	210	101000
93	10/20/23		139.93			5610 87 430300	220	101000
94	10/20/23		1,221.43			5610 87 430300	230	101000
95	10/20/23		401.28*			5610 87 430300	330	101000
96	10/20/23		129.35			5610 87 430300	345	101000
97	10/20/23		1,943.85*			5610 87 430300	363	101000
137860	-99314C	4187 MOFI	1,162.96					
1	10/05/23	Fire Training Center Payment54	617.39			1000 7 490500	654	101000
2	10/05/23		545.57			1000 7 490500	655	101000
137861	87227S	4076 EXPRESS LAUNDRY, LLC COMMERCIAL	175.00					
1	60618 09/11/23	City Hall Rugs	20.50		33047	1000 8 411230	360	101000
2	60848 09/19/23	City Hall Rugs	34.50		33369	1000 8 411230	360	101000
3	60546 09/05/23		34.50		33043	1000 8 411230	360	101000
5	61106 09/29/23	WWTP	15.75		33157	5310 33 430640	360	101000
6	61050 09/27/23	WWTP	33.75		33157	5210 22 430530	360	101000
7	60869 09/19/23	PD	18.00		33108	1000 5 420140	360	101000
8	60562 09/05/23	PD	18.00		33104	1000 5 420140	360	101000
137862	87241S	700 CUSTER COUNTY WATER & SEWER	16,695.82					
1	10/31/23	CCWSD Water/Sewer Collections	16,695.82			7980 211020		101000
137863	87226S	371 GENERAL DISTRIBUTING CO.	197.31					
1	1294882 09/30/23	Nitrous	129.03		32666	5510 10 420730	222	101000
2	1290454 09/20/23	Oxygen	68.28		32663	5510 10 420730	222	101000
137864	87242S	4186 BUCKY JOHNSON	15.67					
1	9621719222 10/27/23	Cell Phone Reimbursement	7.84		33400	5210 23 430550	345	101000
2	9621719222 10/27/23		7.83		33400	5310 31 430630	345	101000

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137865	87243S	721 DALES CLEANING SERVICE	700.00					
1	10/27/23	City Hall ~ Oct Cleaning	700.00		33399	1000 8 411230	360	101000
137866	87244S	4013 SOLESTONE REIMB SERVICES	2,712.42					
1	13120 10/03/23	September Billing	2,712.42		32673	5510 10 420730	350	101000
137867	87245S	4008 PITNEY BOWES	267.18					
1	10/26/23	Postage Quarterly Lease	89.06			1000 3 410500	220	101000
2	10/26/23		89.06			5210 25 430510	220	101000
3	10/26/23		89.06			5310 29 430610	220	101000
137868	87246S	3292 MONTANA AIR CARTAGE	918.08					
3	837938 08/11/23	Delivery Charge	52.13		33159	5310 33 430640	222	101000
4	837939 08/08/23	Delivery Charge	156.39		33159	5210 80 430540	222	101000
5	YNZ83123 10/11/23	Air Service	306.90		32249	2880 39 460100	311	101000
6	YNZ93023 10/11/23	Air Service	237.60		32249	2880 39 460100	311	101000
7	837946 09/07/23	Delivery	110.04		33164	5210 80 430540	352	101000
8	837953 09/15/23		55.02		33164	5310 33 430640	352	101000
137869	87217S	1721 MID RIVERS TELEPHONE CORP	4,642.45					
1		CITY COURT	167.35		31404	1000 6 410300	345	101000
3		LIBRARY	153.92		32244	2220 16 460100	345	101000
4			115.60		32244	2220 16 460100	347	101000
6		911 Emergency	475.18		33402	2850 105 420140	341	101000
7		911 EMERGENCY	605.38		33402	2850 105 420140	345	101000
8		RSVP	125.64		32340	2985 15 450340	345	101000
9		AIRPORT	57.52		1657	5610 87 430300	345	101000
10			156.95		1657	5610 87 430300	319	101000
11			31.20		1657	5610 87 430300	347	101000
12		MAYOR	73.45			1000 1 410200	345	101000
13		FINANCE	99.60			1000 3 410500	345	101000
14			8.70			1000 3 410500	347	101000
15		ATTORNEY	107.97			1000 4 411100	345	101000
16		POLICE	330.10			1000 5 420140	345	101000
17			57.86			1000 5 420140	347	101000
18		PD/DISPATCH	192.08			1000 5 420160	345	101000
19		FIRE	225.13			1000 7 420460	345	101000
20			50.69			1000 7 420460	347	101000
21		TREASURER	54.83			1000 9 410540	345	101000
22		PARK DEPT	73.63			1000 13 460433	345	101000
23			26.82			1000 13 460433	347	101000
24		ANIMAL CONTROL	72.28			1000 21 440600	345	101000
25			44.95			1000 21 440600	347	101000
26		PLANNING	39.87			1000 36 411020	345	101000

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27	Flood		51.04			1000 201 431200	345	101000
28	BUILDING INSPECTION		77.09			2394 18 420531	345	101000
29	MMD #204		134.00			2510 107 430220	345	101000
30	MMD #205		76.13			2520 108 430220	345	101000
31	WATER PLANT		84.37			5210 22 430530	345	101000
32			22.82			5210 22 430530	347	101000
33	WATER LINES		131.80			5210 23 430550	345	101000
34			11.83			5210 23 430550	347	101000
35	WATER ADMIN		59.42			5210 25 430510	345	101000
36			1.04			5210 25 430510	347	101000
37	WASTE WATER ADMIN		59.41			5310 29 430610	345	101000
38			1.04			5310 29 430610	347	101000
39	SEWER LINES		131.81			5310 31 430630	345	101000
40			11.83			5310 31 430630	347	101000
41	WWTP		71.41			5310 33 430640	345	101000
42			44.95			5310 33 430640	347	101000
43	AMBULANCE		129.22			5510 10 420730	345	101000
44			24.96			5510 10 420730	347	101000
45	CITY SHOP		104.77			6040 910 430220	345	101000
46			26.92			6040 910 430220	347	101000
48	Historic Preservation		0.03			2935 11 460461	347	101000
49	URBAN RENEWAL		39.37			2310 11 460462	345	101000
50			0.49			2310 11 460462	347	101000
137870	872475	316 DATA IMAGING SYSTEMS, INC	2,438.00					
1	Finance General		171.98			1000 3 410500	360	101000
2	Finance & Administration Water		107.63*			5210 25 430510	360	101000
3	Finance & Administration Sewer		107.63*			5310 29 430610	360	101000
4	Mayor		57.33			1000 1 410200	360	101000
5	Planning & Community Services		57.33			1000 36 411020	360	101000
6	Public Utilities Water		123.83			5210 23 430550	360	101000
7	Public Utilities Sewer		123.83			5310 31 430630	360	101000
8	Public Works Maint 204		81.40			2510 107 430220	360	101000
9	Public Works Maint 205		43.57			2520 108 430220	360	101000
10	Treasurer		57.33			1000 9 410540	360	101000
11	TIF		57.33			2310 11 460462	360	101000
12	Building Inspector		123.81			2394 18 420531	360	101000
13	12587 10/17/23 New Computer PD Admin Clerk		1,325.00		33138	1000 5 420140	214	101000
137872	-99313C	523 CITY SERVICE, INC.	1,226.73					
1	10/01/23 5000 Gallon Truck Principle		1,062.87		1337	5610 87 490500	650	101000
2	10/01/23 5000 Gallon Truck Interest		163.86		1337	5610 87 490500	651	101000

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137873	-99316E	4360 ALLEGIANCE BENEFIT PLAN MGMT	87.50					
1	FSA/HSA Admin Fees		4.55			1000 13 460433	143	101000
2			0.26			1000 36 411020	143	101000
3			0.35			1000 201 431200	143	101000
4			6.65			2510 107 430220	143	101000
5			1.84			2520 108 430220	143	101000
6			0.09			2540 109 430220	143	101000
7			3.68			5210 23 430550	143	101000
8			3.59			5310 31 430630	143	101000
9			5.69			5210 22 430530	143	101000
10			2.36			5310 33 430640	143	101000
11			1.49			5310 32 430690	143	101000
12			1.93			6040 910 430220	143	101000
13			0.79			5310 29 430610	143	101000
14			0.79			5210 25 430510	143	101000
15			17.06			1000 5 420140	143	101000
16			6.39			1000 5 420160	143	101000
17			1.14			1000 21 440600	143	101000
18			9.80			1000 7 420460	143	101000
19			4.81			5510 10 420730	143	101000
20			4.90			2220 16 460100	143	101000
21			2.89			1000 3 410500	143	101000
22			1.49			1000 6 410300	143	101000
23			1.23			1000 4 411100	143	101000
24			2.45			5610 87 430300	143	101000
25			1.23			2985 15 450340	143	101000
26			0.05			2935 11 460461	143	101000
137874	87248S	4386 KIMBERLY MEES	750.00					
1	10/26/23		750.00		33136	1000 5 420140	350	101000
137875	87249S	4429 RICE & MARTIN, P.C.	100.00					
1	10/24/23	Law Library Prof Services	100.00			1000 4 411100	350	101000
137877	87215S	771 DEPT OF REVENUE	1,615.63					
1	CGR-2 Rev 10/05/23	1% Contractor's Gross Recei	1,615.63*		1663	5610 87 430300	937	7 101000
137878	87216S	763 DIAMOND J CONSTRUCTION	159,947.62					
1	Pay Est #5 10/05/23	AIP 3-30-0055-020-2023 Han	159,947.62*		1662	5610 87 430320	930	7 101000

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137879	87250S	1638 ENVIRO-CLEAN INTERMOUNTAIN LLC	6,386.80					
1	2361233 10/03/23	Unit 30	1,665.83		32460	2510 107 430220	230	101000
2	2361233 10/03/23		416.46		32460	2520 108 430220	230	101000
3	2361233 10/03/23		1,041.14		32460	5210 23 430550	230	101000
4	2361233 10/03/23		1,041.15		32460	5310 31 430630	230	101000
5	2361330 10/17/23	Bearings, Washer, Coupling, S	888.89		33396	2510 107 430220	230	101000
6	2361330 10/17/23	Shaft Collar, Backup Plate, S	222.22		33396	2520 108 430220	230	101000
7	2361371 10/19/23		555.56		33396	5210 23 430550	230	101000
8	2361371 10/19/23		555.55		33396	5310 31 430630	230	101000
137880	87251S	3229 ROLLING RUBBER / POINT S	1,315.44					
1	10/04/23	Truck 2	1,052.35		33384	2510 107 430220	363	101000
2	10/04/23		263.09		33384	2520 108 430220	363	101000
137881	87252S	1321 HOLMLUND MOBILE LOCK & KEY	238.50					
1	95870 10/02/23	Change Door Locks City Hall Up	238.50		33382	1000 8 411230	360	101000
137882	87253S	4322 WHITEHALL'S ALPINE DISTRIBUTING	640.80					
1	7923 10/04/23	Diesel Fiel System Cleaner	256.32		33357	2510 107 430220	231	101000
2	7923 10/04/23		64.08		33357	2520 108 430220	231	101000
3	7923 10/04/23		160.20		33357	5210 23 430550	231	101000
4	7923 10/04/23		160.20		33357	5310 31 430630	231	101000
137883	87254S	4358 TNT WATER AND SEWER LLC	8,500.00					
1	1 08/03/23	Sewer Main in Alley Winchester	8,500.00		33081	5310 31 430630	233	101000
137884	87255S	4038 BOBCAT OF MILES CITY	8,940.00					
1	85497 09/15/23	Solid Rubber Tires for Skid St.	1,600.00		33076	2510 107 430220	363	101000
2	85497 09/15/23		400.00		33076	2520 108 430220	363	101000
3	85497 09/15/23		1,000.00		33076	5210 23 430550	363	101000
4	85497 09/15/23		1,000.00		33076	5310 31 430630	363	101000
5	70723 09/13/23	BC-Bit Tooth Carbide	760.00		33050	2510 107 430220	363	101000
6	70723 09/13/23		190.00		33050	2520 108 430220	363	101000
7	70723 09/13/23		475.00		33050	5210 23 430550	363	101000
8	70723 09/13/23		475.00		33050	5310 31 430630	363	101000
9	70722 10/30/23	Bit Tooth Carbide	1,216.00		33351	2510 107 430220	363	101000
10	70722 10/30/23		304.00		33351	2520 108 430220	363	101000
11	70722 10/30/23		760.00		33351	5210 23 430550	363	101000
12	70722 10/30/23		760.00		33351	5310 31 430630	363	101000

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137885	87218S	771 DEPT OF REVENUE	8,920.35					
1	Pay App #4 09/25/23	Diamond J Pay App #4 1& Gr	8,920.35			5310 31 430630	940	101000
137886	87219S	763 DIAMOND J CONSTRUCTION	883,114.26					
1	Pay App #4 09/25/23	N Haynes Sewer Rehab	883,114.26		33080	5310 31 430630	940	101000
137887	87256S	4149 Gordon Repair, LLC	86.26					
1	019655 10/05/23	Hoses	86.26		1664	5610 87 430300	230	101000
137888	87257S	1120 C & J ELECTRIC	2,177.15					
1	3216 08/15/23	Key Pad, Rotor Over Amps, Roto	796.64		33158	5310 33 430640	230	101000
2	3319 08/23/23		675.00		33158	5310 33 430640	360	101000
3	3226 10/12/23	LU 150 Bulbs CI-355 MP 70 Meta	705.51		33392	1000 13 460433	230	101000
137889	-99308E	1970 MONTANA DAKOTA UTILITIES	43,626.03					
1	GAS/ELECTRIC ~ FD		533.67			1000 7 420460	341	101000
2	GAS/ELECTRIC ~ FD		40.47			1000 7 420460	344	101000
3	GAS/ELECTRIC ~ City Hall		318.76			1000 8 411230	341	101000
4	GAS/ELECTRIC ~ City Hall		85.42			1000 8 411230	344	101000
5	GAS/ELECTRIC ~ Parks		827.14			1000 13 460433	341	101000
6	GAS/ELECTRIC ~ Parks		100.30			1000 13 460433	344	101000
7	GAS/ELECTRIC ~ Bath House		123.02			1000 14 460445	341	101000
8	GAS/ELECTRIC ~ Animal Shelter		77.43			1000 21 440600	341	101000
9	GAS/ELECTRIC ~ Animal Shelter		33.04			1000 21 440600	344	101000
10	GAS/ELECTRIC ~ Library		850.61			2220 16 460100	341	101000
11	GAS/ELECTRIC ~ Library		69.74			2220 16 460100	344	101000
14	GAS/ELECTRIC ~ District 165		4,710.88			2400 46 430263	341	101000
15	GAS/ELECTRIC ~ Rental Fee		8,836.60			2400 46 430263	533	101000
16	GAS/ELECTRIC ~ District 167		664.74			2420 48 430263	341	101000
17	GAS/ELECTRIC ~ Rental Fee		1,054.80			2420 48 430263	533	101000
18	GAS/ELECTRIC ~ District 171		201.33			2430 49 430263	341	101000
19	GAS/ELECTRIC ~ District 172		1,251.69			2440 50 430263	341	101000
20	GAS/ELECTRIC ~ District 202		137.89			2470 72 430263	341	101000
21	GAS/ELECTRIC ~ Rental Fee		325.90			2470 72 430263	533	101000
22	GAS/ELECTRIC ~ District 173		36.01			2480 47 430263	341	101000
23	GAS/ELECTRIC ~ Sewer Lift		116.72			2510 107 430220	341	101000
28	GAS/ELECTRIC ~ Water Plant		6,463.58			5210 22 430530	341	101000
30	GAS/ELECTRIC ~ Water Plant		388.48			5210 22 430530	344	101000
31	GAS/ELECTRIC ~ Fish & Game		16.00			5210 23 430550	341	101000
32	GAS/ELECTRIC ~ Fish & Game		5.63			5210 23 430550	344	101000
33	GAS/ELECTRIC ~ Fish & Game		16.00			5310 31 430630	341	101000
34	GAS/ELECTRIC ~ Fish & Game		5.63			5310 31 430630	344	101000
35	GAS/ELECTRIC ~ Sewer Lift		2,398.17			5310 32 430690	341	101000
36	GAS/ELECTRIC ~ Sewer Lift		241.81			5310 32 430690	344	101000

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38	GAS/ELECTRIC ~ Ambulance		239.76			5510 10 420730	341	101000
39	GAS/ELECTRIC ~ Ambulance		18.18			5510 10 420730	344	101000
42	GAS/ELECTRIC ~ Shop		434.94			6040 910 430220	341	101000
43	GAS/ELECTRIC ~ Shop		37.58			6040 910 430220	344	101000
44	FISH & GAME ~ ELECTRIC		25.60			2510 107 430220	341	101000
45	FISH & GAME ~ ELECTRIC		9.01			2510 107 430220	344	101000
46	FISH & GAME ~ ELECTRIC		6.40			2520 108 430220	341	101000
47	FISH & GAME ~ ELECTRIC		2.25			2520 108 430220	344	101000
50	Airport Electric		965.72			5610 87 430300	341	101000
51	Airport Gas		232.17			5610 87 430300	344	101000
54	N Daly Sewer Treatment Plant		10,871.50			5310 33 430640	341	101000
55	419 N 7th Gallery		32.56			1000 5 420140	344	101000
56	419 N 7th Gallery		267.17			1000 5 420140	341	101000
57	419 N 7th PD		117.30			1000 5 420140	341	101000
58	419 N 7th PD		79.25			1000 5 420140	344	101000
59	Spotted Eagle Walleyes		26.80			1000 13 460433	341	101000
60	Splash Pad		171.56			1000 13 460433	341	101000
61	Bender MC Softball		22.38			1000 13 460433	341	101000
62	Bender MCC Softball		134.44			1000 13 460433	341	101000
137890	87258S 4420 TMG SERVICES		1,000.00					
1	0050576 09/13/23 Chemical Feed Pump		500.00		33160	5210 22 430530	230	101000
2	0050576 09/13/23		500.00		33160	5210 80 430540	230	101000
137891	87259S 1896 HAWKINS, INC		5,431.35					
1	6580268 09/15/23 Demurrage, Sodium Hypochlorit		2,118.50		33161	5210 80 430540	222	101000
2	6580258 09/15/23 Ton Chlorine Cylinder		817.90		33161	5310 33 430640	222	101000
3	6564083 08/25/23 Sodium Hypochlorite & Ton Chl		2,100.00		33163	5210 80 430540	222	101000
4	6564083 08/25/23		364.95		33163	5310 33 430640	222	101000
5	6604058 10/15/23 Demurrage		30.00		33166	5310 33 430640	222	101000
137892	87260S 902 ENERGY LABORATORIES INC		4,411.00					
1	579201 09/11/23 Bacti's, Oil & Grease, Flourid		1,149.00		33162	5210 80 430540	352	101000
2	582261 09/21/23 TOC's, Bacti's, Ammonia, Phosp		219.00		33162	5310 33 430640	352	101000
3	589283 10/23/23 Fluoride & TOC's, Ammonia & Ph		580.00		33168	5210 80 430540	352	101000
4	589762 10/23/23 Bacti's, Semi-Annuals, Bacti's		2,463.00		33168	5310 33 430640	352	101000
137893	87223S 2305 NOTBOHM MOTORS		38,199.00					
1	10/12/23 2021 GMC Canyon		38,199.00		32466	4060 911 430233	940	101000

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137894	87222S 4453 5-S FABSHOP		1,664.85					
1	23067 10/06/23 Welding		1,331.88		32467	2510 107 430220	363	101000
2	23067 10/06/23		332.97		32467	2520 108 430220	363	101000
137895	87224S 4426 APG YELLOWSTONE NEWS		113.00					
1	413944 09/18/23 Request for Janitorial Service		48.00		32246	2220 16 460100	224	101000
2	420392 09/07/23 Board of Adjustments Ad		65.00		33048	2394 18 420531	331	101000
137896	87261S 999999 RALPH MCWILLIAMS		8.00					
1	09/26/23 Reimburse Library Landfill Run		8.00		32247	2220 16 460100	346	101000
137897	87262S 870 EAST MAIN ANIMAL CLINIC		2,450.85					
1	56025 09/29/23 Vet Services Fees		721.35		33120	1000 21 440600	350	101000
2	10/31/23 Vet Services Fees Oct		1,729.50		33145	1000 21 440600	350	101000
137898	87263S 4280 BEAR BUTTZ SEPTIC		120.00					
1	2528 10/01/23 Portable Toilet at Pistol Rang		120.00		33119	1000 5 420140	220	101000
137899	87264S 999999 TIM FISHER		62.83					
1	10/03/23 Refund Water Deposit		62.83			5210 214010		101000
137900	87265S 999999 AUSTIN THOMPSON		94.80					
1	10/03/23 Refund Water Deposit		94.80			5210 214010		101000
137901	87225S 2537 RDO EQUIPMENT CO		17,007.16					
1	1979512 10/03/23 Unit 45		642.86		32465	2510 107 430220	363	101000
2	1979512 10/03/23		160.72		32465	2520 108 430220	363	101000
3	1979512 10/03/23		401.79		32465	5210 23 430550	363	101000
4	1979512 10/03/23		401.79		32465	5310 31 430630	363	101000
5	10/10/23 Ami Snow Bucket		15,400.00		33386	4060 911 430233	940	101000
137902	87266S 4109 CHS FARMERS ELEVATOR		244.38					
1	QM5IN8497 09/01/23 Lube Oil		244.38		33385	1000 13 460433	231	101000
137903	87267S 4263 WINN-MARION BARBER, LLC		2,000.00					
1	3359784 09/26/23 Annual License for Lift Stati		600.00		33082	5310 32 430690	230	101000
2	3359782 09/26/23		600.00		33082	5310 32 430690	230	101000
3	3359781 09/26/23		800.00		33082	5310 32 430690	230	101000

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137905	87268S 2580 REYNOLDS WAREHOUSE GROCERY		155.77					
1	09/20/23 Cleaning Supplies		95.02		32662	1000 7 420460	220	101000
2	09/20/23		60.75		32662	5510 10 420730	220	101000
137906	87269S 999999 MONTANA BOARD OF MEDICAL		20.00					
1	10/02/23 Application		10.00*		32667	5510 10 420730	334	101000
2	10/02/23 Application		10.00*		32668	5510 10 420730	334	101000
137907	87270S 2510 QUAD K SUPPLY		264.00					
1	67745 10/02/23 Towels		82.35		32665	1000 7 420460	220	101000
2	67745 10/02/23		52.65		32665	5510 10 420730	220	101000
3	67964 10/23/23 Roll Towels & 144oz Cleaner		129.00		33137	1000 5 420140	220	101000
137908	87271S 999999 SARAH LEWIN		50.85					
1	1135977075 09/24/23 Reimburse BP Cuffs		50.85		32671	5510 10 420730	222	101000
137909	87272S 4331 KNB FIRE		3,350.00					
1	1516 10/02/23 Powerload		3,350.00		32670	5510 10 420730	940	101000
137910	87273S 4265 PACIFIC WEST MEDICAL		381.22					
1	20239119 09/26/23 EMS Supplies		381.22		32669	5510 10 420730	222	101000
137911	87274S 4427 ZIGS AUTO SERVICE		7,359.13					
1	154061 09/21/23 Amb 30		3,950.34		32675	5510 10 420730	364	101000
2	154571 10/16/23 A30 Cust #53244		1,889.26		32684	5510 10 420730	364	101000
3	153662 07/14/23 03 Ford Crown Vic Compressor		1,519.53		33147	1000 5 420140	366	101000
137912	87275S 975 FIREMANS FUND		2,025.00					
1	10/10/23 2nd Quarter 23-24		2,025.00		32674	1000 7 420460	211	101000
137913	87276S 267 HAYNES ENTERPRISES		5,252.32					
1	7129 09/27/23 Highback Curb St, Highback Cur		2,312.88		33387	2510 107 430234	350	101000
2	7129 09/27/23 ADA Flatwork, Flatwork Row, Ex		2,351.55		33387	2510 107 430233	230	101000
3	7129 09/27/23		587.89		33387	2520 108 430233	230	101000
137914	87277S 2529 RAILROAD MANAGEMENT CO III, LLC		379.14					
1	492452 09/28/23 License Fees		379.14		33083	5210 23 430550	532	101000
137915	-99309C 4454 U.S. ARMY CORPS OF ENGINEERS,		55,983.14					
1	1 08/23/23 Miles City, MT Section 205		55,983.14		31233	1000 201 431200	350	101000

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137916	87228S 268 MILES CITY SANITATION INC.,		30.00					
1	3A153267 10/01/23 Garbage Service PD		30.00		33121	1000 5 420140	220	101000
137917	87229S 1737 MC AREA SOLID WASTE DISTRICT		140.00					
1	75238 08/30/23 PD Range Cleanup		140.00		33112	1000 5 420140	220	101000
137918	87230S 4212 THOMPSON POOLS		760.00					
1	10/19/23 2 Registrations for Certified		760.00*		33395	1000 13 460433	334	101000
137919	87278S 4447 DOUBLE T TREE SERVICE		3,600.00					
1	1233 10/12/23 Tree Removal		3,600.00		33390	2510 107 430220	350	101000
137920	87279S 2865 DEPT OF ENVIRONMENTAL QUALITY		7,636.00					
1	512403292 10/06/23 Community Connection Fee		7,636.00		33084	5210 25 430510	513	101000
137921	87280S 2322 OLNES & ASSOCIATES PC CPA'S		19,082.58					
1	101856 09/29/23 FYE 22/23 Closing		15,132.58		30827	1000 3 410500	350	101000
2	101870 10/28/23 FYE 23 AFR Prep		3,950.00		30830	1000 3 410500	350	101000
137922	87281S 4455 AXON ENTERPRISE, INC		7,066.45					
1	5193692 10/07/23 Taser 7 Bundle (17)		6,881.93		33125	1000 5 420140	214	101000
2	5193692 10/07/23 Hook & Loop Training Suit		85.52		33125	1000 5 420140	214	101000
3	5193692 10/07/23 Taser Instructor		99.00		33125	1000 5 420140	220	101000
137924	87282S 999999 SLEEP INN & SUITES		85.00					
1	10/23/23 Refund Late Fee Check Sent Not		85.00		33306	1000 322020		101000
137925	87283S 2151 Morrison-Maierle System		3,323.50					
1	45786 10/06/23 Computer Work		500.00		33124	1000 5 420140	350	101000
2	45678 09/29/23 Phone System		333.00		33124	1000 5 420140	345	101000
3	45677 09/29/23 Work Station Work		360.00		33124	1000 5 420140	350	101000
4	45900 10/27/23 Monthly Phone System		333.00		33142	1000 5 420140	345	101000
5	45899 10/27/23 MCPD Managed IT Services		360.00		33412	2850 105 420140	350	101000
6	45978 11/03/23 Computer Work Multiple Tasks		1,437.50		33148	1000 5 420140	350	101000
137926	87284S 504 Cintas		414.76					
1	0168 10/09/23 Med Kit Refill		414.76		33122	1000 5 420140	220	101000
137927	87285S 237 CPI COLLECTION PROFESSIONALS INC		15.32					
1	09/05/23 Water/Sewer Collections		7.66		33307	5210 25 430510	350	101000
2	09/05/23		7.66		33307	5310 29 430610	350	101000

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137928	87286S	499 CHECKERS INC	130.00					
1	125016 10/05/23	Random Drug Testing	65.00		33085	5210 23 430550	220	101000
2	125016 10/05/23		65.00		33085	5310 31 430630	220	101000
137929	87287S	1637 MARTIN FENCE, LLC	850.00					
1	1072 10/10/23	Repair Fence due to Tree Damag	425.00		33393	2510 107 430220	350	101000
2	1072 10/10/23		425.00		33393	2520 108 430220	350	101000
137930	-99307C	1407 KLJ ENGINEERING LLC	16,139.73					
1	10197155 10/17/23	Hangar 10 Project #2105-0173	16,139.73*		1667	5610 87 430320	930	7 101000
137931	-99306C	523 CITY SERVICE, INC.	28,649.56					
1	0706360 10/17/23	6,003 Gallons Av Gas 100LL	28,649.56		1666	5610 87 430300	237	101000
137932	87233S	771 DEPT OF REVENUE	1,792.21					
1	CGR-2 Rev 10/19/23	1% Contractor's Gross Recie	1,792.21		1670	5610 87 430300	930	9 101000
137933	87234S	4456 HARDRIVES CONSTRUCTION	177,429.18					
1	Pay Est #1 10/19/23	AIP 3-30-0055-025-2023 Pav	177,429.18*		1668	5610 87 430320	930	9 101000
137934	-99305C	1407 KLJ ENGINEERING LLC	3,695.24					
1	10197154 10/19/23	MC Pavement Maintenance #220	3,695.24		1669	5610 87 430300	930	9 101000
137935	87288S	4457 THE EMBLEM AUTHORITY	1,210.00					
1	43755 10/18/23	MCPD Shoulder Patches	1,210.00		33129	1000 5 420140	220	101000
137936	87289S	2560 REGAN PLUMBING & HEATING	1,319.96					
1	22214770 10/18/23	New Hot Water Heater Animal	1,319.96*		33127	1000 21 440600	220	101140
137937	87290S	4069 AGRI INDUSTRIES	853.60					
1	019522 10/12/23	12" X 20' GoldFlo White	682.88		33388	2510 107 430220	220	101000
2	019522 10/12/23		170.72		33388	2520 108 430220	220	101000
137938	87291S	4340 BILLING DOCUMENT SPECIALISTS	3,377.33					
1	90970 10/18/23	Water Postage	1,688.67		33087	5210 25 430510	320	101000
2	90970 10/18/23		1,688.66		33087	5310 29 430610	320	101000
137939	87292S	2808 SOUTHEASTERN MT DEVELOPMENT CORP	10,593.75					
1	11251 07/27/23	23/24 Membership	5,369.00		30828	1000 2 470300	350	101000
2	11251 07/27/23		2,612.38		30828	5210 25 430510	350	101000
3	11251 07/27/23		2,612.37		30828	5310 29 430610	350	101000

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137940	-99304C 1407 KIJ ENGINEERING LLC		214.00					
1	10198090 10/18/23 ARPA Slough Project		214.00		31234	2991 201 431200	350	101000
137941	87293S 660 CUSTER COUNTY CLERK & RECORDER		9,745.38					
1	FY2023 06/30/23 50% of Sanitation exp		9,745.38		30829	2270 37 440140	350	101000
137942	87294S 4384 BROSZ ENGINEERING INC		53,780.00					
1	B34728U 10/19/23 Construction Engineering N Ha		53,780.00		33088	5310 31 430630	940	101000
137943	87295S 4209 SIRENNET.COM		609.68					
1	0270881 10/04/23 New Vehicle Console Mounting		609.68		33134	1000 5 420140	366	101000
137944	87296S 2903 TIRE-RAMA		31.42					
1	1063819 10/19/23 Tire Work		31.42		33133	1000 5 420140	366	101000
137945	87297S 4357 MCCONE ELECTRIC CO-OP INC		164.82					
1	09/30/23 Sheep Mountain September		81.81		33409	2850 105 420140	341	101000
2	10/25/23 Sheep Mountain October		83.01		33409	2850 105 420140	341	101000
137946	87298S 4266 BIG SKY COMMUNICATIONS, INC		264.00					
1	86125 10/12/23 3 Headsets HW710 over the head		264.00		33408	1000 5 420160	210	101000
137947	87299S 869 EAST MONT COMMUNICATIONS		6,000.00					
1	087069 09/12/23 Radio Expenses		3,000.00		33405	2850 105 420140	350	101000
2	29657 07/01/23 Voice Paging for all Agencies		2,400.00		33411	2850 105 420140	350	101000
3	PCS00723 07/01/23 Prairie County South Repeate		600.00		33411	2850 105 420140	220	101000
137948	87235S 572 VERIZON WIRELESS		720.18					
1	10/24/23 Sims Cards MCPD, MCFD, CCSO, P		720.18		33410	2850 105 420140	345	101000
137949	87300S 52 ABC GLASS & SIGNS, INC.		145.00					
1	10066200 10/09/23 A30 Chip Repair		70.00		32677	5510 10 420730	364	101000
2	10066320 10/23/23 Plexiglass for Sweeper		60.00		33398	2510 107 430220	363	101000
3	10066320 10/23/23		15.00		33398	2520 108 430220	363	101000
137950	87301S 999999 ED KANDUCH		37.73					
1	10/10/23 Reimburse Supplies for Fire Pr		37.73		32676	1000 7 420460	217	101000
137951	87302S 4458 DEPARTMENT OF PUBLIC HEALTH AND		7,871.38					
1	1134262785 09/22/23 IGT Contract		7,871.38		32680	5510 10 420730	220	101000

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137952	87303S 4124 TARGET SOLUTIONS LEARNING		2,957.89					
1	82718 10/31/23 Target Solutions Annual		2,957.89		32678	1000 7 420460	380	101000
137953	87236S 371 GENERAL DISTRIBUTING CO.		63.19					
1	1299365 10/12/23 O2		63.19		32682	5510 10 420730	222	101000
137954	87304S 4112 FARMERS BROTHERS COFFEE		307.47					
1	31541151 10/25/23 4 Cases Coffee		307.47		1671	5610 87 430300	220	101000
137955	87305S 800 DOEDEN CONSTRUCTION		375.18					
1	63286 10/19/23 Curb Stops Sidewalk Replacemen		375.18			5210 23 430550	230	101000
137956	87306S 4417 GEOPLAND		2,064.00					
1	10/26/23 Planning Services Oct 23		2,064.00		33501	1000 36 411020	350	101000
137958	87307S 1571 TWO RIVERS FORD		460.00					
1	T333411 10/25/23 Dash Cluster 2008 Crown Vic		460.00		33139	1000 5 420140	366	101000
137959	87308S 4115 RUSSELL INDUSTRIES INC		3,605.45					
1	SOAPE7944 10/12/23 Control Panel		3,605.45		33172	5310 32 430690	230	101000
137961	87309S 4373 BIG STATE INDUSTRIAL SUPPLY INC		465.40					
1	1537103 10/05/23 Gloves		101.40		33170	5210 22 430530	226	101000
2	1537103 10/05/23		101.40		33170	5210 80 430540	226	101000
3	1537103 10/05/23		101.40		33170	5310 33 430640	226	101000
4	1537103 10/05/23		101.40		33170	5310 32 430690	226	101000
5	1537103 10/05/23 LED Headlamps		29.90		33170	5210 22 430530	220	101000
6	1537103 10/05/23		29.90		33170	5310 33 430640	220	101000
137962	87310S 999999 RYAN CAPPS		56.99					
1	10/20/23 Reimburse Printer Ink		56.99		33169	5210 22 430530	210	101000
137963	87311S 979 FIREMANS COMPANY		751.50					
1	15772 07/17/23 Extinguisher Inspections		294.50		33167	5210 22 430530	360	101000
2	15772 07/17/23		229.00		33167	5310 33 430640	360	101000
3	15772 07/17/23		228.00		33167	5310 32 430690	360	101000
137964	87312S 284 AQUA-PURE		13,554.80					
1	MCWMT2304 10/15/23 AF 73070		13,554.80		33165	5210 80 430540	222	101000

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137965	87313S 4346 MOUNTAIN ALARM		42.00					
1	4008470 11/01/23 Alarm Monitoring November		42.00		33141	1000 5 420140	220	101000
137966	87314S 4459 MOTOROLA SOLUTIONS, INC		6,400.00					
1	8281734531 10/09/23 Car Video System w/ Hardwa		6,400.00		33140	1000 5 420140	366	101000
137967	87315S 4460 VEGA AMERICAS, INC		5,463.61					
1	486513 08/30/23 Vega Plus C21		5,463.61		33173	5310 33 430640	214	101000
137995	87316S 4218 CUSTER COUNTY TRANSIT		52.00					
1	11012023 11/02/23 Volunteer Rides to Workstati		52.00		32348	2985 15 450330	379	101004
137996	87317S 288 MILES CITY AREA CHAMBER OF		77.40					
1	7124404 10/31/23 Mailing Newsletter RSVP		77.40		32349	2985 15 450340	311	101000
137997	87318S 999999 DUSTIN LEWIS		82.44					
1	10/31/23 Refund Water Deposit		82.44			5210 214010		101000
137998	87319S 999999 BYRON &/OR JANICE MAUZY		94.80					
1	10/31/23 Refund Water Deposit		94.80			5210 214010		101000
137999	87320S 999999 LEIGH COLARCHIK		150.00					
1	10/31/23 Refund Water Deposit		150.00			5210 214010		101000
138000	87321S 4217 CENTRAL SQUARE TECHNOLOGIES		2,340.00					
1	395465 11/01/23 NCIC Licenses		2,340.00		33416	2850 105 420140	350	101000
138001	87322S 1780 MILES CITY MOTOR SUPPLY		125.45					
1	997311 11/06/23 Wire		9.33*		1675	5610 87 430300	363	101000
2	998390 11/06/23 Electrical Parts		39.15*		1675	5610 87 430300	363	101000
3	998864 11/06/23 Hood Parts		76.97*		1675	5610 87 430300	363	101000
138002	87323S 4276 BRUCO, INC		107.56					
1	11/06/23 Shipping Crate Liners		107.56		33453	2220 16 460100	214	101000
138004	87324S 4165 NORTHSTAR ELECTRIC SERVICE		1,432.60					
1	11/03/23 Light Fixture Repair		1,432.60		33452	2220 16 460100	360	101000
138005	87325S 1936 L.G.S.B. - STATE TREASURER		2,500.00					
1	06302023 11/06/23 AFR Filing Fee 2023		833.33		30831	1000 3 410500	220	101000
2	06302023 11/06/23		833.33		30831	5210 25 430510	220	101000
3	06302023 11/06/23		833.34		30831	5310 29 430610	220	101000

11/09/23
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CITY OF MILES CITY
Claim Details
For the Accounting Period: 10/23

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Report ID: AP100

For doc #s from to 999999
* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
138006	87326S 999999 STEVE STANHOPE		20.99					
1	10/13/23 Reimburse Cleaning Supplies		20.99		32686	1000 7 420460	220	101000
138007	87327S 291 ECOLAB PEST ELIMINATION DIVISION		113.55					
1	3661895 10/10/23 Pest Control		69.27		32679	1000 7 420460	220	101000
2	3661895 10/10/23		44.28		32679	5510 10 420730	220	101000
138012	87328S 371 GENERAL DISTRIBUTING CO.		128.50					
1	1302313 10/25/23 O2		68.82		32688	5510 10 420730	222	101000
2	1305566 10/31/23 Nitrous		59.68		32688	5510 10 420730	222	101000
138013	87329S 999999 REBEL RIVER CREATIVE		300.00					
1	3100 11/07/23 Nnual Website Hosting		300.00*		1677	5610 87 430300	330	101000
138014	87330S 2847 STEADMANS ACE HARDWARE		49.99					
1	577696 11/06/23 Heater		49.99		1676	5610 87 430300	230	101000
138015	87331S 999999 MILES CITY VISION CLINIC		644.00					
1	230118794 11/04/23 Prescription Safety Glasses		515.20		33506	2510 107 430220	226	101000
2	230118794 11/04/23		128.80		33506	2520 108 430220	226	101000
138016	87332S 4161 DESERT MOUNTAIN COPORATION		15,679.97					
1	111326 10/20/23 UT-ICE-Slicer/ Fuel Charge		12,543.98		33507	2510 107 430220	220	101000
2	111327 10/26/23 WY-ICE Slicer/ Fuel Charge		3,135.99		33507	2520 108 430220	220	101000

of Claims 129 Total: 1791,914.06

Total Electronic Claims 196,251.65 Total Non-Electronic Claims 1595662.41