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A CITY HALL COMPLEX
FOR
MILES CITY, MONTANA

Part I

Undergraduate Thesis in Architectural Design

By

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Submitted to the School of Architecture as partial fulfillment of
the requirements for the degree of Bachelor of Architecture
at

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INTRODUCTION

The role of municipal government in Montana has undergone rapid change in the last 50 years. City residents have advanced from the view that a token city government is a "necessary evil" to the view that a city government is necessary for the betterment of the community. There exists a realization that the steady increase in urban population demands more and better service by the local government. The local governments in turn must develop progressive administration programs to guide the growth of the cities. Such a program must protect and better the environment of all citizens.

In order to develop such a progressive program, a city government must conduct its operations in an environment conducive to this function. This is not the present situation in Miles City. The outdated City Hall does not provide the environment required for the function of a progressive city government.

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1.0 A NEED IS INDICATED

The present administrative offices of the City of Miles City are located in the City Hall at the intersection of Bridge and Eighth Street. (See Figure 13.) This building was built in 1914 and presently houses the administrative offices, the Police Department, Fire Department, and the City Jail. The original building has been enlarged two times by the addition of truck space for the Fire Department and a shop for the city maintenance crews. These have been the only additions to the building and since that time the population of Miles City has grown from 4,500 to 10,000 people. Besides an increase in population through the years, there has also been an increase in the governmental services performed by the city government. But, while the functions of the municipal government have increased, there have been no increases in the physical space. The present municipal offices are housed in the same basic amount of space as those of 1914. (See Figures 3-5). The present City Hall is surely out-dated and the following pages will point out the inadequacies of the building in several respects.

1.1 UNSATISFACTORY SYMBOLIC CONDITIONS

A City Hall should evoke a feeling of pride and accomplishment in its citizens. The building should represent a progressive city government of which all citizens are a part. Thus as a building, it should

hold a special place in the community, symbolic of its importance. The city halls of the early German Renaissance bordering on the town squares are good examples of the symbolism and pride that should be afforded a center of municipal government.

Miles City's City Hall does not symbolize these things to its citizens. The building itself, gives the impression of a static condition and the inability to change. Such an image is not needed and can be damaging to the operations of a city government and to its officials. A city government which wishes to make itself a progressive, effective operation can ill afford such an image as this.

The location and size of Miles City makes it the economic, cultural, and social center of Southeastern Montana. (See Figure 1.) As such, it is cast in the role of a "big sister" to the smaller communities of the area. If the citizens of these smaller communities have to base their municipal operations on the symbolism apparent from the present City Hall in Miles City, their own systems will be lacking. The lack of proper symbolism of a city hall is not only damaging to the citizens of the city itself, but possibly to all citizens of the area. A city has a certain duty to the people living in the communities of its hinterlands.

1.2 INADEQUATE PHYSICAL PLANT

The present physical condition of the Miles City City Hall was

described in this manner in a letter from Mr. Roy L. Jameson, Safety Director, State of Montana Industrial Accident Board.

"I believe the one basic problem in the existing facility is that it is too small for present day operations. There is not enough storage area for materials and equipment. Apparently the floors, building walls, and stairs are deteriorated."

In addition to lack of physical space, the interior environment created by outdated materials and paint is depressing and dull. Interviews and questionnaires sent to city officials verify this statement.

MAYOR'S OFFICE

The present space provided for the mayor's office is sufficient. However, because of the fact that this office is located next to the Police Department, it is frequently used by the Police Judge for hearings of the Police Court. This relationship of space has proved to be very unsatisfactory.

CITY ENGINEER'S OFFICE

The engineer's office is too small for normal daily activity. There is need for additional filing and storage space plus general office space. Presently some office procedures, such as printing maps, cannot be performed without interfering with other activities. Present circulation is poor and there are not enough electrical outlets and water faucets.¹

CITY CLERK AND COLLECTOR

The office of the City Clerk and Collector is the best example of the lack of space in the present City Hall. Besides a lack of general office space, there is a very definite lack of filing and vault space. Some records and papers are currently stored in a 8 foot by 14 foot vault located in the basement of the City Hall. The City Clerk can foresee the future use of three times this much space in addition to an office vault.²

CITY TREASURER'S OFFICE

The present amount of space occupied by the City Treasurer is basically sufficient except that it also houses the City Building Inspector when he is not in the field. The Building Inspector should have separate office space. The Treasurer's office has poor circulation and is in definite need of additional filing space.³

THE POLICE DEPARTMENT

The Police Department is housed in a single 8 foot by 20 foot room. Within this room are kept the records, communications equipment, office equipment, and desks. Circulation is poor. People paying tickets and seeing the Police Judge interfere with the regular office procedure. As much as four times this amount of space is needed, besides a ready room and a separate communications area.⁴

THE FIRE DEPARTMENT

The Fire Department is also in definite need of additional space. There is no private office space for the Fire Chief and his records or for a Fire Inspector. The amount of truck space is presently sufficient but will become inadequate with the addition of a hoped-for ladder truck. The living quarters must also be used for training, recreation, and office space. The Chief has shown some concern for a future loss in the rating status of the Fire Department because of these poor facilities.⁵

THE CITY JAIL

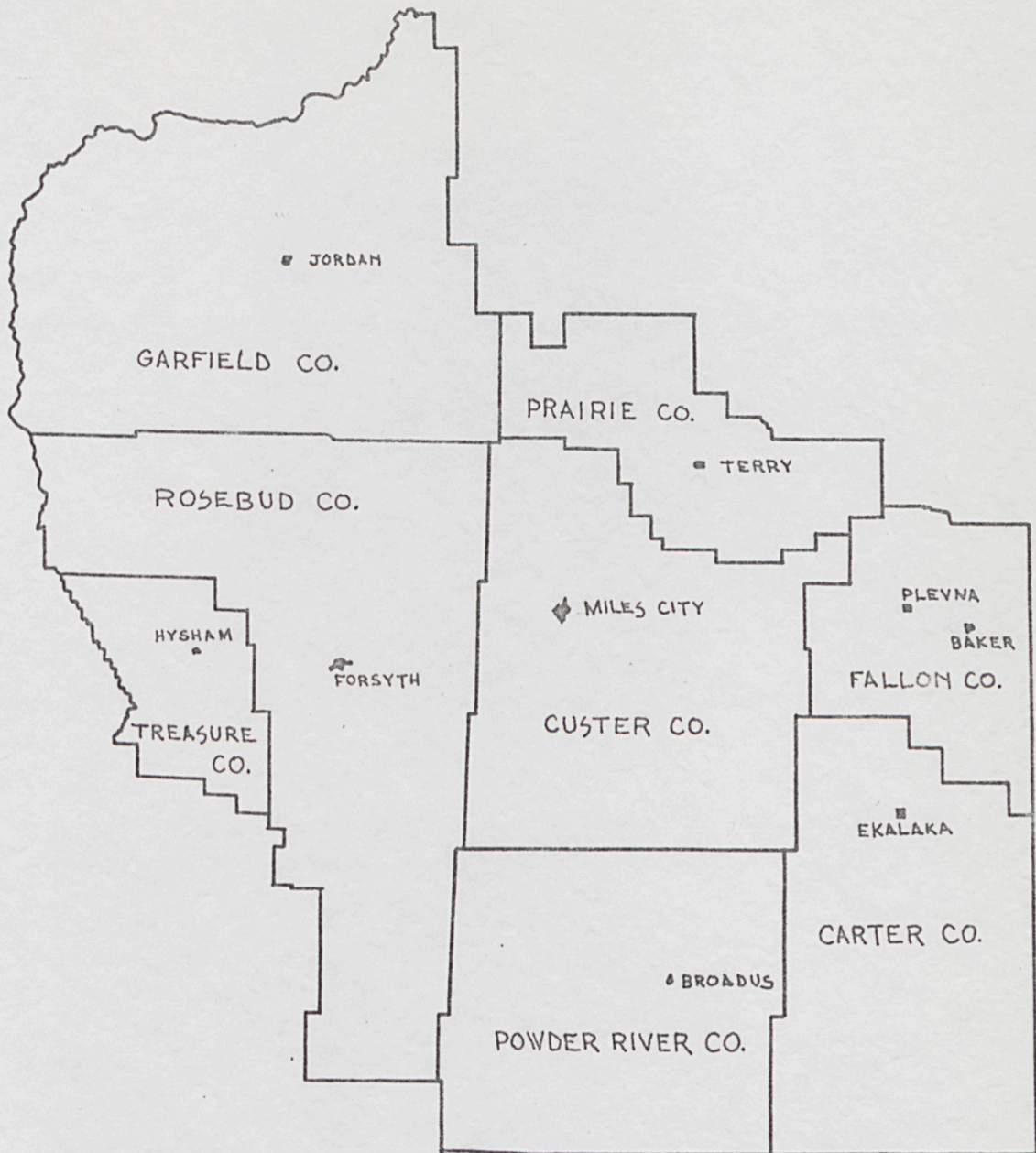
The present City Jail cannot be used for even short-term stays by Federal Prisoners because it does not meet the Federal requirement of an above-ground location. Located in the basement of the building, the jail is also in very poor physical condition. The facility lacks privacy, segregated cells, exercise room, and good accessibility. In the event of a fire or other emergency, any prisoner would be in extreme danger.⁶

1.3 POOR ORGANIZATION

The present physical spaces for city offices is poorly organized. Centralization in a city of this size is essential for economic operations. This centralization is lacking. The City Attorney does not

have an office and must make use of his own private office for city work and the keeping of records. The City Health Officer's office is presently located in a private doctor's office. The City-County Planning Board (newly established) presently lacks space. The Police Department, Sheriff's Office and Fire Department all use separate radio bands and do not make use of the possibility of combining interests and facilities. Better organization of all of the city government's functions could be an economic asset to the citizens of Miles City and the area.

FIGURE 1

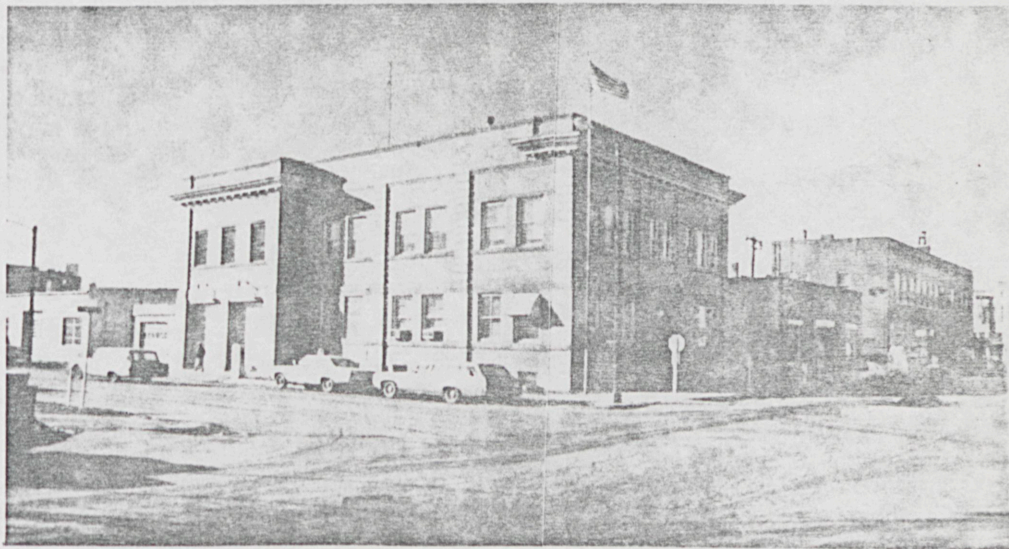


MILES CITY INFLUENCE AREA

FIGURE 2

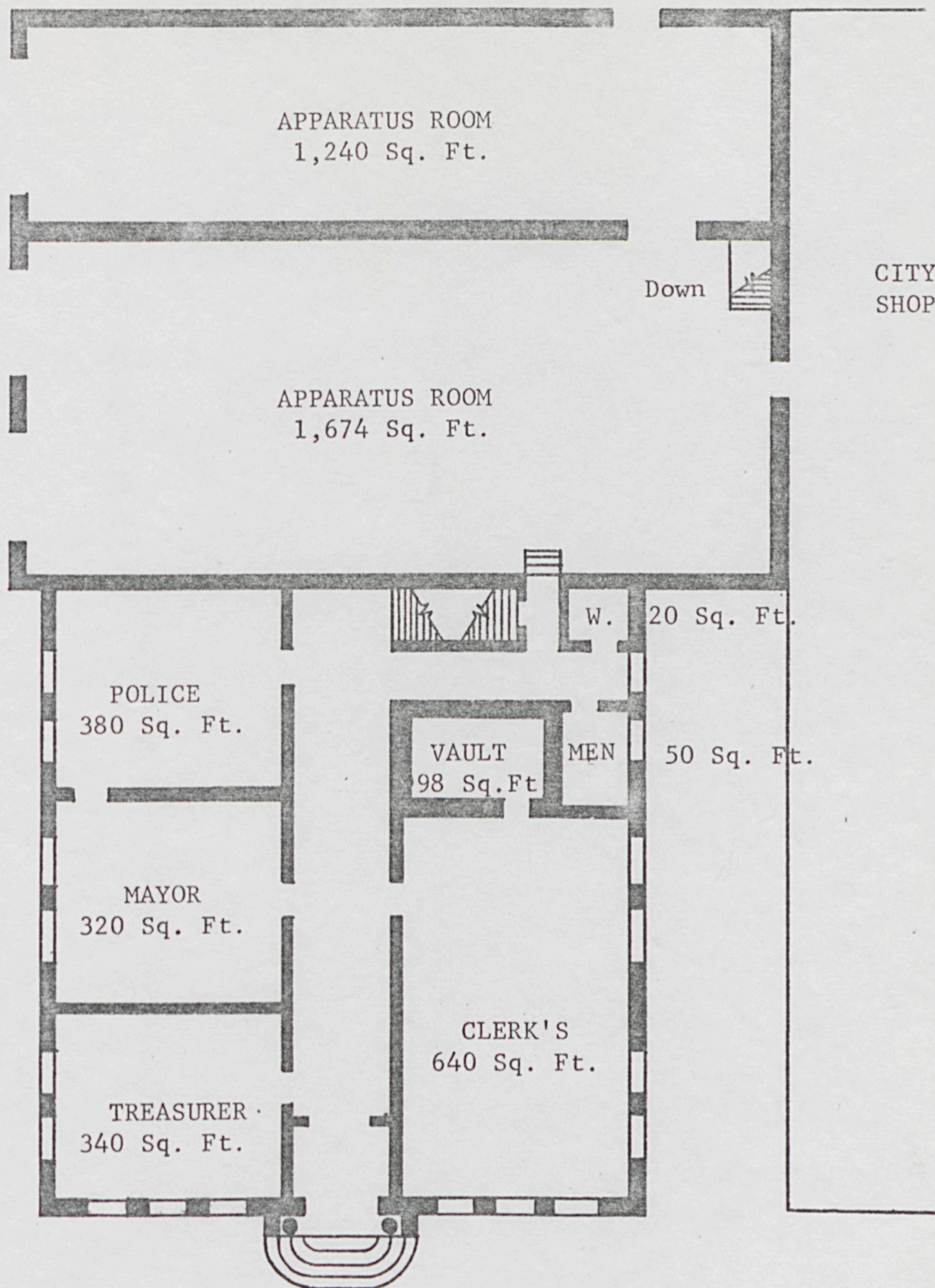


PRESENT CITY HALL
EAST ELEVATION



PRESENT CITY HALL
SOUTH AND EAST ELEVATIONS

EXHIBIT 3



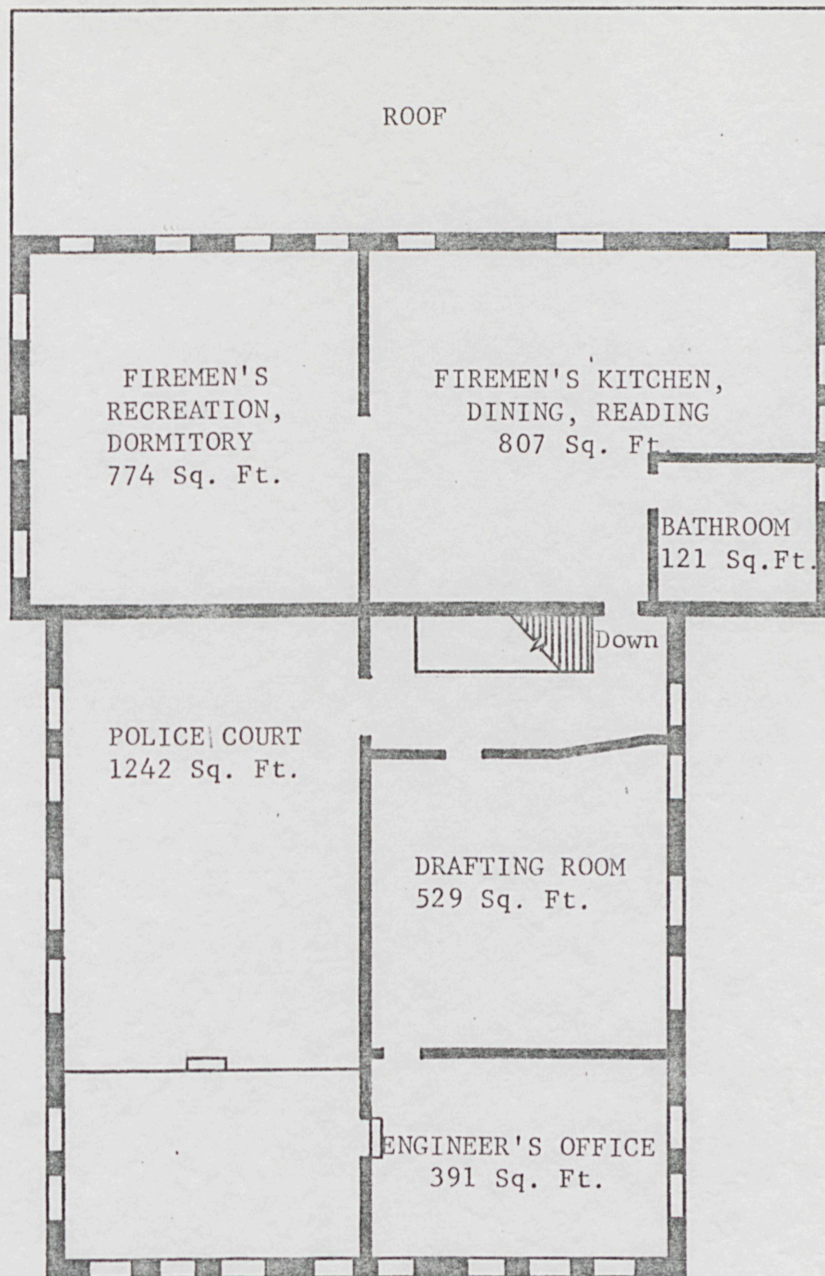
PRESENT CITY HALL

FIRST FLOOR PLAN

SCALE $\frac{1}{16}" = 1'-0"$

NORTH 

EXHIBIT 4



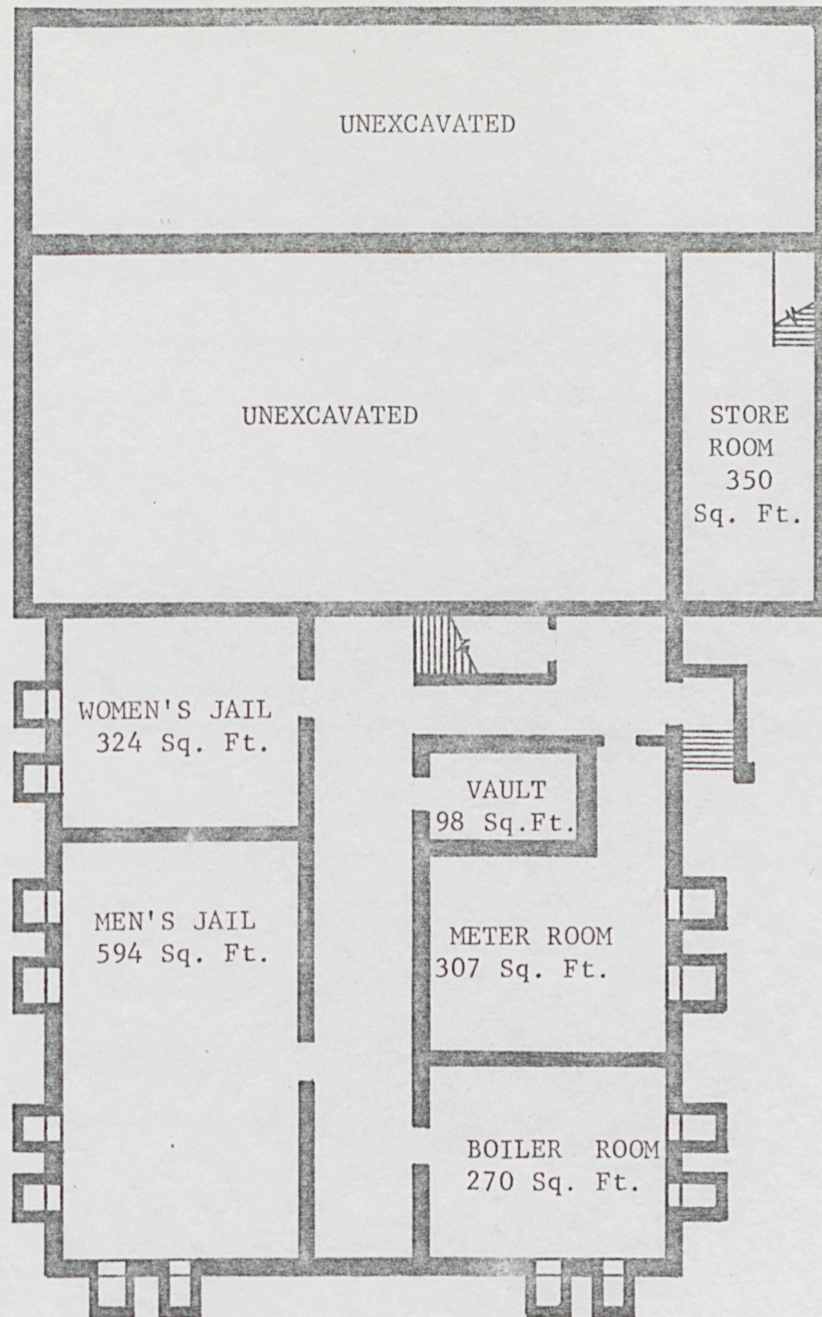
PRESENT CITY HALL

Second Floor Plan

SCALE $\frac{1}{16}'' = 1'-0''$

NORTH ►

EXHIBIT 5



PRESENT CITY HALL

BASEMENT PLAN

SCALE $\frac{1}{16}$ " = 1'-0"

NORTH 

2.0 A PROPOSAL TO SATISFY THE NEED

The need of new facilities for the city government of Miles City has been established. As Part I of my undergraduate thesis in architectural design, I am proposing that the City of Miles City construct a new municipal complex to serve better the people of Miles City and the surrounding area. I propose that this complex be designed to satisfy the needs established in the preceeding section. These needs require that this municipal complex provide the adequate symbolism attributed to a center of city government, adequate physical space for all of the city government operations, and a system of organization financially beneficial to the city residents.

This complex shall be designed to house the City Administration offices, the Police Department, the Fire Department, and the City Jail. There is a strong possibility that incorporation of the County Sheriff's Office and County Office of Civil Defense could prove to be beneficial both operationally and financially.

3.0 DESCRIPTION OF THE LOCAL CONDITIONS

Miles City represents the prime urban area of Southeastern Montana. As such it is cast in the role of the geographic, economic, and social center of this area. The Miles City sphere of influence is shown in Figure 1. A general description of the local conditions of this area is in order.

GEOGRAPHICAL

Miles City is located on the western edge of the Northern Great Plains at latitude 46° 26 Minutes North and 105° 52 Minutes West longitude at an elevation of 2371 feet. This area occupies a shallow part of the Yellowstone Valley which includes the confluence of the Tongue River from the south with the Yellowstone River just to the west of the City. One and one-half miles north of the City the river bluffs rise from 200 to 300 feet above the valley. There are no nearby mountain ranges to influence climatic conditions, and this produces a climatic condition usually characteristic of midwestern locations.

HISTORICAL

Captain William Clark and his party were probably the first white men to pass through the area around Miles City, although there

is some evidence of early French expeditions in the area. In the summer of 1876 the area, which was later to become Fort Keogh, was the last camping place for the ill-fated members of Custer's Seventh Cavalry prior to the Little Big Horn Massacre. In October of the same year, following the campaign of rounding up hostile Indians, Colonel Nelson A. Miles and his Fifth Cavalry went into camp at the mouth of the Tongue River for the Winter. The following summer, Fort Keogh was built on the site of this camp and Miles City was developed as a trading post for soldiers stationed at the fort. The surrender of the Indians then left the area open for general settlement, most suitably by ranchers and farmers.

Miles City's location at the mouth of the Tongue River was a convenient place for fording the Yellowstone River; thus the town became one of the most important stopping places on the long cattle drives from Texas. The cattle business soon developed the town site into the center of early range life in Eastern Montana and Western North Dakota as one of the greatest horse and cattle markets in the world. The arrival of the Northern Pacific Railroad in 1881 brought additional potential opportunity to the economy of the area.

An early count of people in 1879 showed 400, but this had risen to 956 in 1890. Miles City had been incorporated as a city three years earlier, in 1887. The Census of 1900 showed Miles City increasing its population to 1,938, and then jumping to 4,697 citizens in 1910. The present city hall was built in 1914 as a muni-

cipal center for the town of near 5,000. Miles City ranked seventh among Montana cities in 1920 and 1930 with 7,937 and 7,175 respectively while dropping to ninth in 1940 with 7,313.⁷ Miles City was still ninth in 1950 with 9,243 and 9,800 in 1960.⁸ Current estimated population is 11,003.⁹

CLIMATOLOGICAL

Miles City's climate is classified as semi-arid with temperatures ranging from very cold in the winter to quite warm in the summer. (See Figure 6.) Annual rainfall averages about 13 inches a year with less than 10 inches about one year in seven. The temperature has ranged from a low of 65° below zero at Fort Keogh on January 13, 1888, to a high of 111° on July 31, 1901. Periods of several days with minimums of zero or lower can be expected during the winter. Spring and fall are cool with maximum temperatures of 90 degrees or above, rarely occurring as early as April or as late as October. Readings below zero have been reported as late as April 1 and as early as October 28. Maximum temperatures of 90° or more occur frequently in July or August.

About 70 percent of the precipitation falls during the growing season of April through September, with the greatest monthly amounts usually falling during May and June. Precipitation during the growing season often falls during periods of shower or thunderstorm activity. General rains occur frequently in late spring and early

summer. Snowfall can be expected as late as May and as early as September.

Killing freezes have been reported as late as the last week in May and as early as the first week of September. This frost generally does not occur after the last week in April or earlier than the first week of October. The growing season averages about 158 days. Sunny growing seasons, with May and June rainfall being the heaviest of the year, encourage rapid crop development. Crops grown in this area seldom have difficulty in reaching maturity, although hail sometimes causes local damages during the middle of the summer.

The wind is primarily from the south during the winter months and the north-east during the summer months with a wind average of 9.1 mph. during January, 9.8 mph. during July, and 10.0 yearly. The highest wind on record was 60 mph. January 15, 1961, July 21, 1899, and November 9, 1902.¹⁰

The sun shines 62 percent of the time during an average year, ranging from 30 percent in December to 80 percent in July. Miles City has an average of 7723 degree days.¹¹ The position of the sun at various times of the year and the average hours of sunlight are given in Figures 7 and 8.¹²

3.4 DEMOGRAPHICAL

The population of Miles City was recorded as 9,665 in the 1960

FIGURE 6

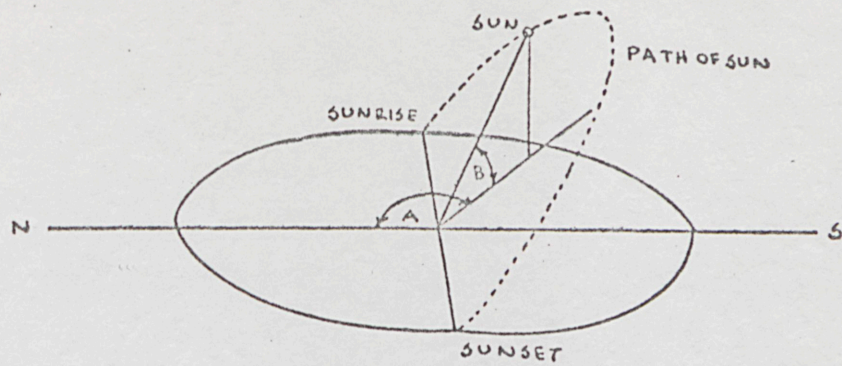
DETAILED CLIMATOLOGICAL DATA FOR MILES CITY

MONTH	AVERAGE-MONTHLY TEMPERATURE DEGREES	AVERAGE PRECIPITATION INCHES	WIND DIRECTION	WIND-AVERAGE SPEED MPH.
January	14.3	0.43	S	9.3
February	24.1	0.39	S	9.9
March	40.1	0.70	N	12.0
April	43.6	1.17	NW	12.7
May	53.2	1.88	NE	13.4
June	62.9	2.81	W	10.6
July	73.6	1.48	NE	10.2
August	68.9	1.17	NE	11.5
September	61.3	.95	NW	11.8
October	48.7	.88	NW	11.0
November	34.5	.41	S	10.0
December	44.8	12.79	-	10.0

Information from Local Climatological Data, Miles City, Montana.

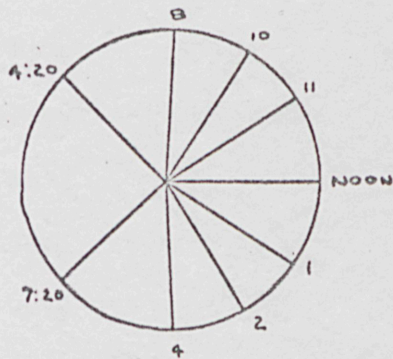
U.S. Department of Commerce, Environmental Science.

FIGURE 7

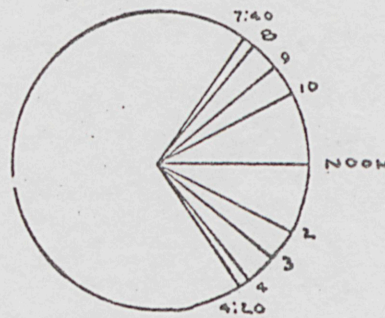


Angle A -- Azimuth
Angle B -- Altitude

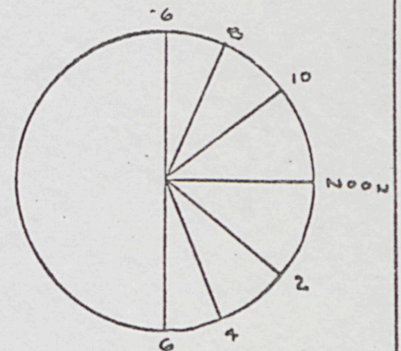
SOLAR ANGLES FOR MILES CITY, MONTANA



Summer
June 22



Winter
Dec. 22



Spring - Mar. 21
Fall - Sept. 23

AM	AZIMUTH	ALTITUDE
4:20	55° 30'	0° 0'
8	93° 0'	37° 39'
10	121° 30'	57° 30'
11	145° 30'	65° 30'
N	180° 0'	68° 30'
PM		
1	145° 30'	65° 30'
2	121° 30'	57° 30'
4	93° 0'	37° 39'
7:40	55° 30'	0° 0'

AM	AZIMUTH	ALTITUDE
7:40	124° 30'	0° 0'
8	127° 30'	2° 30'
9	139° 0'	10° 0'
10	151° 30'	16° 0'
N	180° 0'	21° 30'
PM		
2	151° 30'	16° 0'
3	139° 0'	10° 0'
4	127° 30'	2° 30'
4:20	124° 30'	0° 0'

AM	AZIMUTH	ALTITUDE
6	90° 0'	0° 0'
8	112° 0'	20° 30'
10	141° 0'	38° 0'
N	180° 0'	45° 0'
PM		
2	141° 0'	38° 0'
4	121° 0'	20° 30'
6	90° 0'	0° 0'

FIGURE 8

AVERAGE DAILY HOURS OF SUNSHINE PER MONTH FOR MILES CITY, MONTANA

<u>MONTH</u>	<u>HOURS PER DAY</u>
January	5
February	7
March	8
April	9
May	9
June	11
July	11
August	10.5
September	8
October	7.5
November	6
December	6

Census with a current population estimate of 11,003.¹³ The population for Custer County was 13,227 in 1960 with 73.1 percent of the population being urban. The area has been growing at 4.6 percent per decade and this growth rate is anticipated for the next twenty years. A projection of 16,000 as the Custer County population was estimated by a recent development program for the Holy Rosary Hospital in Miles City.¹⁴ Using this information and an anticipated increase in urbanization from 73.1 percent to 80 percent, Miles City will have a population of 12,800 people in 1990.

The 1960 census shows 34.3 percent of the population was under the age of 18, 52.3 percent of the population was between the ages of 18 and 64, and 13.4 percent of the population was over the age of 65 for Miles City. For Montana, 38.6 percent was under the age of 18, 56.7 percent was between the ages of 18 and 64, and 9.7 percent was over age 65. For the United States 35.8 percent was under 18, 55.0 percent was between 18 and 64, and 9.2 percent was over 65. The median of income is \$5,345, (13th in the state,) with an unemployment rate of 7.1 percent. (See Figure 9 for distribution of income.) The city population has 9,620 Whites, four Negroes, and 41 people of other races.¹⁵

3.5 ECONOMICAL

The economy of the Miles City area has been geared essentially to ranching and agriculture throughout its entire history. Besides

FIGURE 9

FAMILY INCOME IN MILES CITY

INCOME	NUMBER OF FAMILIES
Income under \$1,000	92
\$1,000 - 1,999	197
\$2,000 - 2,999	249
\$3,000 - 3,999	269
\$4,000 - 4,999	293
\$5,000 - 5,999	364
\$6,000 - 6,999	272
\$7,000 - 7,999	180
\$8,000 - 8,999	129
\$9,000 - 9,999	132
\$10,000 - +	274
Median Income	\$5,345

Source - U.S. Census Bureau, 1960 Census Study, Washington D. C.:
U.S. Government Printing Office

one of Montana's largest and best-equipped Livestock Auction salesyards, located on a 55-acre site, the city has become an established market for grain, wool, alfalfa seed, hay, milk, eggs, and honey.

Because ranching and agriculture are the basic industry the Miles City area has enjoyed a reputation of the most stable area, economically, in the state. On the other hand, because the area relies mainly on ranching and agriculture, the cash income is not as high as would be the case in more populous urban areas where industry plays a much greater role in the support of the economy. This fact is stated in Sales Management's 1968 "Survey of Buying Power" which estimates the Miles City effective annual buying income per household at \$7,867.¹⁶

The city supports two banks with deposits of over \$40,000,000, a production Credit Association, and a Federal Land Bank.¹⁷ Miles City is also the transportational center of Southeastern Montana with two railroads, two airlines, one bus line and numerous trucking lines. A breakdown of the occupations of the labor force is shown in Figure 10.

This figure shows that the largest number are employed in wholesale and retail trade, thus making it the prime service, or secondary type of industry in the community. Miles City's wholesale trade ranked 10th in the state in 1958 with a \$16,638,000 market and fifth in 1963 with \$22,110,000.¹⁹ Professional services is also a very large segment

FIGURE 10

OCCUPATIONAL EMPLOYMENT IN MILES CITY INDUSTRY¹⁸

<u>Industry</u>	<u>Number Employed</u>
Agriculture, Forestry, Fisheries	123
Mining	50
Construction	273
Durable Goods Manufacturing	34
Non-durable Goods Manufacturing	108
Transportation, Communication, Utilities	412
Wholesale and Retail	951
Finance, Insurance, Real Estate	124
Business and Repair Services	74
Entertainment and Recreational Services	20
Personal Services	333
Professional and Related Services	543
Public Administration	256
Industry not Reported	<u>118</u>
TOTAL	3419

of the economy and possibly the second ranking basic industry of the economy. Personal services is the second ranking secondary industry with a state ranking of tenth in 1958 at \$1,971,000 and a seventh ranking in 1963 with \$3,047,000.²⁰

Possibilities for the future show factors which could strengthen and even enhance the overall economy, as well as the buying income level. The significant Bell Creek oil development which occurred in south-eastern Powder River County is bound to have a good effect on the economy of surrounding areas. Miles City, as the trading center for a radius of some 100 miles, is the center of local business activity connected with this oil development. Even at the present time there is further exploration for oil development in what is known as the Pan American lease block. This block begins a few miles east of Miles City and extends some distance in a northeasterly and southeasterly direction. If any significant oil discoveries are made in this area, they could have an even greater economical impact on Miles City than the Bell Creek discovery.²¹ Also, the resumption of coal mining at Colstrip, some 30 miles to the southwest, could also have a bearing on the Miles City economy.²²

These previously mentioned conditions and possibilities give reason to believe that the area will continue to enjoy the economic stability characteristic of it in the past and that the residents of the city will be able to reasonably afford progressive new municipal government and facilities.

3.6 SOCIAL

The design of a municipal complex must include consideration of the people of the city. The social conditions then must become an integral part of the design.

Because the economy of the Miles City area is based upon ranching and agriculture, and the number of citizens over age 65 is above the national and state average, the predominant attitude of the area is one of conservatism.

Very often, bond issues, which would benefit the people of the city and area, are voted down because of an attitude which frowns on any additional governmental service or control, needed or not. The keeping of taxes at a level as low as possible is sometimes an end in itself, weighted more heavily than the good and advancement of the community. A proposal for a new municipal complex would surely mean stiff resistance from some of the local citizens in spite of the gross deficiencies apparent in the present City Hall.

Miles City has six public and one parochial grade schools, three high schools, one public, one parochial, and one institutional, and one public junior college. There are two hospitals, the Holy Rosary and the Veteran's Administration, two clinics with 13 doctors, two separate M.D.'s, three osteopathic physicians, two chiropractors, five dentists and two optometrists. The Holy Rosary Hospital is equipped to handle 136 bed patients and the VA can handle another 96. Both hospitals maintain their own pharmacies, laboratories, pathology

and x-ray departments, in addition to dietary, physical therapy, laundry and other services. Montana-Dakota Utilities Company provides power and gas with an ample supply of soft water being pumped from the Yellowstone River. Miles City has one daily newspaper, one radio station, and one television station.

For recreation Miles City has four parks totaling 1000 acres. Swimming, boating, baseball, tennis, fishing, wading, softball, football, picknicking, and playground recreation are provided. A tree-studded, nine-hole golf course, a trap shooting and rifle target range, and two bowling alleys provide additional recreation.

A public library, two museums, a summer theatre, and the high school auditorium provide facilities for cultural activities. Entertainment is provided by two theatres, one drive-in theatre, and numerous night clubs.²³

During the Fall months hunting becomes a very important industry attracting visitors on a nation-wide scale.

4.0 A DESCRIPTION OF THE PROPOSED SITE

The location of a new municipal complex for Miles City is a very important choice in the design of the building. The building must occupy a location in or near the central business district that is suitable to its stature and function. The site must offer the townspeople good accessibility and also provide the city officials and employees with adjacent surroundings which will add to the environment of the building. Because the present site of the City Hall is very small, it has been eliminated as a site for the proposed new complex.

At present there are no vacant lots in the area of the central business district which offer the qualities desired for a new municipal complex. After discussing site locations with the City Engineer, a site located on the southern edge of the business district was chosen. The development on this site is presently in a deteriorating condition. Consequently, the site offers great potential because of its adjacent environment and location.

4.1 SITE LOCATION

The site for the proposed complex is formally described as Lots 1-19 of Block 29 located in the Original Townsite of Miles City. The block is bounded by Fort Street to the north, Pacific Street to the south, Fifth Street to the west and Sixth Street to the east.

The location of the site is shown on Figure

4.2 PRESENT USE

The entire block is presently used for three commercial establishments, one office building and one residence. Two of the three commercial establishments and the office building (a small converted grocery store) are in poor physical condition with one of the commercial establishments and the single residence in fair condition. A check of the records of the Custer County Assessor provided an assessed value of the lots and the buildings thereon. (See Figure 11.) This assessed value is considered to be 40 percent of the current market value.²⁴ To acquire this property for a municipal complex, the City of Miles City would have to condemn the land under the right of eminent domain and pay a fair price for it. This procedure would require legal handling and possibly involve some complications, but is viewed by city officials as the most probable method of obtaining a good site for a new city hall.²⁵

4.3 ADJACENT ENVIRONMENT

The environment which surrounds Block 29 of the Original Townsite is generally pleasing. To the west is the largest of the city's parks, Riverside Park. The park consists of a large grass area with varied topography and is covered by large cottonwood trees, various shrubs and bushes, and some playground equipment. This park would

FIGURE 11

OWNERSHIP AND ASSESSED VALUE OF

BLOCK 29

<u>BLOCK</u>	<u>OWNER</u>	<u>ASSESSED VALUE</u>	
		LOT	BUILDINGS
1	William James and Harold W.		
	Higlin	\$400	\$ 7,395
2	"	400	
3	Eddy's Bakery, Inc.	400	
4	"	400	
5	"	400	10,500
6	Esther K. Gramm	400	200
7	"	400	1,210
8	Roy and Dorothy Provost	400	
9	"	400	
10	"	400	
11	"	400	
12	Howard N. and Donald J.		
	Anderson	400	
13	"	600	3,780
14	Roy and Dorothy Provost	600	
15	"	600	5,515
16	"	500	
17	North 80' Miles City Electric	280	
18	"	280	6,330
19	"	350	7,690
17	South 35' Rufus A. Cate	120	
18	"	120	
19	"	150	
	TOTAL	\$12,400	\$34,930

Market value equals 2.5 times assessed value

Lots \$12,400. x 2.5 = \$31,000

Buildings \$34,930 x 2.5 = \$87,325

Market Value = \$118,325

All information received from The Office of the Custer County Assessor
Interview - December 30, 1969.

provide very pleasant scenery to all concerned with a new municipal center. (See Figure 18) To the south is located the Northern Pacific Passenger Depot. The building is landscaped pleasantly and offers additional scenery which would be beneficial to the environment of the city hall. (See Figure 16)

To the southwest we find two buildings, the headquarters building for Philco-Ford, and across Pacific Street to the north, an apartment house. Some landscaping and good maintenance have kept both of these buildings from becoming eye-sores. (See Figure 15 & 16) To the east exists a row of small similar-looking houses across Sixth Street. (See Figure 17) These houses do not detract from the environment as does the commercial development to the north and northeast. Across Fort Street to the north we find an auto repair shop and to the northeast, a used car lot. Both spaces are in an unattractive state with wrecked cars, litter and garbage throughout their area. (See Figure 17) There is one residence to the west of the repair shop, but lack of vegetation does not make it any more attractive.

The adjacent environment of the proposed site then is generally attractive. A new municipal complex could be surrounded by trees, grass and shrubs and offer its users access to a park area. The unattractive area to the north should be cleaned up if possible and this part of the site could be used for a function which does not require the pleasant surroundings.

4.4 SOIL, TOPOGRAPHY, AND VEGETATION

The specific soil conditions which occur at the proposed site are not exactly known. To the best of my knowledge there have been no soil tests taken in the general area. The top soil still exists and the City Engineer has estimated an allowable load of 3,500 pounds per square foot for this site. This figure has been based on the load figures used for similar soil in the surrounding area. The soil condition of the Miles City area is quite typical of most valley areas. The soils are all developed in alluvial materials washed down by the rivers. The texture of the surface soils in Miles City range from fine sandy loam to clay. Substrate material is stratified sands, silts, clays, and in some places, gravels.²⁶

The topography of the site is flat. The elevations of the northwest, northeast, southeast, and southwest corners of the block are 2367, 2364, 2368, and 2370 respectively.

There does exist limited vegetation on the site. Typical lawn grass exists around some of the buildings with native grasses and weeds growing wild throughout the rest of the site. The site also contains a limited amount of cottonwood trees, some which are very large.

4.5 UTILITIES, STREETS, AND TRAFFIC

The proposed site has complete access to all utilities in the area. Telephone, power and street lights are presently located above

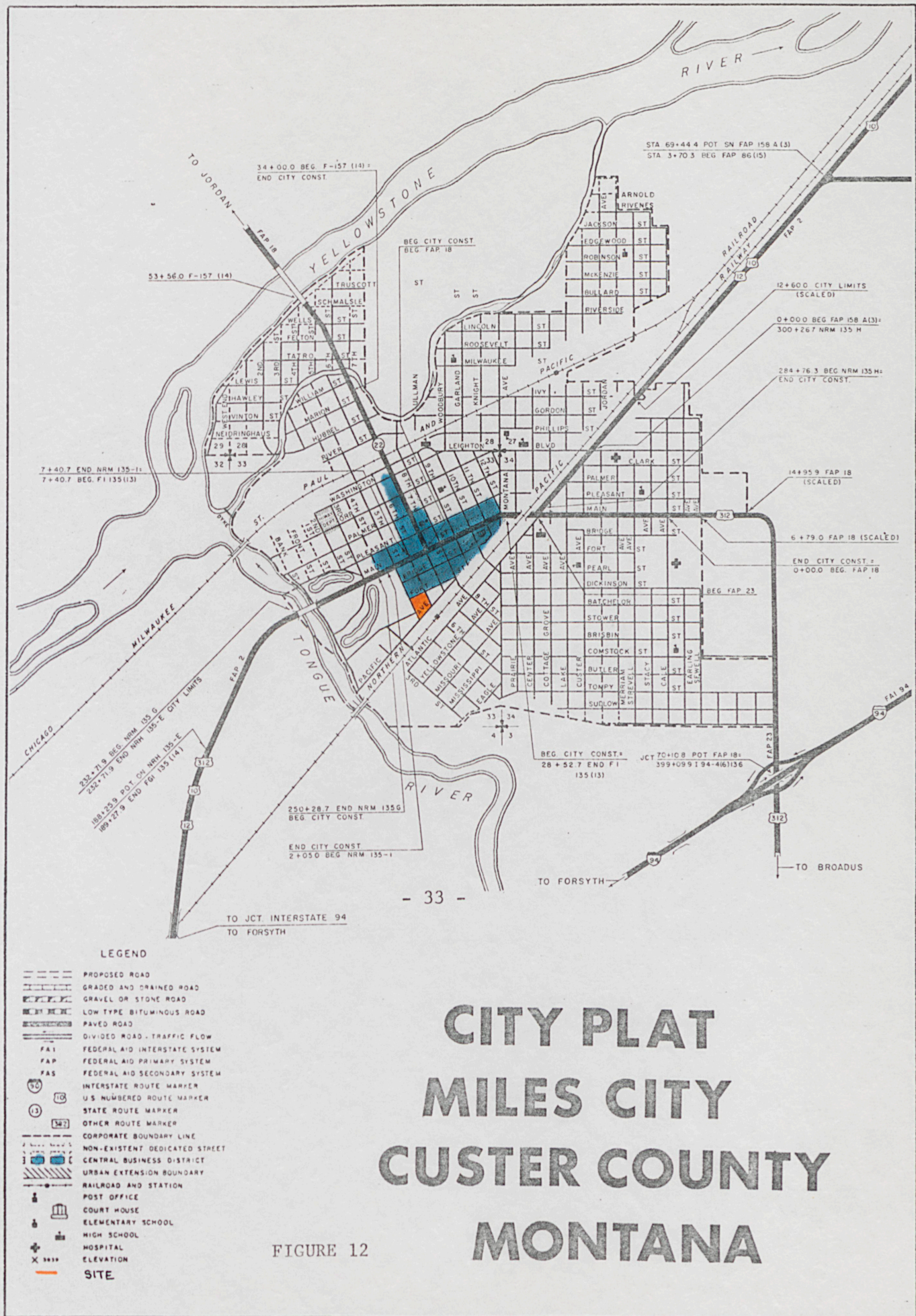
ground on poles. Six inch water mains are located in the middle of both Fifth Street and Sixth Street with a sewer line running north-south down the alley of Block 29.

The streets of Fifth, Fort, Sixth, and Pacific which surround the site area are paved with asphalt and in good physical condition. Sidewalks, curbs, and gutters are also existant, although not in as good a shape.

The traffic in this area is far below the level in the rest of the Central Business District. Fifth Street has the most traffic, with a 1969 daily average of 3,862 followed by Pacific with a daily average of 1,113.²⁷ The daily traffic averages of streets in the Central Business District are given in Figure 14.

4.6 ZONING

The present area is zoned as commercial and residential. Since no specific master plan has been proposed for Miles City, there is no stated future use of the site. It is probable that most of the area will be zoned for municipal purposes in the future, either for recreation or administrative and public service.



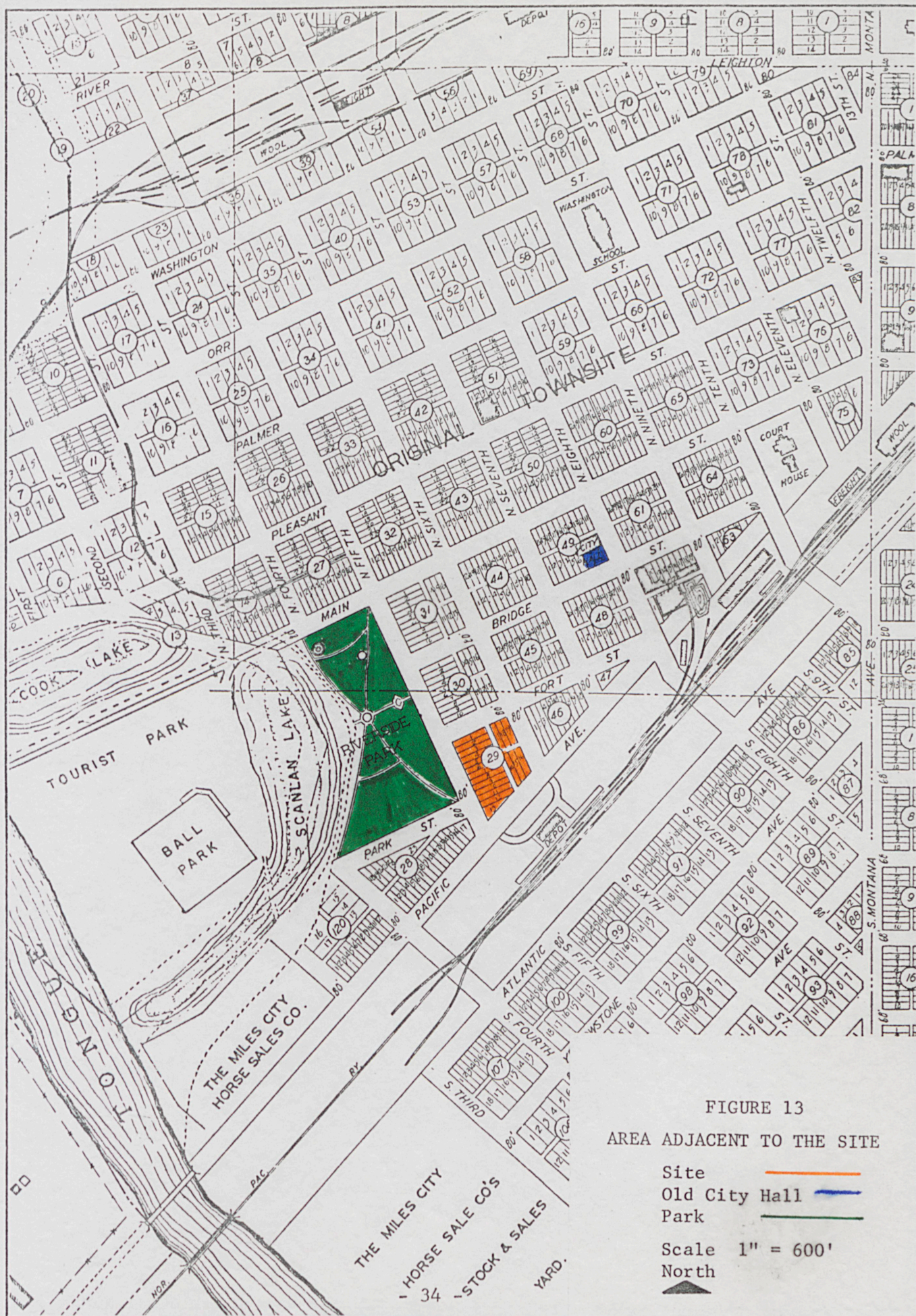
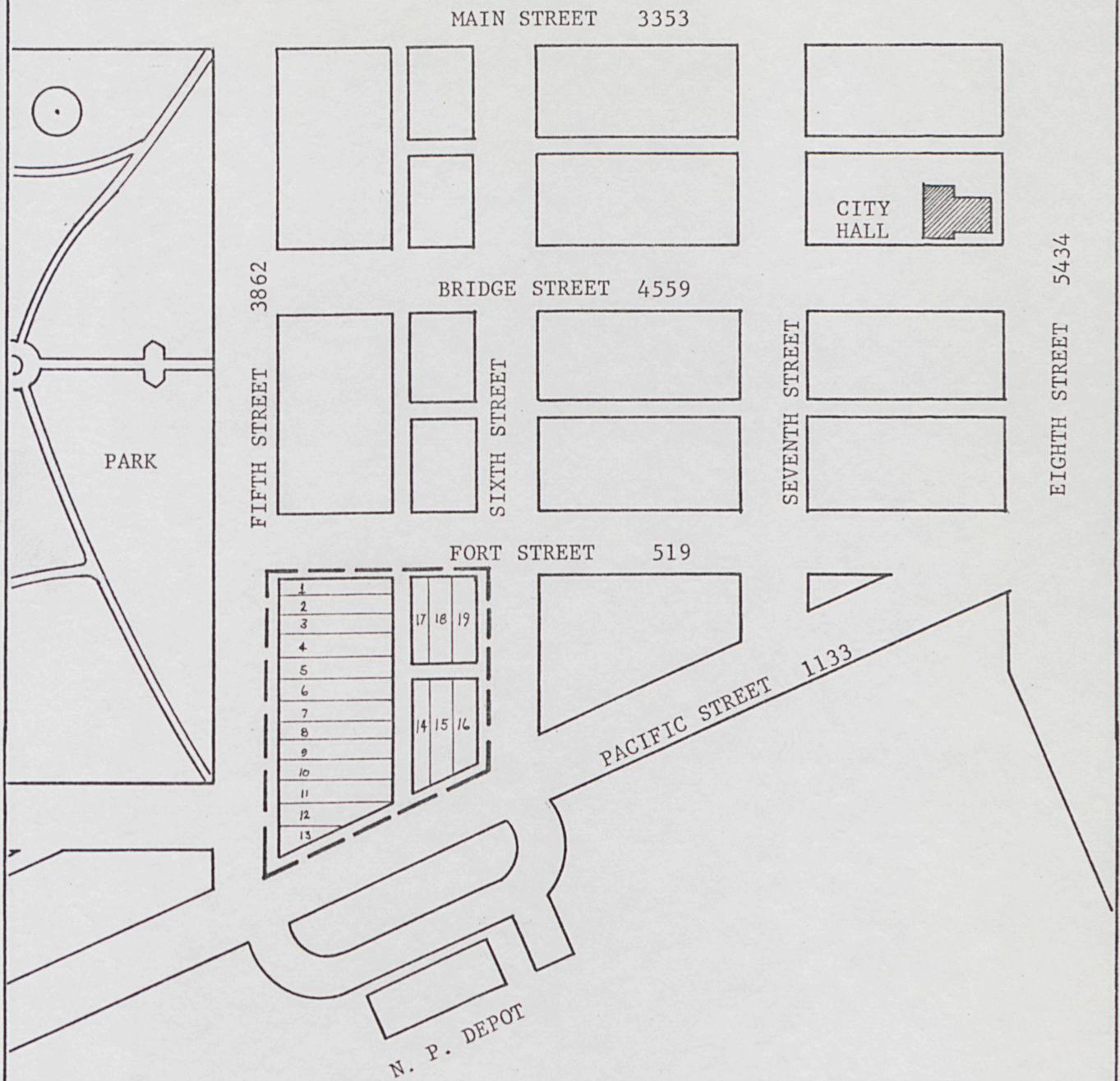


FIGURE 14



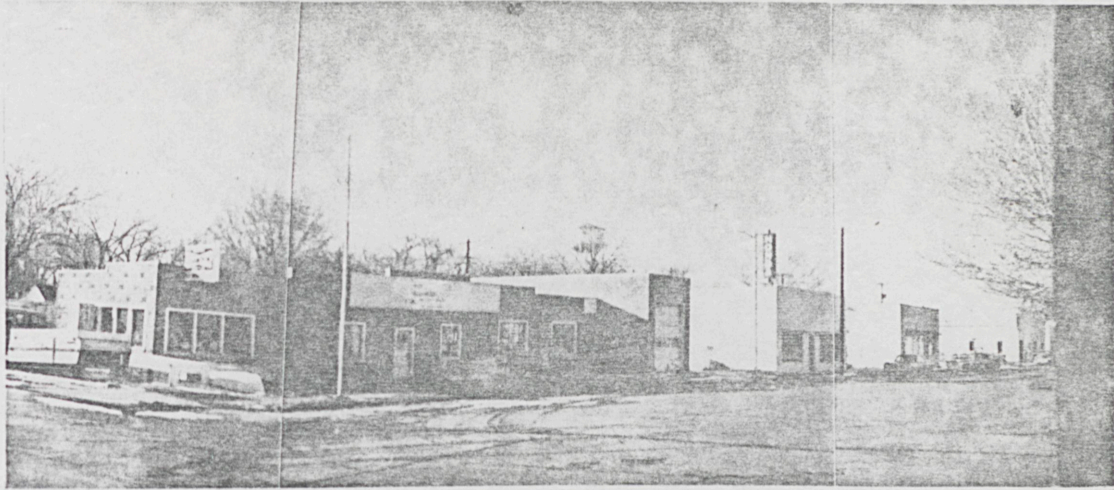
THE SITE

PROPOSED SITE — — — — — SCALE 1" = 200'

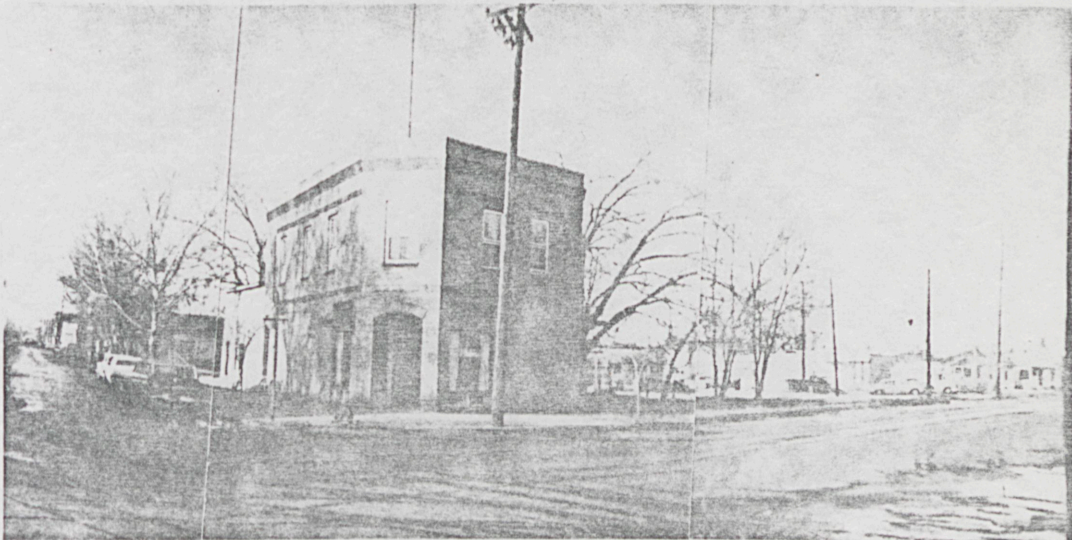
1133 - TRAFFIC

NORTH 

FIGURE 15



PHOTOGRAPH 1, SOUTHEAST CORNER OF SITE

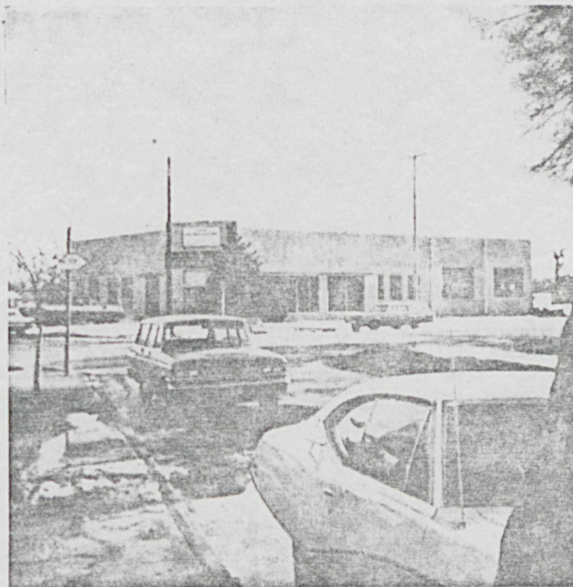


PHOTOGRAPH 2, SOUTHWEST CORNER OF SITE

FIGURE 16



PHOTOGRAPH 3 - ADJACENT ENVIRONMENT
NORTHERN PACIFIC DEPOT

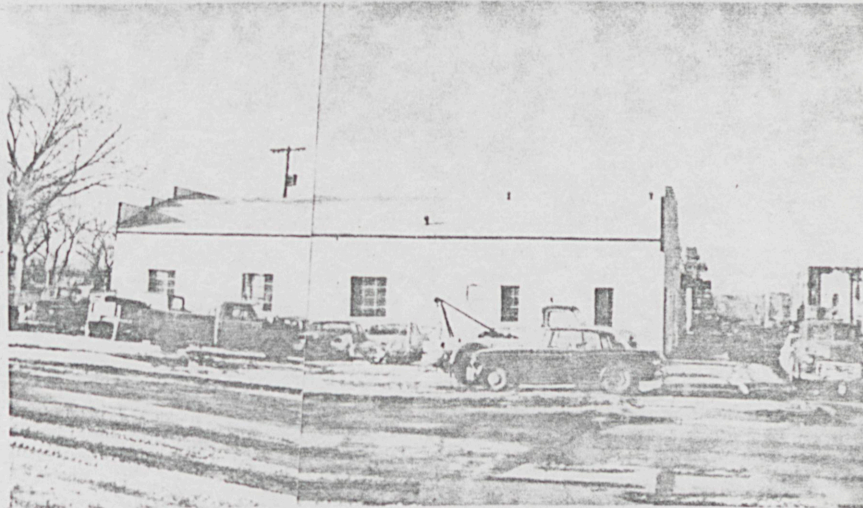


PHOTOGRAPH 4 - ADJACENT ENVIRONMENT
PHILCO-FORD BUILDING

FIGURE 17



PHOTOGRAPH 5 - ADJACENT ENVIRONMENT
HOUSES TO THE EAST



PHOTOGRAPH 6 - ADJACENT ENVIRONMENT
WRECKING SHOP TO THE NORTH

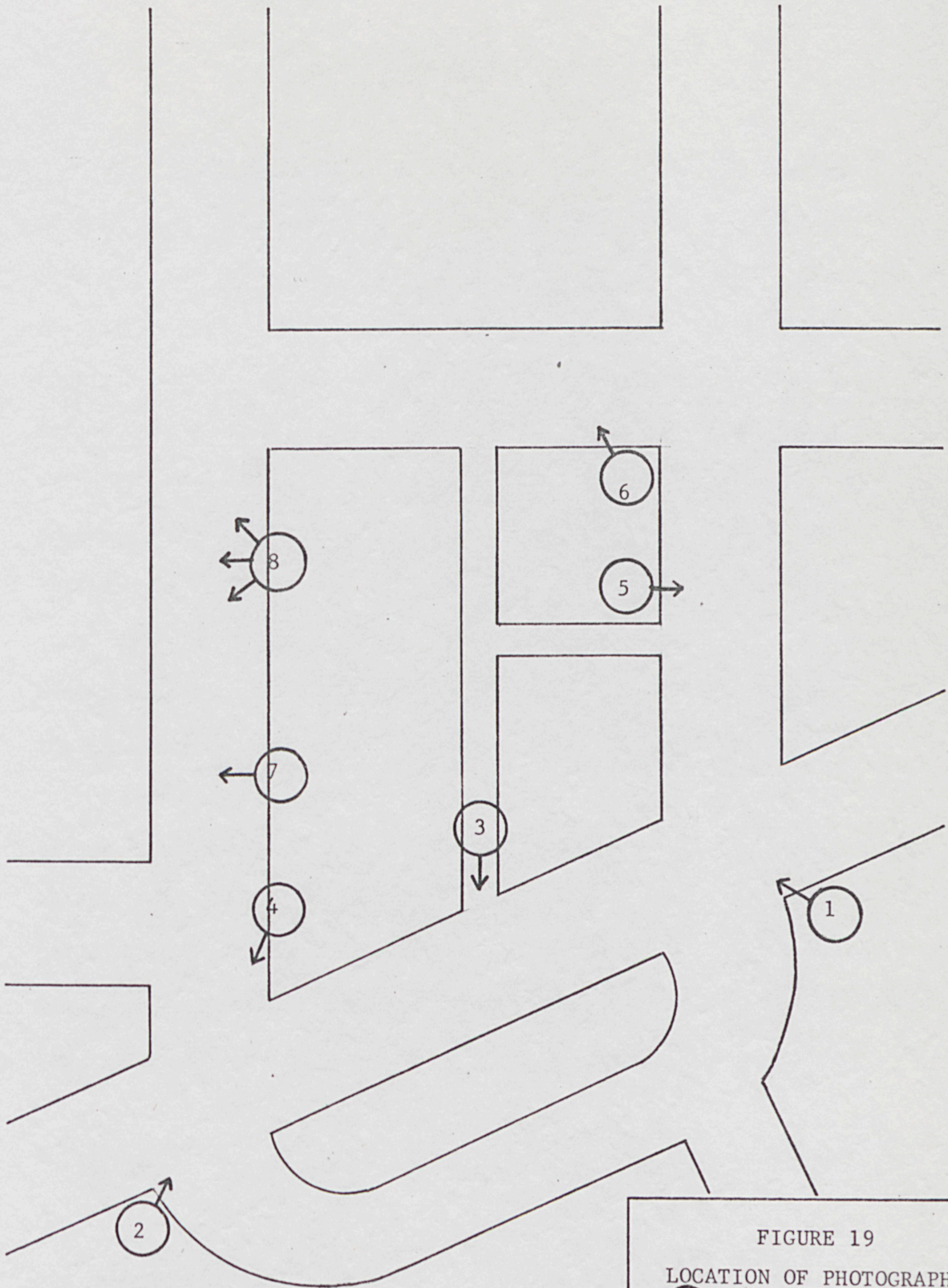
FIGURE 18



PHOTOGRAPH 7 - ADJACENT ENVIRONMENT
RIVERSIDE PARK TO THE WEST



PHOTOGRAPH 8 - ADJACENT ENVIRONMENT
RIVERSIDE PARK TO THE WEST



5.0 THE BUILDING FUNCTIONS

The city administration of Miles City is the mayor-council form of government and has been since its incorporation September 9, 1887. The basic structure consists of an elected mayor and eight elected aldermen, two each from four wards. The city is given the right to operate by the statute laws of Montana and can pass legislation for the city in the form of ordinances. The operations of the city government are supported by tax revenue which listed expenditures in the budget from July 1, 1968 to June 30, 1969 as \$539,444.28.²⁸ This funding covers general, streets and alleys, parks and playgrounds, library, band, water, sewer, shop, cemetery bonds, airport, firemens' disability, police pension, bond interest, sinking fund and the public employees retirement system.

A new city hall complex must provide space for three functions of the city government; legislative, administrative, and public safety. The present maintenance shop is being moved to a separate building and site, and need not be considered in this project. The principal departments required by each of the functions are listed below.

Legislative

City Council

Administrative

Mayor's Office

Administrative (Continued)

City Clerk and Collector's Office
City Treasure's Office
City Engineer's Office
City Attorney's Office
City-County Planning Board

Public Safety

Police Department
City Jail
Fire Department
Office of Civil Defense

5.1 REQUIRED FACILITIES

The required facilities for each of the departments listed in Section 5.1 shall be described in the following order: function, personnel, duties, and space and equipment. Environmental control shall be described only when it requires special consideration. General considerations required for groups of spaces shall be discussed after the initial description.

LEGISLATIVE FUNCTION

City Council

Function

The function of the city council is to act as the legislative body of Miles City. They must establish law by ordinance and concern

themselves with all matters pertinent to the function of the city government.

Personnel

1. The Presiding Officer (The Mayor)
2. The City Clerk and Recorder
3. Eight Aldermen
4. Provision for four future Council seats
5. Public seating for 120

Duties

The city council holds general meetings every two weeks and special committee meetings are held during various evenings of the week. Much of the councils work, such as members meeting with groups or individuals, is done outside of general meetings.

Space and Equipment

Council Chamber. The council chamber must be large enough to provide space for both the proceedings of the council and interested observers. Tables and chairs are required for the council and the clerk plus a chalkboard and overhead projection equipment for illustrations of pertinent material. There must also be a public address system for proceedings and a small table for placing miscellaneous exhibits or a water pitcher and glasses. The observers require adequate seating which provides both good viewing and good hearing.

Aldermens' Room. A small separate room with direct access to the council chambers is required for the convenience of the aldermen. This room can be used for small meetings and can provide room for council records, a small library, a small washroom, and personal

storage. Equipment required in this room consists of a conference table with chairs, a small table and a coat rack.

ADMINISTRATIVE

Office of the Mayor

Function

The function of the mayor is to act as the city's chief executive. His department is responsible for coordination of all the activities undertaken by the various city departments, for public relations, for receiving official visitors, and for all ceremonial business of the city.

Personnel

1. The Mayor
2. A part time Secretary

Duties

The mayor meets with all department heads periodically and conducts individual or small group meetings in his office. Presently, all of his paper work is handled by a secretary from the City Treasurer's Office.

Space and Equipment

Mayor's Office. A small office space is required for the Mayor. This space must provide a desk, four chairs, and filing space. Easy access to the conference room should be provided for the mayor's use.

Secretarial. A small space for a receptionist who also acts as a part time secretary to the mayor is required. A desk, chair, typing table, filing cabinets, and three lounge chairs are required.

Office of the City Clerk and Recorder

Function

The function of the city clerk and recorder is to: keep council records, audit and record books for the city's business, prepare the budget, pay city bills, issue licenses, issue water and sewer bills, issue payroll checks, and to submit reports to the proper agencies as required.

Personnel

1. City Clerk and Recorder
2. Deputy City Clerk
3. Acting Deputy and Stenographer
4. Office Machine Operator
5. Foreman-Meter Readers
6. Two Meter Readers

Duties

The clerk is responsible for the supervision and performance of the functions of his office and is assisted in this operation by the deputy clerk. The acting deputy and stenographer records, copies, and types for the office. She is assisted in this area by the office machines operator. The foreman of the meter readers is responsible for the reading and recording of city water records. The meter readers are responsible for gathering the readings from all house meters.

Space and Equipment

General Office Space. This space must provide for the performance of duties by the deputy clerk, the acting deputy clerk and the office machines operator. A counter space and a drive-in window for bill paying are needed plus space for four desks, three chairs, and two typewriters with stands and sufficient filing cabinets.

Clerks Office. A private office should be provided for the city clerk with room for small conferences. The space should contain a desk, three chairs, filing space and shelves.

Business Machines Room. Because of the noise involved with operation of the required business machines, there should be a separate room for the operations of these machines. This room should contain space for two people operating machines, a work table, a billing machine, an accounting machine, addressograph equipment, a photostat machine and a sink. Special acoustical treatment will be required in this room to cut down on the transmission of noise.

Vault Room. A large fireproof vault is needed for the storage of records and documents. This vault must provide space for historical records and maps in addition to the regular space required for files and documents.

Office of the City Treasurer

Function (See following page.)

The city treasurer handles all the financial dealings of the city except the paying of bills and the issuing of the payroll. His office is primarily responsible for the assembling of taxation data for the city. The treasurer handles the city credit union and the money acquired from parking meters which requires safe storage.

Personnel

1. City Treasurer
2. Deputy City Treasurer
3. Part time Deputy

Duties

The city treasurer supervises the activities of his office and is assisted in his operations by the deputy treasurer and one part time deputy treasurer.

Space and Equipment

General Office Space. One general office space is sufficient for the operations of the treasurer and his staff. The treasurer should be located in a semi-private working space with room for one desk, three chairs, filing cabinets and shelves. The remainder of the general space should contain a counter for public dealings, two desks and chairs, two typewriters with stands, two working tables for a calculator, two adding machines, and a coin sorter, a safe, and filing cabinets and sufficient storage space.

Office of the City Engineer

Function (See following page.)

The function of the city engineer's office is to provide professional engineering work complete with drawings, specifications and supervision for the operations of the city government. The engineer's office is also responsible for the platting and surveying of lands within the city and keeps permanent records of additions, streets, water lines and sewage lines within the city. Under the jurisdiction of the engineer is the building inspector whose main function is to enforce the ordinances and building codes of the city. (The City's maps, plats and engineering documents are kept in the engineer's office.)

Personnel

1. City Engineer
2. Building Inspector
3. Assistant City Engineer*
4. Summer Help
One or two Draftsmen

*At present a foreign graduate student is employed temporarily as an assistant engineer. An assistant is foreseeable in the future.

Duties

The engineer's duty is to supervise all engineering work and drafting, while the building inspector must enforce building codes, ordinances, and surveys property when requested. The assistant engineer is a draftsman and assists the engineer in his work. In the last few years one or two students have been hired as draftsmen in the summer under the work-study program. With this in mind and the possibility of adding more draftsmen in the future, space should be provided for an additional draftsman and a secretary.

Space and Equipment

Engineer's Office. The engineer will require a private office adjacent to the drafting room. From this office he can supervise the work in the drafting area as well as have visitors to his office. His office will require a desk, four chairs, bookshelves, and filing cabinets.

Receptionist. The engineer's office must deal with the public and therefore a receptionist who is also the engineer's secretary will be required. This space should have control over entrance to the engineer's office and the drafting room. A desk, chair, filing cabinet, and a typewriter with a stand are required in the area.

Drafting Area. The drafting area should provide space for three draftsmen, drafting tables and stools, one work table, plan racks, instrument storage, storage for supplies, and a sink. This will be the area of most general use in the engineering department. There should be easy access to a print room, vault space and the engineer's office.

Printing Room. The print room must provide space for a printing machine, accessories, paper and supply storage, a photocopier, and a work table. Special ventilation will be required for the printing machine.

Vault Storage. A fireproof vault should be provided for storage of maps, engineer's documents and records.

Office of the City Attorney

Function

The function of the city attorney is to handle all legal matters which confront operations of the municipal government. He represents the city in all court cases and gives legal advice to the city officials. He may have occasions to appear as the prosecutor in certain criminal proceedings, and participate in tax title foreclosures, contract disputes, or title searches.

Personnel

1. City Attorney
2. Secretary (Part time)

Duties

The duty of the city attorney is to handle all the legal matters of the city government and keep records of this activity. At present the City of Miles City does not provide office space for a city attorney. The lawyer who holds the title of city attorney must use his own office space for this department. This is a very poor arrangement and is not in the best interests of the city government.

Space and Equipment

City Attorney's Office. A private office complete with a desk, four chairs, files and record storage is required for the city attorney. The office should provide easy accessibility to a small library and a conference room.

Secretarial Space. The attorney's office should be controlled

by a secretary who also acts as a receptionist. The space will contain one desk and chair, a typewriter, files and shelves, and four lounge chairs and a small table for magazines. It is possible to have one person as secretary and receptionist for both the mayor's and city attorney's office.

Library. The city attorney will need access to a law library. This library should contain space for 600 volumes, a conference table and chairs plus record storage room. The library may also function as a conference room for the attorney and the police judge.

Office of the City Health Officer

Function

The function of the city health officer is to supervise conditions affecting the health of people in the city.

Personnel

City Health Officer

Duties

The health officer's main concern is the keeping of records and vital statistics. He is also responsible for inspecting health conditions in facilities frequented by the people of the city.

Space and Equipment

The city health officer will require a small office space with the emphasis on file and record storage. A desk and two chairs will be required in his office. This department will attract very little

public traffic.

Street Department

The new shop facilities for the street department will contain office space for the street department foreman. Therefore, he will need no office space in the new city hall.

Park Department

The office of the park department will also be contained in the new shop for the street department. The park department will not require space in the new city hall.

City-County Planning Board

Function

The office of the City-County Planner does not exist at this time but it is very probable that this department will be created in the very near future. Miles City presently has an application for a planning grant filed with the State Office of Planning and Economic Development.²⁹ Confirmation is expected and this will open the door for operations of the board. The function of the city-county planning board shall be to supervise and coordinate all development and planning in the Miles City area.

Personnel

1. The City-County Planner
2. Assistant Planner
3. Part time Secretary

Duties

The city-county planner shall supervise and coordinate all planning and zoning for Miles City and the county. He must confer with the planning firm which is preparing the general plans and represent the interests of the city. The assistant planner must help the planner and also operate as a draftsman. A secretary, possibly the same one used as a receptionist by the city engineer, will probably be employed on a part time basis.

Space and Equipment

City-County Planner's Office. The planner will require a private office for his work, and for small conferences. The space will require a desk, three chairs, shelf space for reference books and filing space.

Drafting Area. A drafting area with two drafting tables, one general table, map files, instrument storage space, and supply storage will be required. The space should be close to the engineer's drafting room because of the similarity of the work with the engineer's office and the use of much of the same reference material. Easy access should also be provided to the vault, storage and the print room.

Secretarial Area. It is possible that this will be the same reception-secretary space used by the engineer's office.

PUBLIC SAFETY FUNCTION

The Public Safety function of the municipal government is set apart from the legislative and administrative functions by definition of its role. The main purpose of both the legislative and administrative functions is to provide public service to the community while the purpose of the public safety function is to provide protection for the public. The departments which comprise the public safety function are these: Law Enforcement, Criminal Detention, Fire Department, and Civil Defense. The departments of the public service function do not require the accessibility to the public that the legislative or administrative do. In some cases these departments require complete segregation from the public.

Police Department

Function

The function of the city police department is to enforce the ordinances of the city and the laws of the state. Persons in violation of these laws are apprehended and bound over to the courts for trial. The law enforcement officials are responsible for the welfare of the people and must guard against both malicious and negligent conduct by any citizens. Detention of both suspects and criminals shall be discussed as a separate department. The Police Department is divided into three sections, administrative, patrol force and parking meters.

The Custer County Sheriff's Office will also be combined with the City Police Department. Presently the Sheriff's office occupies one space in the County Courthouse. This space is insufficient for the needs of the Sheriff's department and it would be beneficial to combine his department with that of the City Police. Both offices could make use of similar equipment and facilities, thus saving the residents of Custer County and Miles City future tax dollars. This proposal has already been suggested by some concerned citizens of the area. The proposal seems to have received a favorable reaction from most citizens. The idea has not been realized because of the lack of a large, common facility. The construction of a new city hall complex would offer the availability of space for this combination.

Personnel

1. Police Chief
2. Assistant Police Chief
3. Eight Officers
4. Parking Meter Superintendent
5. Two Meter Maids
6. One Office Worker
7. Two Additional Office Workers in Future
8. Sheriff
9. Four Deputy Sheriffs

Duties

The Chief of Police is responsible for supervising the operations of the Police Department and the city jail. He is helped by the assistant police chief and the eight officers who perform the daily operations of the department. The parking meter superintendent is responsible for the collecting of meter money and the maintenance and care of the city parking meters. The meter maids issue

tickets for overtime parking meter violations. One handicapped person is presently employed as an office worker with the possibility of adding two additional office workers in the future. Their duties include general office and communications work. The Sheriff is responsible for law enforcement in Custer County and is assisted by his deputies.

Space and Equipment

Police Court. Any person caught in violation of a city ordinance is brought before the police court. The police court is then responsible for final determination of guilt in these cases. The police judge is required to keep a docket by Montana law and collects fines for violations of city ordinances. At present the police judge is not required to have any legal training by Montana law but it is hoped this situation will change in the future.

The police court tries all cases under its jurisdiction in the police court room. This court room will hold participants as well as observers. Participants consist of the judge, the clerk of court, the jury (when required), the prosecution, the defense, and witnesses. The observers consist of any and all interested parties.

The following equipment is needed for proper functioning of the police court: a judge's bench, a desk and chair for the clerk, 12 seats for the jury, a table and chairs for both the prosecution and the defense, and a witness stand for those who testify. Seating should be provided for 30 observers.

The police court room should provide a large main entrance for the judge and prisoners. The jury will need access to a jury space and the judge will require a small chamber. Requirements for the police court are similar to those of the city council chamber. Therefore, one space may function for both purposes if so desired by the city officials.³⁰

Police Chief's Office. The Police Chief will require a private office. This office should allow space for a desk, three chairs, shelves and filing cabinets.

Assistant Police Chief's Office. An office for the assistant chief of police will require basically the same space and equipment as the Chief's office.

Sheriff's Office. The Sheriff's office will require the same space and equipment as the Police Chief's office.

Deputy Sheriffs' Office. One office space will be provided for the desks and record storage of the deputy sheriffs. The space should provide for four desks and chairs, book shelves and filing cabinets.

Conference Room. A conference room will be required for all types of meetings. This conference room should contain a conference table with chairs and ample space for storage of books, projection equipment and supplies. This room will also be used for training purposes.

General Office Space. A general office space will be required for the administrative procedures of the department. The office must

contain space for three workers, their desks and office equipment. A counter area will be required for payment of traffic tickets as well as vault space for records, checks, and money. This space will be the most exposed to the public and should present a bright, pleasant atmosphere. A small waiting area with lounge chairs and magazine racks is also desirable. All office work for both the Police and Sheriff's department will be conducted in this space.

Communications Room. The communications room will be the center of radio, telephone and teletype transmission and reception for the complex. One radio band will be utilized for the police, sheriff, and fire department. The space must provide room for all communications equipment, and record storage and work space for one person.

Identification and Booking Room. Upon the arrest of a suspect, the person will be brought to this room. The room should be directly accessible from the car port for quick, private transfer of prisoners. The space should provide room for photographing, fingerprinting, identification, records storage and personnel item storage. A darkroom for film processing and a medical and interrogation room should be located adjacent to this room.

Photograph room. A small room for developing film and storing photographic equipment should be easily accessible from the identification room.

Medical Examination Room. A small room with provisions for a doctor, bed and medical supplies should be located near the identification room.

Interrogation Room. A small room equipped with chairs and storage space will be required for interrogation of suspects. This room will be combined with the medical examinations room.

Training Room. For training purposes a room which provides space for classroom facilities complete with chalk board and projection equipment is needed. This room must also provide storage space for supplies and books. A small library space adjacent to the room is also desirable. The function of the training room will be combined with the function of the conference room.

Ready Room. A ready room for the on-duty police officers and their personal items is needed. This room would provide space for private lockers, toilets and showers. A small lounge equipped with a TV set and a lunch and coffee area would also be provided in this area. Separate locker, toilet, and shower facilities would be provided for women employees of the department.

Gymnasium and Firing Range. Much of the officers' work requires physical exercise in the form of self defense and pistol and rifle practice. A small gymnasium area should provide room for exercise and possibly handball as well as a separately enclosed pistol range. This gymnasium should be adjacent to the ready room for use of plumbing facilities.

Parking Meter Room. The parking meter superintendent is responsible for the maintenance and care of the city parking meters. He will require a space for tool storage, records and a small desk and chair.

Storage Room. Storage must be provided for police equipment which is not in use. This would require storage of guns and ammunition, office supplies and a special area for stolen property and bicycles.

Juvenile Officer's Room. A small office is required for the juvenile officer. The space should contain a desk, three chairs, filing and storage space.

31

Criminal Detention

Function The function of the criminal detention department is to hold in custody people suspected of crimes and those serving sentences for the violation of city ordinances. Provision must also be made for drunks, juveniles and missing children. The Police Department is responsible for the criminal detention area with a controller appointed. Any member of the police force may help in the processing and care of prisoners.

Personnel

1. Controller
2. The Police Force
3. The Sheriff's Department

Duties

The controller is responsible for the care, needs and wants of the prisoners. He is responsible for jail meals, cleanliness, and security.

Space and Equipment ³²

Controller's Office. The controller's office should offer complete control of the detention facilities. His office should provide as much visual control of the entrances and hallways as possible. The location of the office for this purpose will be very important. His office should contain a desk, two chairs, shelves, filing and storage space. A monitor for closed circuit TV should also be stationed in this room.

Cells. The cells are contained in the security area and should be separated physically from the other operations of the police department. The security area should be controlled easily and not offer escape potential from the everyday activities of other operations. The area should be located above ground to provide natural lighting and ventilation. Design of the area should offer a minimum of obstructions, blind spots and stairways for complete control by supervisory personnel. The area should be controlled by a locked door adjacent to the jailers office. Closed circuit TV of the security area is also a possibility.

Cell Space. The cell space must be designed to provide a variety of types of detention areas. Distinctions must be made for men, women, juveniles, drunks and insane or emotionally upset prisoners. Cells for the men should include two isolation cells, one padded cell, one sixteen-bed and one eight-bed group cell with day rooms, and a tank. Twenty-seven men can be housed besides those in the tank. The

women's cells include a cell for four inmates and a small tank which can also serve as an isolation cell. The juvenile's cells are sufficient to house four inmates.

The cells shall contain sanitary facilities wherever possible and provide a clean, healthy atmosphere.

Dayroom. A dayroom area should be provided for the cells which contain privileged prisoners. This room offers a place for prisoners to spend their day time hours letter-writing or pursuing limited pastime activities. The space should contain bathroom and shower facilities as well as a sink and cabinet for washing and storing dishes. The prisoners dishes are usually washed in this area. The control of the dayroom space is usually carried out by a "trustee" prisoner.

Visitor's Room. A room for visitors should be located within the security area. This room can be adjacent to the dayroom with some type of shield or divider to separate the prisoners and visitors. This arrangement would provide a minimum transfer of prisoners.

Storage Room. A room must be provided for storing of supplies and equipment for the jail. This room should be removed from the vicinity of the cells.

Kitchen. A small kitchen is necessary for the preparation of food for the prisoners. This kitchen should be located near the security area for distribution of food. The space should contain the needed kitchen appliances and equipment.

The designer must give special consideration to the choice of

materials and fixtures used in the security area. All areas exposed to inmates must be durable, fireproof, strong and safe. Concrete floors and steel partitions are the most usual materials used in security areas.

Fire Department

Function

The function of the fire department is to maintain a 24-hour crew for the purpose of fighting fires and maintaining a city-county ambulance and emergency unit. Building inspection for the purpose of fire protection is also a part of the department.

Personnel

The fire department is presently composed of a 15-man force. There is a possibility of adding more personnel in the future.

1. Fire Chief
2. Assistant Chief
3. First Captain
4. Second Captain
5. Third Captain
6. Fourth Captain
7. Lieutenant
8. Eight Fire Fighters
9. Three Future Pump Engineers
10. Future Combination of Fire and Building Inspector

Duties

The chief is responsible for the complete operations of the department. The assistant chief helps the chief with his duties and is also in charge of the Inspection Bureau. The First Captain holds responsibility for the truck and equipment records, the Second Captain

for personnel records, days off and vacation lists, the Third Captain for the training program, and Fourth Captain being the extra shift captain, and the Lieutenant is in charge of hose and hydrant records. The eight fire fighters are combination fire fighters and pump operators. Fire Chief Grauman can see the possibility of adding pump operators, known as pump engineers, who will not do any fire fighting, in the future.³³ There is also the possibility of combining the duties of the building inspector with those of the fire inspector as a permanent position with the Fire Department.

Space and Equipment

Chief's Office. The chief presently does not have a private office and this is a necessity. The office should include sufficient record and filing space plus a desk, four chairs, and shelve space for reference material.

Assistant Chief's Office. The assistant chief should also have a private office. His office will require the same space and equipment as the chief's.

Fire Inspector's Office. An office should be provided for the combined building and fire inspector. His space and equipment needs will be the same as those of the chief's and assistant chief's offices.

Officers Room. The remainder of the officers will need room for storage of their records and files. This room can double as a work and storage place as well as a conference room. The space should contain a conference table with chairs plus space for records, file and supply

storage. Any business of the rural fire department may also be handled here.

Dormitory. The dormitory should provide sleeping and locker space for the on-duty firemen. Besides lockers for all men and six beds, the space should be readily accessible to washroom and shower facilities.

Dining and Kitchen Area. Since most of the on-duty firemen prepare their own meals a dining and kitchen space should be provided. The dining room should allow for a table, chairs and cupboard storage space, and the kitchen should provide for all appliances and food storage space.

Recreation. Many of the firemen's hours are spent in pass-time. Therefore, a recreation room is required. The room should contain a pool table, a ping-pong table, tables and chairs for reading and writing as well as provisions for projection equipment and movies. The recreation room can also be used as a training room, requiring storage space for supplies, film and books. One side of the room may contain shelves for a small library.

Shop. A shop area complete with tools and maintenance equipment will be required for the fire department. Space should be sufficient for three or four men working on separate projects. Adjacent to the shop should be both a paint storage room and a general storage area.

Storage Room. A general storage area is necessary for storing of department and fire fighting supplies and equipment. The space may be divided according to different storage needs.

Paint Storage. A fireproof storage area should be provided for

paint and other flammable materials and supplies.

Apparatus. A large open area will be needed for the storage of trucks and apparatus. This area will have to be large enough to house three pumpers, one van, one ambulance, and one ladder truck. Space should also be applied for other small pieces of apparatus. This may be possible around the perimeter of the room. A drying rack as well as a training tower and test pit should also be included in this area. An outside space adjacent to the apparatus room would also be desirable for the testing of hose equipment.

Office of Civil Defense

Function

The function of the local Office of Civil Defense is to provide an emergency operating center for use of local officials during any major disaster. When a disaster occurs, the responsibilities of local officials increases far beyond those of normal operations. The local government becomes a focal point for emergency operations and it is important that an emergency operating center be provided for in any center for municipal operations.

At present the emergency operation center is housed in the basement of the Miles City Professional Building, a remodeled bank. This location is very inadequate because it does not offer good accessibility to either city or county officials. I propose to include this emergency operating center in my city hall complex. The center will offer

close association between city officials, the police and sheriff's department and the fire department. Provisions will also be made for county officials and their operations. A common operation and communications facility will then be available for the Miles City area.

Personnel

1. District Supervisor, Office of Civil Defense
2. 43 Trained Emergency Operators
3. Families of Operation

The emergency operations center should be adequate to house 100 people for a two-week period.

Duties

The district supervisor is in charge of maintaining an emergency operations center for the Miles City District. The various emergency operators are trained in shelter management, communications, mechanical systems, medical practice, emergency operations and planning, and fallout detection and analysis. Their combined duty is to manage and operate a self-sufficient emergency operation center during a disaster.

Space and Equipment³⁴

Executive Conference Room. A room for conferences between state, city, county, and civil defense officials is necessary. Room equipment should include a conference table, chairs, filing cabinets and storage cabinets.

Operations Room. The operations room must provide space for all the emergency administrative operations of the center. Space should

be provided for eight tables and desks, two typewriters with stands, and filing cabinets. Maps, projection equipment and supplies will need to be stored in this room. Provisions should be made for chalk boards and a movie screen.

Communications Center. The communications center is one of the most important spaces in the emergency operating center. All messages and dispatches are processed through this office. The space should provide for desks, chairs, typing and reproducing equipment, filing space and storage space. Five radio channels and 25 telephone lines should be available for the center.

Communications Equipment Room. A space adjacent to the communications center must be provided for the placement of various types of communications equipment. This equipment will include radio, telephone, teletype and dispatching apparatus.

Shelter Office. A private office should be provided for the shelter manager. He should have room for a desk, chair, files and book shelves.

Medical Office. A room will be required for the medical personnel and the staff. This office should contain all necessary medical equipment and supplies plus a desk, chair and file cabinet.

Sick Bay. Adjacent to the doctor's office should be located a small sick bay. Five beds will be required in the sick bay.

Radiological Defense Office. This office will be devoted to detection and analysis of radioactive conditions. Storage room for

equipment and maps of the state, district and city should be provided for in this space.

Decontamination Room. In the case of a nuclear attack, persons entering the shelter may have to shed radioactive clothing and other personal articles in this room. It should be located near the shelter entrance.

Kitchen. A kitchen for the preparation of shelter personnel's food will be required. The space should provide for all necessary kitchen appliances and equipment plus food storage space.

Dormitories. Sleeping quarters will have to be supplied for all people in the shelter. A separate space should be provided for the shelter operators and one for their families. This will enable needed operations personnel to get undisturbed rest.

Parts and Service Room. Maintenance equipment and supplies will be stored in this room.

Mechanical Room. All mechanical equipment for the center will be housed in this room. An emergency power source will also be provided. Ventilation of the center should pass through the doctor's office, sick bay and rest room just before it enters the exhaust vents.

Special Considerations. The emergency operations center must have a minimum protection factor of 40 from radioactive fallout. Some of the spaces I have mentioned need not be designed specifically for the exclusive use of an emergency operating center. The communications room, the kitchen, and dormitories for an emergency operating center

could be set up in the police communication's room, the jail kitchen, and the fire department dormitories. The only requirement is that these spaces have the minimum protection factor from radioactive fallout.

General Spaces

Lounge. A small lounge should be provided for the city employees. This lounge could be utilized for coffee breaks, lunch and relaxing. The lounge should have a small kitchen, tables, and comfortable chairs. Some storage space should be provided.

Restrooms. Adequate restroom facilities should be provided for city officials, employees and the public. Some offices may have private space as mentioned in the preceeding requirements.

Janitor's Closets. Closets for janitors supplies should be located at several points in the building. This will provide convenience for the maintenance personnel.

Mechanical Room. One mechanical space could serve the whole building. Control heating and air-conditioning equipment will be provided for. The janitor will have a shop in conjunction with the mechanical room.

Storage Space. Sufficient storage space should be provided for everyday supplies and record storage.

Corridors and Elevators. Space will be provided as necessary to facilitate the needed accesses to different spaces. A common 20 percent circulation factor will be applied to include inter-office circulation space.

5.2 DESIRED SPACE RELATIONSHIPS

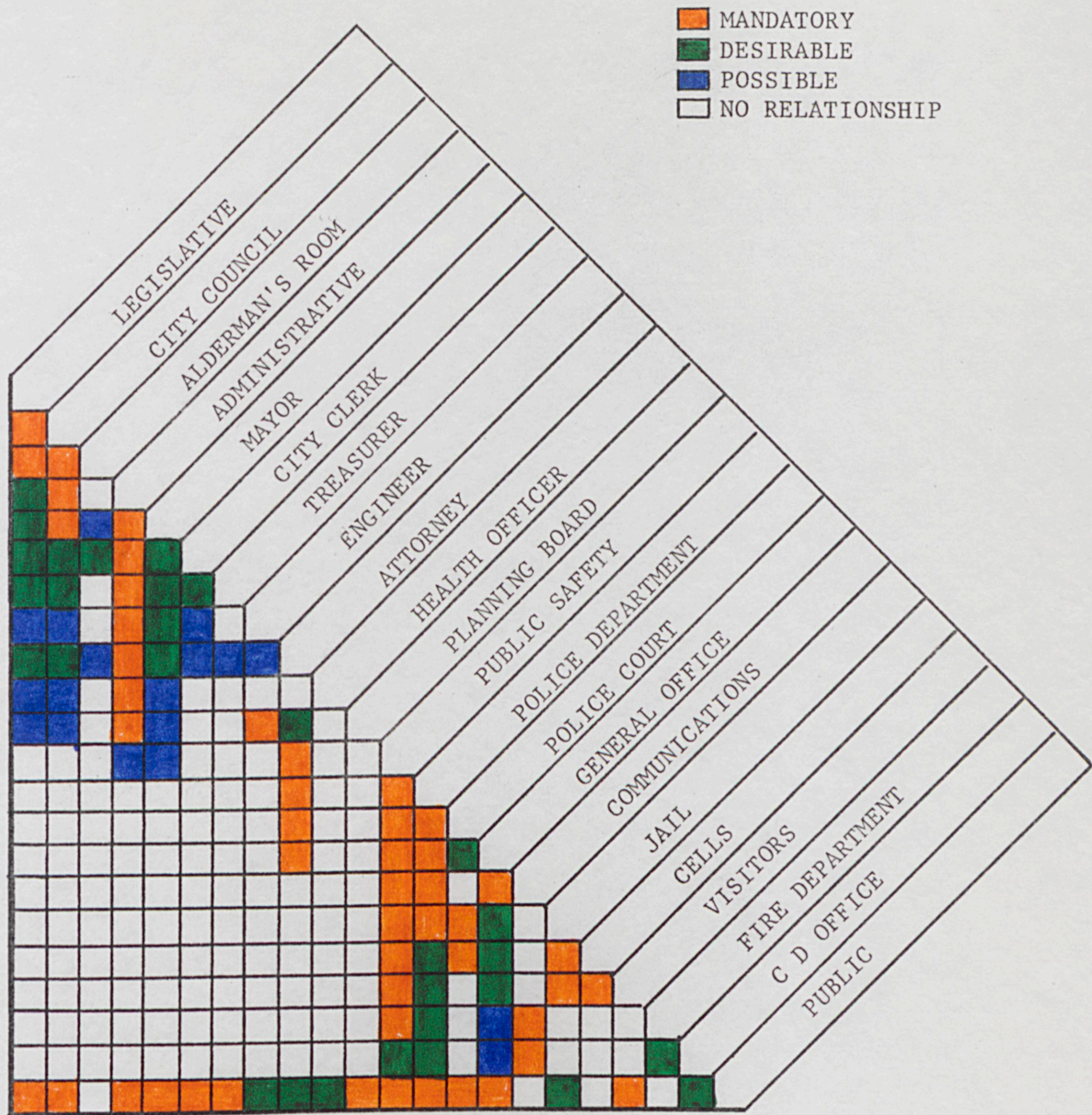
The desired space relationship within the municipal complex will be arranged according to the function of the space and the amount of public contact. The Administrative function is exposed to the most public contact, while the Legislative function is exposed to a large amount of public contact at certain times. The Public Safety function has little public contact except for the police court, and the police office. The interrelationships of departments is shown in Figure 20.

5.3 DETAILED SPACE REQUIREMENTS

At this time an outline of detailed space requirements is little more than a rough estimate. These figures would be presented to the city officials for feedback and recommendations. The figures presented below are tentative and subject to change during the design stage of this problem.

<u>DETAILED SPACE REQUIREMENTS</u>		
<u>FUNCTION</u>	<u>SPACE</u>	<u>AREA - SQ. FEET</u>
Legislative	City Council Chamber	3,000
	Alderman's Room	<u>240</u>
	TOTAL	3,240
Administrative	Mayor's Office	240
	Receptionist and Secretary	150
	City Clerk's Office	200

FIGURE 20



INTERRELATIONSHIP OF SPACE

DETAILED SPACE REQUIREMENTS (Continued)

<u>FUNCTION</u>	<u>SPACE</u>	<u>AREA - SQ. FEET</u>
	General Office Space	500
	Business Machines Room	300
	Vault Room	600
	City Treasurer's Office	300
	City Engineer's Office	180
	Receptionist and Secretary	150
	Drafting Area	625
	Printing Room	100
	Vault Room	500
	City Attorney	240
	Receptionist and Secretary	240
	Library and Conference Room	800
	City-County Planner	180
	Drafting Area	425
	Receptionist and Secretary	180
	City Health Officer	<u>150</u>
	SUB-TOTAL	5,640
	Add 20% for Circulation	<u>1,128</u>
	TOTAL	6,768
Public Safety	Police Department	
	Police Chief's Office	180
	Assistant Police Chief's Office	120
	Sheriff's Office	180
	Deputy Sheriffs' Office	240
	Conference Room	240
	General Office Space	300
	Communications Room	50

DETAILED SPACE REQUIREMENTS (Continued)

<u>FUNCTION</u>	<u>SPACE</u>	<u>AREA - SQ. FEET</u>
	Communications Equipment Room	350
	Identification and Booking Room	420
	Photography Room	48
	Interrogation and Medical Treatment Room	120
	Training Room (with Conference room)	
	Ready Room - Lounge	400
	Gymnasium - Firing Range	600
	Parking Meter Room	120
	Storage Room	240
	Juvenile Officer's Room	<u>120</u>
	SUB-TOTAL	3,708
	Add 20% for Circulation	<u>741</u>
	TOTAL	4,449
36		
Criminal Detention	Control Room	150
	Men's Cells	
	2 Isolation Cells	102
	Violent Cells	42
	16 Bed Cell Block	360
	8 Bed Cell Block	240
	Tank	204
	Women's Cells	
	Isolation Cell	96
	Violent Cell	49
	2 Group Cells	208
	Tank	90
	Juvenile Cells	
	4 Cells	224
	2 Dayrooms	500

DETAILED SPACE REQUIREMENTS (Continued)

<u>FUNCTION</u>	<u>SPACE</u>	<u>AREA - SQ. FEET</u>
	Visitors Room	150
	Kitchen	80
	Storage	<u>150</u>
	SUB-TOTAL	2,690
	Add 20% for Circulation	<u>538</u>
	TOTAL	3,228
Fire Department	Chief's Office	150
	Assistant Chief's Office	100
	Fire Inspector's Office	120
	Officer-Conference Room	240
	Dormitory	400
	Dining and Kitchen	180
	Recreation	500
	Shop	500
	Supply Storage	80
	Paint Storage	30
	Equipment Storage	400
	Apparatus Room	<u>3,500</u>
	TOTAL	5,800
Office of Civil Defense	Communication Room (Use Police Facility)	
	Message Center	240
	Radiological Defense Room	600
	Operation's Room	800
	Kitchen Facilities (Use jails)	
	Sick Bay	200
	Bathroom and Shower Facilities	480
	Dormitories (Use Fire Depart- ments)	

DETAILED SPACE REQUIREMENTS (Continued)

<u>FUNCTION</u>	<u>SPACE</u>	<u>AREA - SQ. FEET</u>
	Emergency Power Room	600
	Common Spaces	
	Lounge	400
	Bathrooms	1,500
	Janitors	50
	Mechanical Room	<u>400</u>
	TOTAL	2,350
	TOTAL Area of all Functions	31,755

5.4 ECONOMIC CONSIDERATIONS

Construction Costs

At this stage of design any detailed cost figures would be impossible. By using our estimated area and making a few preliminary assumptions, an estimation of construction costs can be determined by using cost estimating figures presented in the Marshall Valuation Service.

Assumptions

1. Assume a class "B" structure having a reinforced concrete frame, concrete floors and roofs.
2. Assume an "average" type class "B" structure. This type of structure has these qualities: exterior walls - good metal and glass, concrete, some good stone, and a good entrance; interior finish - plaster, some paneled offices, vinyl asbestos flooring; lighting and plumbing, mechanical -

- good lighting and outlets, adequate tiled restroom and an elevator; heating - forced air heating system.³⁸
3. This structure will be less than three stories.
 4. Assume an "average" type "B" fire station and jail.
 5. Assume "average" type "B" construction for basements.

The calculator estimate for these assumed classifications is \$27.16 per square foot for municipal offices, \$21.62 per square foot for fire stations, \$27.59 for jails and \$17.30 for basement areas.³⁹

By using the area of each of these classifications in my program, these results are obtained:

Office Space - (Legislative and Administrative function)

12,358 square feet x \$27.16 = \$335,000

Police Station and Jail

7,677 square feet x \$27.59 = \$211,000

Fire Station

5,800 square feet x \$21.62 = \$126,000

Civil Defense (Basement Finish)

2,350 square feet x \$17.30 = \$40,600

Total for all Functions \$712,600

Source of Funds

The source of funds for a new city hall complex would have to come from the passing of a bond issue. In order to obtain approval of this bond issue, the city officials would have to present complete working plans of the complex and reasonable cost estimates to the voters.

5.5 AESTHETIC CONSIDERATIONS

A city hall should be a symbol of pride to the people of the community. The building should occupy an important location in the city and stand as a landmark to the progressive functioning of a city government. A citizen must be able to point to the building and say "this is the place of my city government." The combined functions of the municipal government should operate efficiently in an environment conducive to this purpose. The creation of both a pleasing interior and exterior environment is important.

5.6 FUTURE EXPANSION

With the completion of this new city hall complex, no expansion may be needed for many years. But in order to provide for unseen future developments, site space will be provided for the possibility of constructing any new additions.

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ADDENDA TO PART I

An Undergraduate Thesis in Architectural Design

By

Deane E. Leidholt

Addendum No. 1 - Future Economic Development, Page 24.

On this page I seem to have limited the factors which could strengthen the overall future economy of the Miles City area to the possibilities of oil and coal development in the area. Mr. Ralph Compton, City Engineer of Miles City, has pointed out that Miles City's economy could be strengthened by future recreational development and by future office facility development.

Addendum No. 2 - Condemnation of Land, Page 28.

The City of Miles City would not condemn the property needed for a new city hall unless as a last resort. A realtor would be employed to determine fair prices for each piece of property and then these prices would be offered to the land-owners. If a land-owner would not accept the price the city offered, city officials would be forced to start condemnation procedures on his property.

Addendum No. 3 - Seating, Page 43.

I failed to mention that seating must be provided at the main council table for top city officials who attend the council meeting. These officials include the City Engineer, the Building Inspector, the Fire Chief, the Police Chief, the Maintenance Foreman, the Park Maintenance Foreman and the City Treasurer.

Addendum No. 4. - Meter Readers, Page 45.

The three water meter readers are no longer a part of the City Clerk and Recorder's Office. Office and working space has been provided for them in the new city maintenance shop.

Addendum No. 5 - City Credit Union, Page 47.

The City Credit Union has been mistakenly labeled and should be called the State and Municipal Workers Credit Union.

SUMMARY

As a conclusion to the program requirements I have established for a city hall complex in Miles City, I shall briefly attempt to describe my concept for a solution to this problem.

Block 29 offers great potential as a site for a city hall complex. Located to the west is the largest city park, Riverside Park. This park offers a refreshing mixture of grass, trees, bushes and flowers. Of all the adjacent environments to Block 29 this park is the most beautiful and pleasing. I felt it rather natural then to extend or draw this park into my complex. I have provided a large, open treed space directly across the street for the purpose of relating strongly to the park. I have also created this space for another reason. I wish my city hall to incorporate a pleasing composition of exterior spaces in the same manner as Renaissance architects incorporated a town square as part of their city hall design. I have provided two small gathering squares as people collection and dispersion areas for the different functions of the city hall complex.

The complex itself has been designed to show the functions and relationships of the various divisions of the city government. The legislative function occupies the center of my design in the form of a round tapered form. I believe this form gives the city council chamber its true importance as the law-making body of the city. To the south of the council chamber is the administrative function. I have divided this function into two areas, the administrative offices and the engineering offices, with a lobby as reception and gathering

area. Both the legislative and administrative areas will have to be fully accessible to the public. For this reason access has been provided from all directions. Also because of the close relationship between the legislative and administrative parts as to public use and function, I have provided a lobby to service the council room and connect the two functions. To the north of the legislative area is the public service function. This function included the police and sheriff's departments, the fire department and the Civil Defense operations. Because of their semi-public nature a more limited type of access has been provided for the public to these buildings. The public service function is not connected physically to the legislative-administrative area, yet I have tried to keep this connection strong by the feeling and relationship of spaces. Because all parts are not equally important or accessible to the public, they must all relate to some degree as a municipal complex.

The importance of public accessibility applies to both pedestrian and automobile traffic. I have a very definite plan for automobile circulation which I shall try to explain. My automobile circulation must provide for three distinct operations: a left hand turn for a drive-in window, a right-hand turn for a drop-off area to the council-administrative area and on the site, parking for city employees. I have kept these operations separate to limit traffic to one direction as much as possible and to simplify traffic control. I have tried to provide an easy, simple plan for automobile access to the complex.

In summary I will say that I am fully satisfied with my solution for a city hall in Miles City. After many hours of hard work I believe I have arrived at a solution which is workable and pleasing.

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Leidholt, Deane E

A city hall complex
for Miles City,
Montana

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