

Geoplant LLC

STATUS REPORT FOR NOVEMBER & DECEMBER 2025

PLANNING SERVICES FOR THE CITY OF MILES CITY

Report as of January 7, 2026

Work/Tasks Accomplished: [November: 32 hours; December: 41.25 hours; Total: 73.25 hours]

Lease Administration [November: 3.5 hours; December: 17 hours; Total: 20.75 hours]:

Gergen proposal to lease Lot 8: In November, I continued processing the single bid/proposal from Jason Gergen of Three G Construction and Bear Buttz Septic for the proposed lease of Lot 8 of Tract "E" of the Industrial Site. In November, I updated the draft staff report and lease agreement regarding insurance requirements per correspondences with Dan, and then sent the Finance Committee material to Clerk's Office and scheduled the Finance Committee meeting for December 4th.

In December, I prepared for and attended the December 4 Finance Committee meeting via Zoom. The Finance Committee recommended approval of the resolution and lease agreement. Following the meeting, I prepared the resolution for the Council meeting and sent the material to the Clerk's Office with discussion regarding what to include in the Council packets. I then prepared for and attended the December 9 City Council meeting via Zoom. The Council tabled the matter so the applicant's business registrations, insurance requirements, and cleanup of the site by the former tenant could be further addressed. I then contacted the applicant regarding what the Council requested, and the former tenant about the cleanup, which the former tenant resolved with the exception of a burn pile. The Council then continued consideration of the matter to the December 16 meeting, which I attended via Zoom. The Council approved the resolution and lease agreement, and I addressed the burn pile with the former tenant, and have been working with the applicant, his insurance agent, and Dan to ensure insurance requirements are met, and that the lease agreement matches the business registrations. I anticipate receiving update insurance documentation so the lease agreement can be finalized and executed in the coming days.

Hugo Muggli Inc. lease: As discussed in previous status reports, the Hugo Muggli Inc. lease agreement expired and that entity no longer owns the building on the leasehold. I had spoken with Jerome (Jerry) Muggli, a part owner of the building, and Rhonda Muggli/Wald (Jerry's daughter and part owner of the building) to discuss the lease status and what is required to obtain a new lease agreement with her name on it as owner of building. I had also sent follow-up emails to Jerry, Rhonda, and her husband to inquire about the necessary information. I

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received a call from Jerry in early November and discussed his questions and the additional information needed, but I have continued to not receive the information I requested. I will soon follow up with them and give them a deadline. Once the City receives the necessary information, I will work through the matter so it can be resolved; if they do not follow up on the matter soon, I will contact the Mayor and Dan to work through the alternative processes to address the matter.

Big Sky Cremation Services lease: In early December, Joe Stevenson of Big Sky Cremation Services called me to inquire about obtaining City approval to deepen a water well on the leasehold, so I reviewed the lease management resolutions and lease agreement, and called Joe back to provide answers, and left him a voicemail for him to call me back. He has not returned my call, but no City approvals are necessary, and I hope to discuss the matter with him soon.

Ailport Montana Properties leases: In December, I received emails from Sam and Dawn Bolejack, Real Estate Broker with Hardesty Real Estate, regarding the status of the Ailport Montana Properties lease agreements. Dawn was requesting additional information beyond what the Clerk's Office provided to determine the status of the two lease agreements. I reviewed and researched the various lease agreements, renewals, assignments, options to purchase, etc., and outlined the leases' and purchase options' histories, and called Dawn to explain the apparent status of each lease and the purchase option, and let her know that I would provide additional information and determine the statuses. I then obtained additional information from the Clerk's Office, and emailed Dan Rice regarding the option to purchase extension and lease assignment to Ailport in 2017 and corresponded with him as to whether the purchase option could still be valid. We determined the purchase option has expired, and I provided Dawn the remaining documentation regarding her inquiry and let her know the purchase option is expired. One of the two lease agreements are expired, which I previously spoke to Shane Ailport about, and will process the renewal request in the coming months.

City View Subdivision Improvements Agreement [November: 6.75 hours; December: 4 hours; Total: 10.75 hours]:

Enforcement of the Third Amended Subdivision Improvements Agreement (SIA) for the City View Subdivision has been an ongoing issue since the July 1st deadline passed for the subdividers to complete and certify the improvements and provide engineering certifications of the same. In November, I continued to correspond with Dan, City staff, the subdivider, and engineer. The subdivider's engineer provided partial certifications and inquired about not installing the required mailbox facilities. I had drafted a response to the subdivider and engineer, and after discussing the draft with Dan, Sam, and acting Mayor Kassner, I sent the response and the Clerk's Office deposited the check for the financial security. I spoke with the subdivider and engineer on several occasions about the steps moving forward to process their pending requests, and then received two variance requests and partial certifications from the engineer and corresponded with Dan and Sam regarding their submittals.

In December, I reviewed the project engineer's submittals, corresponded further with Dan and Sam regarding the additional information needed, and drafted a letter outlining the additional

information needed to process the requests. After feedback from Dan and Sam, I sent the formal letter outlining the submittal requirements on December 19th, and did not hear back from the subdivider or engineer until yesterday, January 6th, when the subdivider called me to ask about the status of the review. I referred him to the 12/19 letter, and he has indicated the additional information will be forthcoming today. There will be a completeness and sufficiency review before the public review process at the Council level, so it's possible the matters will be heard by Council in February.

Last Chance Subdivision zoning, growth policy amendments, etc. [November: 3.75 hours; December: 12.75 hours; Total: 16.5 hours]:

November: At the October 21 joint meeting of the Planning Board and Zoning Commission to address long-term zoning and a potential growth policy update for the recently annexed Last Chance Subdivision, the boards tabled the discussion until November 6th. I kept the developer apprized of the discussions, encouraging his participation. I attended the November 6 meeting via Zoom, and the Planning Board and Zoning Commission recommended staff not pursue a growth policy amendment to provide for commercial designations on the growth policy's future land use map. Then Sam sent me draft meeting minutes, which I reviewed and provided suggested edits on, and we completed the draft minutes, which I sent to the developer with a summary of the meeting discussions. I then corresponded with the developer regarding the process for him to initiate a growth policy amendment by petition. The developer then submitted a letter objecting to the direction from the Planning Board and Zoning Commission to keep residential designations and not allow two commercial lots. I then corresponded with Dan and Sam with ideas on how to handle the letter and give direction to the developer.

December: In early December, my correspondences with Dan and Sam regarding how to respond to the developer continued. I spoke to the developer regarding pursuing a petition to amend the growth policy and corresponded with him with additional growth policy information. The developer and his associate then worked to submit a petition to amend the growth policy and a petition to amend the zoning district map, which I provided feedback on. They then submitted the formal petitions, and I worked with Sam to schedule and notice a Planning Board meeting for January 20th on the growth policy amendments. I drafted amendments to the applicable portions of the growth policy to reflect the amendment petition and sent it to Dan and Sam, as well as the developer for comments. I've also been drafting a Planning Board resolution to recommend updates to the growth policy. The January 20th Planning Board meeting is set, and I am currently preparing the material for the Board packets.

RR Depot Minor Subdivision [December: 0.25 hour]:

After the final plat was approved by Council in September and I notified the surveyor and County Commissioners of with a request to provide the final plat once recorded, and I never heard back, while researching the County's iDoc Market for other projects, I researched for any indication of whether the final plat was recorded, which has a deadline. I did not find a recorded plat or other

documents that should have been recorded. I will check again in the future while using an iDoc Market pass, to ensure that the plat is properly recorded before the deadline.

Chapmon-Cederberg boundary line relocation Subdivision Exemption Claim Application and Amended Plat in Milestown Estates [November: 2.25 hours; December: 0.25 hour; Total: 2.5 hours]:

In October, I had received an Exemption Claim Application and associated material from Cory Wilhelm for the Chapmon/Cederberg boundary line relocation and amended plat in Milestown Estates. The boundary relocation will return the common boundary between the two lots to its original position prior to the 2024 relocation. In November, I continued and completed the exemption and survey reviews, and corresponded with Dan about discrepancies in the draft deed and regarding the inapplicability of review of the amended plat by City Council. I then notified Cory and the applicants of the exemption approval, and received the County's Examining Land Surveyor approval of the amended plat. In December, I corresponded with Sam regarding whether hard copies of the application materials are needed, and we determined that electronic versions are sufficient for City records. The project should be completed and amended plat recorded.

Askin Family Transfer Subdivision Exemption Claim Application and Amended Plat [November: 3.75 hours; December: 2.75 hour; Total: 6.5 hours]:

In October, I had received an Exemption Claim Application and associated material from Cory Wilhelm for the proposed Askin family transfer exemption in the Horizon Park Subdivision at 2615 Tractor Avenue. In November, I continued the exemption and survey reviews, and corresponded with Dan about the inapplicability of review of the amended plat by City Council. While reviewing the division for zoning compliance and DEQ sanitation exclusion requirements, I drafted an email to Sam and Dan regarding zoning compliance and sanitation exclusion, and drafted the exemption approval letter.

In December, I corresponded with Sam and Dan regarding zoning compliance and the proposed sanitation exclusion, and upon Sam and I determining zoning compliance and adding a discussion regarding the sanitation exclusion, I completed the exemption approval letter and notified Cory and the applicants of the exemption approval. I also received the County's Examining Land Surveyor approval of the amended plat. I also corresponded with Sam regarding whether hard copies of the application materials are needed, and we determined that electronic versions are sufficient for City records. The project should be completed and amended plat recorded.

Visionary Broadband utilities franchise proposal [November: 1 hour; December: 1.25 hours; Total: 2.25 hours]:

I had previously corresponded with Visionary Broadband and Dan about a potential telecommunications franchise agreement with the City and researched applicable statutes, City codes, and other examples. In November, I corresponded with Visionary Broadband regarding additional information that would assist with the City's review, such as general mapping

information, and received a map. I forwarded it and a previously received draft/template ordinance for a franchise agreement to Dan with discussion and a plan for the next steps, which Dan and I corresponded about. I kept Visionary Broadband apprised of the process.

Then in December, I reviewed and formatted/modified the draft/template ordinance, continued to research applicable requirements, and responded to status inquiries from Visionary Broadband. I will soon complete my review and drafting of the ordinance, send it to Dan for legal review, and then provide a City draft to Visionary Broadband for their review. Once those steps are complete, I anticipate scheduling and noticing the City Council's review of the draft ordinance.

10 N. Earling/Valley Credit Union Zone Change inquiry [November only: 1 hour]:

I had previously corresponded with Sam and Valerie Meier at Cushing Terrell regarding a potential zone change for a lot next to the Valley Credit Union. In early November, I received a follow-up email from Valerie with questions regarding signatures and procedures for the zone change and aggregation of lots exemption process, so I replied and provided the Exemption Claim Application and a working zone change flowchart. I anticipate an application for a zone change will be submitted early this year to allow for the residentially-zoned lot to be zoned commercial.

The Forge Firearms home occupation [November only: 4.5 hours]:

In July, Sam and I had corresponded about a proposed business license home occupation in the Residential A District for a gunsmithing and repair business and whether it would require a neighborhood petition and Council review. In early November, I received an email from Sam regarding a phone inquiry from Tim Hawkins with the ATF regarding zoning and home occupation review, so I replied to Sam agreeing that the petition and Council process should likely apply based on the information known to date. Sam and I then discussed the fact that the business license was already issued without home occupation review, so we corresponded with Dan regarding how the City could proceed. I then spoke with the applicant regarding the potential need for City review depending on the planned activities and what the ATF needs to issue a federal firearms license, as well as the planned activities and volume of customers. I then spoke to agent Hawkins and he indicated he just needed a correspondence from the City that the business complies with City codes. Upon further discussion with Sam and Dan, we determined that based on the applicant's description of the activities, minimal customer visits, and no outward appearance, the business would not trigger the petition and Council review. I then let the applicant and agent Hawkins City will not require home occupation review process and that the business license has already been issued.

Camden Clayton inquiry in Southgate Meadows [November only: 1.5 hours]:

I had previously spoken with Camden Clayton about the potential development and/or subdivision of the vacant ±24-acre tract in Southgate Meadows. In early November, Camden left me a voicemail that he had further questions, so I reviewed the property and zoning, found that he had recently acquired the property, and called Camden to discuss his questions pertaining to

a potential subdivision, subdivision exemptions, and zoning matters. He indicated that he would call me back again to discuss other potential development scenarios, so I anticipate he will likely contact me again in the future.

Website Updates [November only: 2.5 hours]:

I had previously discussed making updates to the Planning page on the City website, so I drafted changes to the webpage, reviewed the introductory CivicPlus training modules, and updated the Planning page and emailed Sam and Clerk's Office of the changes.

Industrial Site annexation discussion [November: 0.75 hour; December: 0.25 hour; Total: 1 hour]:

I had previously corresponded with Dan and staff about the possibility of annexing the City-owned Industrial Site west of downtown into the City. In November, Dan and I continued corresponding about whether the buildings and improvements in the Industrial Site are considered real or personal property for purposes of annexation, which dictates whether all City services, and more specifically water and sewer services, must be provided to all real property owners upon annexation of contiguous government land. With the Montana Department of Revenue taxing the improvements as real property, we determined that there should first be discussion with the Department of Revenue and County Treasurer. So in November and December, I started to prepare list of discussion items for the Department of Revenue and County Treasurer regarding the improvements being real or personal property, and whether they could be coded as personal property based on case law, which could eliminate potential objections to annexation without the provision of sewer services to the Industrial Site tenants. I anticipate contacting the Treasurer and Department of Revenue in the near future.

Annexation inquiry from J.W. Pappas, Steel Minor Subdivision properties [December only: 0.5 hour]:

In December, I received a voicemail from J.W. Pappas via Sam regarding an annexation question. I called J.W. back and he had questions regarding possible annexation of the vacant lots in the Steel Minor Subdivision behind the FairBridge Inn & Suites, on behalf of his clients/potential purchasers. We had a preliminary discussion, he said he would need to call me back, and I reviewed the property in anticipation of a call back. He has not yet called me back, so either the questions were answered during our initial discussion or the questions have otherwise been resolved.

1509 Kadzie Ave zoning inquiry from Justin Neese [December only: 1.5 hours]:

In late December, I received an email from Sam regarding an inquiry from Justin Neese about a potential zone change for property at 1509 Kadzie Avenue, which is zoned in the MH-A residential district. The inquiry was regarding establishing a commercial mechanic's shop in an existing building in MH-A, so I reviewed the property and zoning, and corresponded with Sam regarding potential options for Justin to pursue and a previous BOA approval; the property is for sale, and

he is interested in acquiring it for the commercial operation. I then called Justin to discuss what options would be available to pursue a commercial use, and the challenges with obtaining approval of a zone change or variance request. He may contact me again if he has additional questions.

Miscellaneous Administration/Business Licenses/Cloudpermit [November: 0.75 hour; December: 0.5 hour; Total: 1.25 hours]:

In November, I received information from Tamara regarding the Cloudpermit system and changing settings to receive email notifications, so I followed the instructions to change settings to receive notifications, and I reviewed the business license for Espy Insurance to test Cloudpermit. Then I received a Cloudpermit notification of the Wolf Mountain Repair business license, found that Sam was listed as the reviewer, and made a note to touch bases with Sam about Cloudpermit notifications and who does the reviews for planning and zoning. Then in December, I received a Cloudpermit notification of the Super8 business license, did an initial review, and again found that Sam was the listed reviewer. Soon after, Sam contacted me about whether I am receiving Cloudpermit notifications, and we corresponded to make a plan for the notifications and streamlining the process so as to not duplicate efforts.

UPCOMING PROJECTS AND TASKS

I will continue to review and work on the active projects as described above, carry out other tasks as requested, and work through other tasks discussed in previous status reports.

Thank you!

-Joel Nelson, Contract City Planner