



CITY OF MILES CITY AGENDA

*Regular Council Meeting
City Council Chambers*

*November 28, 2017
7:00 p.m.*

CALL TO ORDER PLEDGE OF ALLEGIANCE ROLL CALL

1. **APPROVAL OF COUNCIL MINUTES/COMMITTEE MINUTES**
 - A. Regular City Council Meeting 11/14/2017
 - B. Flood Committee Meeting 11/15/2017
 - C. Public Safety Committee Meeting 11/21/2017
2. **SCHEDULE MEETINGS**
3. **REQUEST OF CITIZENS & PUBLIC COMMENT**
4. **APPOINTMENTS** Urban Renewal Agency Board of Commissions- Echo Gaskill
Miles City Planning Board Member- Alex Evans
5. **PROCLAMATIONS-**
6. **STAFF REPORTS**
Samantha Malenovsky- Presentation on Silver Jacket Signs
7. **CITY COUNCIL COMMENTS**
8. **MAYOR COMMENTS**
9. **COMMITTEE RECOMMENDATIONS**
Flood Committee- Council Members to sign a letter addressed to two (2) State Senators and one(1) Congressman for the State of Montana
10. **BID OPENINGS**
11. **BID AWARDS**
12. **PUBLIC HEARINGS**
13. **UNFINISHED BUSINESS**
 - A. **ORDINANCE NO. 1316- (Second Reading) An Ordinance Revising Sections 12-56 Through 12-62 of the Flood Code Provisions of the Code of Ordinances of Miles City, Montana, Regarding Review of Floodplain Variance Applications**
14. **NEW BUSINESS**
 - A. **RESOLUTION NO. 4116: A Resolution Adopting Findings of Fact and**

Approving the Amended Plat for the Purpose of Boundary Line Relocation of Lots 6-8 and Amended Lot 9 in Legion Addition No. 2 to the City of Miles City, Montana

- B. **RESOLUTION NO. 4117: *(First Reading)* A Resolution Pursuant to §7-6-4006 of the Montana Code Annotated, Authorizing Amendment of Final Budget for FY 2017-2018 to Increase the Budgeted Amount in Water Funds # 5210-22-430530-940, 5210-23-430550-940 and 5210-80-430540-940**
- C. **Approval on Installation of a Traffic Mirror at the Corner of Stower St., Missouri Ave., South Montana and South 8th Street**
- D. **Approval for Planner Colton to proceed with and carry out the strategies presented to Council**
- E. **Discussion on Regular Council Meeting December 26, 2017**
- F. **Approval on Record Disposal**

15. ADJOURNMENT

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

Minutes

REGULAR COUNCIL MEETING November 14, 2017
7:00 p.m.

CALL TO ORDER

The Regular Council meeting was held Tuesday, November 14, 2017, in the City Hall Conference Room at City Hall, 17 S. 8th Street, Miles City, Montana. Mayor John Hollowell called the meeting to order. Council Members present were Brant Kassner, Ken Gardner, John Uden, Rick Huber, Kathy Wilcox and Jeff Erlenbusch. Councilpersons Dwayne Andrews and Susanne Galbraith were excused.

Also present were City Attorney Dan Rice, Acting Fire Chief Brandon Stevens, Officer Fredrick Lee, Public Utilities Director Allen Kelm, Flood Plain Administrator/Auto Cad/Assistant PWPV Samantha Malenovsky, Cross Certified Operator Tom Speelmon and Minute Recorder Ally Capps.

PLEDGE OF ALLEGIANCE

Mayor Hollowell led the Council in the Pledge of Allegiance.

APPROVAL OF COUNCIL & COMMITTEE MINUTES

City Council Minutes: 10/24/2017

****** *Councilperson Uden moved to approve the minutes of the Regular Council Meeting of October 24, 2017, subject to any correction or changes, and seconded by Councilperson Gardner. The motion **passed** by unanimous consent, 6-0.*

Finance Committee Minutes: 10/19/2017

****** *Councilperson Wilcox moved to approve the minutes of the Finance Committee Meeting of October 19, 2017, seconded by Councilperson Urlenbusch. The motion **passed** by unanimous consent, 6-0.*

Human Resource Committee Minutes: 10/19/2017

****** *Councilperson Uden moved to approve the minutes of the Human Resource Committee Meeting of October 19, 2017, subject to any correction or changes, and seconded by Councilperson Kassner. The motion **passed** by unanimous consent, 6-0.*

Flood Committee Minutes: 10/18/2017

- ** *Councilperson Urlenbusch moved to approve the minutes of the Flood Control Committee Meeting of October 18, 2017, and seconded by Councilperson Kassner. The motion **passed** by unanimous consent, 6-0.*

Public Safety Committee Minutes: 10/20/2017

- ** *Councilperson Gardner moved to approve the minutes of the Public Safety Committee Meeting of October 20, 2017, seconded by Councilperson Uden. The motion **passed** by unanimous consent, 6-0.*

SCHEDULE MEETINGS

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

- Flood Control Committee Meeting Wednesday, November 15th @ 6:00 p.m.

REQUEST OF CITIZENS & PUBLIC COMMENT

Miles City Star Staff Reporter Abe Winter asked, "Mayor Hollowell what can I tell people about the Fire Chief?" Mayor Hollowell commented the Fire Chief has resigned. Reporter Winter introduced the new Miles City Star Reporter Austin Lott to the Council.

Citizen Ken Stabler, PO Box 1774, as a leaseholder in the Industrial Site had concerns on the Site Leases. In the past when leases have been renewed none of these leases have been the same. This is my concern, is City Council going to lease property out from under a current leaseholder. What is his security in leasing property in the Industrial Site? City Attorney Rice responded that some of these leases go back fifty years. Lease renewals and policy states that leases have to go out for bid. City staff and himself are working on revisions to that policy. At this time, the City has adopted a new lease policy that reads, if the leaseholder has made substantial improvements to the property, they will now be able to do a lease extension or a renewal with the tenant at the current rate. The Department of Environmental Quality (DEQ) will not let a parcels be subdivided without city sewer and water services if the parcel is less than two acres.

Director Kelm said it would cost the City around \$500,000 to upgrade the water and sewer in the Industrial Park. There is currently city water but there is not a sanitary sewer.

Citizen Jerry Singleton 305 South 3rd street stated he would like to see the Industrial Site be an agriculture subdivision if the leasing issues were resolved. Lessees may be willing to help offset the cost to upgrade the sewer and water system in the form of an SID.

APPOINTMENTS

None

PROCLAMATIONS

None

STAFF REPORTS

Planner Colton reported the City was awarded the Treasure State Endowment Program (TSEP) grant for \$15,000 for the Water and Sewer Departments. This grant is State funded with coal money. It will go into Capital Improvement for Public Utilities.

Acting Chief Stevens wanted to thank the Council for amending the budget last year, which allowed the Fire Department to get the current pump trucks repaired so that they passed the required pump test. This year Engine 8, Engine 7 and Tower 11 all passed the required pump test. Tender 23 is still out of service without a future replacement. The Fire Department is working on Assistance to Firefighter Grant (AFG) for a new tender truck. This grant should be open in a few months. The new ambulance should be here in August. Acting Chief Stevens wanted to commend his fellow firefighters of the volunteer time they were giving to help with donations and event planning for the Toys for Tots Dance. December 8, at the Miles City Community College in the Centra. Acting Chief Stevens updated Council on the current staffing issues at the fire department; they are down one full time position and, one full time staff member would be leaving on November 22nd. Interviewing would start again on December 2nd. There has been a lot of overtime and the three new firefighters will be out of the academy on November 23rd. Currently Eddy Kanduch, Mike Miller and Acting Chief Stevens are on call until the middle of January. We have been installing smoke detectors in the community and that has been going over very well.

Council Member Uden asked if the Fire Department was down a Captain and a Lieutenant. Acting Chief Stevens responded the department is only down these positions by title. There has been a letter sent to the Firefighters Union requesting time requirements be waived. Two individuals have the education requirements and will be testing January 18th for the Captain and Lieutenant positions. The requirement now is five years; the average firefighter in Miles City has 1.5 years in service. The Union did grant the time requirement as of this afternoon.

Council Member Huber asked about the status of Knox Boxes. Acting Chief Stevens replied that Knox Boxes are now required on all new structures.

CITY COUNCIL COMMENTS

Council Member Uden wanted to thank Reporter Winters for his time with the paper and that he has really enjoyed his refreshing personality and wished him the best.

Council Member Erlenbusch thanked the Mayor and fellow Council Members for the chance to go to the Community Builders Seminars, speaking very highly of the training.

MAYOR COMMENTS

- Susanne Galbraith has made a request to be gone for more than ten days.

***Council Member Uden moved that Council Person Susanne Galbraith be approved to be absent from the City for more than ten days, seconded by Council Member Kassner. The motion passed by unanimous consent, 6-0.*

- Fire Chief Warren has turned in his resignation and it will be effective December 1, 2017.
- On building and new development, there is workflow or a process called Image Silo. This would make storing documents and making them electronic so that maps and archived records can be used simultaneously. Data Imaging Systems is willing to give a presentation if Council thinks this would be useful and would like more information. Planner Colton will contact Matt Davison on the scheduling.
- Historical Preservation and Program Administrator Connie Muggli has sent out a letter of support for the eastern Montana Brownfield Coalition. They are striving for a \$600,000 grant. This is for any Brownfield Activities that happen in eastern Montana. There is a business in town that has an architect coming from Billings to look at a building for increasing energy efficiency. The City may be able to tap into that architect and have them come look at City Hall and give ideas on how to make the building more energy efficient. The assessment would be paid for by an unnamed entity if the Council decides to have the engineer make the assessment for City Hall.
- Patti Bissell the Utilities Billings Clerk had a baby boy on Sunday, Flint William Bissell.
- Congratulations to Jess Lockwood out of Volberg, Montana for winning the PBR Nationals.
- Today is Scotts Gray's birthday.

STANDING COMMITTEE RECOMMENDATIONS

None

BID OPENINGS

BID AWARDS

PUBLIC HEARINGS

UNFINISHED BUSINESS

NEW BUSINESS

- A. **Discussion on Planning Boards Vision and Mission Statement**
The Council discussed the Vision Statement. This would be the City Governments vision embracing Miles City, Montana's unique western heritage but also incorporating progressive thoughts on growth and industry.
- B. **Approval of October Claims**
- ** *Councilperson Uden moved to approve the October claims, seconded by Councilperson Kassner and passed unanimously, 6-0.*

ADJOURNMENT

- ** *Councilperson Uden moved to adjourn the meeting, seconded by Councilperson Kassner and passed unanimously.*

The meeting was adjourned at 8:17 p.m.

John Hollowell, Mayor

Ally Capps, Recorder

Flood Control Committee

November 15, 2017

The **Flood Control Committee** met Wednesday, November 15 2017, at 6:00 p.m. in the City Hall Conference Room. Present were Committee Chair Jeff Erlenbusch, Committee Members: Ken Gardner, Rick Huber and Brant Kassner.

Also present were: Floodplain Administrator Samantha Malenovsky, Mayor John Hollowell and Committee Recorder Ally Capps.

1. **Request of Citizens/Public Comment:**
-None-
2. **Committee Members Comments:**
-None-
3. **Unfinished Business**

Discussion and Recommendation to council; Ordinance 1316, AN ORDINANCE REVISING SECTIONS 12-56 THROUGH 12-62 OF THE FLOOD CODE PROVISIONS OF THE CODE OF ORDINANCES OF MILES CITY, MONTANA, REGARDING REVIEW OF FLOODPLAIN VARIANCE APPLICATIONS.

***Committee Member Kassner moved to open the discussion on Ordinance 1316, Seconded by Committee Member Huber.*

Chairperson Urlenbush commented he would like to see the change in Ordinance allowing Council the final say in a floodplain variance. This would need Council to be willing to have training and input from professionals, so informed discussions can be made and in accordance with city, state and federal codes.

Committee member Gardner would like to see the training implemented and after the training see if Council feels confident in making the final decision on floodplain variances. The other thought was to have the Board of Appeals hear the floodplain variance request and then send their recommendation to Council for the final decision. Floodplain Administrator Malenovsky has talked to Traci Sears from the Department of Natural Resources, the training purposed will take an hour and half to two hours. The thought was to have Council come in early for a council meeting and to have the training before the meeting. Training will encompass; variance procedure, how it works and how the decision will affect the community. The proposed date for training is set for January 23, 2018, time yet to be determined.

The Mayor read a portion of the minutes from the Board of Appeals meeting regarding the Boards concerns on the infraction by (FEMA) Federal Emergency Management Agency.

Their minutes states, "The impact on the community's flood insurance is an insignificant issue". Knowing how this affects the Community System Rating Points it could be a costly increase for flood insurance. Mayor Hollowell voiced his concern on the Board of the Appeals attitude towards the Community. He asked the Board of Appeals to reconsider their approval of the variance in question. The Board of Appeals Chairperson Rock Wankel has not responded to the Mayor regarding the variance. Mayor Hollowell will send out another invitation to the Board of Appeals for the next council meeting.

*** Committee Member Kassner motioned to send Ordinance 1316 to Council for further review, seconded by Committee Member Gardner and passed, 3-1. With Committee Member Huber voting no.*

4. New Business

Discussion regarding the Stafford Act Section 404 Funding.

Floodplain Administrator Malenovsky explained the Stafford Act Section 404 Funding is a letter to send to our Congress and Senators representatives for help reducing the risk of disasters before they occur. Using money in a preventive manner before the flood, wildfire or hurricanes happen. For Miles City, this would affect eighty percent of the population that are located in the natural floodplain or in the floodway. Section 404 Funding could be utilized to repair or replace a substandard levee, or improve internal drainage, drastically reducing substantial loss should a flood occur. Floodplain Administrator Malenovsky asked if a letter were drafted, would the Flood Committee be opposed to having the letter go before Council to sign.

*** Committee Member Kassner moved to accept the Stafford Act Section 404 go to Council for signatures, seconded by Committee Member Gardner and passed unanimously, 4-0.*

Adjournment

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

There being no further business, the Committee adjourned at 6:58 p.m.

Respectfully Submitted,

Flood Control Committee Chairperson

Ally Capps Recorder

Jeff Erlenbusch Chairperson

Public Safety Committee Meeting November 21, 2017

The Public Safety Committee met Tuesday, November 21, 2017, at 6:00 pm in the City Hall Conference Room. Present were Committee Chairperson Ken Gardner and Committee Members John Uden and Jeff Erlenbusch. Committee Member Brant Kassner was excused.

Also present were: City Clerk/Recorder Lorrie Pearce

Chairperson Gardner called the meeting to order.

1. Request of Citizens

None

2. Committee Member Comments

Chairperson Gardner said he would like to discuss the Ordinance on noxious weeds. The committee would not be able to vote on anything since it was not on the agenda. The following items were discussed:

- The Ordinance is modeled after Glendive's and is very effective there
- Section 15-5, "unsightly appearance", should it be changed to public nuisance. After a long conversation the census was to keep it as is. Committee Member Uden noted that the Ordinance covers weeds and grass only. It does not cover any buildings, vehicles, or other items that are considered unsightly
- Chairperson Gardner and Committee Member Erlenbusch had talked to Code Enforcer Winkley about taking on additional duties. Enforcer Winkley explained that he was already sending registered letters for other nuisance problems, and did not feel that it would add a lot to his plate. He said that he uses the Cadastral to find most of his information. Clerk Pearce said she talked to Attorney Rice and he said that the Ordinance could be changed to Cadastral records, but explained the Cadastral records are not always current and a title report is the best method. She called the title company and was given an approximate price of \$200
- Change "city employees" in Section 15-14 (a) to Public Works Director. Change "city personnel" in Section 15-14 (i) to Office of City Clerk. Add the "Office" after city clerk in Section 15-14 (j). Change "city personnel" in Section 15-14 (l) to Office of Public Works. Change "city personnel" in Section 15-14 (m) to Office of City Clerk. Change "city personnel" in Section 15-14 (p) to Office of City Clerk
- All members were concerned as to how the City would pay for the enforcement and what fund the money would come out of. The census was to pay for the enforcement out of the parks fund. Since the enforcement will be in the parks busiest season, it was suggested to contract out the weed trimming and mowing. Clerk Pearce said that it looked like the process would take around 100 days and cost would be approximately \$380 per enforcement, which does not include the cost of cleanup and disposal if needed. Chairperson Gardner said it would be

paid back to the City through a special assessment on their taxes. If the assessment was not paid within three (3) years the City could put a lien against the property

Chairperson Gardner said there were a couple of items that need to be addressed at the next meeting.

1. Resident complaint on parking of vehicles in the Garfield School area
2. Establish an Ordinance on cell phones
3. **Review and make recommendation on Ordinance 1317- An Ordinance Revising Zoning Code Sections 24-90, 24-91 and Article V (Definitions), so as to Call for Review of Conditional Use Permits by City Council**

Chairperson Gardner pulled the Ordinance from the agenda, explaining the Ordinance was not supposed to be on the agenda.

4. **Adjournment**

*** Committee Member Erlenbusch moved to adjourn the meeting, seconded by Committee Member Uden and **passed** unanimously, 3-0.*

The meeting was adjourned at 7:00 p.m.

Respectfully Submitted:

Ken Gardner, Chairperson

Lorrie Pearce, Recorder

November 22, 2017

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

Mr. Hollowell:

Please accept this letter as an application for the vacant seat on the Miles City Planning Board. It would be a privilege to work with other community members to prepare for the future prosperity and development of this city. I believe proper planning lays the foundation for sustained future success. It is also essential for small business development, and I want to ensure that local business owners are operating in an environment that will allow them to thrive.

Currently, I am serving as the Small Business Development Center Regional Director at Miles Community College. My interest in this position with the Planning Board has arisen from my current job and my involvement in the Community Builders Leadership Institute which I attended with several other local community leaders. I believe I can provide a unique perspective to the board due to my past experiences and background, living in both larger metro areas and rural Montana. I hope to learn from current board members and offer new insights.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Alex Evans".

Alex Evans



CITY OF MILES CITY

17 S. 8th, P.O. Box 910
Miles City, MT 59301-0910

Telephone: 406-234-3462
Fax: 406-234-2903

November 29, 2017

Senator Steve Daines
Attn: Nathan Adams, Field Representative
222 N. 32nd, Suite 100
Billings, MT 59101

RE: Stafford Act Section 404 Funding

Dear Senator Daines:

We are writing to urge you to consider lending your support to proposed changes to the Section 404 provisions of the Stafford Act which would allow the use of this resource prior to a natural disaster.

It is our understanding that Federal Emergency Management Agency (FEMA) Administrator Brock Long has begun discussions about his desire to have Congress consider a change to Section 404 of the Stafford Act, the part of the bill dealing with disaster mitigation. In short, he proposes Section 404 money be allowed to be utilized to aid communities in reducing their risk before the devastation of a hurricane, wildfire, flood, or other natural disaster. By utilizing the money in a preventative manner, instead of only after a disaster has occurred, the hope would be the devastation would be less and the complexities of recovery reduced. For example, if a community was allowed to utilize Section 404 money to repair/replace a substandard levee, or improve internal drainage systems, the chances of a flood disaster would be greatly reduced, and, should flooding occur, damages would be less.

This example is particularly relevant to the community of Miles City, Montana where almost eighty percent (80%) of residences and businesses in Miles City are in the natural floodplain or floodway at the confluence of the Yellowstone and Tongue Rivers. The current levee system in Miles City is substandard and does not currently meet certification standards. In addition to the obvious flood risk and the potential for large scale property and critical infrastructure damage, citizens of Miles City pay substantial flood insurance premiums, representing approximately twenty-three percent (23%) of ALL flood insurance policies in Montana, a total of just over \$625,000 annually (2015). It is anticipated that by the year 2020, the total amount leaving Miles City annually in flood insurance premiums will exceed 1.2 million dollars.

Given these issues, Miles City and Custer County are deeply invested in locating and utilizing all available resources to aid in reducing or eliminating risk of flood damage BEFORE a flood should occur. As you are probably aware, these resources are very rare. Sadly, most resources are only available after a catastrophic disaster occurs. The community is currently in partnership with US Army Corp of Engineers to fully assessing avenues for flood risk reduction through a Section 205 Study. Several components of what is anticipated will be solutions that will require significant capital to be completed.

Although we do not dispute the need for resources to a community post-disaster, the ability to access funding in advance of such an event would certainly lessen the impacts and related costs should such a disaster occur.

We are aware Miles City is not unique in the need to address flood and other natural disaster risks. We believe this funding could be a critical to aiding communities, often with limited resources and tremendous project funding needs, in meeting their goals to keep their communities safe.

It is our deepest hope that Congress will consider revisions to the Stafford Act, Section 404, to allow for funding assistance that would allow communities to complete projects that are preventative in nature.

Thank you in advance for your consideration and your service to our communities. We look forward to an ongoing partnership with you, USACE, and FEMA to ensure the safety of Montana residents.

Sincerely,

John Hollowell
Mayor

Brant Kassner
Councilperson Ward III

Sue Galbraith
Councilperson Ward I

Kathy Wilcox
Councilperson Ward III

Ken Gardner
Councilperson Ward I

Jeff Earlenbusch
Councilperson Ward IV

Rick Huber
Councilperson Ward II

Dwayne Andrews
Councilperson Ward IV

John Uden
Councilperson Ward II

Unfinished Business

ORDINANCE NO. 1316

AN ORDINANCE REVISING SECTIONS 12-56 THROUGH 12-62 OF THE FLOOD CODE PROVISIONS OF THE CODE OF ORDINANCES OF MILES CITY, MONTANA, REGARDING REVIEW OF FLOODPLAIN VARIANCE APPLICATIONS.

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

Section 1. Sections 12-56 through 12-62 of the Flood Code provisions within the Code of Ordinances of Miles City, Montana, shall be revised to read as follows:

Sec. 12-56 GENERAL

A variance from the minimum development standards of these regulations may be granted by the City Council. An approved variance would permit construction in a manner otherwise as required or prohibited by these regulations. ((44 CFR 59.1) (ARM 36.15.218))

Sec. 12-57 VARIANCE APPLICATION REQUIREMENTS:

1. Prior to any consideration of a variance from any development standard in these regulations, a completed Floodplain Permit application and required supporting material must be submitted.
2. Additionally, supporting materials in a Variance application specific to the variance request including facts and information addressing the criteria in this section must be submitted.
3. If the Floodplain permit application and Variance application is deemed not correct and complete, the Floodplain Administrator shall notify the applicant of deficiencies within a reasonable time not to exceed 30 days. Under no circumstances should it be assumed that the variance is automatically granted.

Sec. 12-58 NOTICE REQUIREMENTS FOR FLOODPLAIN VARIANCE

APPLICATION Public Notice of the Floodplain Variance application shall provide the following information:

1. Name of applicant and the landowner (if different);
2. Legal description of the site and its address or another general description by which the public can locate it;
3. Present land use at the site;
4. Proposed use;
5. That a public hearing is to be held before the City Council, and that the City Council will conduct a public hearing and accept public comment on the application;

6. The date, time and place of the hearing; and
7. Where applications are available for review.

Notice of the hearing shall be provided as follows:

1. By certified mail, at least 15 calendar days before the hearing, to the applicant, landowner, and all adjoin property owners (including purchasers of record under contract for deed) and owners of land within 150 feet of the subject property;
2. By newspaper publication, at least 15 calendar days before the hearing, one legal notice in the official newspaper;
3. To the State National Floodplain Insurance Program Coordinator located in DNRC by the most efficient method.

Sec. 12-59 EVALUATION OF VARIANCE APPLICATION

1. A Floodplain permit and Variance shall only be issued upon a determination by the City Council that the variance is the minimum allowance necessary, considering the flood hazard, to afford relief from these regulations and provided all of the following criteria are met:

1. There is a good and sufficient cause. Financial hardship is not a good and sufficient cause; (44 CFR 60.6(a)(3))
2. Failure to grant the variance would result in exceptional hardship to the applicant; (44 CFR 60.3(a)(3)) & ARM 36.15.218(b))
3. Residential and nonresidential buildings are not in the Floodway except for alterations or substantial improvement to existing buildings, Residential dwellings including basements and attached garages do not have the lowest floor elevation below the Base Flood Elevation;
4. Any enclosure including a crawl space must meet the requirements of Section 12-51.14, Wet Flood Proofing if the enclosure interior grade is at or below the Base Flood Elevation;
5. Granting of a variance will not result in increased flood heights to existing buildings, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with other existing local laws or ordinances; (44 CFR 60.6 (a)(3) & (ARM 36.15.218(a))
6. The proposed use is adequately flood proofed; (ARM 36.15.218(c))
7. The variance is the minimum necessary, considering the flood hazard, to afford relief; (44 CFR 60.6(a)(4))
8. Reasonable alternative locations are not available; (MCA 76-5-406(3) & ARM 36.15.218(d))

9. An encroachment does not cause an increase to the Base Flood Elevation that is beyond that allowed in these regulations; and (44 CFR 60.6(a)(1))
 10. All other criteria for a Floodplain permit besides the specific development standard requested by variance are met.
2. An exception to the variance criteria may be allowed as follows:
1. For either new construction of a structure outside of the Floodway only or for substantial improvements or an alteration of a structure, on a lot of one-half acres or less that is contiguous to and surrounded by lots with existing structures constructed below the Base Flood Elevation; or (44 CFR 60.6(a)).
 2. Historic Structures – variances may be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum relief necessary to preserve the historic character and design of the structure. The historic nature of the building must be designated as a preliminary or historic structure by U.S. Secretary of Interior or an approved state or local government historic preservation program. (44 CFR 60.6(a))

Sec. 12-60 DECISION

1. The City Council shall:

1. Evaluate the Floodplain permit application and Variance application using the criteria in Section 12-59, and the application requirements and minimum development standards in Articles 9 and 10;
2. Make findings, and approve, conditionally approve or deny a Floodplain permit and variance within 60 days of a complete application. (criteria as stated in Section 12-33.1)
3. If approved, attach conditions to the approval of Floodplain permit and Variance including a project completion date and inspections during and after construction.
4. Notify the applicant that the issuance of a Floodplain permit and Variance to construct a structure not meeting the minimum building requirements in these regulations may result in increased premium rates for flood insurance and that flood insurance premiums are determined by actuarial risk and will not be modified by the granting of a variance. (44CFR 60.6(a))
5. Submit to the Floodplain Administrator a record of all actions involving a Floodplain permit and variance, including the findings and decision and send a copy of each variance granted to DNRC.(44 CFR 60.6(a)(6) & MCA 76-5-405)

Sec. 12-62 GENERAL

An administrative appeal may be brought before the City Council for review of the Floodplain Administrator's order, decision to grant, condition or deny a floodplain permit or interpretation of the Regulated Flood Hazard Area boundary.

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

Said Ordinance read and put on its passage this 10th day of October, 2017.

John Hollowell, Mayor

ATTEST:

Lorrie Pearce, City Clerk

FINALLY PASSED AND ADOPTED this 28th day of November, 2017.

John Hollowell, Mayor

ATTEST:

Lorrie Pearce, City Clerk

New Business

Return To:
City of Miles City
Box 728
Miles City MT 59301

RESOLUTION NO. 4116

A RESOLUTION ADOPTING FINDINGS OF FACT AND APPROVING THE AMENDED PLAT FOR THE PURPOSE OF BOUNDARY LINE RELOCATION OF LOTS 6-8 AND AMENDED LOT 9 IN LEGION ADDITION NO. 2 TO THE CITY OF MILES CITY, MONTANA.

WHEREAS, Squatter’s Knob, LLC, has requested that the City of Miles City approve a boundary line relocation involving Lots 6-8 and Amended Lot 9 in Legion Addition No. 2 to the City of Miles City, Custer County, Montana;

AND WHEREAS, the City of Miles City is authorized to approve the relocation of common boundary lines for five or fewer lots within a platted subdivision pursuant to Section 76-3-207(1)(d), MCA.

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

It does hereby adopt the Staff Report to City Council, File #BLA 2017-02, attached hereto as Exhibit “A” as findings of fact, and based on such findings of fact, approves the “AMENDED PLAT of Lots 6-8, C.O.S. #17919, Env. 29, and Amended Lot 9, C.O.S. #87959, Env. 275B, Legion Addition No. 2”, said amended plat being attached hereto as Exhibit “B.”

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, AT A DULY CALLED MEETING THIS 28TH DAY OF NOVEMBER, 2017.

John Hollowell, Mayor

ATTEST:

Lorrie Pearce, City Clerk

Staff Report for City Council
Meeting Date November 28, 2017

Squatter's Knob/Eleven G Farms Boundary Line Adjustment File #BLA-2017-02
Lots 6-8, Amended Lot 9, Legion Addition No. 2 Subdivision

PROPOSAL

The subject properties are *Lots 6-8, Amended Lot 9, of the Legion Addition No. 2 Subdivision* in Miles City, MT. The applicants, Squatter's Knob, LLC, PO Box 1231 & Eleven G Farms, LLC, 53 Balsam Circle, Miles City, MT, propose a boundary line adjustment to aggregate lots and adjust the boundaries to create three (3) new Parcels A, B, C, from Lots 6-9. A new office building is being constructed on Tract A. The addresses for the proposed four offices are 2702 through 2710 Main St. The stated purpose of this boundary line adjustment is sell the new Lot A. The properties will continue as commercial land use.

EXEMPTION(S)

The proposed Amended Plat of *Lots 6-8, Amended Lot 9, Legion Addition No. 2 Subdivision* is exempt from Subdivision Review per MCA section 76-3-101(1)(d) & (f) and is subject to the survey requirements in MCA 76-3-401. The proposed amended plat is also exempt from review by the Montana Dept of Environmental Quality pursuant to ARM 17.36.605(2)(c).

76-3-207. Divisions or aggregations of land exempted from review but subject to survey requirements and zoning regulations -- exceptions -- fees for examination of division.

(1) Except as provided in subsection (2), unless the method of disposition is adopted for the purpose of evading this chapter, the following divisions or aggregations of tracts of record of any size, regardless of the resulting size of any lot created by the division or aggregation, are not subdivisions under this chapter but are subject to the surveying requirements of 76-3-401 for divisions or aggregations of land other than subdivisions and are subject to applicable zoning regulations adopted under Title 76, Chapter 2:

(d) for five or fewer lots within a platted subdivision, the relocation of common boundaries;

(f) aggregation of parcels or lots when a certificate of survey or subdivision plat shows that the boundaries of the original parcels have been eliminated and the boundaries of a larger aggregate parcel are established. A restriction or requirement on the original platted lot or original unplatted parcel continues to apply to those areas.

A.R.M. 17.36.605(2)(c) Exclusions

(c) a parcel that will be affected by a proposed boundary line adjustment, if the parcel has existing facilities for water supply, wastewater disposal, storm drainage, or solid waste disposal that were not subject to review, and have not been reviewed, under Title 76, chapter 4, part 1, MCA, and if:

(i) no facilities, other than those in existence prior to the boundary line adjustment, or those that were previously approved as replacements for the existing facilities, will be constructed on the parcel;

(ii) existing facilities on the parcel complied with state and local laws and regulations, including permit requirements, which were applicable at the time of installation; and

(iii) the local health officer determines that existing facilities are adequate for the existing use. As a condition of the exemption, the local health officer may require evidence that:

(A) existing septic tanks have been pumped within the previous three years;

(B) the parcel includes acreage or features sufficient to accommodate a replacement drainfield;

(C) existing wells are adequate for the proposed uses; and

(D) adequate storm drainage and solid waste disposal are provided.

REVIEW & CONCLUSIONS

Staff conducted this review according to the Miles City Code of Ordinances (MCCO) effective April 14, 2017.

The *Amended Plat of Lots 6-8 and Amended Lot 9, Legion Addition No. 2 Subdivision* does not create new tracts of record. Lots 6-8 and Amended Lot 9 are reconfigured as three lots: Parcel A at 38,122 sq. ft; Parcel B at 14,751 sq. ft; and Parcel C at 14,739 sq. ft.

A new commercial building is being constructed on Parcel A and will house four businesses. The remaining tracts will be sold in the future. The zoning will remain General Commercial. The property is bordered by General Commercial zones to the north, east and west. A Residential A zone is directly south of the property. Requirements of Chapter 24-53 (Zoning), Chapter 12 (Floodplain) and Chapter 5 (Building Codes) of the Miles City Code of Ordinances (MCCO) will apply to development on the subject tracts, along with any applicable Federal and State regulations. All parcels are out of the floodplain, LOMA Case #17-08-0475A. Municipal services are readily available. The newly created lots will have legal and physical access via Main and Bridge Streets. The subject parcels also have easements for a driveway and Access and Utilities.

This boundary line adjustment will not:

- create additional lots or tracts of land
- impact the ability of the government to provide local services
- endanger public health, safety, and welfare
- create or expand a non-conforming use
- create an expansion or cost of services
- increase the amount of roads currently being maintained by the City
- significantly increase emergency response times, traffic load, fire protection levels, schools and school routes, or landfill requirements
- create any special or rural improvement districts that would obligate the local government either administratively or financially.

RECOMMENDATION

Per MCA 76-3-207, the proposed amended plat is not a subdivision, is not subject to subdivision review and does not appear to be an attempt to evade subdivision review. It appears that the completed project will meet the intent of subdivision regulations stated in MCA 76-3-102. Custer County's Examining Land Surveyor has reviewed and approved the plat for compliance with MCA 76-3-401. Therefore, staff recommends approval of the amended plat as proposed.

CUSTER COUNTY ARM/ELS APPROVAL

The following described survey has been reviewed for conformance to ARM 24.183.1101 and 24.183.1104, mathematical closure, area computations, errors and omissions in drafting. The survey is approved for conformance to the above cited and is authorized by law and approved for recording or filing pursuant to 7-4-2617 MCA.

Document name: amended plat Legion Add 11-06-17.pdf

Description of Document or Survey: Boundary Relocation Survey, Amended Plat of Legion Addition No. 2, located in the SE $\frac{1}{4}$ NE $\frac{1}{4}$ Section 34, Township 8 North, Range 47 East, P.M.M., Miles City, Custer County, Montana. The survey was commissioned by Squatters Knob, LLC and Eleven G Farms, LLC, and dated September 2017.

Note: This approval applies to ARM/ELS review only, the subdivision or exemption review is performed by the Miles City Planning Department.

Dan Stahly

Dan Stahly, P.L.S. # 16192
Custer County Contract Reviewer
Date: 11/08/2017



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP AMENDMENT DETERMINATION DOCUMENT (REMOVAL)

COMMUNITY AND MAP PANEL INFORMATION		LEGAL PROPERTY DESCRIPTION
COMMUNITY	CITY OF MILES CITY, CUSTER COUNTY, MONTANA	Lots 6 through 8, and Amended Lot 9, Legion Addition No. 2, as shown on the Amended Plat recorded as Document No. 87959, in Envelope No. 275B, in the Office of the Clerk and Recorder, Custer County, Montana
	COMMUNITY NO.: 300014	
AFFECTED MAP PANEL	NUMBER: 30017C0662D	
	DATE: 7/22/2010	
FLOODING SOURCE: TONGUE RIVER SPLIT 3A		APPROXIMATE LATITUDE & LONGITUDE OF PROPERTY: 46.407894, -105.826260 SOURCE OF LAT & LONG: LOMA LOGIC DATUM: NAD 83


DETERMINATION

LOT	BLOCK/SECTION	SUBDIVISION	STREET	OUTCOME WHAT IS REMOVED FROM THE SFHA	FLOOD ZONE	1% ANNUAL CHANCE FLOOD ELEVATION (NAVD 88)	LOWEST ADJACENT GRADE ELEVATION (NAVD 88)	LOWEST LOT ELEVATION (NAVD 88)
6-9	--	Legion Addition No. 2	--	Property	X (unshaded)	2360.6 feet	--	2360.8 feet

Special Flood Hazard Area (SFHA) - The SFHA is an area that would be inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood).

This document provides the Federal Emergency Management Agency's determination regarding a request for a Letter of Map Amendment for the property described above. Using the information submitted and the effective National Flood Insurance Program (NFIP) map, we have determined that the property(ies) is/are not located in the SFHA, an area inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood). This document amends the effective NFIP map to remove the subject property from the SFHA located on the effective NFIP map; therefore, the Federal mandatory flood insurance requirement does not apply. However, the lender has the option to continue the flood insurance requirement to protect its financial risk on the loan. A Preferred Risk Policy (PRP) is available for buildings located outside the SFHA. Information about the PRP and how one can apply is enclosed.

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Map Assistance Center toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMA Clearinghouse, 847 South Pickett Street, Alexandria, VA 22304-4605.


 Luis V. Rodriguez, P.E., Director
 Engineering and Modeling Division
 Federal Insurance and Mitigation Administration



SUBDIVISION EXEMPTION CLAIM APPLICATION

Miles City Community Services & Planning
17 South 8th Street, PO Box 910
Miles City, MT 59301

Date Received: NOV 02 2017
(for official use only)

Attach a check payable to the City of Miles City for \$200.00 and submit the application materials (Original, plus 2 copies) to the City of Miles City Community Services and Planning Department, 17 S. 8th Street, Miles City, MT, 59301.

1. Property owner(s): (If more than 2, please attach additional sheets)

a. Name: Squatters Knob, LLC Occupation: _____
Address: P.O. Box 1231 Phone: (406) 853-1523
City, State, Zip: Miles City, MT 59301 Email: montylesh@gmail.com

b. Name: Eleven G Farms, LLC Occupation: _____
Address: 53 Balsam Circle Phone: 406-853 6060
City, State, Zip: Miles City, MT 59301 Email: daveg@midrivers.com

2. Surveyor/Representative:

Name: Quinn Wright Firm: DOWL
Address: 713 Pleasants St Phone: 406-234-6666
City, State, Zip: Miles City, MT 59301 Email: qwright@dowl.com

3. Parcel Description(s) of Existing Tract(s): (If more than 2, please attach additional sheets)

a. Address: Main ST 2702 MAIN thru 2710 MAIN (KdC) (11/2/17)
Tax ID Number: 000RMS4606 Geocode: 14-1740-34-1-13-05-0000
Section: 34 Township: 8 N Range: 47E
Other legal description: Lot 6, 7, 8 & Amended Lot 9, Legion Addition No. 2
Zoning District: commercial Minimum Lot Size: 14,739 sq ft
How and when the parcel was created (example: Subdivision: X Addition, 10/3/92):
Legion Addition No. 2 ENV. 029-B 1965

Amended Plat ENV. 275-B 1991 _____

b. Address: _____

Tax ID Number: _____ Geocode: _____

Section: _____ Township: _____ Range: _____

Other legal description: _____

Zoning District: _____ Minimum Lot Size: _____

How and when the parcel was created (example: Subdivision: X Addition, 10/3/92):

c. Address: _____

Tax ID Number: _____

Section: _____ Township: _____ Range: _____

Other legal description: _____

Zoning District: _____ Minimum Lot Size: _____

How and when the existing parcel was created (example: Subdivision: X Addition, 10/3/92):

4. Proposed Exemption(s):

This application is used for proposals to relocate common boundaries between adjoining properties, and/or the aggregation of lots, or miscellaneous exemptions (MCA 76-3-. Please indicate which exemptions apply to this proposal by checking the appropriate box(es):

- A division made outside of platted subdivisions for the purpose of relocating common boundary line(s) between adjoining properties. [76-3-207(1)(a), MCA]
- For five or fewer lots within a platted subdivision, the relocation of common boundaries. [76-3-207(1)(d), MCA]
- A division made for the purpose of relocating a common boundary line between a single lot within a platted subdivision and adjoining land outside a platted subdivision. A restriction or requirement on the original platted lot or original unplatted parcel continues to apply to those areas. [76-3-207(1)(e), MCA]
- Aggregation of parcels or lots when a certificate of survey or subdivision plat shows that the boundaries of the original parcels have been eliminated and the boundaries of a larger aggregate parcel are established. A restriction or requirement on the original platted lot or original unplatted parcel continues to apply to those areas. [76-3-207(1)(f), MCA]

- A division of land that is created for rights-of-way or utility sites. A subsequent change in the use of the land to a residential, commercial, or industrial use is subject to the requirements of this chapter [76-3-201(1)(h), MCA]
- Other (please describe) _____

a. Reasons/justification for use of the exemption:

_____ to create 3 parcels out of 4 _____

b. Intentions for uses of the property (List or discuss the property owners' intentions for the use of each resulting parcel. For example, will the parcel(s) be used for agriculture, commercial, residences, etc.?):

_____ All property will be used a commercial sites _____

c. Intentions for disposition (For example, is the intent to correct a building or fence encroachment, to bring the property into compliance with zoning requirements, to prepare tracts for sale, etc.?):

_____ to prepare Parcel A for sale

5. Required attachments:

Submit the original, signed application, along with two additional copies of the completed application and the information listed below.

- _____ a. Copies of recorded deeds documenting present ownership of affected parcels.
- _____ b. Copies of all deeds, contracts, restrictions, and covenants related to this property recorded or entered into within the past year.
- _____ c. Site plan (or draft certificate of survey or subdivision/amended plat) showing the approximate gross and net lot sizes (in acreage or square feet), proposed property lines, and all existing and proposed structures. The site plan should also identify property line setbacks, parking spaces, and any other information necessary to demonstrate compliance with the zoning code.
- _____ d. Documentation of approved variances from zoning requirements related to the affected parcels.
- _____ e. Copies of existing and proposed deed restrictions or covenants, if any.
- _____ f. All documentation in support of the sanitation exemption(s), if applicable.

g. Copies of any existing permits for the development on the property (building permits, floodplain permits, etc.), as applicable. Bldg permit # 7345 (kdc - 11/2/17)

6. Acknowledgments:

I/We, the undersigned landowner(s) and exemption claimant(s) understand that the State of Montana provides that certain divisions of land, which would otherwise constitute subdivisions, are exempt from local subdivision review and approval, unless the transactions are an attempt to evade the Montana Subdivision and Platting Act or local subdivision regulations.

I/We affirm that this exemption claim is not an attempt to evade the Montana Subdivision and Platting Act or the Miles City Subdivision Regulations.

I/We recognize that I/We may be subject to penalties if my actions are deemed to be an effort to evade subdivision review, as set forth in Montana law:

- 76-3-301(3), MCA: If transfers not in accordance with the Montana Subdivision and Platting Act are made, the City Attorney shall commence action to enjoin further sales or transfers and complete compliance with all provision of the Montana Subdivision and Platting Act. The cost of such action shall be imposed against the party not prevailing.
- Violations: Any person who violates any provision of the Montana Subdivision and Platting Act or any local regulations adopted pursuant thereto shall be guilty of a misdemeanor and punishable by a fine of not less than \$100 or more than \$500 or by imprisonment in a county jail for not more than 3 months or by both fine and imprisonment. Each sale, lease, or transfer of each separate parcel of land in violation of any provision of this chapter or any local regulation adopted pursuant thereto shall be deemed a separate and distinct offense.
- I/We also recognize that making false statements on this form could subject me to criminal prosecution for False Swearing (per MCA 45-7-202) and Perjury (per MCA 45-7-201).
- I/We also recognize that per 45-7-203(1), MCA (Unsworn falsification to authorities), A person commits an offense under 45-7-203 if, with the purpose to mislead a public servant in performing an official function, the person:
 - (a) makes any written false statement that the person does not believe to be true;
 - (b) purposely creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements from being misleading;
 - (c) submits or invites reliance on any writing that the person knows to be forged, altered, or otherwise lacking in authenticity; or
 - (d) submits or invites reliance on any sample, specimen, map, boundary mark, or other object that the person knows to be false.

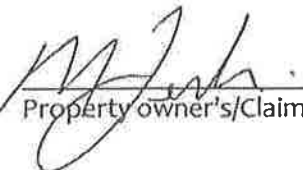
7. Signatures:

I/We, as Claimant(s), has/have read the foregoing Exemption Claim Application, and affirm that my/our statements and information are true and correct to the best of my/our knowledge.



Property owner's/Claimant's signature

Date: 11/2/2017



Property owner's/Claimant's signature

Date: 11/2/2017

RESOLUTION NO. 4117

A RESOLUTION PURSUANT TO §7-6-4006 OF THE MONTANA CODE ANNOTATED, AUTHORIZING AMENDMENT OF FINAL BUDGET FOR FY 2017-2018 TO INCREASE THE BUDGETED AMOUNT IN WATER FUNDS # 5210-22-430530-940, 5210-23-430550-940 and 5210-80-430540-940

WHEREAS, the City of Miles City wishes to amend the budget for Fiscal Year 2017-2018 to authorize unbudgeted expenses related to machinery and equipment;

AND WHEREAS, such amendment of the final budget will result in an overall increase in appropriation authority within such fund,

AND WHEREAS the provisions of §7-6-4006 MCA require public hearing upon any budget amendment resulting in an overall increase in appropriation authority,

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

The appropriations for the Final Budget for Fiscal Year 2017-2018 for Water-Fund 5210-22-430530-940 shall be increased in the amount of \$260,000 (machinery & Equipment); Fund 5210-23-430550-940 shall be increased in the amount of \$1,927,000 (machinery & Equipment); and Fund 5210-80-430540-940 shall be increased in the amount of \$27,000 (machinery & Equipment).

BE IT FURTHER RESOLVED that a public hearing shall be held on the above proposed amendment to the Final Budget for Fiscal Year 2017-2018 on the 12th day of December, 2017, at 7:00 p.m. in the City Council Chambers at City Hall, Miles City, Montana. The City Clerk shall cause notice of such hearing to be published in the Miles City Star, in accordance with §7-1-4128 MCA, at least 2 times with at least 6 days separating each publication.

SAID RESOLUTION READ AND PUT UPON ITS FINAL PASSAGE THIS 28th DAY OF NOVEMBER, 2017.

JOHN HOLLOWELL, Mayor

ATTEST:

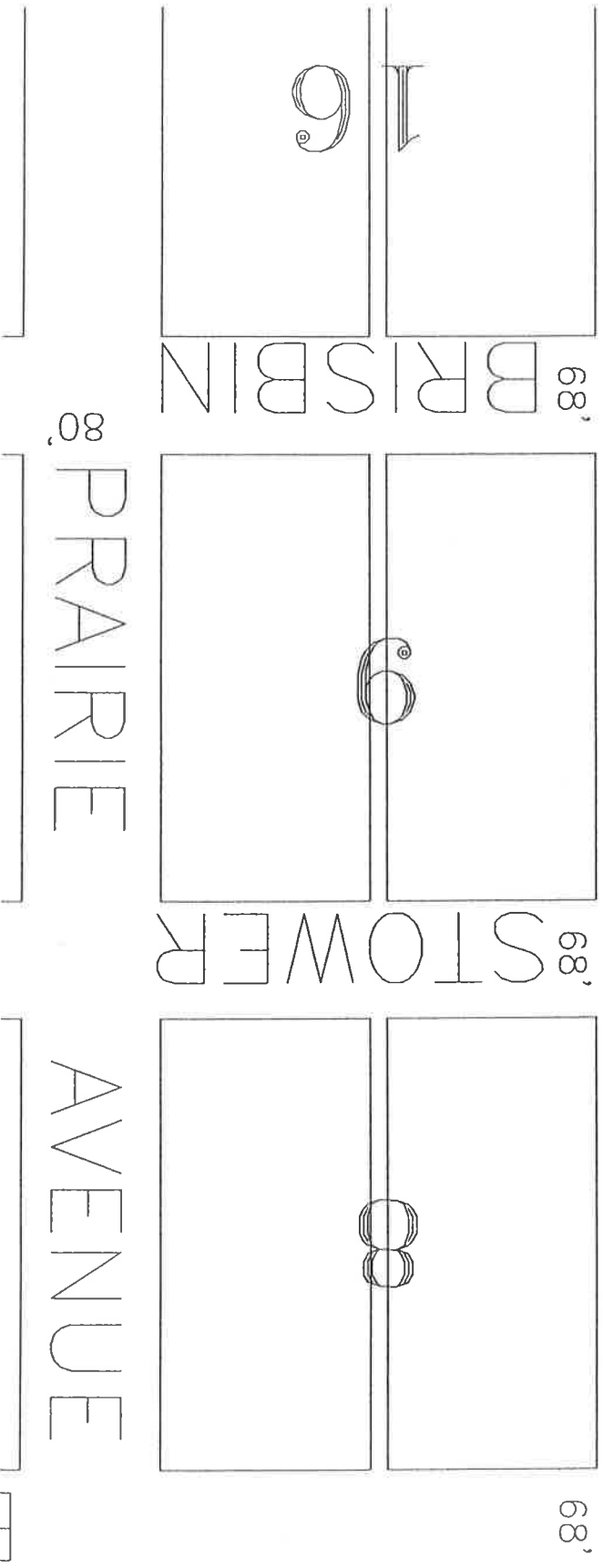
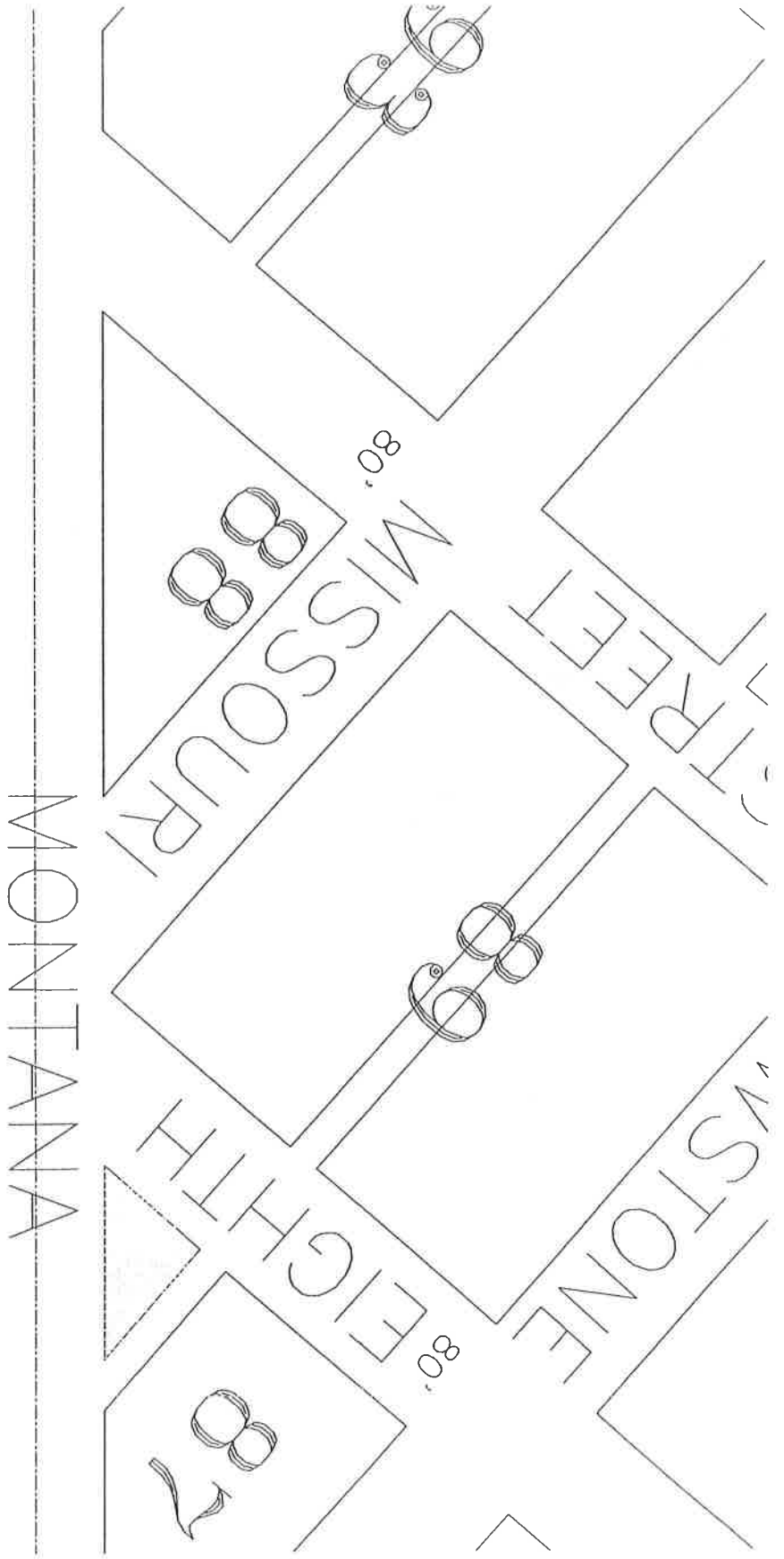
Lorrie Pearce, City Clerk

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 12th DAY OF DECEMBER, 2017.

JOHN HOLLOWELL, Mayor

ATTEST:

Lorrie Pearce, City Clerk



Earlier this fall, the Community Builders Leadership Institute (CBLI) granted Miles City the opportunity to attend a workshop in Kalispell, MT. The grant paid for our motel and two meals per day. From Oct 25-27, the CBLI coaches led our five-member team through identification of challenges and opportunities that face our community and development of an action plan to address those challenges and exploit the opportunities.

The Community Builders Leadership Institute is a non-profit organization that assist communities address challenges of all kinds. To date they have numerous success stories under their belt – five of them in Montana communities. Through participation in the CBLI, community leaders:

- Learn about successful projects and programs from peer communities.
- Connect to a network of local leaders and peer communities throughout the region.
- Explore public and private sector roles in catalyzing development and investment, and learn about successful models for public/private partnerships.
- Develop strategies for public engagement and effective community partnerships.
- Work with a team of expert trainers to address specific planning and development challenges within their community.
- Create a community action plan to advance specific issues and goals identified in the training.

The team consisted of Tracy Baker-MCAEDC Director, Alex Evans-Miles City SBDC Regional Director, Jason Strouf-County Commissioner, Jeff Erlenbusch-City Council member, and Dawn Colton-City Planner.

During the workshop, we identified the challenges and opportunities that we felt face our community:

Challenges:

- Economic Development
- County/City communications
- Livability
- Barriers to Development

Opportunities:

- ❖ Increasing the quality of life by providing more recreational opportunities that will foster retainage of our workforce.
- ❖ Development of Vision and Mission statements
- ❖ Build on our status as the regional hub
- ❖ MCAEDC's Strategic Plan
- ❖ Revitalization of downtown
- ❖ Potential projects and upcoming projects
 - Construction of a new levee
 - Downtown Master Plan
 - Industrial Park

Below is an excerpt of the action plan that I will be a part of. I would like the Council's approval of the plan and consent to proceed in carrying out the strategies outlined below.

Strategy: Coordinate with Downtown Master Plan effort to help inform the process and incorporate team goals

Goal promoted:

- Invest in place to increase our quality of life, retain our workforce, and attract future businesses.

Action Item: Attend next TIFD Board meeting

Lead: Dawn, Jeff, Tracy

Timeline: November meeting

Notes:

- Streetscape improvements
- Work with URA to address vacant buildings
- Create & improve community gathering spaces
- Pursue a sidewalks campaign

Strategy: Conduct a policy audit to adjust regulatory environment to match community goals

Goals promoted:

- Support our local businesses and develop our workforce.
- Improve city/county relations and collaboration.

Action Item: Hold internal conversation with County Commissioners

Lead: Jason

Timeline: Next Week (Early Nov)

Notes:

People to bring to the table:

- Bill Ellis
- Mike Rinaldi

Action Item: Hold internal conversations with Council, Mayor, and DPW

Lead: Dawn

Timeline: Next Week (Early Nov)

Notes:

Action Item: Introduce policy audit project to planning board and zoning commission

Lead: Dawn

Timeline: Before January

Notes:

Action Item: Hold internal conversation with private stakeholders

Lead: Dawn, Bill, Mike

Timeline: Jan/Feb 2018

Notes:

Action Item: Organize policy audit workshop

Lead: Dawn, Bill, Private 3rd party (selected during stakeholder conversations)

Timeline: March

Notes:

People to bring to the table:

Contractors, developers, real estate agents, etc.

RECORDS DESTRUCTION DOCUMENT (RM88)

NO. 2017-06

PAGE 1 OF 1 PAGES

1. AGENCY NAME AND DIVISION/PROGRAM:
 CITY OF MILES CITY
 FINANCE DEPARTMENT

2. AGENCY CONTACT:
 NAME: Becky Hart
 PHONE #: 406-874-8620 EMAIL: bhart@milescity-mt.org

3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

Delete
 Incinerate
 Shred as Classified
 Toss without Restriction
 Other: Explain RECYCLE

4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or **Offer to the State Historical Society Archives** has been fully justified, and that further retention is not required for any litigation pending or imminent. Documentation attached from Historical Society.

SIGNATURE:
 NAME AND TITLE: Becky Hart, General Office Clerk
 DATE:

5. LIST OF RECORD SERIES

NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
8	3 -page 125	Customer Payment Coupons	1 year	1/2011-6/2016	~22 cubic feet	
8	2 -page 125	Customer Ledgers	3 years	1/2011-6/2014	~7 cubic feet	
	1 -page 45	Accounts Payable a.) Accts Payable List (check disbursement)	5 years	1/2008-6/2012	~1/3 cubic foot	

6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager
 Name: Lorrie Pearce, City Clerk Date:
 Signature:

7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title: Jase Kinsey, Customer Service/HEO
 Signature:

2017-06**Records Disposal Request for:**

[No RM60 Records Disposal Request Form Required]

1 year retention: (WATER DEPT BOXES IN GARAGE) - 22

Cash Receipts – April, May, June 2016
Jan, Feb, March Cash Receipts 2016
Oct, Nov, Dec 2015 Cash Stubs
July, Aug, Sept 2015
Cash Receipts April, May, June 2015
Cash Receipts Jan, Feb, March 2015
Oct, Nov, Dec 2014
July, Aug, Sept 2014
April, May, June 2014
Cash Receipts Stubs Jan, Feb, March 2014
Oct, Nov, Dec Receipts 2013
July, Aug, Sept 2013
April, May, June 2013
Cash Receipts Jan, Feb, Mar 2013
Cash Receipts Oct, Nov, Dec 2012
Cash Receipts Jun, July, Aug 2012
Cash Receipts April, May, June 2012
Cash Receipts Jan, Feb, March 2012
Oct, Nov, Dec Cash Receipts 2011
July, Aug, Sept Receipts 2011
Cash Receipts April, May, June 2011
Cash Receipts Jan, Feb, Mar 2011

3 year retention: (WATER DEPT LARGE GREEN BINDERS IN GARAGE) - 14

Month End Close out Jan-June 2014
Daily Cash Journals Jan-June 2014
Month End Close out Reports July-Dec 2013
Daily Cash Journals, July-Dec 2013
Daily Cash Journals Jan-June 2013
Month End Close out Reports Jan-June 2013
Month End Close outs Jan-June 2012
Daily Cash Journals July-Dec 2012
Daily Cash Receipt Reports Jan-June 2012
Month End Close Out Reports July-Dec 2012
Daily Cash Reports Jan-June 2011
Close Out Reports Jan-June 2011
Daily Cash Reports July-Dec 2011
Close Out Monthly Reports Jun-Dec 2011

5 year retention:

-CHECK REGISTER REPORTS 1/31/08-6/30/12 (Accts Payable List-check disbursement)

