



# CITY OF MILES CITY

## Regular Council Meeting Agenda

October 28, 2025 at 6:00 PM

City Council Chambers and online at zoom.us

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Zoom ID: 4062343462 | Passcode: 59301

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

#### 1. REQUEST OF CITIZENS AND PUBLIC COMMENT

#### 2. APPROVAL OF COUNCIL MINUTES/COMMITTEE MINUTES

A. REGULAR COUNCIL MINUTES OF 2025 1014

#### 3. SCHEDULE MEETINGS

#### 4. APPOINTMENTS

A. Library Board Member ~ Wendy Dickman

#### 5. STAFF REPORTS

A. Police Department

B. Fire Department

#### 6. CITY COUNCIL COMMENTS

#### 7. MAYOR COMMENTS

#### 8. COMMITTEE RECOMMENDATIONS

#### 9. NEW BUSINESS

A. REVIEW AND UPDATE ON BOUNDARY RETRACEMENT FOR WILDERNESS AREA/HONDA TRAILS (plats will be available to review at meeting).

B. APPROVE ORDINANCE NO. 1400 - *(first reading)* AN ORDINANCE AMENDING SECTION 5-61 OF THE CODE OF ORDINANCES OF MILES CITY, MONTANA, ADOPTING THE 2021 INTERNATIONAL MECHANICAL CODE AND FUEL GAS CODE.

- C. APPROVE RESOLUTION NO 4650 - A RESOLUTION ADOPTING A REVISED PROGRAM FOR PUBLIC INFORMATION PERTAINING TO THE MILES CITY FLOODPLAIN AND FLOODWAY.**
- D. APPROVE THE NEW SIGNAGE PROPOSAL AND PLACEMENT IN MILES CITY, MT**
- E. APPROVE RESOLUTION NO. 4651 - A RESOLUTION OF THE CITY OF MILES CITY APPROVING "PRIME CONTRACT CHANGE ORDER #004" WITH JACKSON CONTRACTOR GROUP, INC., RELATED TO THE CONSTRUCTION OF THE MCFR BUILDING**

## **10. 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



# CITY OF MILES CITY

## Regular Council Meeting Minutes

October 14, 2025 at 6:00 PM

City Council Chambers and online at zoom.us

Zoom ID: 4062343462 | Passcode: 59301

### CALL TO ORDER

Mayor Andrews called the meeting to order.

### PLEDGE OF ALLEGIANCE

### ROLL CALL

#### PRESENT

- Mayor Dwayne Andrews
- Councilmember Ed Pulecio
- Councilmember Rick Huber
- Councilmember Kevin Thomason
- Councilmember Don Simpson
- Councilmember Sherwood McKay
- Councilmember Dan Scott
- Councilmember Brooke Bartholomew

#### ABSENT

- Councilmember Brant Kassner

Also present were Interim Fire Chief Ed Kanduch, Police Chief Doug Colombik, Human Resources Officer Mara Lovett, Dispatch Director Lyne Anderson, and City Clerk/Minute Recorder Mary Rowe.

### 1. REQUEST OF CITIZENS AND PUBLIC COMMENT

None

### 2. APPROVAL OF COUNCIL MINUTES/COMMITTEE MINUTES

#### A. Regular City Council Meeting 2025 0923

Motion made by Councilmember Bartholomew, Seconded by Councilmember Pulecio.

Councilmember McKay noted that on page six, paragraph three, covenants was spelled incorrectly and it needed to be corrected.

Voting Yea: Councilmember Pulecio, Councilmember Huber, Councilmember Thomason, Councilmember Simpson, Councilmember McKay, Councilmember Scott, Councilmember Bartholomew

**3. SCHEDULE MEETINGS**

Custer County Commission meeting regarding parks district on 10/15/25 @ 12pm at the Courthouse.

Finance Committee Meeting 10/16/25 @ 5:30pm

**4. STAFF REPORTS**

Director Anderson explained that the state 911 is offering grants for equipment and she intends to apply for approximately \$98,000 to support three radio consoles.

A. BUILDING DEPARTMENT

**5. CITY COUNCIL COMMENTS**

None

**6. MAYOR COMMENTS**

None

**7. PUBLIC HEARINGS**

A. RESOLUTION NO. 4644 - A RESOLUTION TO ADOPT THE PUBLIC RECORDS REQUEST POLICY FOR THE CITY OF MILES CITY

Mayor Andrews opened the public hearing, called for opponents three times and proponents three times, hearing none, the hearing was closed.

**8. UNFINISHED BUSINESS**

A. RESOLUTION NO. 4644 - (*second reading*) A RESOLUTION TO ADOPT THE PUBLIC RECORDS REQUEST POLICY FOR THE CITY OF MILES CITY

Motion made by Councilmember McKay, Seconded by Councilmember Simpson.  
Voting Yea: Councilmember Pulecio, Councilmember Huber, Councilmember Thomason, Councilmember Simpson, Councilmember McKay, Councilmember Scott, Councilmember Bartholomew

**9. NEW BUSINESS**

A. APPROVE ORDINANCE NO. 1399 - (*first reading*) AN ORDINANCE AMENDING SECTION 1-8 OF THE CODE OF ORDINANCES OF THE CITY OF MILES CITY, MONTANA, REVISING THE LEGAL DESCRIPTION OF THE CORPORATE LIMITS OF THE CITY OF MILES CITY TO REFLECT THE ANNEXATION OF ALL LOTS ON THE PLAT OF LAST CHANCE SUBDIVISION, INCLUDING ALL STREETS, AVENUES AND RIGHTS-OF WAYS SHOWN ON SAID PLAT.

Motion made by Councilmember Pulecio, Seconded by Councilmember Simpson.  
Voting Yea: Councilmember Pulecio, Councilmember Huber, Councilmember Thomason, Councilmember Simpson, Councilmember McKay, Councilmember Scott, Councilmember Bartholomew

- B. RESOLUTION NO. 4647 - A RESOLUTION REVISING CITY OF MILES CITY PERSONNEL POLICIES REGARDING NON-UNION WAGE SCALE MATRIX (*Human Resources Committee recommends approving*)

Motion made by Councilmember McKay, Seconded by Councilmember Bartholomew.

Officer Lovett explained that this would be changing non-union step increases to occur on their anniversary date instead of on July 1st. She further noted that all of the union employees are already setup to change on their anniversary date so this makes it uniform across the board.

Voting Yea: Councilmember Pulecio, Councilmember Huber, Councilmember Thomason, Councilmember Simpson, Councilmember McKay, Councilmember Scott, Councilmember Bartholomew

- C. RESOLUTION NO. 4648 - A RESOLUTION APPROVING A REVISED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF MILES CITY AND THE LOCAL NO. 283-A UNION.

Motion made by Councilmember Bartholomew, Seconded by Councilmember Pulecio.

Councilperson Huber asked who all was in the negotiations. Officer Lovett explained the union representative Hannah Nash, union president Carl Raymond, and 3 union members along with herself, Mayor Andrews, Clerk Rowe, Director Malenovsky, and Director Speelmon.

Clerk Rowe noted that all of the changes to the contract are tracked in the packet with additional notes in the margins.

Voting Yea: Councilmember Pulecio, Councilmember Huber, Councilmember Thomason, Councilmember Simpson, Councilmember McKay, Councilmember Scott, Councilmember Bartholomew

- D. RESOLUTION NO. 4649 - A RESOLUTION APPROVING A REVISED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF MILES CITY AND THE AFSCME LOCAL NO. 283-B UNION.

Motion made by Councilmember McKay, Seconded by Councilmember Huber.

Councilmember Huber again asked who was in the negotiations. Officer Lovett stated the union representative Hannah Nash, union president Leif Davis, union members, herself, Mayor Andrews, Clerk Rowe, Chief Colombik, Captain Sloan, and Director Anderson.

Clerk Rowe noted that all of the changes to the contract are tracked in the packet with additional notes in the margins.

Voting Yea: Councilmember Pulecio, Councilmember Huber, Councilmember Thomason, Councilmember Simpson, Councilmember McKay, Councilmember Scott, Councilmember Bartholomew

- E. Approval to add a mechanical inspection service to the building department.

Motion made by Councilmember Huber, Seconded by Councilmember Thomason.

Inspector Martinsen explained that this is just getting approval to move forward with adding mechanical inspections to the building department.

Attorney Rice also noted that the state recommends adding fuel gas code along with the mechanical code and that an Ordinance will be presented at the next meeting reflecting the additions to the building department and the code.

Councilmember Huber stated that Inspector Martinsen had called each of the councilmembers in advance to explain what this is and how it effects the building department.

Voting Yea: Councilmember Pulecio, Councilmember Huber, Councilmember Thomason, Councilmember Simpson, Councilmember McKay, Councilmember Scott, Councilmember Bartholomew

- F. Approval to renew Fire Department \$1,000,000 CD at Stockman Bank for an additional 5 month period.

Mayor Andrews corrected the verbiage on the agenda item to state move the \$1,000,000 to the STIP account instead of purchasing a CD.

Clerk Rowe explained that the request was misunderstood, and that interim Chief Kanduch had requested to move the matured CD money (\$1,000,000) to the short term investment pool (STIP) account where the remainder of the Fire Department Bond money is currently housed.

Motion made by Councilmember Huber, Seconded by Councilmember Simpson.

Voting Yea: Councilmember Pulecio, Councilmember Huber, Councilmember Thomason, Councilmember Simpson, Councilmember McKay, Councilmember Scott, Councilmember Bartholomew

- G. Approve September Claims

Motion made by Councilmember Huber, Seconded by Councilmember McKay.

Voting Yea: Councilmember Pulecio, Councilmember Huber, Councilmember Thomason, Councilmember Simpson, Councilmember McKay, Councilmember Scott, Councilmember Bartholomew

- H. KEEP, CANCEL OR RESCHEDULE REGULAR CITY COUNCIL MEETING ON TUESDAY NOVEMBER 11, 2025 (VETERANS DAY).

Councilmember McKay moved to reschedule the meeting to Monday November 10th, 2025 at 6pm, Seconded by Councilmember Bartholomew.

Voting Yea: Councilmember Pulecio, Councilmember Huber, Councilmember Thomason, Councilmember Simpson, Councilmember McKay, Councilmember Scott, Councilmember Bartholomew

**10. ADJOURNMENT**

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Motion made by Councilmember Bartholomew, Seconded by Councilmember McKay.

Voting Yea: Councilmember Pulecio, Councilmember Huber, Councilmember Thomason, Councilmember Simpson, Councilmember McKay, Councilmember Scott, Councilmember Bartholomew

The meeting was adjourned at 6:23pm

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## Fwd: MCPL Board of Trustees

1 message

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**Sarah Peterson, Director** <mcpl1902@gmail.com>  
To: Tamara Ellsworth <deputyclerk@milescity-mt.org>

Thu, Oct 23, 2025 at 8:39 AM

Good morning! Here's Wendy's letter of interest. Let me know if you have any questions or need anything else!

### Sarah Peterson

Director, Miles City Public Library  
406.234.1496  
milescitypubliclibrary.com

----- Forwarded message -----

From: **Wendy Dickman** <wendydickman882@gmail.com>  
Date: Mon, Aug 4, 2025 at 9:40 AM  
Subject: MCPL Board of Trustees  
To: Sarah Peterson, Director <mcpl1902@gmail.com>

To Sarah Peterson:

I am interested in the Miles City Public Library Board of Trustees position. I have been a Middle School Librarian at Washington Middle School since 2018. I have been a summer librarian at Miles City Public Library from 2021-2024. I helped with circulation and summer reading programs with various children's librarians at MCPL. I am School Library Co-Chair at Montana Library Association and have attended Intellectual Freedom committee meetings.

I am interested in advocating for MCPL, its services, its patrons, and its employees.

Please consider me for the Board of Trustees position.

Sincerely,

Wendy Dickman  
Master of Library and Information Sciences  
WMS School Librarian  
MLA School Library Co-Chair  
(406)890-0467  
wdickman@milescity.k12.mt.us



MILES CITY POLICE DEPARTMENT  
Doug Colombik, Chief of Police

Section 5, Item A.

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

To: City Council

From: Chief Colombik

Ref: October 2025 Council Report

Our current felony casework as of 10/21/25 is at 97 for the year, an increase of 6 from the last report.

Officers are actively issuing parking citations on a daily/nightly basis. Officers are also assisting Officer Winkley with camper, boat and trailer parking violations.

We have ordered equipment for the two newer Dodge patrol cars. We will finish ordering these parts next month and then the install can begin on both.

We currently have two vacancies. We are actively recruiting/advertising for officer candidates to fill these positions. We will have vacancy savings from these positions but this will be offset by the overtime created with these vacant spots.

Current felony caseload:

1. SIWC (sexual intercourse without consent)
2. Aggravated animal cruelty
3. Assault with a weapon
4. Burglary
5. Burglary
6. PFMA/strangulation
7. Child abuse
8. DUI Felony offense
9. Sexual assault
10. Indecent exposure/minor involved
11. Theft (F)
12. Warrant (F) (off of a traffic stop)
13. Fraud

MILES CITY POLICE DEPARTMENT  
Doug Colombik, Chief of Police

14. Fraud
15. Theft (F)
16. Negligent homicide
17. Child abuse
18. Child abuse
19. Fraud
20. Fraud
21. Vehicle theft
22. Criminal mischief (F)
23. Child porn
24. Child abuse
25. Assault with a weapon
26. Child abuse
27. Theft (F)
28. Sexual assault
29. Child porn
30. Sexual assault
31. Warrant served child abduction
32. DUI CPDD
33. Arson
34. DUI 4<sup>th</sup> offense
35. Attempted kidnapping
36. Child porn
37. Child abuse
38. Child porn
39. Child abuse 4/9/25
40. Child porn 4/14/25
41. Child abuse 4/24/25
42. Sexual assault 4/24/24
43. Fraud 4/24/24
44. Child porn 4/25/25
45. Child abuse 4/27/25
46. Sex assault 4/28/25
47. Criminal child endangerment 4/28/25
48. Assault / Disabled adult 5/6/25
49. Child abuse/sex assault 5/6/25
50. Child porn 5/13/25
51. Assault on an officer 5/18/25
52. Aggravated kidnapping 5/18/25

MILES CITY POLICE DEPARTMENT  
Doug Colombik, Chief of Police

53. Assault with a weapon, witness tampering 5/22/25
54. Child porn 5/25/25
55. Child porn 5/27/25
56. Criminal mischief 5/29/25
57. Aggravated assault 5/30/25
58. Sexual assault 6/2/25
59. Negligent arson 6/2/25
60. Child abuse 6/4/25
61. Child porn, sexual abuse of children 6/4/25
62. Death investigation 6/9/25
63. Criminal mischief (F) 6/12/25
64. Child porn 6/12/25
65. SIWC 6/12/25
66. Criminal mischief (F) 6/12/25
67. Vehicle theft 6/19/25
68. Child criminal endangerment 6/19/25
69. Sexual assault 6/20/25
70. Child pornography 6/20/25
71. Criminal endangerment 7/6/25
72. Fraud 7/10/25
73. Fraud 7/11/25
74. Theft bad check 7/21/25
75. Child abuse 7/31/25
76. Theft 8/1/25
77. Theft, CPDP 8/5/25
78. Sexual abuse of children (child porn) 8/6/25
79. Sexual assault 8/6/25
80. Child pornography 8/7/25
81. Child pornography 8/11/25
82. Child pornography 8/12/25
83. Theft 8/13/25
84. DUI 4<sup>th</sup> offense and criminal endangerment x 5 8/14/25
85. Sexual abuse of children (child porn) 8/18/25
86. DUI 4<sup>th</sup> offense 8/21/25
87. Robbery 8/27/25
88. Child abuse 8/27/25
89. Theft (F) 9/10/25
90. Child pornography 9/11/25
91. Vehicle theft 9/13/25

MILES CITY POLICE DEPARTMENT  
Doug Colombik, Chief of Police

- 92. Elder exploitation 9/22/25
- 93. Sexual assault 9/23/25
- 94. Domestic strangulation 9/23/25
- 95. SIWC 9/24/25
- 96. Child porn 9/24/25
- 97. Sexual assault 10/6/25

Doug Colombik  
Chief of Police  
Miles City Police Department  
(406) 874-8632 Office  
(406) 232-3411 Dispatch



# Miles City Fire Rescue

## CITY OF MILES CITY

www.milescityfirerescue.com

Section 5, Item B.



2800 Main Street  
Miles City, MT 59301

Telephone (406) 234-2235  
Email: [Firechief@milescity-mt.org](mailto:Firechief@milescity-mt.org)  
Fax (406) 874-8666

October 28<sup>th</sup>, 2025

### Staffing:

1. Three Open Positions frozen due to City Finance. One position open and 11 FTE filled.
  - a. Interviewed and hired 2. Finishing up training this week and will go to shift in November.

### Training

1. Firefighter academy September and October
2. EMT class with MCC started Taran is assisting with the class

### Apparatus:

1. Capital Improvement Inventory List.
  - a. Response Staff vehicles - used
  - b. Need for a single Type VI wildland response apparatus
    - i. Urban interface response within city boundaries
    - ii. Looking into options aside from purchasing
2. E-9's engine is bad, coolant in oil, looking into cost to fix

### Equipment:

1. Annual pump testing complete
2. Annual ladder testing complete

### Community:

1. Fire prevention October 6-10 was a success.

### Facility:

1. New fire station building
  - a. PEMB Steel structure erected. Working on siding, interior wall framing and ceiling insulation and roofing.
2. Logistics plan for relocation implemented
  - a. Relocated to Askins on Hwy12, everything going well, ironing out some bugs, will have some slight delays in response for some areas

### Responses:

- a. Call Volume ytd: 1325 As of 10-23-25 (Down 12 from last year)
- b. Total call Volume last year: 1604

**ORDINANCE NO. 1400**

**AN ORDINANCE AMENDING SECTION 5-61 OF THE CODE OF ORDINANCES OF MILES CITY, MONTANA, ADOPTING THE 2021 INTERNATIONAL MECHANICAL CODE AND FUEL GAS CODE.**

**WHEREAS**, the State of Montana has adopted certain model technical codes, and desires to adopt both the 2021 International Mechanical Code and the 2021 International Fuel Code.

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

**Section 1.** Section 5-61 of the Code of Ordinances of Miles City, Montana, is amended to add the underlined provisions, below:

ARTICLE IV. - ADDITIONAL MODEL TECHNICAL CODES

...

Sec. 5-61. - Adoption, amendments.

The city council hereby adopts the following model technical codes.

- (a)2021 Existing Building Code, as amended by ARM 24.301.171.
- (b)2021 International Swimming Pool and Spa Code, as amended by ARM 24.301.175.
- (c)2021 International Energy Conservation Code, as amended by ARM 24.301.161.
- (d)2021 International Mechanical Code, as amended by ARM 24.301.172.
- (e)2021 International Fuel Gas Code, including any amendments adopted by the State of Montana.

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

Said Ordinance read and put on its passage this 28th day of October, 2025.

\_\_\_\_\_  
Dwayne Andrews, Mayor

ATTEST:

\_\_\_\_\_  
Mary Rowe, City Clerk

**FINALLY PASSED AND ADOPTED** this 25th day of November, 2025.

\_\_\_\_\_  
Dwayne Andrews, Mayor

ATTEST:

\_\_\_\_\_  
Mary Rowe, City Clerk

**RESOLUTION NO. 4650**

**A RESOLUTION ADOPTING A REVISED PROGRAM FOR PUBLIC INFORMATION PERTAINING TO THE MILES CITY FLOODPLAIN AND FLOODWAY.**

*WHEREAS*, a substantial portion of the City of Miles City, Montana is located within the flood plain and flood way;

*AND WHEREAS*, a discount is applied to the flood insurance premium amounts which are paid by property owners with the City of Miles City based on the City’s “Community Rating System” (CRS) score;

*AND WHEREAS*, the City of Miles City previously adopted a Program for Public Information (PPI) with Resolutions No. 3618 and 3635, which is in compliance with FEMA requirements can be used to improve the City’s CRS score, and the City desires to update said PPI;

*AND WHEREAS*, the PPI Committee has prepared a revised PPI document for the consideration of the City Council, and the City Council finds the adoption of the revised PPI document and the implementation of the program to be in the best interests of the City of Miles City, Montana;

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

1. The revised City of Miles City Program for Public Information, attached hereto as Exhibit “A” and by this reference incorporated herein, is hereby approved and adopted, and the PPI Committee is hereby empowered to implement said program and to undertake the activities called for therein.

**SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 28th DAY OF OCTOBER, 2025.**

\_\_\_\_\_  
Dwayne Andrews, Mayor

ATTEST:

\_\_\_\_\_  
Mary Rowe, City Clerk

## City of Miles City, Montana

### Program for Public Information (PPI)

#### Background

The City of Miles City has been developing educational and outreach projects with input and support from local volunteers and city staff, by the use of creative and innovative ideas and tools. With the floodplain situation that currently plagues the city an official outreach program was created to educate, prepare, and aid residents on flood and storm water protection.

The City of Miles City became part of the Community Rating System (CRS) on October 1, 1991 and has worked on educating the citizens of Miles City concerning flood and storm water protection. With the new Digital Flood Insurance Rate Maps (DFIRMs) that took effect in August of 2010, approximately 78% of the town was placed in the floodplain. This caused the City to look into a more innovative way to notify and empower the citizens with knowledge on floodplain management and insurance practices. The CRS proposed a new planning tool, the Program for Public Information (PPI), which will prove to be a vast benefit to the City.

The CRS is a part of the National Flood Insurance Program (NFIP). It provides reductions to flood insurance premiums in participating communities. The reductions are based on community floodplain management programs, outreach projects, and public information. To keep these flood insurance premium reductions, communities must continue to implement their programs and provide status reports to the NFIP each year.

When the PPI was formed Miles City was at a CRS Class 9, which gave residents and business up to a 5% discount on their premiums. Through multiple activities and hard work by the PPI Committee and Floodplain Administrator the City is currently at a Class 7, which now gives residents and business within Miles City a 15% discount. The City chose to develop a PPI to help achieve a lower-class rating and higher discounts to flood insurance premiums through coordinated outreach efforts by city personal, elected officials, and stakeholders within the community. The PPI was adopted by Council September 10, 2013 by Resolution 3635 and updated by Resolution 4393, February 2021.

#### PPI Committee

The City had been visiting with stakeholder organizations to spread awareness about this educational program. This is a group created of busy professionals and leaders of the community; the time chosen to meet was noon in the City Hall conference room.

At a minimum there must be at least five stakeholders on the committee with an addition, of at least one councilperson, one insurance agent, one real estate agent, one lender, and a Certified Floodplain Manager (CFM). Stakeholders must make up the majority of the committee with at least 50% of the members being non-city employees or stakeholders from within the community. The Committee will meet twice a year to discuss and update the PPI document as needed. They

will discuss any changes to messages, outcomes and any updates to insurance premiums as needed.

Members will be recommended by committee members as soon as reasonable when a vacancy is created by a resignation. Applicants will be approved by all members of the PPI Committee. Members shall be allowed to stay on the Committee until they choose to resign, the Committee may unanimously choose to remove a member due to conduct not pursuant to the Program for Public Information, or the Committee requests replacement of any member engaging in misconduct as defined in Appendix E (MCA 2-2-105).

The PPI committee members include at a minimum 2 insurance agents, 2 lenders, 2 realtors, one CFM from the City, the City Public Works Director, and one City Councilperson.

- Dannette Creamer – WA Mitchell Agency (Insurance)
- Katy Cain – Miles City Insurance (Insurance)
- Marcy Parks – Stockman Insurance (Insurance)
- Marni Pauley – Stockman Bank (Lender)
- Krista Stubblefield – First Interstate Bank (Lender)
- Dawn Bolejack – Hardesty Real Estate (realtor)
- Amber Rainey – Hardesty Real Estate (Realtor)
- Donald Simpson – Councilperson
- Samantha Malenovsky – Public Works Director/Floodplain Administrator

The first Committee meeting in was held in 2013 and lasted about one hour, during the meeting the members discussed what we plan to accomplish with the PPI and what avenues need to be addressed within the community. The members had some great suggestions regarding the fate of Miles City with insurance and the assessment study being the main focus. Overall the committee agreed that this is a community wide problem, not a floodplain/no floodplain problem. This has been discussed at every first of the year committee since the PPI was formed.

Since the first meeting, the committee agreed an aggressive campaign needs to happen and the following should be followed:

- Activities should be organized and recorded. Including meetings and all correspondence.
  - The Floodplain Administrator will secure all minutes and correspondence.
- Have stakeholders relieve messages they receive from the public and take comments and advice from stakeholders on ways to improve the program. An annual meeting will be held to get input from members and non-members, and produce an end of the year report.
- Start to work with outside organizations on projects, to better improve the way information is handled and reported to the public.
- Any outreach projects done by committee members are productive and should be considered projects and be recorded.

- Use committee members, they reach the public on a daily basis. The more the members are informed and educated on flood issues the better the public will receive new information on flood issues.

This PPI document is being assembled by staff and the committee members are asked to review the plan and to e-mail their comments. After any discussion, revisions or changes the document will be submitted to the City Council for adoption.

### **Community Needs Assessment**

Miles City is located in Eastern Montana, and is primarily made up of residential structures with the majority of businesses being located along the two main highways that run through downtown.

According to the 2020 Census Custer County has 11,867 residents, 8,354 which reside in Miles City. Most structures are located on basements or crawlspaces, which makes them vulnerable to flood damage from ground water, shallow flooding and drainage problems.

**Flood Hazards:** Miles City is situated with the Tongue River on the West end then running into the Yellowstone River, which runs to the north. Miles City is a fairly flat area, storm drains become inundated with heavy rainfall causing streets to flood for a small amount of time.

Since Miles City is a community that is mainly floodplain, the committee decided to include the entire community in floodplain issues. A major flood could cause serious devastation to the City and residents.

**Flood Insurance Data:** Flood insurance is required as a condition of Federal aid, a mortgage, or loan that is federally insured for a building, located in a high hazard A Zone. As of the beginning of 2024, there are currently 566 active policies in the Special Flood Hazard Area (SFHA). Miles City has the most flood insurance policies in the State of Montana.

The DFIRMs that took effect in 2010 only outlines AE Zones, the above polices are based off of either A Zones, which were always A Zones, or Newly Mapped properties which were originally in Zone B or X and remapped in 2010 to become Zone AE. Currently Miles City only has Zone AE or Zone X.

A flood insurance general assessment will be done on Miles City, with the summary attached, Appendix B. This summary will be updated yearly with information provided to council for review. This information will also be available for public review when requested.

**Social and Economic Needs:** The City of Miles City has a variety of religions, education levels, and age ranges. Approximately 48% of the population is considered lower income. When the 2010 DFIRM took affect approximately 77.47% of Miles City properties where in a floodplain (including LOMR's) with 7.72% of those properties in the floodway.

The Committee is making sure to cover all these barriers and make sure that the right message, tools, and resources will be communicated to each target audience. The committee has noticed that messages will need to be repeated and distributed in different forms, coming from different sources.

**Target Audiences** (Refer to Appendix A for target audiences, messages, and desired outcomes)

**Target Areas:** The PPI Committee decided on two target areas that should be reached. Projects are to be directed to all properties (residential, commercial, industrial, and public) in these two main areas:

Target Audience #1: The entire City of Miles City: With approx. 78% of properties being in the floodplain, we have realized that this is a problem the whole community faces. Even if you live outside of the floodplain, the businesses would be closed and work would slow down to a halt since so many structures would be affected or surrounded by the floodwaters.

Target Audience #2: Structures that were in Zone B on the 1983 map and are now Zone AE in the 2010 map: In 1983 approx. 30% of the town was in an A Zone, after adopting the 2010 DFIRMs an estimated 50% more of the town was included. At the time, Miles City had no floodway and Zone B was not regulated by the City.

**Other Target Audiences:** Other groups were identified by the committee as groups of people who needed special messages on flood protection (these groups may change throughout the course of the PPI Committee and extra groups may be added):

Target Audience #3: Floodway residents: These residents are extremely restricted with the regulations and have the highest chances of dealing with high velocity, deep flood waters.

Target Audience #4: Builders: Building contractors need to know the construction rules, post-disaster repair rules, and possible mitigation grants that could help their customers protect their homes from flooding.

Target Audience #5: Real estate, lending and insurance companies: These companies are key to conveying information about flood hazards and flood insurance. The Committee wants to make sure that they understand and have all the tools they need.

### **Other Public Information Efforts**

Miles City has recently been looking at additional public outreach programs to use to help get information out in regards to floodplain management. Currently a few key public information activities that are reaching the public for information:

- Flood Awareness, gives information that covers insurance, regulations, and general questions. Once a year, also put on the City of Miles City YouTube channel.

- Articles in newspaper informing citizens who to contact in regards to a floodplain permit. Once a year, included in City of Miles City Facebook page.
- Hold meetings with local Civic groups. As needed.
- Various press releases regarding numerous floodplain topics. As Needed
- Website covering several floodplain topics. Updated as needed.  
Website will contain the local ordinance, links to FloodSmart, USACE, AMFM, DNRC, and FEMA
- Radio and newspaper announcement covering various floodplain topics.
- Letter to real estate, lenders and insurance agents that notifies them that the city provides a map determination service. Once a year
- Letter to critical facilities, as referred to in the Multi-Hazard Mitigation Plan, which are located within the floodplain. Once a year
- Real Estate agents should notify property buyers about floodplain determination and flood hazards. The majority of Real Estate agents will give property buyers a copy of Flood Hazards and how it may affect their purchase. These must be signed by property owners to show they have read and understand the hazard. (Appendix C)
- When a floodplain application is approved, the property owner will read and sign the Insurance Implications sheet which explains the flood insurance implication that maybe faced if regulations are not followed. (Appendix D)
- The Floodplain Administrator will provide flood protection advice and assistance to applicants and citizens on a one-on-one basis. This service will be publicized yearly at the annual flood awareness day. Conduct site visits for all floodplain applications submitted and work with the property owner to ensure that the correct regulations are being followed.
- The Floodplain Administer will do monthly visits to all active floodplain projects to confirm that construction is happening correctly and will note any inconsistency that are notice and notify the property owner as soon as possible. The property owner may also request a site visit at any time.

### **Messages and Outcomes**

The following Messages and Outcomes are set as priorities.

<b>Table 1: Messages and Desired Outcomes</b>		
<b>Message</b>	<b>Outcome</b>	<b>Related CRS topics</b>
1. Know your flood risk	More map inquiries	1. Know your flood hazard
2. You need flood Insurance	Increase in number of flood policies	2. Insure your property for your flood hazard
3. All construction projects must meet flood and water quality rules.	Reduce number of citations.	3. Build flood smart.
4. Know flood building requirements.	Reduce number of citations.	4. Educate contractors
5. Everyone can buy flood insurance	Increase number of flood policies in Zone X	5. Flood insurance available to everyone
6. Turn around, don't drown	Fewer people getting stuck at underpass, Educate on flood water and effects.	6. Protecting people from flooding.
7. Only rain goes down the drain	Educate people on water quality	7. Protect water quality
8. You can protect your house from flooding	Increased number of inquiries on mitigation actions.	8. Incorporate low cost flooding protection measures and mitigation.
9. Avoid contact with rivers after it rains or during ice season.	Educate people on ice jams and high water.	9. Educate public on water safety.

**Projects and Initiatives**

Certain projects and initiatives were chosen by the PPI Committee to be implemented. These projects and initiatives will be reviewed yearly and can change as situations, and objectives of the committee change. The spreadsheet is located at the end of this document. Real Estate agents in the Miles City area have agreed to advise house hunters about the potential flood hazards within the Miles City area. To help achieve tis Real Estate agents agree to hand out the “Flood Hazard: Check Before you Buy” brochure, which is supplied by the City of Miles City and local PPI Committee.

**Flood Response Preparations**

The PPI Committee recommends projects that will be implemented during and after a flood. Documentation will be drafted and made ready for reproduction and disseminations after a flood warning is issued. These will be reviewed and updated every year.

**Follow Up**

The City of Miles City will monitor the projects as they develop, along with organizations that have volunteered to help, and will report on the results. The City will record all input from the PPI Committee and suggestions from other employees, elected officials, stakeholders participating in the activities, and concerned citizens. This will be available to all committee members at every meeting for consideration.

The PPI committee will meet at minimum annually, additional meetings may be called as required by the committee as a whole. The committee will recommend to the appropriate City offices and the stakeholders who implement projects, whether the projects should be changed or discontinued.

There must be an end of the year meeting that will review current objects and how they are working within the community. Once a year the PPI committee will review the spreadsheet and make comments. The committee will decide whether to change, add, or approve each individual activity. All outcomes and revisions will be submitted as part of the City’s annual recertification package to the CRS.

After the annual report is completed by the PPI Committee the report and any other changes will be submitted to Council by way of email and/or place in their city hall box. The Floodplain Administrator shall annually update the Council concerning the PPI including the annual report and the general flood insurance assessment document.

**Adoption**

This document will become effective when it is adopted by the City Council, if it is revised it will need to go before City Council for amendment.



# APPENDIX A



Target Audience	Message(s) (See table 1)	Outcome	Project(s)	Assignment	Schedule	Stakeholder
Entire City of Miles City	1. Know your flood risk.  6. Turn around, don't drown	More map inquiries, Educate on flood water and effects.	Mailing sent to each resident	Floodplain Administrator (FPA)	Yearly	
			Social media outlets	Realtors, lenders, insurance agents (Agents)	Quarterly	
			<i>Miles City Star</i> articles	FPA	Yearly	
	2. You need flood insurance  5. Everyone can buy flood insurance.	Increase number of flood policies.  Increase number of flood policies in Zone X.	Local Real Estate Agents post on all listing if property is located within the floodway/flood fringe	Realtors	Year-round as part of a regular service	Local Real Estate Agents
			Brochures available at Real Estate, Insurance, and Lenders offices for information regarding flood hazards.	Agents	Year-round as part of a regular service	EMRB, local banks, insurance agents
			Social media outlets	Agents	Quarterly	
			FEMA brochures on flood insurance	Agents	Year-round as part of a regular service	
			Local insurance agents, lenders, realtors advise their clients of the effects of flood insurance	Agents	Year-round as part of a regular service	
	3. All construction projects must meet flood and waste quality rules. 4. Know flood building regulations	Reduce number of citations	Hand out on message to local civic groups and meetings, Miles City website	FPA	Yearly	
			Social media outlets	Agents	Quarterly	
			Permit handout	FPA	Year-round	
	7. Only rain goes down the drain	Protect water quality	<i>Miles City Star</i> articles	Public Works Department	Yearly	
			Storm sewer engraving	Public Works Department	Per project	

Entire City of Miles City			Presentation at annual outreach on protecting waterways	FPA	Yearly	
	8. You can protect your house from flooding	Increased number of inquiries on mitigation actions	Guidebook	FPA	Year-round	
			Social media outlets	Agents	Quarterly	
	9. Avoid contact with rivers during ice events or high water	Educate people on ice jams and high water and effects.	Link to Floodsmart.org on website	Webmaster	Year-round	
			Miles City Star articles	FPA	Yearly	
			Use Nexel to communicate warnings to public.	Dispatch	During events.	
			Education during Flood Awareness Day	FPA	Yearly	

Target Audience	Message(s) (See table 1)	Outcome	Project(s)	Assignment	Schedule	Stakeholder
Structures that were in Zone B now Zone AE	1. Know your flood risk	More map inquiries	Mailing sent to each resident	FPA	Yearly	
			<i>Miles City Star</i> articles	FPA	Yearly	
	2. You need flood insurance 5. Everyone can buy flood insurance.	Increase in number of flood policies Increase policies in Zone X.	Local Real Estate Agents post on all listing if property is located within the floodway	Realtors	Year-round	Eastern Montana Realtors Board
			Brochures available at Real Estate, Insurance, and Lenders offices for information regarding flood hazards.	Agents	Year-round	EMRB, local banks and insurance agents
			FEMA brochures on flood insurance	Agents	Year-round	
			Local insurance agents, lenders, realtors advise their clients of the effects of flood insurance	Agents	Year-round	
	4. Know flood building requirements	Reduce number of citations	Hand out on message, Miles City website	FPA, Webmaster	Year-round	
			Permit handout	FPA	Year-round	

Target Audience	Message(s) (See table 1)	Outcome	Project(s)	Assignment	Schedule	Stakeholder
Floodway Residents	1. Know your flood risk. 6. Turn around, don't drown	More number of flood policies, Increase number of flood policies in Zone X.	Mailing sent to each resident	FPA	Year-round	
			<i>Miles City Star</i> articles	FPA	Year-round	
	2. You need flood insurance 5. Everyone can buy flood insurance.	Increase in number of flood policies Increase policies in Zone X.	Local Real Estate Agents post on all listing if property is located within the floodway	Realtors	Year-round	Eastern Montana Realtors Board
			Brochures available at Real Estate, Insurance, and Lenders offices for information regarding flood hazards.	Agents	Year-round	EMRB, local banks and insurance agents
			FEMA brochures on flood insurance	Agents	Year-round	
			Local insurance agents, lenders, realtors advise their clients of the effects of flood insurance	Agents	Year-round	
	3. All construction projects must meet flood and waste quality rules. 4. Know flood building requirements	Reduce number of citations	Hand out on message to local civic groups, Miles City website	Floodplain manager & public info officer	Year-round	
			Permit handout	Floodplain manager & public info officer	Year-round	
	8. You can protect your house from flooding	Increase number of inquiries on mitigation actions	Guidebook	Floodplain manager & public info officer	Year-round	
			Link to Floodsmart.org on website	Webmaster	Year-round	

Target Audience	Message(s) (See table 1)	Outcome	Project(s)	Assignment	Schedule	Stakeholder
Building Contractors	3. All construction projects must meet flood and waste quality rules. 4. Know flood building requirements	Reduce number of citations	Hand out on message, Miles City website	Floodplain manager & public info officer	Year-round as part of a regular service	
			Permit handout	Floodplain manager & public info officer	Year-round	

Target Audience	Message(s) (See table 1)	Outcome	Project(s)	Assignment	Schedule	Stakeholder
Real Estate, Lending, and Insurance Companies	2. You need flood insurance	Increase in number of flood policies	Local Real Estate Agents post on all listing if property is located within the floodway	Realtors	Year-round	Eastern Montana Realtors Board
			Brochures available at Real Estate, Insurance, and Lenders offices for information regarding flood hazards.	Agents	Year-round	EMRB, local banks and insurance agents
	Social media outlets	Agents	Quarterly			
	5. Everyone can buy flood insurance.	Increase policies in Zone X.	FEMA brochures on flood insurance	Agents	Year-round	
			Local insurance agents, lenders, realtors advise their clients of the effects of flood insurance	Agents	Year-round	
	10. 'Talking Point' document for insurance agents, real estate agents, and lenders	Smoother transition of information between agencies	Document available for all Real estate agents, lender, and insurance agents	Agents	Reviewed yearly	EMRB, local banks and insurance agents

# APPENDIX B



**Total Properties in Miles City 3964**

All numbers are based on properties only

<b>Properties in Flood Fringe</b> *not floodway excludes LOMR's	2394
<b>Properties in Floodway (excluding flood fringe)</b> *excludes LOMR's	306
<b>Properties out of floodplain</b>	894
<b>Total LOMR's</b>	370
<b>Whole properties</b>	166
<b>Structures</b>	168
<b>Portion of properties</b>	24
<b>LOMR-F-Structure</b>	11
<b>LOMR-F-Portion of property</b>	1
<b>Total Properties in SFHA including LOMA</b>	3070
<b>% Total Structures in Floodway</b>	7.72%
<b>Total Properties in SFHA including LOMA's (for regulation purposes)</b>	77.45%

<b>Single Family in Flood Fringe</b>	1968
<b>Single Family in Floodway</b>	195
<b>Single Family out of SFHA</b>	693

<b>2-4 Family in Flood Fringe</b>	85
<b>2-4 Family in Floodway</b>	0
<b>2-4 Family out of SFHA</b>	19

<b>Other Residential in Flood Fringe</b>	41
<b>Other Residential in Floodway</b>	2
<b>Other Residential out of SFHA</b>	12

<b>Mobile Home Park in Flood Fringe</b>	7
<b>Mobile Home Park in Floodway</b>	0
<b>Mobile Home Park out of SFHA</b>	1

<b>Non-Residential in Flood Fringe</b>	184
<b>Non-Residential in Floodway</b>	10
<b>Non-Residential out of SFHA</b>	192

<b>Accessory in Flood Fringe</b>	82
<b>Accessory in Floodway</b>	16
<b>Accessory out of SFHA</b>	25

<b>Vacant in Flood Fringe</b>	224
<b>Vacant in Floodway</b>	97
<b>Vacant out of SFHA</b>	111

<b>Old Floodplain 100-yr</b>	1170
<b>500-year</b>	2216
<b>% Total Properties in Old 100-yr</b>	29.52%
<b>% of Total Properties in Old 500-year</b>	55.9%

<b>Total Area in SFHA</b>	1370	Acres
<b>Total Area in Floodway</b>	152.69	Acres
<b>Total Area in Miles City</b>	2144	Acres

<b>% of Single Family in SFHA</b>	70.46%
<b>% of 2-4 Family in SFHA</b>	2.77%
<b>% of Other Residential in SFHA</b>	1.40%
<b>% Mobile Home Parks in SFHA</b>	0.23%
<b>% of Non-Residential in SFHA</b>	6.32%
<b>% of Accessory in SFHA</b>	3.19%

<b>% of total area in Floodway</b>	7.12%
<b>% of total area in SFHA</b>	63.90%



**2024 Totals**

Occupancy	# of Buildings In SFHA	# of bldgs. in SFHA with coverage *	% of Bldgs. Covered*	Premium (\$)*	Insurance in Force (\$)*
Single Family	2163	540	24.97%	257,284	92,573,000
2-4 Family	85	14	16.47%	8,101	2,834,000
All other Residential	43	2	4.65%	626	535,000
Non-Residential	194	10	5.15%	4,526	2,067,000
<b>Total</b>	<b>2485</b>	<b>566</b>	<b>22.78%</b>	<b>270,537</b>	<b>98,009,000</b>

Zone*		
A0-1-30 & AE		148
A0		5
B, C & X		
Standard		413
Preferred		0
<b>Total</b>		<b>566</b>

**2022 Totals**

<b>Occupancy</b>	<b># of Buildings In SFHA</b>	<b># of bldgs. in SFHA with coverage *</b>	<b>% of Bldgs. Covered*</b>	<b>Premium (\$)*</b>	<b>Insurance in Force (\$)*</b>
Single Family	2165	745	34.41%	520,583	118,624,300
2-4 Family	85	22	25.88%	11,651	3,373,500
All other Residential	43	17	39.53%	3,062	1,347,000
Non-Residential	194	13	6.70%	24,737	2,244,700
<b>Total</b>	<b>2487</b>	<b>797</b>	<b>32.05%</b>	<b>560,033</b>	<b>125,589,500</b>

<b>Zone*</b>		
A0-1-30 & AE		200
A0		6
B, C & X		
Standard		583
Preferred		8
<b>Total</b>		<b>797</b>

# APPENDIX C



?????????

(Put the name of the company on top)

## Flood Hazard: Check Before You Buy

Most everyone knows that flooding occurs various ways such as: ice jams blocking river flow, large amounts of snow runoff, heavy rains that cause flash flooding, and drainage problems. It takes only one major flood event to cause a catastrophe. There are maps that show areas predicted to flood. To find out more about flood-prone area maps, check with the City of Miles City Engineering Office located at 17 S. 8<sup>th</sup> Street.

If you're looking at a property, it's a good idea to check out the possible flood hazard before you buy. Here's why:

- The force of moving water or waves can destroy a building.
- Slow-moving floodwaters can knock people off their feet or float a car.
- Even standing water can float a building, collapse basement walls, or buckle a concrete floor.
- Water-soaked contents, such as carpeting, clothing, upholstered furniture, and mattresses, may have to be thrown away after a flood.
- Some items, such as photographs and heirlooms, may never be restored to their original condition.
- Floodwaters are not clean: floods carry mud, farm chemicals, road oil, and other noxious substances that cause health hazards.
- Flooded buildings breed mold and other problems if they are not repaired quickly and properly.
- The impact of flood clean-up, making repairs and personal losses can cause great stress to you, your family, and your finances.

**Floodplain Regulations:** The City of Miles City regulates construction and development in the floodplain to ensure that buildings will be protected from flood damage. Filling and similar projects are prohibited in certain areas. Houses substantially damaged by fire, flood, or any other cause must be elevated to or above regulatory flood level when they are repaired. More information can be obtained from the City of Miles City Floodplain Administrator, Samantha Malenovsky at 234-3493.

**Check for a Flood Hazard:** Before you commit yourself to buying property, do the following:

- Ask the City of Miles City Floodplain Administrator Samantha Malenovsky (234-3493) if the property is in a floodplain; if it has ever been flooded; what the flood depth, velocity, and warning time are; if it is subject to any other hazards; and what building or zoning regulations are in effect.
- Ask the real estate agent if the property is in a floodplain, if it has ever been flooded, and if it is subject to any other hazards such as sewer backup or subsidence.

- Ask the seller and the neighbors if the property is in a floodplain, how long they have lived there, if the property has ever been flooded, and if it is subject to any other hazards.
- Check for any deed restriction that may be on the property. Homeowners are required to fill restrictions under certain circumstances.

**Flood Protection:** A building can be protected from most flood hazards, sometimes at a relatively low cost. New buildings and additions can be elevated above flood levels. Existing buildings can be protected from shallow floodwaters by regrading, berms, or floodwalls. There are other retrofitting techniques that can protect a building from surface or subsurface water.

**Flood Insurance:** Homeowners insurance usually does not include coverage for a flood. One of the best protection measures for a building (with a flood problem) is a flood insurance policy under the National Flood Insurance Program, which can be purchased through any licensed property insurance agent. If the building is located in a floodplain, flood insurance will be required by most federally backed mortgage lenders. Ask an insurance agent how much a flood insurance policy would cost.

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Buyer's Printed Name

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Buyer's Signature/Date

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Buyer's Printed Name

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Buyer's Signature/Date

---

Realtors Printed Name

---

Realtors Signature/Date

## FLOOD INSURANCE DISCLOSURE AND ACKNOWLEDGEMENT

Property flooding can occur any time of the year from both surface water as well as groundwater (water rising up through the ground). Your hazard insurance policy usually will NOT cover property damage due to this type of flooding. If a property is determined to lie within a FEMA-designated 1% Flood Hazard Area and you're obtaining a loan, your lender will likely require you to purchase flood insurance in connection with your purchase of the property.

The National Flood Insurance Program (NFIP) provides for the availability of flood insurance but also establishes flood insurance policy premiums based on the risk of flooding in the area where properties are located. Due to recent amendments to federal law governing the NFIP those premiums are increasing, and in some cases will rise by a substantial amount over the premiums previously charged for flood insurance for the property. As a result, you should not rely on the premiums previously-paid for flood insurance on a property as an indication of the premiums that will apply after you complete your purchase.

While the risk of flooding can be higher in a FEMA-designated Flood Hazard Area, flooding can also occur on properties that are NOT located within these Flood Hazard Area. Whether or not a property lies within a FEMA-designated Flood Hazard Area, you are encouraged to contact one or more carries of flood insurance for a better understanding of flood insurance coverage, the premiums that are likely to be required to purchase such insurance and any available information about how those premiums may increase in the future.

For more information on flood insurance and the National Flood Insurance Program (NFIP) research:

- [www.floodsmart.gov](http://www.floodsmart.gov)
- [www.fema.gov/national-flood-insurance-program](http://www.fema.gov/national-flood-insurance-program)
- [www.realtor.org/topics/national-flood-insurance-program-nfip](http://www.realtor.org/topics/national-flood-insurance-program-nfip)

Property Address:

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\_\_\_\_\_  
Buyer's Printed Name

\_\_\_\_\_  
Buyer's Signature/Date

\_\_\_\_\_  
Buyer's Printed Name

\_\_\_\_\_  
Buyer's Signature/Date



# APPENDIX D



## INSURANCE IMPLICATIONS

Permit # \_\_\_\_\_

Name: \_\_\_\_\_

Address of Proposed Structure: \_\_\_\_\_

Legal Description: \_\_\_\_\_

The Federal Insurance Administration, by statute, must charge insurance rates commensurate with the risk to which a building is exposed. In some instances the additional cost of insuring these buildings, if they are not elevated or floodproofed in accordance with the NFIP requirements, would approach or even exceed the cost of meeting NFIP elevation or dry floodproofing requirements, and the structure would still be exposed to flood damages.

Some structures within the floodplain will require floodplain insurance, flood insurance will be required by most federally back mortgage lenders. Please talk with your insurance agent and/or lender to review any implications this may have.

It is the property owner's responsibility to ensure that the home is built compliant with all federal, state, and local requirements and will apply for flood insurance as needed.

In signing this statement, the issuance understands and agrees with the above terms.

Property Owner:

\_\_\_\_\_

Please Sign Name

\_\_\_\_\_

Date



# APPENDIX E



**2005 MCA Section 2-2-105 Ethical requirements for public officers and public employees.**

- 1) The requirements in this section are intended as rules of conduct, and violations constitute a breach of the public trust and public duty of office or employment in state or local government.
- 2) Except as provided in subsection (4), a public officer or public employee may not acquire an interest in any business or undertaking that the officer or employee has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by the officer's or employee's agency.
- 3) A public officer or public employee may not, within 12 months following the voluntary termination of office or employment, obtain employment in which the officer or employee will take direct advantage, unavailable to other, of matters with which the officer or employee was directly involved during a term of office or during employment. These matters are rules, other than rules of general application, that the officer or employee actively helped to formulate and applications, claims, or contested cases in the consideration of which the officer or employee was an active participant.
- 4) When a public employee who is a member of a quasi-judicial board or commission or of a board, commission, or committee with rulemaking authority is required to take official action on a matter as to which the public employee has a conflict created by a personal or private interest that would directly give rise to an appearance of impropriety as to the public employee's influence, benefit, or detriment in regard to the matter, the public employee shall disclose the interest creating the conflict prior to participating in the official action.
- 5) A public officer or public employee may not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when the officer or employee has a substantial personal interest in a competing firm or undertaking.



**“WELCOME TO DOWNTOWN MILES CITY” SIGNAGE:**

Funding to be pursued by the Miles City Downtown Art Walk in Fall 2025. When successfully awarded, they can be installed in 6-9 months. Goal of installation is Spring/Summer 2026.

All Signs will be installed more than 40’ from center line of highway, allowing for their installation without MDT encroachments.

Inspiration:



“WELCOME TO DOWNTOWN MILES CITY” SIGNAGE:

West Entrance:



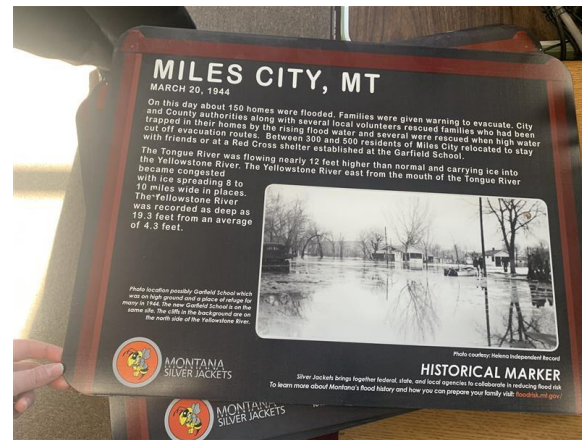
“WELCOME TO DOWNTOWN MILES CITY” SIGNAGE:

East Entrance:



INFORMATIONAL SIGNAGE:

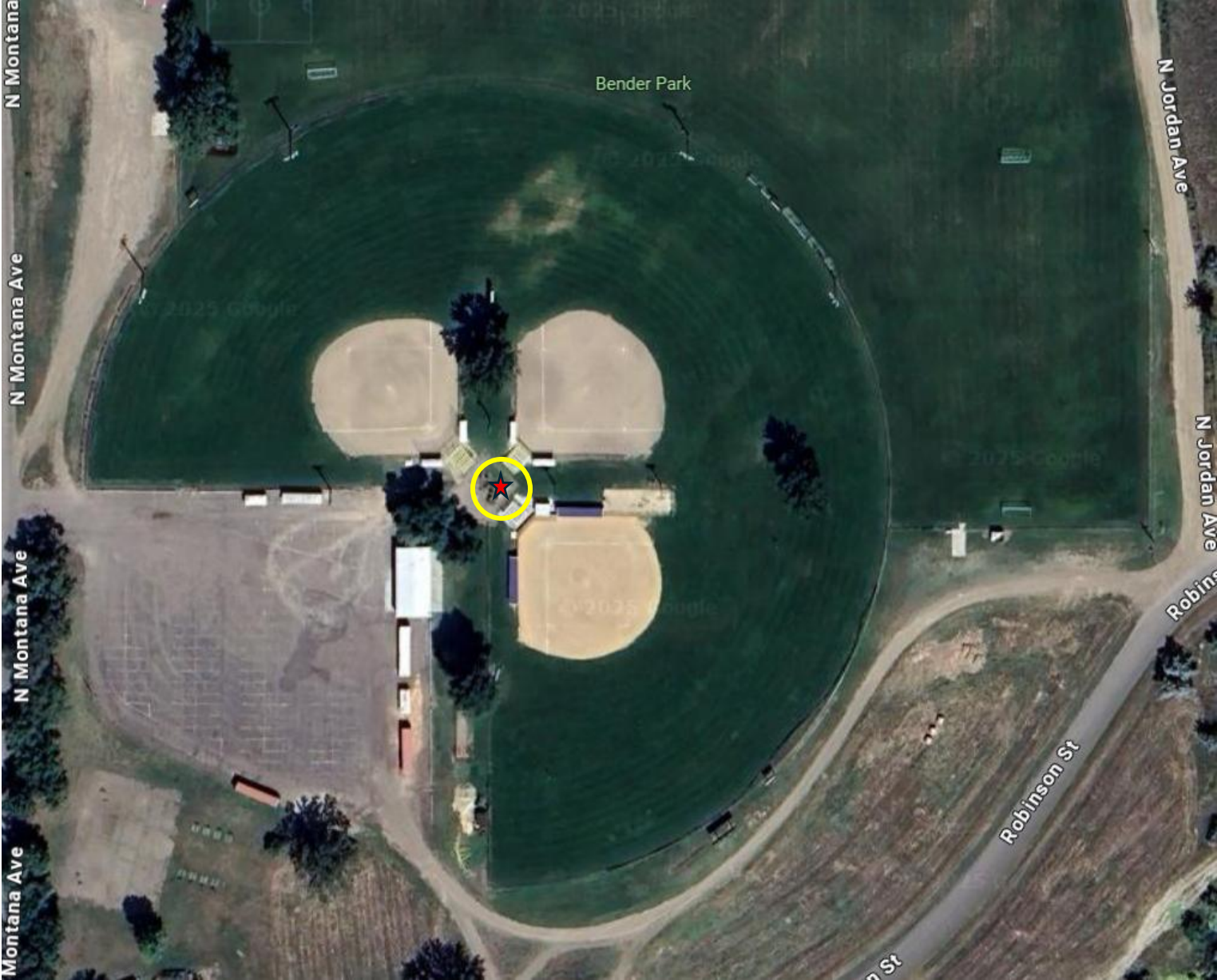
Signposts made by the CCDHS Welding Program in Spring 2025 to be placed in locations around Miles City sharing flood history. Each sign is different, with 8 total.

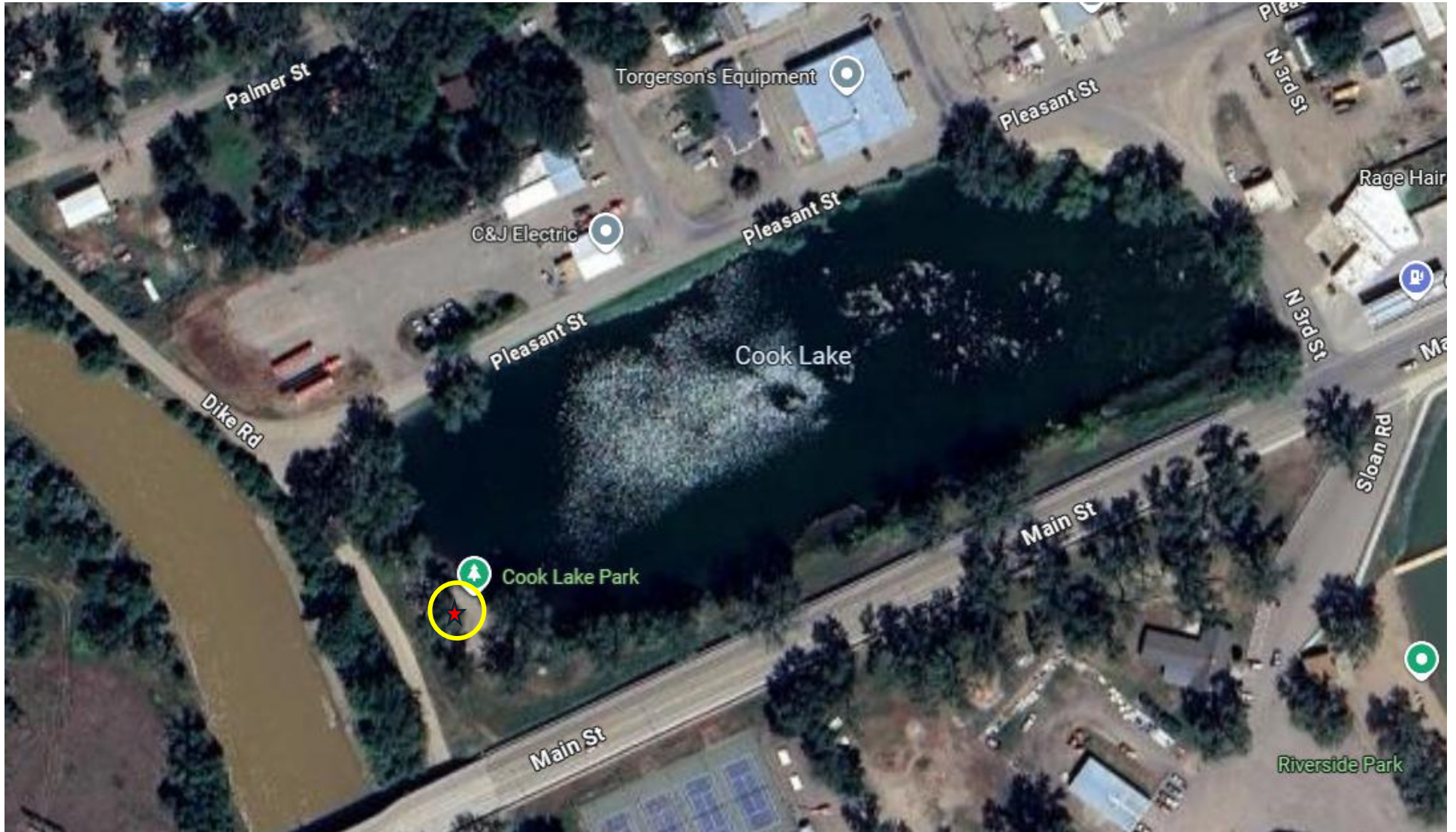


2 Underpass Signs

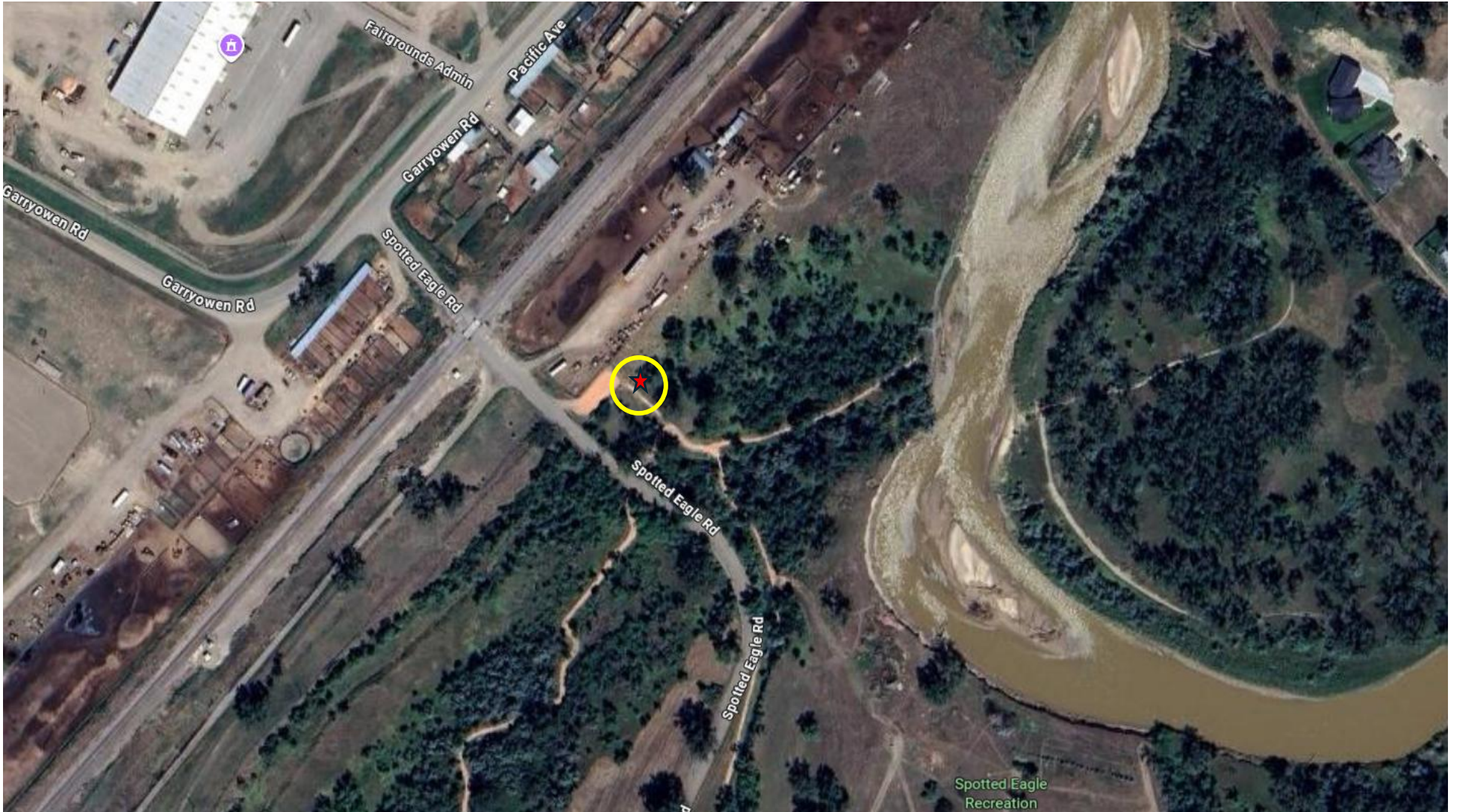


Bender Park (1 sign)





Spotted Eagle (1 sign)



Riverside Park (2 signs)



**RESOLUTION NO. 4651**

**A RESOLUTION OF THE CITY OF MILES CITY APPROVING “PRIME CONTRACT CHANGE ORDER #004” WITH JACKSON CONTRACTOR GROUP, INC., RELATED TO THE CONSTRUCTION OF THE MCFR BUILDING.**

*WHEREAS*, The City of Miles City has engaged Jackson Contractor Group, Inc. (“Jackson”), as Construction Manager for the construction of the new MCFR building;

*AND WHEREAS*, the City wishes to approve a Change Order to said construction project, resulting in a net increase in the project budget of: **NO INCREASE (\$0.00)** as set forth in detail within the attached Exhibit “A”;

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

1. The “**PRIME CONTRACT CHANGE ORDER #004**” between the City and Jackson Contractor Group, Inc., attached hereto as Exhibit “A”, and made a part hereof, is hereby approved and adopted by this Council.

2. The Mayor of the City of Miles City is hereby empowered and authorized to execute said document on behalf of the City of Miles City and bind the City of Miles City thereto.

**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 OCTOBER, 2025.**

\_\_\_\_\_  
Dwayne Andrews, Mayor

ATTEST:

\_\_\_\_\_  
Mary Rowe, City Clerk



Miles City Office  
 PO Box 1298  
 Miles City, Montana 59301  
 Phone: (406) 234-5565  
 Fax: (406) 234-5566

**Project:** 02202405 - Miles City Fire & Ambulance  
 2800 Main Street  
 Miles City, Montana 59301  
 Phone: 509-993-4010

## Prime Contract Change Order #004.: Change Order 04

<b>TO:</b>	City of Miles City PO Box 910 Miles City, Montana 59301	<b>FROM:</b>	Jackson Contractor Group, Inc. PO Box 967 Missoula Montana 59806
<b>DATE CREATED:</b>	10/22/2025	<b>CREATED BY:</b>	Amy Lesh (Jackson Contractor Group, Inc.)
<b>CONTRACT STATUS:</b>	Pending - In Review	<b>REVISION:</b>	0
<b>DESIGNATED REVIEWER:</b>	Amy Lesh (Jackson Contractor Group, Inc.)	<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>	10/29/2025	<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>SCHEDULE IMPACT:</b>		<b>EXECUTED:</b>	No
<b>CONTRACT FOR:</b>	02202405-00:Miles City Fire and Rescue	<b>TOTAL AMOUNT:</b>	\$ 0.00

**DESCRIPTION:**

This change order includes the following items:

- Costs associated with the plumbing changes for the trench drain, sand oil separator, and lavatory deduct.
- Added cost for the heat and smoke detectors.
- Costs to add emergency lighting circuitry.
- The additional costs for supply and install of 2 more data drops at each data location.
- Flooring and base in the office and living area.

**ATTACHMENTS:**

This proposal is based on the usual cost elements such as labor, material, and normal mark ups, and does not include any amount for changes in the sequence or work delays, disruption, rescheduling, extended overhead, acceleration and or impacts, and the right is expressly reserved to make claim for any and all of these related items of cost prior to any final settlement of the contract.

**POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:**

PCO #	Title	Schedule Impact	Amount
007	Plumbing Changes		0.00
008	Heat/Smoke Detector		0.00
009	Emergency Lights		0.00
010	Additional Data Drop		0.00
011	Flooring	5 days	0.00
<b>TOTAL:</b>			<b>\$0.00</b>

**CHANGE ORDER LINE ITEMS:**



**PCO # 007 : Plumbing Changes**

#	SubJob	Cost Code	Description	Type	Amount
1	N/A	22-0001 - 2.22A OLSEN P&H		Subcontract	\$ 683.00
2	N/A	17-0003 - EXISTING SEWER UNKNOWNNS		Unallocated	(\$683.00)
<b>Subtotal:</b>					<b>\$0.00</b>
GL Insurance: 0.85% Applies to All Line Items					0.00
Builders Risk Insurance: 0.50% Applies to All Line Items					0.00
Procure: ≈ 0.19% Applies to All Line Items					0.00
P&P Bond: 0.64% Applies to All Line Items					0.00
Fee: 5.00% Applies to All Line Items					0.00
MGRT: 1.00% Applies to All Line Items					0.00
<b>Grand Total:</b>					<b>\$0.00</b>

**PCO # 008 : Heat/Smoke Detector**

#	SubJob	Cost Code	Description	Type	Amount
1	N/A	26-0001 - 2.26A MC ELECTRIC	Add Smoke & Heat Detectors	Subcontract	\$ 1,248.00
2	N/A	17-0006 - FIRE ALARM		Unallocated	(\$1,248.00)
<b>Subtotal:</b>					<b>\$0.00</b>
GL Insurance: 0.85% Applies to All Line Items					0.00
Builders Risk Insurance: 0.50% Applies to All Line Items					0.00
Procure: ≈ 0.19% Applies to All Line Items					0.00
P&P Bond: 0.64% Applies to All Line Items					0.00
Fee: 5.00% Applies to All Line Items					0.00
MGRT: 1.00% Applies to All Line Items					0.00
<b>Grand Total:</b>					<b>\$0.00</b>

**PCO # 009 : Emergency Lights**

#	SubJob	Cost Code	Description	Type	Amount
1	N/A	26-0001 - 2.26A MC ELECTRIC	Emergency Light Circuits	Subcontract	\$ 250.00
2	N/A	01-2116 - CONTINGENCY		Unallocated	(\$250.00)
<b>Subtotal:</b>					<b>\$0.00</b>
GL Insurance: 0.85% Applies to All Line Items					0.00
Builders Risk Insurance: 0.50% Applies to All Line Items					0.00
Procure: ≈ 0.19% Applies to All Line Items					0.00
P&P Bond: 0.64% Applies to All Line Items					0.00
Fee: 5.00% Applies to All Line Items					0.00
MGRT: 1.00% Applies to All Line Items					0.00
<b>Grand Total:</b>					<b>\$0.00</b>



**PCO # 010 : Additional Data Drop**

#	SubJob	Cost Code	Description	Type	Amount
1	N/A	17-0005 - ADD DATA DROPS		Unallocated	(\$3,000.00)
2	N/A	26-0001 - 2.26A MC ELECTRIC		Subcontract	\$ 13,800.00
3	N/A	17-0003 - EXISTING SEWER UNKNOWNNS		Unallocated	(\$10,800.00)
<b>Subtotal:</b>					\$0.00
GL Insurance: 0.85% Applies to All Line Items					0.00
Builders Risk Insurance: 0.50% Applies to All Line Items					0.00
Procure: ≈ 0.19% Applies to All Line Items					0.00
P&P Bond: 0.64% Applies to All Line Items					0.00
Fee: 5.00% Applies to All Line Items					0.00
MGRT: 1.00% Applies to All Line Items					0.00
<b>Grand Total:</b>					<b>\$0.00</b>

**PCO # 011 : Flooring**

#	SubJob	Cost Code	Description	Type	Amount
1	N/A	17-0006 - FIRE ALARM		Unallocated	(\$38,752.00)
2	N/A	17-0004 - FINAL CLEAN		Unallocated	(\$5,256.50)
3	N/A	17-0003 - EXISTING SEWER UNKNOWNNS		Unallocated	(\$191.50)
4	N/A	09-6000 - FLOORING		Subcontract	\$ 44,200.00
<b>Subtotal:</b>					\$0.00
GL Insurance: 0.85% Applies to All Line Items					0.00
Builders Risk Insurance: 0.50% Applies to All Line Items					0.00
Procure: ≈ 0.19% Applies to All Line Items					(0.00)
P&P Bond: 0.64% Applies to All Line Items					0.00
Fee: 5.00% Applies to All Line Items					0.00
MGRT: 1.00% Applies to All Line Items					0.00
<b>Grand Total:</b>					<b>\$0.00</b>

The original (Contract Sum) \$ 4,753,879.00  
 Net change by previously authorized Change Orders \$ 4,561.75  
 The contract sum prior to this Change Order was \$ 4,758,440.75  
 The contract sum would be changed by this Change Order in the amount of \$ 0.00  
 The new contract sum including this Change Order will be \$ 4,758,440.75  
 The contract time will not be changed by this Change Order

**Terry Sukut (JGA Architects)**  
 3395 Gabel Road, Suite 100  
 Billings Montana 59102

**City of Miles City**  
 PO Box 910  
 Miles City Montana 59301

**Jackson Contractor Group, Inc.**  
 PO Box 967  
 Missoula Montana 59806

*Amy Leah*

10-22-25

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

**Olson Plumbing & Heating**  
PO Box 375 / 600 34<sup>th</sup> Ave NW  
Sidney, MT 59270-0375  
406-482-4027 / 406-482-4034 (F)

Date: 10/Sept/2025

To: Amy Lesh  
Jackson Group

From: Mitch Olson

Subject: Miles City Fire / Rescue Bldg / Miles City, MT

Amy,

The following is what I am quoting for the changing of the trench drain and relocation of the sand/oil interceptor at the Miles City Fire-Rescue Bldg / Mile City, MT:

- Shorten original trench drain
- Relocate sand/oil interceptor
- Add trench drain for one bay

Total for changes: \$1,013.00

Deduction: Deduction for 6 L1 Sinks that will not be used: \$330.00

Let me know if you have questions.

Thank you,



**From:** mc electric <mcelectric59301@gmail.com>  
**Sent:** Tuesday, October 7, 2025 3:17 PM  
**To:** Amy Lesh  
**Subject:** Re: 28 46 21 - Rev 0 - **Smoke & Heat Detector** - MCFT - Approved

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

This change order would add one day and **\$1,248.00**

On Mon, Oct 6, 2025 at 9:41 AM Amy Lesh <[amyl@jacksoncontractorgroup.com](mailto:amyl@jacksoncontractorgroup.com)> wrote:

Just sending another reminder on this one.

Thanks!



**AMY LESH**

**PROJECT MANAGER**

[amyl@jacksoncontractorgroup.com](mailto:amyl@jacksoncontractorgroup.com)

[www.jacksoncontractorgroup.com](http://www.jacksoncontractorgroup.com)

PO Box 1298, Miles City, MT 59301

P|406-234-5565 M|406-853-1785



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**From:** Amy Lesh  
**Sent:** Wednesday, October 1, 2025 1:17 PM  
**To:** 'mc electric' <[mcelectric59301@gmail.com](mailto:mcelectric59301@gmail.com)>  
**Subject:** RE: 28 46 21 - Rev 0 - Smoke & Heat Detector - MCFT - Approved

**From:** mc electric <mcelectric59301@gmail.com>  
**Sent:** Wednesday, September 3, 2025 10:39 AM  
**To:** Amy Lesh  
**Subject:** Re: 2025.09.02 - MCFS - RFI #8 - Electrical v2.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

pricing for this change is \$250.00

On Wed, Sep 3, 2025 at 8:57 AM Amy Lesh <[amyl@jacksoncontractorgroup.com](mailto:amyl@jacksoncontractorgroup.com)> wrote:

Hey Eddie and Josh,

The owner would like some of the lighting circuits to be on the backup generator. Could you please provide pricing for this change? The attached document has the changes clouded.

Thanks,



**AMY LESH**

**PROJECT MANAGER**

[amyl@jacksoncontractorgroup.com](mailto:amyl@jacksoncontractorgroup.com)

[www.jacksoncontractorgroup.com](http://www.jacksoncontractorgroup.com)

PO Box 1298, Miles City, MT 59301

P|406-234-5565 M|406-853-1785



**From:** mc electric <mcelectric59301@gmail.com>  
**Sent:** Wednesday, September 24, 2025 5:05 PM  
**To:** Amy Lesh  
**Subject:** Re: Miley City Fire Rescue - **Additional Data**

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

yes sorry, I talked with someone but can't remember who. it will be **\$13,800.00**

On Wed, Sep 24, 2025 at 3:06 PM Amy Lesh <[amyl@jacksoncontractorgroup.com](mailto:amyl@jacksoncontractorgroup.com)> wrote:

Hey guys,

I don't think I ever saw a price on this one, any chance you could get that put together for me?

Thanks,



**AMY LESH**

**PROJECT MANAGER**

[amyl@jacksoncontractorgroup.com](mailto:amyl@jacksoncontractorgroup.com)

[www.jacksoncontractorgroup.com](http://www.jacksoncontractorgroup.com)

PO Box 1298, Miles City, MT 59301

P|406-234-5565 M|406-853-1785



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**From:** Amy Lesh  
**Sent:** Tuesday, August 12, 2025 11:26 AM



610 Bench Blvd STE 4, Billings, MT 59105  
(406) 248-3411 www.floorxmt.com

Section 9, Item E.

**Proposal #: 250410**  
**10/08/2025**

**TO**

JACKSON CONTRACTOR GROUP  
5800 US HIGHTWAY 93 S  
MISSOULA, MT 059804

**PROJECT**

MILES CITY FIRESTATION  
STOCK MATERIAL

DESCRIPTION	QTY	U/M
. EXPEDITION MAGELLAN 35.96SF/CT	5,717.64	SF
. RB4	1,920.00	LF
. LEVELING BUDGET	80.00	EA
. LOGISTICS	1.00	EA
. WOM-MOHAWK TUFF STRIDE	12.44	SY
. GRT 1%	1.00	EA

**GRAND TOTAL: \$44,200.00**

INCLUDES:  
-80 BAGS OF SELF LEVELING  
-5717 SF OF LVP  
-1920LF RUBER BASE

Closing



610 Bench Blvd STE 4, Billings, MT 59105  
(406) 248-3411 www.floorxmt.com

Proposal #: 250410  
10/08/2025

**Terms and Conditions**

**GUARANTEES:** Contractor agrees to guarantee its workmanship for a period of one (1) year from the date of completion of the work. The contractor shall remove, replace, and/ or repair at its own expense its defective workmanship at any time within a period of one (1) year after completion of the work. Material warranties are provided by the manufacturers. Contractor does not manufacture material or guarantee it. Contractor will assist Owner in getting resolution on material claims, if necessary.

**MANUFACTURER REQUIREMENTS:** The Contractor will install all materials according to the manufacturer's installation instructions. Installation instructions often include specifications such as required ambient and/or substrate temperature and relative humidity values. Should job site conditions not meet manufacturer requirements, the Contractor will not start (or continue, if already in-work) the installation process until these requirements are met. Installation of materials outside of the manufacturer's requirements can void the manufacturer's warranty.

**GENERAL:** 1. Material and workmanship to meet the codes and requirements of all appropriate governmental authorities. 2. All work to be done in a neat and workmanlike manner. Contractor agrees to leave a workplace clean and orderly upon completion of both rough and finish work. All debris will be removed from the premises.

**CHANGES:** No changes to the scope of the work will be effective without a written change order signed by both the Contractor and Owner. Any changes to job site conditions or material selections, which affect Contractor's material usage, add labor costs, shipping costs, etc. will be an extra charge and will be executed in writing.

**PAYMENTS:** Contractor shall make application for payment to Owner once per month for the work completed in the prior month. Owner must make payment to Contractor within twenty-one (21) days of receipt of the application for payment. Unpaid payment applications will accrue interest at the rate of twelve (12) percent per year. In addition, Owner is responsible for all costs of collecting unpaid payment applications, including legal fees.  
\*Payments made by credit card will incur a processing fee of 3.00%.

**ENTIRE CONTRACT:** This agreement contains all the terms, conditions, agreements, representations, and warranties agreed upon by the parties to this agreement relating to the subject of this agreement and supersede all prior agreements, negotiations, correspondence, understandings, undertakings, and communication of the parties, whether oral or written, respecting such subject matter. All parties acknowledge that he, she, or it has an opportunity to assist in the drafting of this agreement. Accordingly, the agreement should not be interpreted against any one party or draftsman.

**GOVERNING LAW:** This agreement shall be governed by, and interpreted and enforced in accordance with, the laws of the State of Montana and of the United States of America. The parties agree that Montana's Prompt Payment Act applies to this agreement.

**SEVERABILITY:** If any term, condition, agreement or other provision of this agreement, or the application thereof to any party or circumstances, shall be held to be invalid or unenforceable to any extent in any jurisdiction, then the remainder of this agreement and the application such term, condition, agreement, or other provision in any other jurisdiction or to persons or circumstances other than those as to whom or which it is held invalid or unenforceable, shall not be affected thereby, and each term, condition, agreement and other provision of this agreement shall be valid and enforceable to the fullest extent permitted by law.

**DISPUTE RESOLUTION INCLUDING ARBITRATION:** Any dispute between the parties concerning the interpretation of enforcement or this agreement must be settled by arbitration before a single arbitrator. Before pursuing arbitration, however, the parties must attempt negotiation and mediation. Mediation shall be done before a mediator is chosen by the parties. If they cannot agree on a mediator, then they each shall choose a legal representative and the two representatives shall agree on a mediator. If the parties cannot resolve their dispute by negotiation or mediation, they will proceed to arbitration. The arbitration must take place in the county in which the subject of the contract work is located. The parties to the arbitration will be entitled to conduct discovery in accordance with the Federal Rules of Civil procedure, subject to limitation by the arbitrator to secure just and efficient resolution of the dispute. The arbitration shall be done before a single arbitrator is chosen by the parties. If the parties cannot agree on the arbitrator, then they shall each choose a legal representative and the two representatives shall agree on an arbitrator. If the amount in controversy exceeds \$10,000, the arbitrator's decision must include a statement specifying in reasonable detail the basis for and computation of the amount of the award, if any. Each party to the mediation and/or arbitration shall bear its own costs and fees as well as one half of the cost of the mediator and/or arbitrator, however, a party substantially prevailing in the arbitration will also be entitled to recover such amount for its costs and attorney fees incurred in connection with the mediation and/or arbitration as may be determined by the arbitrator. Judgement upon the arbitration award may be entered in any court having jurisdiction. Nothing contained in this section, however, will prevent a party from seeking relief in a court having jurisdiction in situations in which injunctive relief may be appropriate. Also, nothing here in prevents the Contractor from filing a construction lien as permitted by Montana law.

Signature: \_\_\_\_\_  
Name: CLINT STOVALL  
Title: Salesperson  
Date: 10/08/2025

Signature: \_\_\_\_\_  
Authorized Agent: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_