

2<sup>nd</sup> Special Finance  
Meeting



# FINANCE COMMITTEE AGENDA

Monday, June 21, 2021 – 3:00 pm | Council Chambers, City Hall

1. **Call meeting to order.**
2. **Approval of Minutes.**  
Deferred to regular meeting July 5, 2021
3. **Public Comment** - Limit to three minutes per person.
4. **Continued Business.**
  - a. Budget Review – CAO Green, Judi Whitney
  - b. Building Permit Fee Schedule – CAO Green
5. **New Business.**
  - a. Approve ARPA Funds for Capital Improvement Projects – CAO Green
  - b. Code Enforcement Officer Account – Dick Bauman
  - c. Business Water Shutoff – Dick Bauman
  - d. Auditor Report – Judi Whitney
6. **Committee Comments or Concerns:**
7. **Announcement of next meeting.**  
To be determined by the Finance Committee.
8. **Adjournment.**

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## Finance Committee

### Members

Dick Bauman (Chairperson) | Mary Hathaway | Rob Kersch

**Mayor**  
Diana Solle  
**Chief Administrative Officer**  
Jordan Green  
**City Attorney**  
Peter Elverum  
**City Clerk**  
Cyndi Thompson  
**Compliance Officer**  
Tom Malcomb  
**Public Works Superintendent**  
Trent Freeman  
**Treasurer**  
Judi Whitney  
**Utility Billing Clerk**  
Gena Micu



*Montana's Undiscovered Treasure*

300 MAIN STREET  
DEER LODGE MT 59722-1057  
406.846.2238

**City Council**  
Dick Bauman  
Amanda Bohrer  
Mary Hathaway  
John Henderson  
Robert Kersch  
Anthony Savalla  
John J. Molendyke  
John Skibrud

### **Proposed Deer Lodge Season of Building Permit Fee Reduction Public Notice**

In an effort to aid residents in the rehabilitation and maintenance of their homes, the City of Deer Lodge has created a time period in which the costs of building permit fees are drastically reduced. As the cost of materials and labor only continues to increase, the City understands it should do what it can to help residents take care of their homes. Therefore, from now until the end of December, the cost of applying for building permits is reduced to the fees below. The City is still requiring building permits and inspections for all residential home construction, repairs, maintenance, and additions to ensure everything is done up to code for safety reasons. Fines for starting work without a permit will still be double the original building permit fee for that type of work. All building permits can be found at [deerlodgcity.com](http://deerlodgcity.com), as well as the front desk of City Hall. If you have any questions or concerns, please contact City Hall at (406) 846-2238. We look forward to working with you to make our City more safe and more beautiful.

### **Proposed Fees**

Fence: \$20 (was \$45)  
Windows and Doors (all for one cost if applied for together): \$20 (was \$45)  
Partial Siding: \$20 (was \$60)  
Full Siding: \$40 (was \$125)  
Stairs, ADA Ramps and Landings: \$20 (was \$65)  
Mobile Home Installation and Deck: \$140 (was \$225)  
Egress Window (all for one cost if applied for together): \$40 (was \$90)  
Partial Roof: \$20 (was \$60)  
Full Roof: \$40 (was \$130)  
Deck or Decks: \$40 (was \$125)  
Plan Review: \$35-\$150 (same)  
All other Permits: Refer to IRB Code 2018 (same for new home inspections)  
Starting Without Permit: Double original fee

### **Review Measures**

The success of the program will be reviewed between December 15<sup>th</sup> – December 31<sup>st</sup>, 2021 based on the following criteria. If the criteria are met, the program should be reconsidered for extension into 2022 or in perpetuity.

1. In increase of 25% in the number of building permits for renovations applied for from the same period (July-December) last year.
2. A downward trend throughout the 2021 calendar year of the ratio of # of Stop Work Orders per # of Building Permits per month.

3. Follow-up interviews with the Building Inspector, Dan Green, and the Utility Billing Clerk, Gena Micu, to gauge their perception of the community's support of the program, willingness to work with the City to receive necessary permitting, and overall demeanor in dealing with City Staff.

### **Planning Application Fees**

Several of the City Committees, as well as City Staff, also believe the cost of Planning Applications restricts the flexibility of development in our City. These fees, which are meant to cover purely administrative costs, act as barriers to site-specific development which may act as the highest and best use of the land. I have talked to several people who have decided to not apply for Conditional Use Permits or Variances because of the high fees associated with them, especially since the fee is not a guarantee that Planning Board, the Board of Adjustments, or City Council will even permit the proposed development. The applications still require administrative oversight and approval by these groups, so these proposed fee reductions will not impact the ability of the City to manage development responsibly. We should consider reducing these fees as the revenue to the City is negligible, but the impact on community residents and developers is substantial.

### **Proposed Planning Application Fees**

Major Subdivisions: \$1,000 (same)

Minor Subdivisions: \$600 (same)

Conditional Use Permit Application: \$50 (was \$300)

All Plan Amendments: \$50 (was \$300)

Appeal of Administrative Decision: \$50 (was \$300)

Rezoning Application: \$50 (was \$300)

Variance Application: \$50 (was \$300)

Certificate of Survey (COS): \$50 (was \$150)

Utility ROW Permit: \$50 (was \$150)

Floodplain Development Permit Application: \$50 (was \$100)

Zoning Permit: Included in Business License Cost

*(none of these fees except FDP are set by resolution or ordinance, just implied to exist in City Code)*

City of Deer Lodge	Estimated Cost	Local Recovery	Minimum Allocation**	Total Allocation	Competitive Grant	TSEP & RRGL	Additional Funding Needed	Total Funding for Project	Match required for Minimum Allocation
<b>Funding</b>									
Total		\$728,768	\$607,125	\$1,335,893					25% \$182,192 \$607,125
<b>Project</b>									
Water Supply	\$2,100,000	\$125,000	\$500,000		\$1,475,000.00			\$2,100,000.00	\$125,000
Wastewater Collection	\$1,100,000				\$475,000.00			\$1,100,000.00	
Stormwater Issue*	\$1,500,000	\$403,768	\$107,125					\$1,500,000.00	
Wastewater sludge	\$200,000	\$200,000						\$200,000.00	
<b>Additional ideas for Local Recovery Funds</b>									
*Plan to apply for BRIC grant through FEMA as additional funding									



## ARPA Local Government Allocation - Eligible Uses

COVID-19 Mitigation and Prevention	
COVID-19 testing	supports for vulnerable populations to access medical or public health services
Vaccination programs	public health surveillance (e.g., monitoring case trends and genomic sequencing for variants)
Medical care	enforcement of public health orders
Contact tracing	public communication efforts
support for isolation or quarantine	enhancement to health care capacity, including through alternative care facilities
Purchasing PPE	support for prevention, mitigation, or other services at key settings like schools and congregate living facilities
Ventilation Improvements at key settings like schools and congregate living facilities	enhancement of public health data systems
improvements to public buildings for pandemic operational needs or implement COVID-19 mitigation tactics	
Medical Expenses - provide care and services to address acute and long-COVID health needs	
Behavioral Health Care	
mental health treatment	overdose prevention
substance misuse treatment	infectious disease prevention
other behavioral health services	services or outreach to promote access to physical or behavioral primary care and preventative medicine
hotlines or warmlines	
crisis intervention	
Public Health and Safety Staff Payroll	
Payroll and covered benefits expenses for any portion of time public safety, public health, health care, human services, and similar employees' time devoted to mitigating or responding to the COVID-19 public health emergency	
If the employee, or his or her operating unit or division, is primarily dedicated to responding to the COVID-19 public health emergency, presumption that employee is entirely devoted	
Other employees may be considered entirely devoted if the recipient reassesses periodically and maintains records to support its assessment, such as payroll records, attestations from supervisors or staff, or regular work product or correspondence demonstrating work on the COVID-19 response. Recipients need not routinely track staff hours.	
"Covered Benefits" - covered benefits include costs of all types of leave (vacation, family-related, sick, military, bereavement, sabbatical, jury duty), employee insurance (health, life, dental, vision), retirement (pensions, 401(k)), unemployment benefit plans (Federal and State), workers' compensation insurance, and FICA taxes (which includes Social Security and Medicare taxes)	
Expenses to improve the Design and Execution of Health and Public Health Programs - planning and analysis to improve programs addressing pandemic	
targeted consumer outreach	impact evaluations
improvements to data or technology infrastructure	data analysis
Facilitate access to resources that improve health outcomes	
Connect residents with health care resources, public assistance programs, and build healthier environments	Remediation of lead paint or other lead hazards to reduce risk of elevated blood lead levels among children
Fund health workers to help individuals access health services and services to address the social determinants of health	Evidence-based violence intervention programs to prevent violence and mitigate the increase in violence during the pandemic
Fund staff to help individuals navigate and apply for available Federal, State, and local public benefits or services	Housing services to support healthy living environments and neighborhoods conducive to mental and physical wellness
<b>(2) Responding to Negative Economic Impacts</b>	
Assistance to Unemployed Workers - Job training to accelerate rehiring of workers as a result of or continued to be as a result of pandemic	
Replenish state Unemployment Insurance Trust Funds	
Assistance to Households - recipient may presume that a household or population that experienced unemployment or increased food or housing insecurity or is low- or moderate-income experienced negative economic impacts from the pandemic	
food assistance	Internet access or digital literacy assistance
rent, mortgage or utility assistance	Job training to address negative economic or public health impacts experienced due to a worker's occupation or level of training
emergency assistance for burials, home repairs, weatherization, or other needs	counseling and legal aid to prevent eviction or homelessness
survivor's benefits to surviving family members of COVID-19 victims	cash assistance - take guidance from the per-person amounts previously provided by CARES and ARPA
cash assistance to widows, widowers, and dependents of eligible COVID-19 victims	
Expenses to Improve Efficacy of Economic Relief Programs	
data analysis	improvements to data or technology infrastructure
targeted consumer outreach	impact evaluations
Small Businesses and Non-profits	
Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as:	
physical plant changes to enable social distancing	Loans, grants, or in-kind assistance to mitigate financial hardship
implement or install enhanced cleaning efforts, barriers or partitions	support payroll and benefits costs;
implement COVID-19 vaccination, testing, or contact tracing programs	cover costs to retain employees;
	pay mortgage, rent, or utilities costs
	cover other operating costs
Provide technical assistance, counseling, or other services to assist with business planning needs	
Rehiring local government staff	
payroll, covered benefits, and other costs associated with rehiring public sector staff, up to the pre-pandemic staffing level of the government	
Same definition of "covered benefits"	
Aid to Impacted Industries - (tourism, travel, hospitality	
Implement COVID-19 mitigation and infection prevention measures to enable safe resumption of services	Support safe reopening of tourism, travel, and hospitality businesses closed during the pandemic
improvements to ventilation	Support an expansion or upgrade of tourism, travel, and hospitality business delayed due to pandemic
physical barriers or partitions	
signage to facilitate social distancing	
provision of masks or personal protective equipment	
consultation with infection prevention professionals to develop safe reopening plans	
Address Economic Disparities in Qualified Census Tracts (QCTs)	
Building Stronger Communities through investments in Housing and Neighborhoods	



