



FINANCE COMMITTEE AGENDA

Monday, March 1, 2021 – 3 pm | Council Chambers, City Hall

1. **Call meeting to order.**
2. **Approval of Minutes.**
February 1, 2021.
3. **Public Comment** - Limit to three minutes per person.
4. **Continued Business.**
 - a. None.
5. **New Business.**
 - a. Review of Finance Calendar-Rob Kersch
 - b. Review 10 Year Trend as Prepared by City Treasure-Dick Bauman
 - c. JC Park Boundary Relocation– Interim CAO Freeman
 - d. DEQ Sludge Certification – Interim CAO Freeman
 - e. Review & sign February claims.
6. **Committee Comments or Concerns:**
7. **Announcement of next meeting.**
April 5th at 1 PM.
8. **Adjournment.**

Finance Committee

Members

Dick Bauman | Mary Hathaway | Rob Kersch

CITY OF DEER LODGE

FINANCE COMMITTEE MEETING MINUTES

Monday, February 1, 2021 – 1pm | Council Chambers, City Hall

Members Present:	Dick Bauman, Mary Hathaway, & Rob Kersch (arrived late)
Members Absent:	None
Council Members:	None
Mayor:	Diana Solle
Staff:	Interim CAO Trent Freeman, Chief of Police Bender, Assistant Police Chief Smith, Judi Whitney, & Cyndi Thompson
Guests:	None

1. Call Meeting to Order

Chairperson Bauman called the meeting to order at 1:01PM.

2. Approval of Minutes

January 4th & January 22nd, 2021. Member Hathaway motioned to approved both sets of minutes. Chairperson Bauman seconded the motion. 2 Yea's, Zero No's, 1 Absent.

3. Public Comment

None.

4. Continued Business

None.

5. New Business

- a. **Review & sign December claims.** – Claims were signed and accepted by the Committee with a unanimous vote.

6. Committee Comments or Concerns:

(Information Only) Police Retirement Public Employee Retirement System (PERS) vs Municipal Police Officer's Retirement System (MPORS).

Member Hathaway motioned to add this to the Agendas for Public Health & Safety February 11th Finance March 1st, Council, March 1st, action item at the Council Meeting. Chairperson Bauman seconded the motion.

Chairperson Bauman requested from Assistant Chief of Police Smith to provide more information about the program so it can be sent out to Council Committee as soon as possible so they have time to read up on it.

7. Announcement of Next Meeting

- a. March 1st, 2021 at 2PM, Council Chambers, City Hall.

8. Adjournment

The meeting was adjourned at 1:22pm by unanimous consent.

Prepared by: Cyndi Thompson, City Clerk

Dick Bauman, Chairperson

Date

Finance Committee Members

Dick Bauman | Mary Hathaway | Rob Kersch



February 8, 2021

Mayor Diana Solle
City of Deer Lodge
300 Main Street
Deer Lodge, MT 59722

Subject: Task Order – Jaycee Park Common Boundary Relocation

Dear Mayor and Members of the Council:

This letter is intended as a request for Task Order approval for Stahly Engineering & Associates to investigate and produce a Common Boundary Relocation at Jaycee Park for the City of Deer Lodge. This will provide an appropriate parcel for the City to sell, as discussed.

We request approval of a time and materials task order in the amount of \$5,600. Please sign the Notice to Proceed below and return the original to our office. Thank you for the opportunity to provide services to the City of Deer Lodge.

Sincerely,

Stahly Engineering & Associates, Inc.

Kurt Thomson, PE
Project Manager

NOTICE TO PROCEED

Stahly Engineering & Associates is hereby granted a notice to proceed for Common Boundary Relocation at Jaycee Park for the City of Deer Lodge:

Owner: City of Deer Lodge

Authorized Signature: _____

Title: Mayor

Date: _____

Trent Freeman

From: Alan Erickson <aerickson@m-m.net>
Sent: Friday, February 5, 2021 1:58 PM
To: Trent Freeman
Cc: Rika Lashley
Subject: FW: Deer Lodge - Report for Landfill Scope and Fee
Attachments: 2021 Report for Landfill - Scope.docx


Hi Trent,

See the attached Scope of Services for Rika's efforts on the Landfill sludge certification report for your review. Based on what initial information Rika has been able obtain concerning the needed report we have an estimated not-to-exceed budget amount of \$5,932 for the report for mostly all her time with a couple hours for me and Sue for coordination, support, and QA review. We also have some hours to cover additional DEQ questions and items in case something comes up, but we will only bill for the actual effort up the budget amount.

This work will be under our Task Order agreement for WWTP support services, and through our previously submitted January invoice we show a remaining balance of \$6,954. The initial term of the agreement ends on May 6, 2021, and we can discuss whether we will want to extend it by the optional two additional years prior to then.

Get with us if you have questions on the scope and budget, and if it is acceptable please respond with your approval to proceed with the work as acting City Administrator in accordance with our Task Order agreement. I have not copied the mayor on this email so please forward if needed.

Thanks,

 **Alan Erickson, PE**
Senior Construction Engineer, Morrison-Maierle
406.495.3407 direct | 406.431.4742 mobile

From: Rika Lashley
Sent: Thursday, February 4, 2021 5:40 PM
To: Alan Erickson <aerickson@m-m.net>
Subject: Deer Lodge - Report for Landfill Scope and Fee

Alan,

I've prepared a scope and fee and they are located [here](#): R:\0347\034 - 2019 Task Order\Contract\Task - Report for Landfill
Please let me know if you think this makes sense or if I should edit anything.

Rika

 **Rika Lashley, PE**
Water/Wastewater Engineer, Morrison-Maierle
406.495.3448 direct | 406.431.7049 mobile
1 Engineering Place, Helena, MT 59602

**MORRISON-MAIERLE
SCOPE OF SERVICE
February 2021**

**CITY OF DEER LODGE
PREPARATION OF SLUDGE CERTIFICATION REPORT FOR COUNTY LANDFILL**

Scope

Morrison-Maierle will prepare a "Certification Report" as required by the county landfill in order to be able to accept sludge generated by the City of Deer Lodge wastewater treatment plant. This report will include a description of the solids treatment processes as it pertains to pathogen stabilization and vector attraction reduction. Available data from past sludge sampling will be summarized and included in the report.

Coordination with the Montana Department of Environmental Quality Solid Waste Management Section will include determination of exact scope of the report, preliminary review by DEQ staff to ensure the report contains what they are looking for, and emails/phone calls as needed.

Coordination with City of Deer Lodge staff will be as necessary to communicate sampling and process information needs, as well as general project progress communications.

Deliverables: Report with appendices as required – 2 hard copies and pdf copy

City of Deer Lodge Responsibilities: Provide process information and perform sampling as needed to supply information required by DEQ.

Schedule

The duration of report preparation may depend upon factors out of Morrison-Maierle's control, including but not limited to collection of plant operational data to better characterize sludge treatment, additional sludge sampling and laboratory analysis. We will commit to completing our scope of work promptly upon receipt of needed information. It is estimated that the entire process should not take more than 2 months.