



CITY OF MILES CITY

Finance Committee Meeting Agenda

March 18, 2026 at 6:00 PM

City Council Chambers and online at zoom.us

Zoom ID: 4062343462 | Passcode: 59301

CALL TO ORDER

1. REQUEST OF CITIZENS AND PUBLIC COMMENT

2. UNFINISHED BUSINESS

A. Review and Discuss Business License Ordinances.

3. 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 Committee 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

Notes from discussions and research (Brooke)

Previous business license discussion in 2025:

-\$85 flat fee, annually, due start of fiscal year, July 1, 3 month grace period

Banner incentive program by Treasurer Moua

Current ordinance 1355:

Licenses are payable in advance -keep or remove?

- Brings up option of refunds if they are payable in advance

Penalty- 300 dollars first time, 500 dollars after (state statute limits)

Definition of home occupation and sec 6-248- refer to Melissa's outline

General permit and order of approval? Is it necessary to have council approve?

Notes from discussion with Gabe:

Gabe recommends \$150-200 to cover both administrative and inspector costs

Permit fee vs license fee? Do we need both?

- (If the license costs over \$100 we shouldn't need an application fee, worry about compliance if we tack on too many fees)

Inspection refusal? -home businesses don't necessarily need inspected

Inspection compliance-schedule with Gabe or FD or PD depending on type of business?

Main concern from Gabe: making sure contractors and businesses have proper insurance and workers comp policies

First time higher amount, renewal amount lower- fee of \$_____?

--next couple years get everything looked at, level out the playing field, obtaining safety in terms of 911 and police being updated on your business emergency numbers to call..etc, insurance being up to date for city and state levels, give you the right to do business wherever, it's a write off for taxes!! -Gabe

Recommended exemptions: under 18 & farmers market

Get list of businesses and info to police and dispatch

-Livingston has “safety inspection certificate”- could we implement that or is it unnecessary

Discuss current process vs any changes needed

* who all sets eyes on licenses now?

* who enforces this policy?

* what are the steps/efficient order for handling them?

example: clerks>Gabe/Ed>Melissa>committee>Sam

(Mark Winkley offered to help with this the enforcement of it, stating he already handles public nuisance citations, he could easily assist with licensure citations if businesses are non compliant)

Notes from discussion with Melissa:

Incentive ideas

- Banquet held annually for business recognition
- Business catalog with list of resources and business (similar to chamber of commerce)

No exemptions recommended because our licensure pricing is well below most other cities our size

Committee of 2 council members to help with administrative process-looking over applicants, dealing with any requests to waive or exempt, have another set of eyes so council can stay informed

Notes from discussion with Sam:

Change wording to discard word “temporary”, just label all vendors as vendors whether seasonal or other

Resolution 4617-vendors currently pay \$50 for 6 months of vending

City's cloud permit system could use more description when business license info is being put in

PD needs to have list of vendors

Vendors need to also provide a map of the areas they plan to sell in so both city and PD know in advance

Vendors are already using city property, hence the need for the additional "vendor permit"

Cottage licenses should be being double checked

Sanitation officer needs to be involved with inspections

ORDINANCE NO. 1355

AN ORDINANCE AMENDING CERTAIN SECTIONS OF THE CODE OF ORDINANCES OF THE CITY OF MILES CITY ESTABLISHING REVISED LICENSE/PERMIT FEES.

WHEREAS, the City of Miles City has determined that the existing license/permit fees in the City of Miles City require revision;

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

Section 1. Section 6-29, 6-37, 6-248, 6-249, & 6-294 of the Code of Ordinances of the City of Miles City are hereby revised to read as follows:

“Sec. 6-29. – Payment of Fees; Refunds

(1) All license fees are payable in advance. Nothing in this article shall be construed so as to entitle a licensee to a refund of any portion of the license fee in the event of the discontinuance of the licensed business or the suspension or revocation of the license prior to the expiration of the period for which the fee has been paid. The license fee for conducting business under the provisions of this article shall be \$85 per annum.

“Sec. 6-37. – Penalty for violation of article.

(1) Any person who violates the provisions of this article shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punishable by a fine of \$500.00 or by imprisonment for a term not to exceed six months, or both for operating without a license. municipal infraction and shall have imposed a civil penalty of not more than three hundred dollars (\$300.00) for a first infraction, and not more than five hundred dollars (\$500) for any repeat infraction.

(2) City licenses that are not renewed by September 1st annually shall incur a late fee of twice the license fee required in each provision of this article.

(3) Each day of failure to comply with the provisions of this division shall may constitute a separate offense.

“Sec. 6-246. - Definition.

Home occupation means an income-producing activity within a home where there is no sign or display or other visible indication that would indicate from the exterior that the residence is being used in whole or in part for any other purpose than that of a dwelling, and which does not require the employment of any person outside the immediate family. Businesses which do not meet the foregoing criteria shall be required to

obtain a proper zoning designation in order to carry on business at their home location.

“Sec. 6-248. – Permit Generally.

Applications for a home occupation permit shall be submitted to the city council on forms provided by the office of the city clerk, and the following procedure is hereby adopted:

(1) The city council shall conditionally approve or disapprove a citizen's request based on all of the following four criteria:

- a. Community customs.
- b. Type of occupation and equipment needed.
- c. Traffic generation.
- d. Impact on the neighborhood.

(2) The City Council must be petitioned at a regularly scheduled meeting by the petitioner for a home occupation prior to the establishment of a home occupation.

(3) Fifty-one percent of the resident property owners within 250 feet must sign a petition stating that they approve of the planned home occupation activity before a permit will be considered by the City Council.

(4) Permittees whose home occupation creates a greater demand than a normal residence on the City's water and sewer system, as determined by the Utilities Department, will upon issuance of this permit, pay the minimum commercial rate for sewer and water.

“Sec. 6-249. – Permit Fee.

The application and processing fee shall be \$85.00 per annum so long as the business continues to operate.

“Sec. 6-294. – License fee; separate license required for each type of business.

(1) The license fee for the privilege of conducting the business of a pawnbroker or secondhand junk dealer under the provisions of this article shall be \$50.00 per annum.

(2) Each of the three businesses specified in this article requires a separate city license.

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 May, 2022.

John Hollowell, Mayor

ATTEST:

Towns across Montana, similar in population to Miles City (8,438)

- Havre (9,330)
- Whitefish (9,163)
- Livingston (8,908)
- Laurel (7,193)
- Lewistown (6,149)
- Sidney (6,112)

*indicates cities I called and spoke with people within city government

SUMMARY:

Both Livingston and Whitefish base the business license or registration fee on the square footage of said business. (fees not stated in codes)

*Laurel has a flat fee of \$100 across the board. (fee not stated in codes)

*Lewistown has a sliding scale based on the type of business, with \$60 being the lowest for home businesses all the way up to \$300 for beer and wine licenses. They also offer no exemptions. (fees not stated in codes)

*Sidney does not require additional registrations or licenses as all business licenses go through the state of MT anyway. They do require solicitors licenses. (fees not stated in codes)

*Havre has the lowest fee of \$23.50, and only for new businesses. In order to raise compliance, existing businesses are exempt from the fee, however all businesses had to complete the forms and inspections for the matter of public safety, dispatch/fire/police effectiveness. The license is only granted after inspections have taken place.

Whitefish:

In accordance with Section 3-1-3 of Whitefish City Codes contractors, general businesses, home occupations, and short-term rentals are required to register with the city. Business registration promotes public safety through the provision of emergency contact information, regularly scheduled fire inspections, and confirmation of liability insurance, if applicable. Business registration also assists the city to ensure compliance with other regulations or ordinances. Failure to register a business prior to operating a business in the corporate limits of the city constitutes a violation of the Whitefish City Code. Please complete and return the appropriate application with payment to the Finance Department, Customer Service Clerk. The approval process for a business registration could take up to four weeks. To ensure correct zoning for the business location please contact the Planning Department at 863-2410

Havre:

5-4-1: BUSINESS REGISTRATION:

For the general well-being and protection of the inhabitants of the city, no person or entity shall engage in state-filed business without first receiving a business registration, and obtaining a certificate of occupancy from the city, as set forth in title 11, chapter 1, section 18 of the Havre City Code. (Ord. 930, 4-1-2024)

5-4-2: ISSUANCE OF REGISTRATION:

This registration requirement is intended to apply to all state-filed businesses, whether individually operated or operated through an entity, conducting business in the City of Havre.

(A) The City shall be charged with the collection of all business registration applications. The city shall provide a business registration application to any person or entity seeking to obtain a business registration.

(B) The city shall issue a registration for each business upon presentation of a properly completed business registration application together with the appropriate license fee, after the issuance of a certificate of occupancy. If upon any review or inspection required by the city, when inspection occurs by any city employee or agent, such business is found to be in violation of any city ordinance or code existing at the place of business sought to be licensed, such employee or agent shall submit a written description of the violation,

specifying the steps necessary to qualify the premises or business for a business registration. A copy of the written description of the violation shall be furnished to the applicant. Registration shall not be issued until the business has taken the required steps to no longer be in violation. (Ord. 930, 4-1-2024)

5-4-3: REGISTRATION FEE:

The registration fee shall be twenty-three dollars and fifty cents (\$23.50). (Ord. 930, 4-1-2024)

5-4-4: REGISTRATION EXPIRATION:

The registration shall not expire. The registration is not transferable. A new registration shall be required for any transfer or change to the business, including but not limited to ownership, applicant, business location, or business name. (Ord. 930, 4-1-2024)

5-4-5: VIOLATION AND PENALTIES:

It shall be unlawful for any new state-filed business to operate without first registering with the city. Any person found operating such a business, whether individually or through an entity, without first registering said business, shall be deemed guilty of a misdemeanor, and each such person shall be deemed guilty of a separate offense for each and every day, or part thereof, during which said business is operation without registration as per section 1-3-1 . (Ord. 930, 4-1-2024)

Laurel:

Chapter 5.04 - BUSINESS LICENSES IN GENERAL

Sections:

5.04.010 - Scope.

The provisions of this chapter apply to the issuance of every kind of license or permit authorized by the city. Whenever a provision of a particular licensing ordinance shall be deemed in conflict with any phrase or section of this chapter, the provision of the particular licensing ordinance shall prevail. The city council shall establish reasonable fees and/or charges for all licenses and permits issued within the jurisdiction of the city by annual resolution after a public hearing.

(Ord. 06-04 (part), 2006: prior code § 5.04.010)

5.04.020 - Unlawful activities not licensed.

No provision contained in this title shall be construed so as to license any trade, business, occupation, vocation, pursuit, profession, or entertainment prohibited by any law of the state of Montana, or prohibited by the provisions of this code or other ordinance of the city.

(Prior code § 5.04.020)

(Ord. No. O11-02, 2-1-2011)

5.04.030 - Valid license required.

No person shall conduct any activity for which a license is required by the city without first procuring a valid license therefor.

(Prior code § 5.04.030)

5.04.040 - Application requirements.

Every person desiring to conduct any business or other activity in the city for which a license is required must file with the city clerk-treasurer, on a form to be provided by the city clerk-treasurer, an application for license in writing. The fee for such license must accompany the application. The application shall be subscribed and sworn to by the applicant before an officer authorized to take oaths, and shall set forth:

A.The name of the applicant;B.His place of permanent residence;C.His local business address, if any;D.Date of his arrival in the city;E.City or county from which last license, if any, received;F.Description of the activity to be licensed, and its location;G.Whether the applicant shall act as principal or agent;H.If acting as agent, the name and place of business of the principal or employer;I.If the applicant is an agent, the principal's acknowledgment of such agency must accompany the application.

(Ord. 97-2 § 4 (part), 1997; prior code § 5.04.040)

5.04.060 - Examination of applicant.

A.Nothing contained in this title shall be construed to create any vested right in any person, to the assignment, renewal, reissuance or continuance of any license; the right thereto shall be always vested in the city council. B.The city council may notify or cause to be notified, in writing, the applicant to appear before the council for the purpose of further inquiry into the facts and circumstances of the application and the fitness of the applicant

to be licensed. C. The council may direct the chief of police or other city officer to investigate the facts stated in each license application, the qualifications and character of the applicant and the officers and owners of the firm to be licensed.

(Ord. 1041, 1992: Prior code § 5.04.060)

5.04.061 - Fire inspection for businesses.

Licenses being applied for require a fire inspection. The fire inspector's report will be returned within ten days, and the license applied for may then be issued.

A fee for the fire inspection shall be collected at the time the business application is filed with the city. The amount of the fee shall be established by resolution of the city council, and may be increased from time to time by further resolution as the council may deem appropriate.

Livingston:

Sec. 17-1. - Safety inspection certificate and business license.

All buildings, office spaces or premises with fixed street address in which are located businesses or organizations which are or may be accessible to the public, employees, or members are hereby required to obtain a safety inspection certificate and/or a business license from the City of Livingston.

(Ord. No. 2026, § 1(A), 10/19/10; Ord. No. 3011, § 1, 8/3/21)

Sec. 17-2. - Special business license.

All business or organization which engage in providing services or selling food or merchandise away from a fixed street address within the City, such as sidewalk vendors, non-resident vendors, non-resident merchants, and resident and non-resident service providers are hereby required to register with the City by obtaining a special business license from the City of Livingston.

(Ord. No. 2026, § 1(B), 10/19/10)

Sec. 17-3. - Alcohol beverage license.

All persons or business to whom a retail alcohol license has been issued by the State of Montana also must obtain a city alcoholic beverage license in addition to the safety inspection certificate or any other permit or license required hereunder.

(Ord. No. 2026, § 1(C), 10/19/10)

Sec. 17-4. - Definitions.

The following words and phrases when used in this Chapter shall have the following meaning:

1."Amusement device" means a machine which requires some form of payment for its operation and which provides some form of entertainment, i.e. a game, music or video. Gambling games, such as video poker and keno, are specifically excluded from this definition.2."Buildings, office or retail space or premises" means all buildings, structures, rooms, offices, or portions thereof which are situated on a permanent structural foundation and permanently connected to City water and sewer service wherein a business or organization is located and which is or may be accessible to the public, employees, or members or located in such close proximity to other buildings, structures, rooms, offices, or portions thereof so as to constitute a public threat in the event of a uniform safety code violation.3."Business or organization" means any occupation, trade, profession, commercial activity, social activity, fraternal activity, or religious activity located in or meeting regularly in buildings, offices or premises whether sole proprietorships, partnerships, corporations, nonprofit corporations, religious organizations, or social and fraternal organizations.4."Home occupation" means a lawful business carried on by a resident of a dwelling as an accessory use within the same dwelling or an accessory building which will not infringe upon the rights of neighboring residents to enjoy the peaceful occupancy of their home. See City of Livingston Zoning Code, Section 30.55, Home occupation, for further requirements.5."Non-resident vendor" means any person engaged or employed in the business of selling to consumers by going from consumer to consumer, either on the streets or to their places of residence or employment and soliciting, selling or taking orders for future delivery of any goods, wares or merchandise.6."Sidewalk vendor" means any person vending food or other merchandise from the sidewalk with no street address or from push carts, vehicles, trailers, or other readily mobile sources to customers within the city limits. No vendor shall park a vehicle or any other moveable or temporary entity on any public street, alley or private lot for more than four (4) hours in any eight-hour period at one (1) location. The parking of a vehicle or other movable entity within three hundred (300) feet of the original location is considered one (1) location.7."Safety inspection certificate" or "certificate" as used herein is issued to a business at a specific building, office or premise which has passed an inspection pursuant to the uniform codes or other ordinances and regulations enacted for the purpose of protecting health, safety, and welfare of the public. The certificate is not intended, and shall not be used in any manner to regulate the manner in which any commercial,

professional, fraternal, or religious enterprise is conducted.8."Square footage" means the total number of square feet contained within the exterior walls of a building, suite or office used in the business operation and open to the public, employees or members.9."Temporary premises" means any structure, vehicles, or other mobile device without a foundation and not permanently connected to City water and sewer service which is temporarily occupied for business. A temporary premise can exist for no more than ninety (90) calendar days in any twelve-month period. Temporary premise does not include sales booths, concession stands etc., which are operated in conjunction with a community sponsored event authorized by the City Commission.10.A "Non-resident merchant" means any person who brings into temporary premises, a stock of goods, wares or articles of merchandise or notions or other articles of trade, and who solicits, sells or offers to sell, or exhibits for sale, such stock of goods, wares or articles of merchandise or notions or other articles of trade. A non-resident merchant can operate out of temporary premises for a period of ninety (90) calendar days in any twelve-month period.11."Non-resident service contractor" means any person or business not residing within the city limits of Livingston engaged or employed in providing services for hire and includes persons or businesses engaged in contract construction, painting and drywall, landscape installation and maintenance, janitorial, and service contractors of all kinds including computer technicians and copier maintenance.12."Resident service contractor" means any person or business residing within the city limits of Livingston and engaged or employed in providing services for hire which does operate out of a building, office space or premise in the City and includes persons and businesses engaged in contract construction, painting and drywall, landscape installation and maintenance, janitorial, and service contractors of all kinds including computer technicians and copier maintenance.13."Uniform Safety Codes" as used herein means the most recent version of the following codes adopted by the City of Livingston:a.Uniform Fire Code.b.International Building Code.c.International Residential Code.d.International Existing Building Code.e.International Mechanical Code.f.International Fuel Gas Code.g.Uniform Plumbing Code.14."Special business license" or license, means a license issued to a business or organization which engages in providing services or selling food or merchandise away from a fixed street address within the City, such as sidewalk vendors, non-resident vendors, non-resident merchants, resident and non-resident service providers. The mere fact that a space is used adjacent to or near a fixed street address on a regular basis does not qualify as a street address. The license is not intended, and shall not be used in any manner to regulate the manner in which any commercial, professional, fraternal, or religious enterprise is conducted.

(Ord. No. 2026, § 1(D), 10/19/10; Ord. No. 3011, § 1, 8/3/21)

Sec. 17-5. - Application of regulations.

A.A safety inspection certificate or special business license shall be obtained in the manner prescribed herein for each business and branch establishment, including off-site warehouses and distributing plants or location of the business as if each such branch establishment or location were a separate business. However, on-site warehouses and distributing plants used in connection with, and incidental to an approved business shall not be deemed to be separate places of business or branch establishment.B.No safety inspection certificate or special business license shall be required of any person for mere delivery into the City of any property purchased or acquired in good faith from such person at the regular place of business outside the City where no intent by such person is shown to evade the provisions of this Chapter.

(Ord. No. 2026, § 1(E), 10/19/10)

Sec. 17-6. - Authority.

The City Manager, or designee, shall have the authority to establish the necessary procedures to carry out and enforce the intent of this title.

(Ord. No. 2026, § 1(F), 10/19/10)

Sec. 17-7. - Procedure for issuance of certificate or license.

A.Prior to commencing a business or organization in the City of Livingston, the applicant shall apply for a safety inspection certificate and/or a special business license. To receive a certificate or license, the applicant shall:1.Be in compliance with all zoning, building and fire codes.2.Submit a completed application accompanied by the full amount of the applicable fee which shall include the nature of the business or organization, a site plan and in the case of a home occupation a site plan indicating the portion of the dwelling which will be used for the business. In addition, the applicant will provide information concerning the location of any hazardous chemicals or flammable products which may be located upon the premises.B.The applicant may change location provided:1.The applicant complies with all zoning, building and fire codes.2.The applicant obtains a new safety inspection certificate or business license for the change of location.C.The applicant may transfer the safety inspection certificate or business license to another person in accordance with established procedures.

(Ord. No. 2026, § 1(G), 10/19/10; Ord. No. 3011, § 1, 8/3/21)

Sec. 17-8. - Safety inspection certificate and/or special business license fees.

A.All safety inspection certificate and special business license fees shall be established by resolution adopted by the City Commission and paid to the City Finance Office. Such fees shall be reasonably related to the cost of issuing the certificate or special license and the cost of inspections and registration.B.No refund of any safety inspection certificate or special business license fee, or part thereof, shall be made.

(Ord. No. 2026, § 1(H), 10/19/10; Ord. No. 3011, § 1, 8/3/21)

Lewistown:

5-1-2: LICENSE REQUIRED:

No person shall conduct, operate, transact, engage in or carry on any business within the city without first applying for and obtaining a license therefor from the city, as herein provided, and if such application is granted, shall pay therefor as hereinafter provided. Except that the requirements of this section shall not apply to persons or entities with no base of operations in Fergus County who exclusively deal with and contact licensed businesses only by salesmen, telephone or mail. (Ord. 1700, 12-6-2004)

5-1-3: UNLAWFUL ACTIVITIES:

No provision herein contained shall be construed as to license any business prohibited by any law of the United States or of the state, or by any ordinance of this city. (Ord. 1479, 12-21-1981)

5-1-4: INTERSTATE COMMERCE:

Nothing in this title shall operate so as to interfere with the power of the congress of the United States to regulate commerce between the states, as such power is defined by the supreme court of the United States. (Ord. 1479, 12-21-1981)

5-1-5: HOME OCCUPATIONS:

(Rep. by Ord. 1700, 12-6-2004)

5-1-6: FARM TO MARKET:

No business license shall be required of persons marketing farm produce raised in Fergus County to individuals or businesses within the city. (Ord. 1479, 12-21-1981)

5-1-7: APPLICATIONS:

To apply for a business license, the applicant shall file a completed business license application form with the city clerk. Blank forms shall be available at the office of the city clerk. The license fee shall accompany the license application. The information stated in the application shall be true to the best of the applicant's knowledge, and the applicant shall swear and subscribe to this fact before the city clerk, or any officer authorized to take oaths. The application shall state:

- (A) The name of the applicant.
- (B) The applicant's place of permanent residence.
- (C) The applicant's local business address, if any.
- (D) Date of applicant's arrival in the city.
- (E) City or county from which last license held, if any.
- (F) Description of the business or businesses to be licensed, it or their location and the services.
- (G) Whether the applicant shall act as principal or agent.
- (H) If acting as agent, the name and place of business of the principal.
- (I) Number of amusement games required to be licensed on the premises. If the applicant shall be acting as an agent, the principal's acknowledgment of the agency must accompany the application. (Ord. 1700, 12-6-2004)

5-1-8: GRANTING OF LICENSES:

License applications, together with the license fees, shall be filed with the city clerk. In the city clerk's discretion, or in the discretion of the city manager, such applications may be approved, or may be held until the next regular meeting of the city commission, when they shall be submitted to the city commission for consideration. The city commission may decline to issue a requested license if its issuance would be detrimental to the public health, welfare or safety. (Ord. 1700, 12-6-2004)

5-1-9: MULTIPLE BUSINESSES:

(A) When a person is carrying on two (2) or more different classifications of business at a single place of business, they shall obtain licenses most applicable, not to exceed three (3), however, the combined fee for all such licenses shall be equivalent to the highest license fee applicable for any of the individual licenses sought. The combined fee shall not apply to license fees for beer, wine, liquor or gambling. When a person is carrying on two (2)

or more different businesses at different places, he/she shall obtain a separate license, and pay a separate fee for each business.

(B) When a person is carrying on two (2) or more different classifications of business at a single place of business which require obtaining both a city business license and city registration certificate, the person shall be required to obtain both a city business license and registration certificate, however the combined fee for all such licenses/registration certificates shall be equivalent to the highest single license fee or registration certificate fee applicable. (Ord. 1700, 12-6-2004)

5-1-10: APPEALS:

Any decision regarding the issuance of a license, the classification of the business to be licensed, or the license fee to be paid, may be appealed by the applicant. Upon notice of the appeal, the city clerk shall refer the matter to the city manager, who shall decide the matter. The applicant may appeal the decision of the city manager to the city commission. The city commission shall consider the appeal at its next regular meeting or at a meeting called especially for considering the appeal. If an appeal is made to the city commission, the applicant shall pay such license fee, if any as is set by the city manager. Should the city commission approve a lesser license fee, the applicant shall be entitled to a refund. No appeal or refund shall be allowed unless it is requested within thirty (30) days from the date of the city manager's decision. (Ord. 1479, 12-21-1981)

5-1-11: INSPECTION AND REGULATION:

Every person licensed under the provisions of this title shall be subject to regulation, inspection, control and supervision under the general police power of the city, and under all of the ordinances now in force or which may be adopted in aid of such police power and regulation. (Ord. 1479, 12-21-1981)

5-1-12: SUSPENSION AND REVOCATION:

Whenever the city manager shall determine that any licensee under this title is conducting business in a manner detrimental to the public health, safety or welfare, the manager may suspend the license issued by the city by serving notice of the suspension on the licensee, or on the person in charge at the licensee's place of business. At the next regular meeting of the city commission, or at any special meeting called to consider the suspended license, the city manager shall report the suspension, and the reasons for the suspension, to the city commission. Notice of the meeting shall be served on licensee with the notice of suspension. The city commission may then continue the suspension for a period not to exceed sixty (60) days, or may revoke the license issued by the city. The city commission's order concerning the license shall be recorded in the minutes of the city commission, and

if the license is suspended or revoked, notice of the city commission's order shall be served on the licensee, or on the person in charge of the licensee's place of business. (Ord. 1700, 12-6-2004)

5-1-13: LICENSE FEES:

Effective for calendar year 2005 and thereafter, all businesses licensed pursuant to this chapter shall pay an annual business license fee as set by resolution of the city commission. (Ord. 1700, 12-6-2004)

5-1-14: TERM OF LICENSES:

All licenses issued on a yearly basis shall begin on January 1 and shall expire on December 31. No license shall be issued for a period of less than one year. (Ord. 1641, 11-17-1997, eff. 1-1-1998)

Sidney:

5-1-1: APPLICATIONS:

Applications for all licenses and permits required by this code shall be made in writing to the clerk, unless otherwise specifically provided by law. Each application shall state the name of the applicant, the permit or license desired, the location to be used, if any, the time covered and the fee to be paid; and each application shall contain such additional information as may be required by the issuing official. (1960 Code)

5-1-2: PERSON SUBJECT TO LICENSE:

Whenever in this code a license is required for the maintenance, operation or conduct of any business or establishment, or for doing business or engaging in any activity or occupation, any person or corporation shall be subject to the requirement if by himself or through an agent, employee or partner, he holds himself forth as being engaged in the business or occupation; or solicits patronage therefor, actively or passively; or performs or attempts to perform any part of such business or occupation in the municipality. (1960 Code)

5-1-3: FORMS:

Forms for all licenses and permits, and applications therefor, shall be prepared and kept on file by the clerk. (1960 Code)

5-1-4: SIGNATURES:

Each license or permit issued shall bear the signatures of the mayor and the clerk in the absence of any provision to the contrary. (1960 Code)

5-1-5: INVESTIGATIONS:

Upon the receipt of an application for a license or permit where the laws of the municipality necessitate an inspection or investigation before the issuance of such permit or license, the clerk shall refer such application to the proper officer for making such investigation within forty eight (48) hours of the time of such receipt. The officer charged with the duty of making the investigation or inspection shall make a report thereon, favorable or otherwise, within ten (10) days after receiving the application or a copy thereof. The health officer shall make or cause to be made an inspection in regard to such licenses in the connection of the care and handling of food and the preventing of nuisances and the spread of disease. For the protection of health, the building inspector shall make or cause to be made any such inspections relative to the construction of buildings or other structures. All other investigations, except where otherwise provided, shall be made by the chief of police or by some other officer designated by the mayor. (1960 Code)

5-1-6: TERMINATION OF LICENSE:

All annual licenses shall terminate on the last day of the fiscal year of the municipality where no provision to the contrary is made.

The clerk shall mail to all licensees of the municipality a statement of the time of expiration of the license held by the licensee, if an annual, three (3) weeks prior to the date of such expiration. Provided, that failure to send out such notice, or failure of the licensee to receive it shall not excuse the licensee from failure to obtain a new license, or a renewal thereof, nor shall it be a defense in an action for operation without a license. (1960 Code)

5-1-7: BUILDING AND PREMISES:

No license shall be issued for the conduct of any business, and no permit shall be issued for any thing, or act, if the premises and building to be used for the purpose do not fully comply with the requirements of the municipality. No such license or permit shall be issued for the conduct of any business or performance of any act which would involve a violation of the zoning act of the municipality. (1960 Code)

5-1-8: CHANGE OF LOCATION:

In the absence of any provision to the contrary, the location of any licensed business or occupation, or of any permitted act, may be changed provided ten (10) days' notice thereof is given to the clerk; provided, the building, zoning and frontage consent requirements of this code are complied with. (1960 Code)

5-1-9: FRONTAGE CONSENTS:

Whenever the consent of the adjoining or neighboring owners is required as a prerequisite to the conduct of any business or occupation, or the location of any establishment, such consent must be obtained by securing the necessary signatures to a written consent petition. Such petition shall be filed with the clerk when signed.

Consents once given and filed shall not be withdrawn; and such petitions need not be renewed for the continuous conduct of the same business, whether by the same proprietor or not.

It shall be unlawful to forge any name to such a petition or to represent falsely that the names thereon have been properly placed thereon if such is not the fact.

Each consent when filed shall be accompanied by the affidavit of the person securing the signatures that each signature appearing therein was properly secured and written on; and that the petition contains the necessary number of signatures required by this chapter.

The frontage consent requirements contained in this chapter shall not be construed to amend or change any zoning provisions of the municipality; and no such provision shall be construed as permitting the erection of a structure or building, or the conduct of a business or the commission of any act in any location where such structure, building, business or act is or are prohibited by any zoning regulations of the municipality. (1960 Code)

5-1-10: NUISANCES:

No business, licensed or not, shall be so conducted or operated as to amount to a nuisance in fact. (1960 Code)

5-1-11: INSPECTIONS:

Whenever inspections of the premises used for or in connection with the operation of a licensed business or occupation are provided for or required by this code, or are reasonably necessary to secure compliance with any code provision or to detect violations thereof, it shall be the duty of the licensee, or the person in charge of the premises to be inspected, to admit thereto for the purpose of making the inspection any officer or employee of the municipality who is authorized or directed to make such inspection at any reasonable time that admission is requested.

Whenever an analysis of any commodity or material is reasonably necessary to secure conformance with any provision of this code or to detect violations thereof, it shall be the duty of the licensee of the municipality whose business is governed by such provision to

give to any authorized officer or employee of the municipality requesting the same sufficient samples of such material or commodity for such analysis upon request.

In addition to any other penalty which may be provided, the mayor may revoke the license of any licensed proprietor of any licensed business in the municipality who refuses to permit any such officer or employee who is authorized to make such inspection or take such sample to make the inspection, or take an adequate sample of the said commodity, or who interferes with such officer or employee while in the performance of his duty in making such inspection. Provided, that no license shall be revoked for such cause unless written demand is made upon the licensee or person in charge of the premises, in the name of the municipality, stating that such inspection or sample is desired at the time it is sought to make the inspection or obtain the sample. (1960 Code)

5-1-12: REVOCATION:

Any license or permit for a limited time may be revoked by the mayor at any time during the life of such license or permit for any violation by the licensee or permittee of the provisions of this code relating to the license or permit, the subject matter of the license or permit, or to the premises occupied; such revocation may be in addition to any fine imposed. (1960 Code)

5-1-13: POSTING OF LICENSE:

It shall be the duty of any person conducting a licensed business in the municipality to keep his license posted in a prominent place on the premises used for such business at all times. (1960 Code)

5-1-14: FEES:

In the absence of specific provisions to the contrary, all fees and charges for licenses or permits shall be paid in advance at the time application therefor is made to the clerk. When an applicant has not engaged in the business until after the expiration of more than six (6) months of the current year the license fee shall be in the sum of one-half (1/2) of the fee specified for the entire year. All license fees shall be deposited to the general fund. (1960 Code)

NOTE: THIS IS NOT AN OFFICIAL DOCUMENT NOTHING IN THIS DOCUMENT IS SET IN STONE AND SHOULD BE TREATED AS A TEMPLATE ONLY.

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING BUSINESS LICENSING REQUIREMENTS IN THE CITY OF MILES CITY

Section 1. Purpose and Authority

A. Purpose.

The purpose of this chapter is to:

1. Provide for the orderly regulation of businesses operating within the City of Miles City.
2. Maintain an accurate registry of businesses.
3. Promote public health, safety, and welfare; and
4. Recover reasonable administrative costs associated with business oversight.

B. Authority.

This chapter is adopted pursuant to the City of Miles City’s powers under Montana Code Annotated Title 7.

Section 2. Definitions

For the purposes of this chapter:

A. Business

“Business” means any person or entity engaging in or carrying on any trade, occupation, profession, service, or commercial activity within the City of Miles City for the purpose of financial gain, livelihood, or profit, whether conducted full-time, part-time, temporary, or from a residence.

B. Person

“Person” includes any individual, partnership, firm, corporation, limited liability company, association, or other legal entity.

C. ~~Temporary~~ Vendor

“Temporary vendor” means any person selling goods or services within the City of Miles City at a farmers’ market, festival, fair, seasonal event, or other temporary location.

D. Multi-Vendor Retail Establishment

1. Operates under a separate business name;
2. Controls pricing or inventory independently;
3. Receives payment directly from customers; or
4. Otherwise operates as an independent business.

C. Consignment exception.

Vendors operating solely under a true consignment arrangement where the host business controls sales transactions are not required to obtain a separate license.

Section 6. Temporary Vendors and Farmers Market Sellers

A. Permit required.

Temporary vendors shall obtain a temporary vendor permit unless exempt.

B. Agricultural producers.

The City of Miles City may establish a reduced fee or exemption for vendors selling agricultural products they personally produced.

C. Cottage food vendors.

Vendors operating under Montana cottage food laws must comply with all applicable state requirements.

Section 7. License Fee (Tiered)

A. Annual fees.

The following annual license fees are established:

Tier 1 — Home-Based and Very Small Businesses

Annual fee: **\$50**

Includes:

- Home occupations
- Independent contractors without employees
- In-home childcare providers (family/group homes)
- Online businesses operated from a residence

Tier 2 — Standard Commercial Businesses

Annual fee: **\$85**

Includes:

B. Renewal required.

All licenses must be renewed annually.

C. Renewal notice.

The City shall make reasonable efforts to provide renewal notice, but failure to receive notice does not relieve the licensee of responsibility to renew.

D. Proration.

The City may prorate fees for new businesses beginning after July 1.

Section 10. Late Fees

A. Late renewal penalty.

If not renewed by **Sep 30th**, the following applies:

- October 1 – October 31st: **\$25 late fee**
- After October 31st: **\$50 late fee**

B. Continued noncompliance.

Operating after October 31st without renewal constitutes operating without a license.

Section 11. Violations and Penalties

A. Unlawful operation.

Operating a business without a required license is a violation of this chapter.

B. Civil penalties.

1. First violation: license fee plus civil penalty not to exceed **\$250**
2. Subsequent violations: civil penalty not to exceed **\$500**

C. Continuing violation.

Each day of continued operation after written notice may constitute a separate offense.

D. Other remedies.

The City of Miles City may pursue any lawful remedy, including municipal court action.

Section 12. Grace Period and Compliance

The City of Miles City may provide written notice and a reasonable opportunity to comply prior to issuing a citation, except in cases involving immediate health or safety concerns.

Section 13. Appeals Process

A. Right to appeal.

Any applicant or licensee aggrieved by:

Miles City Public Service Committee Proposal Subject: Business License Incentive Program – Banner Advertising and Grant Writing Course Opportunities

Prepared by: Melissa Moua / City Treasurer

Date: August 06, 2025

Objective

To promote civic engagement and support local enterprise, this initiative proposes that licensed businesses in Miles City receive one free promotional banner displayed (Proposed Area: Tire-Rama fence) , a highly visible location at one of the main entry points into the city, and the opportunity to attend up to two grant-writing courses per year. **Note: Permission for this space will need to be obtained. If permission cannot be obtained other locations will need to be discussed.**

Program Highlights

Eligibility: Open to any business holding a valid Miles City business license. Businesses must carry a current insurance policy to be eligible.

Fee Structure:

- Proposed Basic license fee of \$85, inclusive of:
 - Business license registration
 - Fire inspection
 - Annual police walk-through and routine monitoring.
- Bundled License fee of \$175, inclusive of everything included in the Basic license, plus:
 - Admission for one of our Grant-writing courses for business owners, held quarterly (Up to 2 Courses per year).
 - One printed promotional banner *→ SEND C*
 - Banner Specs:
 - Size: 2.5 ft x 4 ft (horizontal)
 - Content: Logo, tagline, contact info
 - Design: Subject to city approval for visual standards
 - Location: Exclusively on the proposed area – a high-traffic area offering premier visibility

Community Impact

- Encourages license compliance through added value
- Increases business visibility for new and existing enterprises
- Beautifies a key entrance to the city with professional, curated banners
- Fosters local pride and economic development

Additional Options

- Participation in the banner display is voluntary but strongly encouraged

Recommendation

- Implement the banner incentive for the upcoming license cycle as a pilot program.
- Evaluate effectiveness via business engagement metrics, public feedback, and beautification outcomes.
- Implement a no replacement clause if the banner is destroyed by natural disasters or vandalism.

Sec. 13-424. - Tax schedule.

The following tax schedule shall be applied to all persons or entities subject to this division:

Tax Schedule

Category by Gross Revenue

<i>Billings</i>	I	II	III	IV
	I 0 to 100,000	II Over 100,000 to 2,000,000	III Over 2,000,000 to 3,000,000	IV Over 3,000,000
<i>Basic Tax:</i>				
General	\$55.00	\$90.00	\$140.00	\$215.00
Home occupation	20.00	20.00	20.00	20.00
<i>Additions to Basic Tax:</i>				
Over 5 full time equivalent employees or independent contractors per employee or contractor	6.00	6.00	6.00	6.00
<i>Additional Fees When Applicable:</i>				
Health inspection	50.00	50.00	50.00	50.00
Health reinspection	50.00	50.00	50.00	50.00
<i>Liquor license fee:</i>				
Beer	200.00	200.00	200.00	200.00
Wine	200.00	200.00	200.00	200.00

Butte Business License Fees

Type of License: Price (Bond, if applicable)

Ambulance: \$500.00
 Amusement Machine Operator (per machine): \$40.00
 Auction: \$50.00 (\$1,000.00)
 Banks (0-9 Million Dollars): \$300.00
 Banks (10-40 Million Dollars): \$500.00
 Banks (41-80 Million Dollars): \$800.00
 Banks (81-120 Million Dollars): \$1,000.00
 Banks (121-200 Million Dollars): \$1,200.00
 Banks (over 201 Million Dollars): \$1,500.00
 Billboards Fee: \$150.00
 Breeding and Grooming Kennel: \$35.00
 Breeding Kennels: \$25.00
 Broadcasting Stations: \$200.00
 Building, Finance, Loan Broker: \$300.00
 Business, General (0-2 employees): \$35.00
 Business, General (3-5 employees): \$50.00
 Business, General (6-20 employees): \$100.00
 Business, General (21-35 employees): \$150.00
 Business, General (over 35 employees): \$200.00
 Carnival (daily): \$50.00 (\$1,000.00)
 Circus (10 days): \$450.00 (\$1,000.00)
 Circus (extra days, per day): \$35.00
 Distributor, Amusement Machines: \$500.00
 Gambling/Raffle: \$1,000.00
 Inter-Vendor, Produce: \$150.00
 Itinerant Vendor: \$300.00 (\$5,000.00)
 Junk Yard: \$200.00 (\$2,500.00)
 Liquor, Beer Only: \$100.00
 Liquor, Beer and/or Wine Only: \$200.00
 Liquor, All Beverages: \$400.00
 Mining Company (under \$5 million): \$1,500.00
 Mining Company (over \$5 million): \$2,000.00
 Newspaper: \$300.00
 Newspaper, Weekly: \$35.00
 Out-of-Business License: \$50.00
 Pawn Shop: \$200.00 (\$5,000.00)
 Private Detective, Investigator, Security Service: \$50.00
 Railroad: \$900.00
 Secondhand Store: \$200.00 (\$2,500.00)
 Theater, Drive-In: \$150.00
 Trailer Courts: \$25.00
 Transient Business, Extra Week: \$50.00
 Transient Vendor: \$200.00
 Utility Company: \$1,500.00
 Water Company: \$400.00

Business Licensing Fee Schedule

Effective January 1, 2025

New Business or Change of Location

Current Fees 2025

General/Contractor

Commercial Location
General Home Base
Home Based Daycare
Cable Company

FTE Fee	Minimum Fee (4 FTE)	Maximum Fee (85 FTE)
\$ 49	\$ 196	\$ 4,165
\$ 32	\$ 128	\$ 2,720
\$ 49	\$ 196	\$ 4,165
\$ 29	\$ 116	\$ 2,465

Retail Beer/Wine/Liquor Sales

Beer or Wine--Flat fee of \$200 plus
Beer & Wine--Flat fee of \$400 plus
All Beverage--Flat fee of \$500 plus
Veteran & Non Profit -- Flat fee of \$434.00

\$ 81	\$ 324	\$ 6,885
\$ 81	\$ 324	\$ 6,885
\$ 81	\$ 324	\$ 6,885
Flat Fee \$406.25		

Renewals

General/Contractor
Retail Beer/Wine/Liquor Sales
Beer or Wine--Flat fee of \$200 plus:
Beer & Wine--Flat fee of \$400 plus
All Beverage--Flat fee of \$500 plus
Veteran & Non profit org.-- Flat fee of \$406.25

\$ 26	\$ 104	\$ 2,210
\$ 72	\$ 288	\$ 6,120
\$ 72	\$ 288	\$ 6,120
\$ 72	\$ 288	\$ 6,120
Flat Fee of \$406.25		

Itinerant Vendors

New Business

1 week
90 Days
Full Year

	Fee
	\$ 112
	\$ 140
	\$ 168

Renewals

Full Year License Renewal

	\$ 85
--	-------

Rental of Retail, Wholesale and Warehouse Space

New Ownership or New Rental Properties

Square Footage
Rental – Retail/Office
0 – 4,999
5,000 – 9,999
10,000 – 19,999
20,000 – 49,999
50,000 – 99,999
100,000 +
Rental – Wholesale/Warehouse
0 – 9,999
10,000 – 24,999
25,000 – 49,999
50,000 – 99,999
100,000 – 199,999
200,000 +

Cost/SF	Minimum Fee	Maximum Fee
\$ 0.1079	\$ 270	\$ 4,240
\$ 0.0628	\$ 314	\$ 4,240
\$ 0.0406	\$ 404	\$ 4,240
\$ 0.0290	\$ 579	\$ 4,240
\$ 0.0198	\$ 983	\$ 4,240
\$ 0.0179	\$ 1,780	\$ 4,240
\$ 0.0538	\$ 269	\$ 4,240
\$ 0.0313	\$ 313	\$ 4,240
\$ 0.0178	\$ 303	\$ 4,240
\$ 0.0180	\$ 898	\$ 4,240
\$ 0.0149	\$ 1,467	\$ 4,240
\$ 0.0143	\$ 2,819	\$ 4,240

Renewals

Rental—Retail/Office
Rental— Wholesale/Warehouse

\$ 0.0144	\$ 73	\$ 2,006
\$ 0.0121	\$ 73	\$ 2,006

Market Events

New Markets
Renewals

Per Booth/Table	Minimum Fee (4 Tables)	Maximum Fee (50 Tables)
\$ 100	\$ 400	\$ 5,000
\$ 26	\$ 104	\$ 1,300

Boiler Room Operations

New Operations

First 26 consecutive weeks
Annual rate
Background investigations

Fee	
1 to 4 Phones (Fee is per week or portion thereof)	\$ 269
Each additional phone over 4 (Fee is per phone per week)	\$ 35
1 to 7 Phones	\$ 2,819
8 or more phones	\$ 5,277
Per Person	\$ 67

Other Fees & Endorsements



CITY OF MILES CITY VENDOR PERMIT



Company Name: _____

Company Contact: _____

Contact Phone Number: _____

Purpose of Use What are you selling: _____

- **Have you been approved by the sanitation officer?** _____
- **Proof of insurance?** _____
- **Do you have a City Business License?** _____

Area of Use: _____

Provide specific location

Date(s) and Time of Use: _____

Permit is good for six months from date of approval. A \$50 non-refundable fee is required before permit can be approved. A map of the approximate locations where the vending trailer will be located is required and must be approved.

The undersigned, as representative for the above named company, agrees to the following: The company will provide for cleanup of the area after the activities; will not allow the use or presence of any hazardous material upon City premises; will not construct improvements, either permanent or temporary, without express written permission from the City; agrees to abide by all applicable federal, state, and local laws, ordinances, and regulations; agrees to pay for damage to any facilities (if used) above normal wear and tear; will comply with the American with Disabilities Act as applicable; agrees not to discriminate any person on the basis of race, creed, color, religion, national origin, marital status, mental or physical handicap. The Permittee agrees to indemnify, defend and hold harmless the City from any and all loss, damages, claims and liability, occasioned by, arising out of, or resulting from any tortious or negligent act of the Permittee, its officers, directors, employees, agents guests, customers, participants, spectators, or invitees.

Applicant Signature on behalf of the Company

Date

Approved By:

City of Miles City-Public Works Director

Date

MUST MAP ON WHERE YOU SETUP?

- e. If damaged have not been corrected or contracted to be corrected within 14 days of the event, the full deposit will be forfeited.

E. Field Preparation

1. Field preparation and infield maintenance on all athletic fields is the responsibility of the renter. This includes weed pulling, dragging, base placement, striping, etc. Only water based paint is approved by the Parks & Recreation Department is allowed on all fields. Chalk is prohibited.
2. Renter is responsible for the removal and spraying of weeds in all batting cages, along fences, nets and perimeter of fields.

F. Non-Programmed Park Space

1. In order to support the demand for field space for a variety of organized field sports, certain non-programmed park areas may be reserved for practices. The field areas are not meant to have official legal games or sports events. Non-programmed park space may also be reserved for camps and fitness classes through a user group agreement.

G. Tennis and Pickleball Courts

1. Reservations for general public, single court use are not accepted. Use is on a first come, first served basis. A 1-hour of play for singles and 1.5 hour for doubles rule is in place on all tennis and pickle ball courts when others are waiting. Court reservations are only available for schools sponsored and special events and camps.

H. Facilities

1. All facilities are the property of the City of Miles City. The City uses some facilities as storage during the winter for their equipment. Renters may use these facilities during sport season, if available, but must have all equipment out within 14 days after end of season. Any equipment left behind will be forfeited to the City.

I. Vendors

1. Vendors that are selling in relation to an event will need to identify the event and contact person on a separate permit for the event to ensure that the event holder consents to a permit being issued. Vendors cannot be at parks/fields that have been approved for an event without prior consent and approval from the event holder. Failure to receive consent from the event holder can result in removal from the event. Consistent warnings and removals could result in loss of use of public parks/fields.

Section 2 Recreation Facilities Reservation Policies & Fees

A. There are 5 (amenities) facilities available for reservation through the Parks:

1. Riverside Park Gazebo*
2. Riverside Park Lions Covered Shelter*
3. Riverside Park Ryno Amphitheater*
4. Spotted Eagle Covered Canopy area
5. Wibaux Park Covered Shelter

For fees associated with these amenities refer to Special Event Permit Fees, Figure 1.

* Riverside Park is the only park where alcohol is allowed with a variance. There is a \$50 fee for the variance before mayor approval.

B. Recreation Facility Reservation Polices:

proof of liability insurance as stated in Miles City Ordinance# 1393 Chapter 26. Alcohol variances are only allowed within parks which have been designated by the City as alcohol variance permitted parks. Alcohol variances may be approved for sporting/special events within fields and courts pending Mayor approval, this does not include excluded parks.

Section: Vending Policies

Vending of any kind in or around public parks on public property and in recreation facilities is prohibited without approval by the Public Works Director. With Director approval, vending is only allowed when attached to a user group agreement, special event, or reservation. A waiver to sell good form must be submitted a minimum of two weeks prior to the event.

ALL PARKS AND FIELDS BELONG TO THE CITY OF MILES CITY. ALL POLICIES APPLY TO ALL FIELDS, PARKS, AMENITY AND OTHER CITY PROPERTY. PLEASE REMEMBER THESE PARKS ARE FOR EVERYONE, LETS TAKE CARE OF THEM.

RESOLUTION NO. 4617

A RESOLUTION ADOPTING FEES FOR ROAD CLOSURES AND PARK VENDORS, AND PROVIDING FOR A HEARING THEREON.

Whereas, the City of Miles City allows citizens and businesses to request road closure permits, along with provision of City owned barricades related to said request; and

Whereas, the City of Miles City allows vendors to apply for approval to conduct business on City owned property and parks; and

Whereas, the City of Miles City finds it in the best interests of the community to establish fees for such services and approvals, which are being provided by or approved by the City;

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

1. The City of Miles City hereby adopts the following fee schedule for road closures and vendor permits, and authorizes the Public Works Department to create and update appropriate application documents to accomplish the same:
 - a. Road Closure Fees: The fee for a road closure permit including six (6) standard barricades is \$25, plus \$5 per additional barricade requested. "Road Closed, Type III" barricades are available and may be added for \$10 each. The foregoing fees are "per-day" (per 24-hour period)
 - b. Vendor Fees: A vendor may use city parks/property when pre-approved by the Public Works Director for six months at a cost of \$50.00
2. A public hearing shall be held on the establishment of the above fees on the 10th day of June, 2025 at 6:00 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 §7-1-4127 MCA, at least 2 times prior to such hearing with at least 6 days separating each publication.

SAID RESOLUTION READ AND PUT UPON ITS FINAL PASSAGE THIS 27th DAY OF MAY, 2025.

Dwayne Andrews
Dwayne Andrews, Mayor

ATTEST:

Mary Rowe
Mary Rowe, City Clerk

Portion of park policy that will go before council at 3/24 council meeting regarding vendors in parks.

E. Vendors

3.1. Vendors that are selling in relation to an event will need to identify the event and contact person on a separate permit for the event to ensure that the event holder consents to a permit being issued. Vendors cannot be at parks/fields that have been approved for an event without prior consent and approval from the event holder. Failure to receive consent from the event holder can result in removal from the event. Consistent warnings and removals could result in loss of use of public parks/fields.

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SAID RESOLUTION READ AND PUT UPON ITS FINAL PASSAGE THIS 27th DAY OF MAY, 2025.


Dwayne Andrews, Mayor

ATTEST:


Mary Rowe, 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 10th DAY OF JUNE, 2025.**



Dwayne Andrews, Mayor

ATTEST:



Mary Rowe, City Clerk



CITY OF MILES CITY VENDOR PERMIT



Company Name: _____

Company Contact: _____

Contact Phone Number: _____

Purpose of Use What are you selling: _____

- **Have you been approved by the sanitation officer?** _____
- **Proof of insurance?** _____
- **Do you have a City Business License?** _____

Area of Use: _____

Provide specific location

Date(s) and Time of Use: _____

Permit is good for six months from date of approval. A \$50 non-refundable fee is required before permit can be approved. A map of the approximate locations where the vending trailer will be located is required and must be approved.

The undersigned, as representative for the above named company, agrees to the following: The company will provide for cleanup of the area after the activities; will not allow the use or presence of any hazardous material upon City premises; will not construct improvements, either permanent or temporary, without express written permission from the City; agrees to abide by all applicable federal, state, and locals laws, ordinances, and regulations; agrees to pay for damage to any facilities (if used) above normal wear and tear; will comply with the American with Disabilities Act as applicable; agrees not to discriminate any person on the basis of race, creed, color, religion, national origin, marital status, mental or physical handicap. The Permittee agrees to indemnify, defend and hold harmless the City from any and all loss, damages, claims and liability, occasioned by, arising out of, or resulting from any tortious or negligent act of the Permittee, its officers, directors, employees, agents guests, customers, participants, spectators, or invitees.

Applicant Signature on behalf of the Company

Date

Approved By:

City of Miles City-Public Works Director

Date