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## CITY OF DEER LODGE

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# COUNCIL AGENDA

Monday, March 15, 2021 | 6:00 PM | PC Community Center

1. **Call Meeting to Order | Pledge of Allegiance**
2. **Public Comment:** Members of the audience may comment on any non-agenda item. State Statute prohibits the City Council from discussing any introduced item. The Council limits each person to three minutes to ensure there is sufficient time for all comments. The Council respects all comments and will have staff follow up any questions.
3. **Consent Items:** The City Council considers all item(s) listed as consent to be considered routine and will act through one motion. There will be no separate discussion of these item(s) unless, before the City Council votes on the motion to adopt, members of the Council, staff, or the public request specific item(s) to be removed as consent for separate discussion and action.
  - a. **Minutes**  
Regular Meeting: March 1, 2021
4. **Public Hearing:**
5. **Department Reports**
  - a. Administration | b. Public Works | b. Police | c. Fire | d. Compliance
6. **Mayor and Council Concerns**
7. **Business Items:** The Council will act on each item after accepting public comments.
  - a. City Campground – Mayor Solle
  - b. 911 MOU – Mayor Solle
  - c. DLDP-Hire Police Officer Tom Malcomb – Mayor Solle
  - d. Media Discussion-Rob Kersch
8. **Next Meeting Announcement(s)**
  - a. Regular Meeting – April 5, 2021 at PC Community Center
9. **Adjournment**

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Deer Lodge City Council meets in the PC Community Center | 416 Cottonwood Ave | Deer Lodge, MT 59722

For Further Information, Contact | Cyndi Thompson | City Clerk | [cthompson@cityofdeerlodgmt.gov](mailto:cthompson@cityofdeerlodgmt.gov) | 406.846.2238

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# CITY OF DEER LODGE

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# CITY COUNCIL MINUTES

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The City Council met on Monday, March 1, 2021 at 6 PM | PC Community Center

<b>Members Present:</b>	Dick Bauman, Amanda Bohrer, Mary Hathaway, Anthony Savalla, Robert Kersch, John Molendyke, & John Skibsrud
<b>Members Absent:</b>	John Henderson
<b>Mayor:</b>	Diana Solle
<b>CAO:</b>	Trent Freeman (interim CAO)
<b>Staff:</b>	Police Chief Bender, Peter Elverum, Tom Malcomb, Judi Whitney, & Cyndi Thompson
<b>Consultants</b>	None
<b>Guests:</b>	See Sign in Sheet

**1. Call Meeting to Order | Pledge of Allegiance**

Mayor Solle called the meeting to order at 6 PM. All present recited the Pledge of Allegiance.

**2. Public Comment** - Members of the audience may comment on any non-agenda. State Statute prohibits the City Council from discussing any introduced item. The Council limits each person to three minutes to ensure there is sufficient time for all comments. The Council respects all comments and will have staff follow up any questions.

None.

**3. Public Hearing.**

None.

**4. Consent Items** – The City Council considers all item(s) listed as consent to be considered routine and will act through one motion. There will be no separate discussion of these item(s) unless, before the City Council votes on the motion to adopt, members of the Council, staff, or the public request specific item(s) to be removed as consent for separate discussion and action.

## 5. Minutes

- a. Regular Meeting: February 1<sup>st</sup> and February 16th Meeting minutes were approved unanimously.

## Expenditures

- a. None

## 6. Committee Reports

- a. City Council Operations

Chairperson Kersch stated they are reviewing Title 11.

- b. Economic Growth & Development

Member Hathaway stated, no meeting in February. No update.

- c. Finance Committee

Member Bauman summarized; they reviewed the Financial Calendar. Discussed the 10-year Trend provided by the City Treasure. City is not in the deficit spending mode. JC Park Boundary on the Council Agenda tonight to approve. DEQ Sludge Certification is on the Council Agenda tonight to approve. Reviewed and signed the February claims.

- d. Parks and Recreation

Member Bohrer summarized, we recapped our work session we were asked from the engineers to make a longer list to include details and to incorporate our survey results. We finalized our two goals. Working on our Parks and Trails Master Plan.

- e. Public Health & Safety

Chairperson Kersch summarized, we reviewed the monthly reports from Police, Code Enforcement, Fire, and County Health. County Health read off their mask order, that was resented today. Discussed dog licensing and dog census. And discussed Insurance billing for Fire Department emergency response to highway accidents.

- f. Public Works

Member Molendyke stated there was no February meeting.

## 7. Board Reports

- a. Airport Board

Member Skibsrud summarized, Morrison-Maierle stated the Environmental Grant money is about out. So, they are going to use up the rest of that money and start a new environmental grant. They elected a new member. In the process of renewing and pasture and hanger leases. Dan Sager was out there looking at an area for junk vehicles. Voted to get the fencing material at the armory for Bob Rase pickleball project.

- b. Arrowstone Park

Member Molendyke summarized; Amanda Bohrer gave a report on the trails committee. Discussed having the County & City work together on the project of connecting the trails. Discussed the Arrowstone Eagle Scout project which is still a go. Submitted two Grants Old Yellowstone phase 2, Montana stewardship grant and the Recreational program, should be hearing back on those grants in April.

- c. Chamber of Commerce  
Member Henderson was absent – no report.
- d. Headwaters RC&D  
Member Bohrer stated there was not a meeting – No report.
- e. Historic Preservation  
Member Hathaway summarized; we are still working with Discover Deer Lodge on their building. Talked about doing something for the 100-year-old anniversary on the City Hall building.
- f. Landfill  
Member Savalla summarized; discussed D6Dozer with 10k hours on it. Sludge removal from the Wastewater Treatment Plant. They are looking into the Environmental Assessment and Engineering for the new Expansion. Approved the wording for Operator 1 and Operator 2 positions.
- g. LEPC  
Chairperson Kersch stated he did not attend – No report.
- h. Library  
Member Bohrer summarized; Interviewed two candidates for the new Board of Trustee position. Building a New Friends of the Library. Friends of the Library is fundraising entity that provides items to the Library as well as supplies for things like the crochet club and drawing club.
- i. Planning Board  
Member Bauman stated they did meet on Feb 23<sup>rd</sup> but there was no quorum. The State Law requires the board has 7-members. The Planning Board is also the zoning commission. The Mayor appointed two new members, Rand Dickson, and Scott Hazelton. They are going to appoint new member Amber Brown at the next Planning Meeting.
- j. Youth Board  
Member Bohrer summarized; The snow fort building competition has been extended the deadline to March 7<sup>th</sup>. Held a Senior Grad night party meeting, with 7 adults and 1 senior student attend. They discussed dates, times, locations, donations, and solicitations. Built a food committee. Discussed various activities, equipment, prizes and set up decorating crew.

8. **Mayor & Council Concerns:** (ONLY Concerns that are not on Business Items). This is a time when Council Members or Mayor can bring a concern before the Council that is not otherwise listed on the Agenda. NO action can be taken at this time. If action is necessary, the item is put on the next meeting agenda.
- a. Mayor Solle Read Notice– *This is to alert you that the Powell County Public Health Board voted **not** to enact the mask mandate written by the Powell County Public Health Officer. There was some question as to if this vote was legal but for now no one will be asked to wear a mask in Powell County. Powell County Public Health asks it's citizens to continue wearing masks and practice all safety measures. **Those voting against the mask mandate are: Jennifer Spring, Rem Mannix, Dan Sager, Doug Crachy. Those voting for the mask mandate are: Ida Miller.** The previous 5 are the only members of the Public Health Board allowed to vote.*  
Marianne  
Powell County Public Health

- b. Member Hathaway asked Interim CAO Freeman – will there be a mosquito plan in place this year. Interim CAO Freeman stated, yes, we will.
- c. Member Bohrer stated her, and Member Hathaway were at the Booster Club Concession Stand, there were several visitor's talking about not staying in Deer Lodge, which she thought was odd as there were close to 300 people in the gym. We have several people in town working towards the same goal to attract visitors staying here. Just thought it was interesting information. Mayor Solle stated, she questioned the same thing but did hear there was a last-minute switch to Deer Lodge so that could explain what happen.
- d. Mayor Solle would like to make a correction on the business items. Section 9, item I, "Video Information", this should be "Public Information". This was taking about the newspaper article and video online meetings. General knowledge getting the public knowing about our City Government and County.

**9. Business Items - The Council will act on each item after accepting public comments.**

- a. Treasurer's Report | February Claims - Judi Whitney.

Recommended Action: Receive the informational report. Accept the recommendation from the Finance Committee, approve and pay the claims. Chairperson Kersch motioned to approve and pay claims. Member Molendyke seconded the motion. 6 Yea, 0 No's, 1 Absent.

- b. Clerk Report – Cyndi Thompson

Recommended Action: NO action item – City Clerk Thompson update Council on American Legal Codification process. She is putting together Resolutions and Ordinances to send to American Legal. She needs from Chairperson Kersch Title 4, 1 & 10, and Chairperson to finalize Title 11. Per Niles at American Legal, Codification process is going well, it does take six months or so for an editor to create a draft mode. Information report was received and accepted.

- c. CAO – Mayor Solle

Recommended Action: No Action, Update only.

No Action: Jordan Green, Starting Date, March 11, 2021 – Updated the Council Board.

- d. Service Line Warranty Program-Mayor Solle

Recommended Action: No Action

Contract Completed (copy attached). Completed and signed contract was sent back to the City. Process could take up to 3-weeks to get it going.

- e. Board Appointments/Replacements – Mayor Solle

Per Mayor Solle, I have made the following Appointments.

- I. Jacque Lavelle is on Historic Preservation Committee this will be her 2<sup>nd</sup> term. Service is for 5-years each and you can only serve 2 terms.
- II. Katherine Bair is the new Library Board Member. Those are 2-year appointments. No limit to how many terms you can serve.
- III. Rand Dickson appointed to the Planning Board.
- IV. Scott Hazelton appointed to the Planning Board.
- V. Amber Brown appointed to the Planning Board.

Member Bauman motioned to approve new members to the Planning Board. Member Bohrer seconded the motion. 7 Yea, 0 No, 1 Absent.

f. KOA – Mayor Solle

Recommended Action: No Action, discussion only. Contract Pending

g. JC Park Boundary Relocation– Interim CAO Freeman

Recommended Action:

Task Order Approval recommendation from Finance Committee

Chairperson Kersch motioned to approve Task order as presented. Member Bohrer seconded the motion. 7 Yea, 0 No, 1 Absent.

h. DEQ Sludge Certification – Interim CAO Freeman

Recommended Action:

Task Order Approval recommendation from Finance Committee

Member Bauman motioned to approve Certification as presented. Member Savalla seconded the motion. 7 Yea, 0 No, 1 Absent.

i. ~~Video Information~~ Public Information- Amanda Bohrer

Recommended Action: No Action - Discussion Only - Sample Policy from Livingston & Stevensville.

**10. Old Business (Old Business or Items Tabled)**

None.

**11. Next Meeting Announcements**

a. Regular Meeting March 15<sup>th</sup> at 6pm.

**12. Adjournment**

Mayor Solle adjourned the meeting at 7:41 PM.

Prepared By: Cyndi Thompson, City Clerk

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Diana Solle, Mayor

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Date

**CITY OF DEER LODGE**  
**Interm CAO/Public Works REPORT**  
**February/March 2021**

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**PROJECT SUMMARIES**

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**CDBG/Montana Main Street Program Grant**

- North Gateway Sign materials search

**DES Grant**

- Closeout of 102/104 Main St. Demolition is complete and we have been reimbursed
- Discussions for the upcoming property purchases underway

**PAR Grant**

- Last Quarter Reimbursement paperwork. No Update

**CDBG Grant**

- Parks and Trails Master Plan is underway.

**LWCF Grant**

- West Side Park Playground Upgrade documents near closeout for reimbursement

**RTP Grant**

- JC Park Trails went to bid March 9<sup>th</sup>. 4 bidders. Next step is recommendation from Public Works Committee which meets March 23<sup>rd</sup>

**TSEP/RRGL Grant**

- No Update from legislation for the Sewer I&I Grant

**Conditional Use Permit notices sent out for the Elk Tips Building.** Planning Board to review on March 23<sup>rd</sup>

**Rezoning Permit notices sent out for 611 2<sup>nd</sup> St.** Planning Board to review March 23<sup>rd</sup>

**2021/2022 Budgeting**

**Street Maintenance**

- 2021 Street Maintenance Project went out to bid February 25<sup>th</sup>. 3 bidders. Next step is recommendation from Public Works Committee which meets March 23<sup>rd</sup>
- Sanding
- Cold mix patching potholes
- Street Sweeper quotes to be received by April 13<sup>th</sup>

**Sewer Utility**

- Brookside Sewer Project contractor has been selected and gathering documents to get started on the Pre-Construction Meeting. No Update
- Winter sewer maintenance complete. Will continue to hit problem areas as needed
- Manhole Lid construction to be completed for West St. Sewer Manhole Lid failure
- DEQ Compliance Inspection completed at plant. No out of compliance concerns from the DEQ at this time
- Additional Sludge sampling being performed

**Parks and Rec**

- Help wanted notices sent out for Parks Laborers and a Parks Groundkeeper. No response to date
- Upper JC Park Boundary relocation research underway

**Water**

- California Ave. water leak identified and water shut off. No affected residences. Will repair early spring
- Pebblestone Apts. Water shut off valve repaired temporarily. Need to repair in early spring

**Solid Waste**

- Backup Garbage Truck in Great Falls for the update of the HEIL system. No update

**INTEREST ITEMS FOR CITY COUNCIL**

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- See Report

**COVID-19 RESPONSE**

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*Currently the Public Works Crew is moving forward on anticipated projects while working safely, practicing enhanced hygiene, and using personal protective equipment as directed*





# POLICE DEPARTMENT REPORT

## **HIGHLIGHTS**

February 8,2021, March 5,2021

Issued

Thirty-seven notice to appear.

- Eight speeding
- Five Criminal possession
- Two Expired registration
- One theft.
- Four Driving without driver license.
- One PFMA.
- One stop sign
- Two Operation without liability
- One Endangering the welfare
- One Criminal endangerment
- One Obstructing a Peace officer
- One U turn
- One Criminal Mischief
- Two Disorderly conduct
- Three Abandon vehicles
- Two Fraud
- One Identity theft
- Four Assist another Agency Probation Officer
- One Unattended Death
- Six Accident
- Eight welfare check
- 131 call for service. As of 3/05/2021.

## **PROJECT SUMMARIES**

### **INTEREST ITEMS FOR CITY COUNCIL.**

### **None STAFFING CONCERNS**

None.

## **COVID-19 RESPONSE**

*Ensuring all Officers are adhering to the necessary protocols to reduce their risk of exposure to the virus including minimizing face to face contact with members of the public.*



# FIRE DEPARTMENT REPORT

February 2021

## **HIGHLIGHTS**

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- Nothing to report. No calls at all. Very quiet.

## **PROJECT SUMMARIES**

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- None.

## **INTEREST ITEMS FOR CITY COUNCIL**

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- None.

## **STAFFING CONCERNS**

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- None.

## **COVID-19 RESPONSE**

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- None.



# CODE COMPLIANCE OFFICER REPORT February 2021

## HIGHLIGHTS

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- 13 animal calls, 3 calls concerned over cold weather and dogs left out, 2 complaints of dogs at bus stops, 8 dog at large, missing or runaway. 1 of those was at Grant Kohrs.
- 2 Citations issued for Restraint (Dog at Large), with multiple complaints on both (Bus Stops)
- Gave land owner info on Junk vehicle program RV 209 2<sup>nd</sup> Street adjacent alley (private property)
- Citizen complaint of a refrigerator that was dumped behind house illegally. This was removed by city crew

## PROJECT SUMMARIES

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- We have over 280 dogs that have been licensed as of February
- Written warning on 9 February and 2 Citations issued on 23 Feb to Renter of property and the RV resident of 1106 5<sup>th</sup> street. They were cited for Public Nuisance
- Tagged 7 abandoned / junk vehicles parked in city right of way end of California I am still trying to make contact with the owner.
- Met with Chad Lanes Tri-County Health Sanitarian on 4 February over the state Junk Vehicle program.
- Picked up a used wheel and new tire from Les Schwab so animal control vehicle has a spare

## INTEREST ITEMS FOR CITY COUNCIL

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- Conducted background checks on 3 business licenses, 1 was referred to Tri-County Health
- Filled out application for account at Cow Poke

## STAFFING CONCERNS

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- None

## COVID-19 RESPONSE

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- Completed second shot on 4 Feb