



FINANCE COMMITTEE AGENDA

Monday, October 4, 2021 – 3:00 pm | Council Chambers, City Hall

1. **Call meeting to order.**
2. **Approval of Minutes.**
 - a. Regular Meeting: September 7, 2021
 - b. Special Meeting: September 20, 2021
3. **Public Comment** - Limit to three minutes per person.
4. **Continued Business.**
 - a. None
5. **New Business.**
 - a. PASER Update Task Order – Trent Freeman
 - b. Playground Equipment Quote Increase – Trent Freeman
 - c. SWMDTF Pay Approval – CAO Green
 - d. Employee Pay Chart – CAO Green and Mayor Solle
 - e. Browning ARPA Funds – CAO Green
 - f. Old Fire Hall Reroof – CAO Green
 - g. Review and Sign September Claims – Judi Whitney
6. **Committee Comments or Concerns:**
7. **Announcement of next meeting.**

October 4, 2021, at 3PM
8. **Adjournment.**

Finance Committee

Members

Dick Bauman (Chairperson) | Mary Hathaway | Rob Kersch

CITY OF DEER LODGE

FINANCE COMMITTEE MEETING MINUTES

Monday, September 7, 2021 – 2:00pm | Council Chambers, City Hall

Members Present:	Dick Bauman, Rob Kersch
Members Absent:	Mary Hathaway
Mayor:	Diana Solle
CAO:	Jordan Green
Staff:	Police Chief Smith, Judi Whitney & Cyndi Thompson
Guests:	Amanda Bohrer

1. Call Meeting to Order:

- a. Chairperson Bauman called the meeting to order at 3:03PM.

2. Approval of Minutes:

- a. July 6, 2021, July 12, 2021, July 26, 2021 & August 2, 2021.

Member Kersch motioned to approve the minutes as presented. Chairperson Bauman seconded the motion. 2 Ayes, 0 No's, 1 Absent.

3. Public Comment:

- a. None.

4. Continued Business:

- a. None

5. New Business:

- a. 2021 Street Maintenance Project Final Pay Estimate Approval – Trent Freeman

CAO Green, Presented the final pay estimate in the amount of \$282,590.03 for the 2021 Street Maintenance project. The project come in under budget. Public Works approved the final pay estimate with recommendation to Finance and Council for approval.

Member Bauman requested a copy of the PASER project, and this be presented to Council members as it's been a while since the Council looked at the PASER project document.

Chairperson Bauman motioned to approve the 2021 Street Maintenance Project Final Pay Estimate in the amount of \$282,590.03 and recommend to Council. Member Kersch seconded the motion. 2 Ayes, 0 No's, 1 Absent. Motion Passed.

b. Brookside Sewer Project Pay Estimate Approval– Trent Freeman

CAO Green, 2nd pay estimate presented in the amount of \$109,657.60 for the Brookside Sewer project. This project came in under budget. Public Works approved the pay estimate with recommendation to Finance and Council for approval.

Member Kersch motioned to approve the Brookside Sewer project in the amount of \$109,657.60. Chairperson Bauman seconded the motion. 2 Ayes, 0 No's, 1 Absent. Motion Passed.

c. JC Park Trails Project Final Pay Estimate Approval – Trent Freeman

CAO Green, the pay estimate presented is in the amount of \$35,233.11 for the JC Park Trail project. This project came in under budget. Public Works approved the pay estimate with recommendation to Finance and Council for approval.

Member Kersch motioned to approve the JC Park Trails estimate in the amount of \$35,233.11. Chairperson Bauman seconded the motion. 2 Ayes, 0 No's, 1 Absent. Motion Passed.

d. iWorQ Software – CAO Green **(3:30pm 5-10 Min Zoom Demo)**

CAO Green, set up a quick demonstration with John Goble from the iWorQ System. The software demonstrated is for City's Building Inspector and City's Code Enforcement Officer. The benefit of the software provides the following: Tracks and schedules inspections, citations, and warnings, Assigns employees, inspectors, and fees, Creates letters such as Notice of Violation with a click of a button, Maps and attaches parcel information, Attaches pictures and other vital documents, Completely mobile and customizable.

Member Kersch motioned to approve the iWorQ Software program with a recommendation to Council. Chairperson Bauman seconded the motion. 2 Ayes, 0 No's, 1 Absent. Motion Passed.

e. Drug Free Communities Grant Writer ARPA Expenditure – CAO Green/Amanda Bohrer

Amanda Bohrer gave an overview of the Drug Free Communities Support Program and the Coalition how they play a role in the project and how a grant could benefit the program.

CAO Green outlined the request from Amanda Bohrer, she is requesting use of ARPA funds towards grant writing for the program. The grant of \$125,000 per year for 5 years consecutively which is a one-to-one match. The organization that applies for the grant can be done in-kind. The in-kind could be matched by the Youth Board and the people involved in this. The cost of using the Grant Writer to write a grant would be in amount of the \$4,000 as a one-time fee and is a specialist in writing these types of grants. The grant writer guaranteed, should he not get the grant money, he would write an application every year until they receive an acceptance of the grant.

Member Kersch motioned to approve the \$4,000 for a grant writer and recommend it to Council. Chairperson Bauman seconded the motion. 2 Ayes, 0 No's, 1 Absent. Motion Passed.

~~f. Clerk Collective Bargaining Agreement – CAO Green~~

Suggested by CAO Green we table the agreement presented as it needs a few changes before it is discussed and fully presented.

Member Kersch motioned to table the Clerks CBA. Chairperson Bauman seconded the motion. 2 Ayes, 0 No's, 1 Absent. Motion Passed.

g. Police Department Computers – CAO Green

Update the Police Department with 4 new computers with a quote of \$5,045.70. The Finance Committee discussed and approved to increase the gigabytes from 8GB RAM to 16GB RAM and the new quote not to exceed \$6,000 and to get a new computer for the Public Works Supervisor, Trent Freeman.

Member Kersch motioned to approve the 4 new computers for the PD not to exceed the amount of \$6,000.00 and approve a new computer for Trent Freeman with a recommendation to Council. Chairperson Bauman seconded the motion. 2 Ayes, 0 No's, 1 Absent. Motion Passed.

h. Review & Sign August Claims – Judi Whitney

August claims were approved and signed by unanimous consent.

6. Committee Comments or Concerns:

a. None.

7. Announcement of Next Meeting:

a. October 4, 2021, at 3PM

8. Adjournment:

The meeting was adjourned at 4:15pm.

Prepared by: Cyndi Thompson, City Clerk

Dick Bauman, Chairperson

Date

Finance Committee Members

Dick Bauman (Chair) | Mary Hathaway | Rob Kersch

CITY OF DEER LODGE

FINANCE COMMITTEE MEETING MINUTES

Monday, September 20, 2021 – 1:00pm | Council Chambers, City Hall

Members Present: Dick Bauman, Mary Hathaway
Members Absent: Rob Kersch
Mayor: Diana Solle
CAO: Jordan Green
Staff: Judi Whitney & Cyndi Thompson
Guests: None

**Special
Meeting Minutes**

1. Call Meeting to Order:

- a. Chairperson Bauman called the meeting to order at 1:00PM.

2. Approval of Minutes:

- a. Meetings: Deferred till October 4, 2021

3. Public Comment:

- a. None.

4. Continued Business:

- a. None

5. New Business:

- a. Clerk CBA – CAO Green

CAO Green provided a new Union Collective Bargaining Agreement for the Utility Clerk and City Clerk. The City Treasure has opted out of joining the Union. CAO Green summarized the Union Contract discussing salary, job enhancements, health & welfare, health reimbursement account, grievance procedure and pension.

Chairperson Bauman summarized his concerns with the Union based on his past personal experience working with the Postal Service. Chairperson Bauman discussed page 4 (article 2, page 6 (section E), page 10 (article 12) and page 7 (article 6). I'd like to see something in writing as to where the job description is now and where the job description will be. Chairperson Bauman expressed concerns on the way it should be presented to all Council members.

Member Hathaway asked about over time and how does that work for salaried employees.

Member Hathaway motioned to accept the contract and move it forward to Council. Chairperson Bauman seconded the motion. 2 Ayes, 0 No's, 1 Absent. Motion passed.

b. 233 5th St buy/sell agreement – CAO Green

CAO Green outlined the buys/sell agreement in the amount of \$172,300.00, the seller is CS Structures out of Bozeman with a closing date of January 15, 2022. The Public Works crew will be doing the demolish on the building to cover the In-kind match. We will be using the FEMA Pre Disaster Mitigation Grant with a 75% reimbursement after the project is completed and 25% In-kind match. There will be no impact to the general fund. We have 3 months after the time of purchase to complete and finalize the demolition. Trent Freeman, Public Works Supervisor stated it will take about 1 ½ weeks to complete the project of demolition. By the end of February, we should have everything completed for review and walk-thru to make sure all is complete. We can request an extension should we need to since we will be moving into the winter months.

Chairperson Bauman suggested contracting out the work instead of Public Works doing the demolition.

CAO Green, we will save money if we use the public works department vs contracting the job out as that will satisfy our 25% In-kind match.

Member Hathaway suggested if Trent Freeman could do a walk-thru of the property to see if there is anything worth salvaging for donation or city use.

Member Hathaway motioned to approve the buy/sell agreement and forward to Council. Chairperson Bauman seconded the motion. 2 Ayes, 0 No's, 1 Absent. Motion passed.

6. Committee Comments or Concerns:

- a. None.

7. Announcement of Next Meeting:

- a. October 4, 2021, at 3PM

8. Adjournment:

- a. The meeting was adjourned at 1:48pm.

Prepared by: Cyndi Thompson, City Clerk

Dick Bauman, Chairperson

Date

Finance Committee Members

Dick Bauman (Chair) | Mary Hathaway | Rob Kersch



September 29, 2021

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

Subject: Task Order – Paser Update

Dear Mayor and Members of the Council:

This letter is intended as a request for Task Order approval for Stahly Engineering & Associates to update the Paser ranking of all streets within the City of Deer Lodge. This task includes field evaluation of streets and updating all maps associated with the Paser ranking, as well as projected 10-year street maintenance projects.

We request approval of a time and materials task order in the amount of \$2,850.00. If approval is obtained, 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 the Cottonwood Avenue Road/Stormwater improvements for the City of Deer Lodge:

Owner:	<u>City of Deer Lodge</u>
Authorized Signature:	_____
Title:	<u>Mayor</u>
Date:	_____

Play By Design Quote



Play By Design
 304 N. Geneva Street
 Ithaca, NY 14850
 516-492-6902
PBDplaygrounds.com
Samantha@PBDplaygrounds.com

Project Name: Deer Lodge, MT
 Date: 9/13/2021
 Expires: 9/30/2021
 Bill To: Deer Lodge Medical Center
 Playground Committee
 Contact: Andrew Dreesen

Description	Units	Cost Per Unit	Amount
5" Arch Middle Frame Supports	2	\$ 1,180.00	\$ 2,360.00
Belt Swing Seats, includes chains and mounting hardware (set of two)	2	\$ 223.00	\$ 446.00
Bucket Swing Seats, includes chains and mounting hardware (set of two)	1	\$ 457.00	\$ 457.00
Freight	1	\$ 1,516.00	\$ 1,516.00
Material Surcharge is for current escalations in pricing for raw materials, goods, and services being experienced in the marketplace.	1	\$ 603.65	\$ 603.65

Invoice Subtotal \$5,382.65
 Tax Rate 0.00%
 Sales Tax -
 Other
 Deposit Received

TOTAL \$ 5,382.65

Supply of equipment only, installation is not included.

Southwest Montana Drug Task Force (SWMDTF) INVOICE

1820 Meadowlark Lane, South Door
PO Box 9
Butte, MT 59703
Phone (406) 723-7461 Fax (406) 723-8035

INVOICE # 02
DATE: 09/13/21

Bill To: City of Deer Lodge
313 4th Street
Deer Lodge, MT 59722

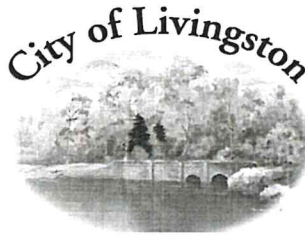
For: SWMDTF Funding for 2021/2022

Due: Upon Receipt

DESCRIPTION	AMOUNT
City of Deer Lodge matching funds for grant year July 1, 2021 - June 30, 2022	\$5,000
TOTAL	\$5,000

Please make check payable to **DOJ / DCI** and mail to SWMDTF at above address. If you have any questions concerning this invoice, contact Martin Heaney at (406) 723-7461.

Michael Kardoes
City Manager
citymanager@livingstonmontana.org
(406) 823-6000 Phone



Chairperson
Dorel Hoglund
Vice Chairperson
Quentin Schwarz
Commissioners
Mel Friedman
Warren Mabie
Melissa Nootz

August 12, 2021

Dr. Crystal Evans
North Winds Recovery Center
138 East Boundary Street
P O Box 2255
Browning, MT 59417

Dear Dr. Evans:

We were recently notified of the decision to redistribute the ARPA (American Recovery Plan Act) monies originally designated for Browning to communities across the state due to the dissolution of the Browning City Government. In that communication the City of Livingston was advised we would receive \$2,997 in redirected monies originally intended for Browning.

While we understand and appreciate the complexities the State government must contend with concerning the funding distribution, we are also acutely aware of the needs within the Browning community and the Blackfeet Nation. Livingston struggles with many of the same socioeconomic and health issues including substance use, depression, high rates of suicide and the impact of the associated trauma on our youth.

In the spirit of our larger shared Montana community, please find enclosed a donation in the amount of \$2,997 to North Winds Recovery Center. For us this donation represents the return of funds originally designated to the community of Browning. We believe in the work your organization is doing to create a better future for our youth and families, which benefits us all.

It is our hope that you will be able to allocate this funding in a manner that best benefits the families of Browning and the Blackfeet Nation. Please accept our gratitude and heartfelt thanks for the incredibly vital work you are doing every day.

Respectfully,

Michael J. Kardoes
City Manager

LIVINGSTON
Montana

GO BEYOND YELLOWSTONE

414 East Callender Street
Livingston, MT 59047
www.livingstonmontana.org

R&C Home Improvement
 100 Milwaukee
 Deer Lodge MT 59722
 Phone:(406)846-2858 Fax:(406)846-1731

QUOTE
No.IN-10958

Sold To: CITY OF DEER LODGE
 CITY OF DEER LODGE
 300 MAIN
 DEER LODGE, MT 59722
 (406)846-2238 Fax:(406)846-3925

Ship To SAME

Invoice Date : 10/01/21 Ship Date : 10/01/21 Ship Via : Order No : torch down roofing	Customer No : CITY OF DL Sales Person : 78 Terms : NET 30 DAY FOB :
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ID Number	Qty	Description	Price Ea	Total
13805	18.00 EA	SPECIAL ORDERS ROOFING **NON RETURNABLE gaf white granulted torch down membrane	146.660	2,639.88
13805	1.00 EA	SPECIAL ORDERS ROOFING **NON RETURNABLE 5 gallon bucket of asphalt primer	105.000	105.00
15289	1.00	FREIGHT	1.000	1.00

Payment Method:

!!THANK YOU FOR SHOPPING AT R&C HOME IMPROVEMENT!
 ACCTS 30DAYS PAST DUE SUBJECT TO 2% SERVICE CHARGE

 PLEASE READ & FOLLOW ALL MANUFACTURER INSTRUCTIONS
 AND INSTALLATION OF PRODUCTS FOR SAFE USE OF ITEMS
 PURCHASED AT R&C HOME IMPROVEMENT, INC.

Sub-Total	:	2,745.88
Tax-	:	0.00
Tax-	:	0.00
Shipping	:	0.00
COD	:	0.00
Total	:	2,745.88
Amount Tend	:	0.00
Balance Due	:	0.00