



CITY OF MILES CITY AGENDA

Regular Council Meeting

June 25, 2024

City Council Chambers

6:00 p.m.

And on zoom.us (ID- 4062343462 Passcode- 59301)

CALL TO ORDER PLEDGE OF ALLEGIANCE ROLL CALL

1. REQUEST OF CITIZENS & PUBLIC COMMENT

MCI² to host an oasis luau event tentatively August 10th, 2024.

2.

3. APPROVAL OF COUNCIL MINUTES/COMMITTEE MINUTES

A. Regular City Council Meeting 06/11/2024

B. Human Resources Committee Meeting 06/17/2024

4. SCHEDULE MEETINGS

5. APPOINTMENTS

Library Board ~ Christina Stuart

6. STAFF REPORTS

7. CITY COUNCIL COMMENTS

8. MAYOR COMMENTS

9. COMMITTEE RECOMMENDATIONS

Human Resources Committee Recommends Approving Floodplain/Planner Assistant Position Description.

10. BID OPENINGS

-CITY HALL JANITORIAL CONTRACT

11. PUBLIC HEARINGS

A. **ORDINANCE NO. 1380 (Second Reading) – AN ORDINANCE AMENDING CERTAIN ZONING PROVISIONS PERTAINING TO LOT SIZE, SET BACKS, AND TINY HOMES.**

B. **ORDINANCE NO. 1381- (Second Reading) – AN ORDINANCE AMENDING SECTION 24-81 OF THE CODE OF ORDINANCES OF THE CITY OF MILES CITY REGARDING EXEMPTIONS FROM DEVELOPMENT ACTIVITY.**

12. UNFINISHED BUSINESS

A. **ORDINANCE NO. 1380 (Second Reading) – AN ORDINANCE AMENDING CERTAIN ZONING PROVISIONS PERTAINING TO LOT SIZE, SET BACKS, AND TINY HOMES.**

B. **ORDINANCE NO. 1381- (Second Reading) – AN ORDINANCE AMENDING SECTION 24-81 OF THE CODE OF ORDINANCES OF THE CITY OF MILES**

CITY REGARDING EXEMPTIONS FROM DEVELOPMENT ACTIVITY.

13. NEW BUSINESS

A. Approve Floodplain Administrator/Planner Assistant position description.

14. 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

Yellowstone Feed Co.

*Hugo Muggli Inc.
558 Tongue River Rd.
Miles City, MT 59301*

June 13, 2024

City of Miles City
17 S. Eighth St.
Miles City, MT 59301

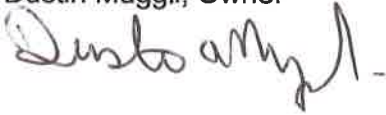
To Whom It May Concern.

We, members of Hugo Muggli Inc., are requesting a continuation of our lease in the industrial site in Miles City.

There has been a lot of work towards cleaning up the grounds and this will continue to be an ongoing process to keep maintained.

We appreciate your consideration,

Dustin Muggli, Owner



Leonard Muggli, Owner



Cc: Joel Nelson
Geoplant LLC

Minutes

REGULAR COUNCIL MEETING June 11, 2024
6:00 p.m.

CALL TO ORDER

The Regular Council meeting was held Tuesday, June 11, 2024, in the City Hall Conference Room at City Hall, 17 S. 8th Street, Miles City, Montana and online at zoom.us. Mayor Dwayne Andrews called the meeting to order. Council Members present were Pamela Bovee, Ed Pulecio, Rick Huber, Trevor Power, Kevin Thomason, Don Simpson and Karissa Nissen. Council Member Brant Kassner was not present.

Also present were City Attorney Dan Rice, Police Chief Doug Colombik, Interim Fire Chief Ed Kanduch, Public Utilities Director Tom Speelmon, Public Works Director Sam Malenovsky, Dispatch Director Lyne Anderson, and City Clerk/Minute Recorder Mary Rowe.

PLEDGE OF ALLEGIANCE

Mayor Andrews led the Council in the Pledge of Allegiance.

REQUEST OF CITIZENS & PUBLIC COMMENT

JoAnn Daeley, 213 N. Earling, explained that she has a problem with the garbage trucks driving in the alley and tearing it up to collect garbage. She suggested having garbage pickup in the front street instead. It was explained that she would need to talk with Miles City Sanitation regarding garbage service locations and was given a point of contact.

Ken Hess, 819 S. Merriam, stated that he doesn't see the garbage trucks driving in the streets much, but believes that it would tear up the street if they were regularly collecting in front.

Vicki Hess, 819 S. Merriam, asked about the discrepancy with the Fire Department cost versus the bond and wanted to know if it was going to fall on taxpayers to make up the difference. Mayor Andrews and Attorney Rice stated that the construction manager at risk estimate differs substantially from the Architects estimate. The city is working on getting them to line up and no it would not fall on the taxpayers to make up the difference.

APPROVAL OF COUNCIL & COMMITTEE MINUTES

Regular City Council Minutes: 5/28/2024

Councilperson Pulecio noted that under Ordinance 1379 the main motion and the second both were made by the same person and needed to be corrected.

** *Councilperson Thomason moved to approve the minutes of the Regular Council Meeting of May 24th, 2024, subject to any changes, and seconded by Councilperson Simpson. The motion **passed** by unanimous consent, 7-0.*

Public Services Committee Minutes: 06/04/2024

** *Councilperson Huber moved to approve the minutes, subject to any changes, and seconded by Councilperson Pulecio. The motion **passed** by unanimous consent, 7-0.*

Public Safety Committee Minutes: 04/02/2024

** *Councilperson Power moved to approve the minutes, subject to any changes, and seconded by Councilperson Bovee. The motion **passed** by unanimous consent, 7-0.*

SCHEDULE MEETINGS

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

Finance Committee Meeting	June 20, 2024	5:30 pm
Human Resources Committee	June 17, 2024	5:15 pm

APPOINTMENTS

None

PROCLAMATIONS

None

STAFF REPORTS

Director Anderson stated that there is an upcoming quarterly 911 meeting at the Terry hospital.

Councilperson Huber asked Interim Chief Kanduch if the living quarters were going to be moving to the temporary Fire Department with the equipment. Chief stated that yes, the living quarters are moving with them.

CITY COUNCIL COMMENTS

Councilperson Bovee gave an overview of what was discussed at the City/County Health Board meeting the evening before.

MAYOR COMMENTS

None

COMMITTEE RECOMMENDATIONS

Public Service Committee recommends installing a 2-hour parking sign on North 8th St. next to Matt Korell's office. (Discussion and action taken under New Business item A).

UNFINISHED BUSINESS

A. ORDINANCE NO. 1379 (*Second Reading*) – AN ORDINANCE REPEALING “SECTION 23-27. FLOURIDATION” FROM THE CODE OF ORDINANCES OF MILES CITY, MONTANA.

****** *Councilperson Pulecio moved to approve the Ordinance, read by title only and seconded by Councilperson Bovee.*

Director Speelmon gave the cost of a new fluoride system and noted that data trends show that in about one and a half years the natural fluoride levels will increase enough to where we will not be adding any fluoride anyways, so we will continue to use our current system until then.

****** *On roll call vote, the motion passed by unanimous consent, 7-0.*

NEW BUSINESS

A. APPROVE INSTALLING A 2-HOUR PARKING SIGN ON NORTH 8TH STREET NEXT TO MATT KORELL'S OFFICE.

****** *Councilperson Huber moved to approve the sign, seconded by Councilperson Pulecio.*

Councilpersons Pulecio and Simpson explained that this had been gone over in Public Service and no issues were found.

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

B. ORDINANCE NO. 1381- (*First Reading*) – AN ORDINANCE AMENDING SECTION 24-81 OF THE CODE OF ORDINANCES OF THE CITY OF MILES CITY REGARDING EXEMPTIONS FROM DEVELOPMENT ACTIVITY.

****** *Councilperson Pulecio moved to approve the Ordinance, seconded by Councilperson Simpson.*

Clerk Rowe gave a quick overview of the changes in the Ordinance.

****** *On a roll call vote, the motion passed unanimously, 7-0.*

C. RESOLUTION NO. 4562 – A RESOLUTION AUTHORIZING THE CITY OF MILES CITY TO ENTER INTO A SERVICE AGREEMENT WITH CLOUDPERMIT, INC., FOR PERMITTING AND LICENSING SOFTWARE.

****** *Councilperson Pulecio moved to approve the Resolution, seconded by Councilperson Simpson. On a roll call vote, the motion passed unanimously, 7-0.*

D. RESOLUTION NO. 4563 - A RESOLUTION AUTHORIZING THE CITY OF MILES CITY TO ENTER INTO A SERVICE AGREEMENT WITH CIVICPLUS, FOR WEBSITE HOSTING AND MEETING MANAGEMENT SOFTWARE.

****** *Councilperson Huber moved to approve the Resolution, seconded by Councilperson Pulecio.*

Clerk Rowe gave an overview of the differences from the current City website to the proposed website including the ability to upload large videos, text messaging notifications, ease of use, software integration, customer service, online backups, and meeting/agenda management.

****** *On a roll call vote, the motion passed unanimously, 7-0.*

E. ACCEPT IMPROVEMENTS TO RIVERSIDE PARK.

****** *Councilperson Huber moved to accept improvements, seconded by Councilperson Power.*

Director Malenovsky explained that Keep Miles City Beautiful had approached her and explained that they would like to add a drip system to the floral improvement portion of the project. She noted that the parks guys do not have time to maintain those additions, so if Keep Miles City Beautiful is not going to maintain them they will die and could be removed.

Branden Janshen of MCI² added that he spoke with a local contractor that was interested in doing curb work around the improvement.

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

F. APPROVAL OF MAY CLAIMS

** *Councilperson Simpson moved to approve the claims, seconded by Councilperson Thomason and passed unanimously, 7-0.*

ADJOURNMENT

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

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

Dwayne Andrews, Mayor

Mary Rowe, City Clerk

Human Resources Committee
June 17, 2024

The **Human Resources Committee** met Monday, June 17, 2024 at 5:15 p.m. at City Hall Conference Room. Present were Committee Members Trevor Power, Pam Bovee and Kevin Thomason. Committee Member excused Karissa Nissen. Also present were: Acting Public Works Director Samantha Malenovsky, City Council Member Ed Pulecio, Custer County Commissioners Jeff Facosh, Jason Strouf and Kevin Krausz and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Bovee called the meeting to order.

1. Public Comments
None

2. Staff Comments
None

3. Review and Recommend Floodplain Administrator/Planner Assistant Position Description

Acting Director Malenovsky commented she had reviewed the position description and thought it was complete.

Committee Member Power moved to recommend to Council the Floodplain/Planner Assistant position description, seconded by Committee Member Thomason. The motion passed unanimously, 3-0

4. Adjournment

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

The meeting was adjourned at 5:21 p.m.

Respectfully submitted,

Chairperson Pam Bovee

Recorder Linda Wilkins

Staff Reports



MILES CITY POLICE DEPARTMENT
Doug Colombik, Chief of Police

419 N. 7th Street
Miles City, MT 59301
Phone: (406) 232-3411
Fax: (406) 234-4270

To: City Council

From: Chief Colombik

Ref: June 2024 Council Report

Officer Skye Van Fossen will graduate from the Montana Law Enforcement Academy on 6/25/24. This is a complete 12-week training.

There has been a lot of work done at the MCPD building. Due to safety concerns, we took apart the south facing deck cover, old deck and stairs, and the sun room which was added on to the west side of the building years ago. The city shop assisted us with tearing apart the old lumber as well as a majority of the cleanup. Dan Decker did a ton of work for us and also added dirt to the holes left along side the building and then leveled everything out which will help when Top Gun Asphalt starts on our TIFF funded parking lot project. This project really cleaned up the south side of the building, in addition to making this a safer work environment for the officers as this material and structure was not stable.

As of 6/20/24, we are at 70 felony case investigations, an increase of 12 cases since the May report.

1. Child abuse
2. Identity Theft
3. Theft (checks)
4. PFMA felony (PFMA is partner/family member assault)
5. Drugs
6. Theft
7. Child abuse
8. Assault
9. PFMA assault on a minor
10. Theft
11. PFMA
12. Child porn
13. Child exploitation

MILES CITY POLICE DEPARTMENT

Doug Colombik, Chief of Police

14. Fraud
15. Theft
16. Theft
17. Theft
18. Theft
19. DUI felony 4th offense
20. Theft of MV
21. Drugs
22. Assault with a weapon
23. Child abuse
24. Sexual Assault
25. DUI felony
26. Sex assault
27. Exploitation of an elder
28. Drugs
29. Elder abuse/exploitation
30. Domestic (F)
31. Domestic (F)
32. Theft (F)
33. Fraud
34. Sexual assault
35. Burglary
36. Child abuse
37. Threats/felony intimidation
38. Elder abuse
39. Drugs (F) distribution
40. Drugs (F)/distribution
41. Child criminal endangerment
42. DUI (F)
43. Warrant (F) drugs
44. Warrant/Attempted homicide assist with Stillwater County S.O.
45. Sex Assault
46. Sex Assault
47. Assault with a weapon
48. Custodial interference
49. Identity theft
50. Child abuse
51. Identity theft
52. Burglary;
53. Domestic/Firearm threat
54. Drug raid, narcotic investigation
55. Fraud

MILES CITY POLICE DEPARTMENT
Doug Colombik, Chief of Police

56. Sexual Assault
57. Fraud
58. DUI Felony
59. Child abuse
60. Assault with a weapon
61. Criminal Distribution of Dangerous Drugs
62. Theft
63. Sexual Assault
64. Assault with a weapon
65. Sexual Assault/Privacy in Communications
66. MV Theft
67. Assault with a weapon
68. Theft
69. Fraud
70. SIWC (sexual intercourse without consent)

As always, if you have any questions please contact me at work or 853-1802. You are always welcome to stop by the building and visit. Thank you.

Doug Colombik
Chief of Police
Miles City Police Department

Public Hearing
&
Unfinished Business

ORDINANCE NO. 1380

AN ORDINANCE AMENDING CERTAIN ZONING PROVISIONS PERTAINING TO LOT SIZE, SET BACKS, AND TINY HOMES.

WHEREAS, The City of Miles City's zoning code as codified in Chapter 24 of the Code of Ordinances of Miles City require revision to address minimum lot size, setbacks, and the regulation of "tiny homes." Following recommendation from the City's Zoning Commission, the following revisions are deemed to be in the best interests of the City and its residents.

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

Section 1. The following provisions are amended as follows; no other existing language is changed other than depicted below:

Table 11.2: RA District Specifications

Regulations	Specifications
Minimum lot width	50 feet
Minimum lot size	<u>5,500 square feet</u> The average size of the lots within the addition in which the lot is located.
Minimum front yard setback	20 feet
Minimum side yard setback	5 feet
Minimum rear yard setback	Corner lots- 10 feet for side yard adjacent to street <u>15 feet</u> 10ft for backyards not abutting an alleyway. <u>7.5ft for lots abutting an alleyway with garage doors perpendicular to alley.</u> <u>10ft for lots abutting an alleyway with garage doors parallel to alley.</u>
Maximum lot coverage	45%
Maximum building height	Primary building-35 feet Accessory buildings-18 feet

Sec. 24-41. - Building setbacks.

The zoning district a lot is located within includes the minimum required setbacks for buildings. The minimum setback is measured horizontally from the applicable property line to the outer wall of any building, at grade, ~~any extensions above grade that is over 2ft will be measured as the start point. or any above grade extension or projection of the building.~~ See Figure III.A.

Sec. 24-63. - Accessory buildings.

- (a) No accessory building shall be located within five ten feet of any principal residential building.

Sec. 24-49. - Landscaping requirements. DELETED IN ENTIRETY.

Table III.1: Landscaping Requirements for Land Uses. DELETED IN ENTIRETY.

Sec. 24-65. - Accessory dwelling units.

~~(d) *Renting an accessory dwelling unit.* Renting of either a primary or accessory dwelling is allowed may occur so long as the two conditions below are met. (Renting an accessory dwelling unit to a manager or guard on a commercial or industrial property is exempt from these conditions.)~~

~~(1) One of the dwellings shall be occupied by the landowner as a permanent residence.~~

~~(2) The landowner shall record a signed affidavit and deed restriction, in a form approved by the city attorney, stating the property owner will reside on the property, either in the principal or accessory dwelling unit. Once recorded, the deed restriction may not be removed or modified without city council approval.~~

~~(e) *Violation, &f terms.* In the event that any of these terms is violated, the owner shall provide for the removal of the accessory dwelling improvements and restore the site to its principal use.~~

~~(e) *Tiny Homes.* All tiny homes must comply with regulations set forth in state and local building regulations. See International Residential Code Appendix Q. No more than two (2) tiny homes per RA zoned lot shall be allowed, with one being an~~

accessory dwelling unit. To qualify as a tiny home square footage must be between 320 and 600 square feet. State of Montana RVIA-certified built structures shall be deemed compliant.

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

Said Ordinance read and put on its passage this 28th day of May, 2024.

Dwayne Andrews, Mayor

ATTEST:

Mary Rowe, City Clerk

FINALLY PASSED AND ADOPTED this 25th day of June, 2024.

Dwayne Andrews, Mayor

ATTEST:

Mary Rowe, City Clerk

ORDINANCE NO. 1381

AN ORDINANCE AMENDING SECTION 24-81 OF THE CODE OF ORDINANCES OF THE CITY OF MILES CITY REGARDING EXEMPTIONS FROM DEVELOPMENT ACTIVITY.

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

Section 1. Section 24-81 is amended to read as follows:

Sec. 24-81. - Exemptions for development activity.

The activities listed here are not exempt from any applicable requirement of these regulations, except the requirement for a permit. No permit shall be required for:

- (a) Clearing, grading, or excavation for the installation or maintenance of landscaping and gardens;
- (b) Repair or remodeling that does not alter the exterior dimensions of the building by more than six inches (note that fire or building codes may require a permit for such activities);
- (c) Construction or installation of accessory buildings that are less than ~~ten~~ 12 feet in height with a ~~projected roof~~ square footage of less than ~~120~~ 200 square feet that are not used for habitation and are exempt from building permit requirements, provided the buildings meet all standards of these regulations;
- (d) Minor changes of occupancy as defined by article V;
- (e) Construction of public streets and other municipal infrastructure, and subdivision improvements as allowed and/or required by a subdivision approval issued by the city council; and
- (f) Minor utility installations.

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

Said Ordinance read and put on its passage this 11th day of June, 2024.

Dwayne Andrews, Mayor

ATTEST:

Mary Rowe, City Clerk

FINALLY PASSED AND ADOPTED this 25th day of June, 2024.

Dwayne Andrews, Mayor

ATTEST:

Mary Rowe, City Clerk

New Business



CITY OF MILES CITY

Position Description

Floodplain Administrator/Planner Assistant

Last Revised	
Effective	
FSLA Exempt	Non-Exempt
Job Class	Administrative
Department	Public Works
Accountable to	Mayor

SUMMARY OF WORK

Floodplain Administrator: Administers a floodplain management program. Principal authority on all floodplain related matters within the City. Duties for the floodplain administrator include: floodplain mapping, community rating system (CRS) coordinator, permitting, planning, reviewing, interpretation of floodplain maps and enforcing Miles City’s Floodplain Ordinance. This position responds to requests for information from the public regarding floodplain issues, CRS, and infrastructure

Planner Assistant: Provides support for the various programs administered under the City Departments including short and long-term planning, assure local compliance with zoning ordinances, receive zone change requests, land use management and annexation.

ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES

Floodplain Administrator

1. Plans, organizes, and implements the administrative activities of the City’s floodplain program and regulation.
2. Reviews and approves/denies Floodplain Permits, Elevation Certificates, Letter of Map Amendments/Letter of Map Revisions (LOMA/LOMR), elevation survey’s and provides an accurate accounting thereof.
3. Researches, prepares, and presents oral and written reports and presentations relative to the performance of the floodplain program to city boards and committees.
4. Primary individual responsible for tracking and implementing needed changes to local floodplain regulations.
5. Administer the City’s Community Rating System (CRS) program.
6. Frequent communication with the Mayor on all current projects.

Planner Assistant

1. Under the instruction and coordination of a Planning Professional, administering land use regulation through the Montana Subdivision and Platting Act (MSPA), local subdivision regulations and other land use regulations.
2. Provides technical assistance and information to City staff and the public in the administration of planning program areas and ordinances, including maps, charts or tables.

(Position Title)

3. Prepares staff reports and recommendations for special use permits and variances.
4. Prepares and submits monthly reports to the City Council about current and future land use management activities.
5. Prepares updates for the City Growth Policy, assists in annexation and public right-of-way vacation activities.
6. Responds to requests for information from the public regarding infrastructure, planning, and funding programs.
7. Provides technical and program information to the public regarding subdivision, Growth Policy and annexations.
8. Provides required information to the Planning Board for review and recommendation
9. Frequent contact with the general public, city, county state and federal officials, fellow employees, contractors, business groups, special interest groups, non-profit groups, engineering firms, land developers, and financial institutions
10. Provides administration of property leases for the City.
11. Frequent communication with the Mayor on all current projects.

MINIMUM REQUIREMENTS

Education (knowledge)

High School Diploma or equivalent

Experience (skills, abilities)

Read and interpret written material

Communicate effectively orally and in writing

Ability to read maps

Math, reading, communication, mapping and general computer operation

Certificates/Licenses

Valid Montana Driver

Floodplain Manager Certification (CFM) or ability to obtain CFM certification.

DESIRABLE QUALIFICATIONS

Knowledge:

- Technical knowledge in the operation and maintenance of the floodplain ordinance, Community Rating System.
- Land use regulations, Montana Subdivision and Platting Act (MSPA), environmental laws, annexations and the practical application thereof
- Budget and financial administration
- Community development strategies

Skills:

- Read and interpret legal documents, aerial photography, topographic maps, plat maps and drawings, complex rules/regulations, and engineering designs

Abilities:

- Interpret and apply federal law, state law and administrative regulations, and local ordinances
Serve as liaison between local government and other community groups and governmental agencies
- Attend evening meetings upon request or if relevant to the agenda.

PERFORMANCE STANDARDS

Individual performance evaluation shall be based on the following elements:

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

WORKING CONDITIONS

Stand - Occasionally

Sit Frequently

Noise Seldom

Hazardous materials exposure Never

Travel Seldom

PHYSICAL REQUIREMENTS

Ability to walk for extended periods of time

Lift Up to 20 pounds

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

Position Immediate Supervisor: _____ Date: _____
Signature

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

HR Officer: _____ Date: _____
Signature

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

HR Committee Chair: _____ Date: _____
Signature

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

Employee: _____ Date: _____
Signature