



PUBLIC WORKS COMMITTEE AGENDA

Wednesday, February 23rd, 2022 – 5 PM | Council Chambers, City Hall.

1. **Call meeting to order**
 2. **Approval of Minutes**
 - a. December 28th, 2021
 3. **Public Comment** - Limit to three minutes per person
 4. **Old Business**
 - a. None
 5. **New Business**
 - a. Elect a New Committee Chairperson - Jordan
 - b. Public Works Committee Bylaws – Jordan
 - d. Prior Project Update - Jordan
 - c. Committee Goals - Jordan
 - d. Department of Public Works update - Trent
 6. **Staff or Committee Member Comments or Concerns:**
 8. **Announcement of the next meeting:**
 - a. Monday, March 28, 2022, at 5 PM
 9. **Adjournment**
-

Public Works Committee

Garbage | Sewer | Streets | Trees | Wastewater | Water

Members

John Henderson | John Skibsrud | Jackie Greenwood

PUBLIC WORKS COMMITTEE MINUTES

December 28, 2021, at 5PM | Council Chambers, City Hall.

Members Present:	John Molendyke, John Henderson & (arrived late) Anthony Savalla
Members Absent:	None
Mayor:	Diana Solle
CAO:	Absent
Council Member:	None
Staff:	Trent Freeman, Cyndi Thompson
Consultants:	None
Guests:	None

1. Call Meeting to Order

Chairperson Molendyke called the meeting to order at 5:00PM.

2. Approval of Minutes

a. October 26, 2021 – No November Meeting.

Member Henderson motioned to approve the minutes as presented. Chairperson Molendyke seconded the motion. 2 Ayes, 0 No's, 1 Absent. Motion passed.

3. Public Comment - Limit to Three Minutes Per Person

a. None.

4. Old Business

a. None

5. New Business

a. Passenger Refueling Area Bid approval forward to Finance and Council
Trent provided a letter of recommendation from Hydrometric, Inc for the Passenger Refueling Area Soil Removal for Milwaukee Roundhouse. We had six bidders, only three were qualifying bids, as the others did not acknowledge addendums, did not fill out bid price forms. The lowest responsible bidder was H&H Contracting Inc., in the amount of

\$62,137.00 which is under bid. The letter states, this work is entirely funded via a Reclamation and Development Grant, Agreement No RIT-20-8891, administered by the Montana Department of Natural Resources and Conservation (DNRC) and funded by the 66th Montana Legislature in House Bill 652. The remaining balance of this grant is approximately \$193,000 which should be sufficient to cover the cost of construction work, plus contingency for additional contaminated soil removal, if necessary, and the construction administration and surveying associated with this project. Silver bow tipping fees will be about \$31,000.

Member Savalla motion to recommend this to Finance and Council. Member Henderson seconded the motion. 3 Ayes, 0 No's. Motion passed.

- b. Conestoga Water/Sewer Main Extensions Discussion
Trent is working with Josh Garrison (Chilcot's Construction Manager) and Gary Chilcot on the water/sewer main extension on Conestoga. The discussion was to have Public Works purchase the materials and for Public Works to lay the pipe, install manholes, and stub for services. Public Works Committee agreed with the City purchasing the materials and Public Works to do the work. No motion. Once the project cost is estimated this will be brought back to Public Works Committee for and approval to Finance and City Council.
- c. Updated PASER Maps Review
Trent provided street maintenance maps showing updated street repairs and upcoming projected street repairs. No motion, Information only.
- d. WWTP Truck Update
Finance gave a budget of \$2,000 to tow and inspect the truck by Dee Motors. Inspection found a broken valve spring with a repair cost of \$800.00. Truck is being repaired and will be back on the road soon. No motion, information only.
- e. Department of Public Works update – Report accepted as presented.
Public Work Supervisor Trent Freeman summarized ongoing and completed projects.

6. Committee Comments or Concerns:

- a. Trent presented the drying beds diagram for the committee to review as well as the Cottonwood Street Drainage project on the North side of City Hall.

7. Announcement of the next meeting

- a. Next meeting: January 25, 2022, at 5pm.

8. Adjournment

- a. Meeting adjourned at 6:10pm.

Prepared by Cyndi Thompson, City Clerk

Chairperson

Date

Public Works Committee

Garbage | Sewer | Streets | Trees | Wastewater | Water

Members

John Molendyke (Chair) | John Henderson | Anthony Savalla (Vice)

ByLaws

Public Works Committee

ARTICLE I - NAME

Section One. Name

- A. The official name of the organization shall be "Public Works Committee" hereinafter referred to as "The Committee."

Section Two. Purpose

- A. The Committee Provides guidance on issues of City Infrastructure: Street Maintenance, Water, Sewage, Wastewater Treatment, Garbage Collection, Street Lighting, Facility Maintenance and Cemetery Operations.

ARTICLE II - MEMBERSHIP

Section One. Membership

- A. Members
1. The Committee shall consist exclusively of a minimum of three council members.
 2. Members are appointed by the Council President at or after the second meeting in January following a municipal general election.
- B. Officers
1. The Committee shall have one elected officer consisting of a Chairperson.
- C. Secretary of the Committee
1. Deer Lodge's City Clerk shall serve as Secretary to the Committee.

Section Two. Election of the Chairperson

- A. Election of the Chairperson shall be made at the first Committee meeting of the year.
- B. The Chairperson must be a member of the Committee.
- C. If the members cannot reach consensus on the election, then a nominee receiving a majority vote of those present at the meeting shall be declared the Chairperson.
1. In the event that a Committee Chairperson cannot be selected by the Committee, the Council President shall appoint a Committee Chairperson.

Section Three. Terms of the Chairperson

- A. The Chairperson shall assume the responsibility immediately upon appointment and shall serve for a term of one year.

Section Four. Vacancy of the Chairperson

- A. Vacancy in the term shall be filled immediately by the procedure described in Article II, Section Two for the un-expired portion of the term.

Section Five. Duties of Officers

- A. Chairperson
1. The Chairperson shall preside at all meetings of the Committee.
 2. The Chairperson shall sign the minutes of meetings, and all documents involving the authority of the Committee.
 3. The Chairperson shall compose meeting agendas after seeking input from the Chief Administrative Officer and Committee members.
 4. The Chairperson has the responsibility to advise the Mayor and the City Council of items discussed by the Committee.
 5. The Chairperson shall have all the duties normally conferred by parliamentary rules on such officers and shall perform such other duties as may be ordered by the Committee except as otherwise provided in these rules, in other Committee resolutions, or in City resolutions.
- B. Absence of the Chairperson

1. In the absence of the Chairperson, the Committee may elect a temporary Chairperson by a majority vote of those present at a called meeting, who shall assume the duties of the Chairperson.

Section Six. Duties of the Secretary

- A. Deer Lodge's City Clerk shall perform the duties of the secretary for the Committee.
- B. The Secretary shall keep the minutes of all meetings and materials allied with the Committee.
- C. The Committee has the responsibility of approving such minutes.
- D. The Secretary shall post agendas according to practices agreed upon by the City Council.
- E. The Secretary shall maintain a file of all studies, plans, reports, recommendations and official records of the Committee and perform such other duties as the Committee may determine.

Section Seven. Order of Meetings

- A. The following is the order that meetings will follow:
 1. Call Meeting to Order
 2. Approval of Minutes
 3. Public Comment
 4. New Business
 5. Old Business
 6. Staff or Committee Member Concerns/Comments
 7. Announcement of the Next Meeting
 8. Adjournment
- B. The Chairperson may allow deviations from the described Order of Meetings to accommodate special circumstances or events.

Section Eight. Discussion Procedures

- A. Chairperson introduces the topic with all supporting materials.
 1. Committee members have the opportunity to ask any questions or contribute any items of information.
- B. The Committee may ask staff and/or consultants to provide technical analysis, review considerations and basic policies, offer possible alternatives, and make recommendations, if any.
 1. Other interested parties are allowed to comment briefly or make inquiries.
- C. Proponents and or opponents in the audience are given opportunity to speak in favor of or against application. Information submitted should be factual, relevant and not merely duplication of previous presentation.
 1. A reasonable time shall be allowed.
 2. Each person speaking shall give name, address and nature of interest in matter.
- D. Brief rebuttal for proponents and opponents heard separately and consecutively, with presentation limited to their spokesperson.
- E. The Committee will take the opportunity to deliberate before rendering a recommendation for the benefit of the Mayor and the City Council.

Section Nine. Quorum

- A. A majority of the members of the Committee shall constitute a quorum for the transaction of business and the taking of official action.

Section Ten. Motions

- A. Motions shall be restated by the Chairperson before a vote is taken.
- B. The name of the members making and seconding a motion shall be recorded in the minutes of the meeting.

Section Eleven. Voting

- A. The concurring vote of two members of the Committee shall be necessary to reverse any order, requirement, decision, or determination of any such administrative official; to decide in favor of the applicant on any matter upon which it is required to pass under any such resolution; or to effect any variation in such resolution.

Section Twelve. Reports

- A. On all matters considered by the Committee, the reports, findings and recommendations, if any, are presented to the Committee and shall be recorded in the minutes of the meeting.

Section Thirteen. Parliamentary Procedure

- A. Except as otherwise prescribed by these rules, the Committee meetings shall be guided by Robert's Rules of Order (the most recent edition).
- B. At the Chairperson's discretion or at the discretion of two members, the Committee may modify the proceedings after consultation with the City Attorney.
- C. If any questions arise as to procedure, the ruling of the Chairperson shall be final unless reversed by a vote of at least two members.

Section Fourteen. Public Nature of Meetings and Records

- A. All meetings, hearings, records, findings, and accounts shall be open to the public.

ARTICLE III - MEETINGS

Section One. Meetings: Time and Place

- A. A regular monthly meeting shall be held on the **Fourth Tuesday** of the **Month at 5:00PM** in the Council Chambers, unless a different time and/or place is posted at the City Hall at least forty-eight (48) hours prior to the meeting.
- B. Members shall receive meeting materials via email at least two (2) days, forty-eight (48) hours prior to the meeting.
 - 1. Alternatively, members may request to receive a hard copy of the materials.
- C. Meetings should be kept to an hour and a half or shorter, if possible.
 - 1. If a lengthy topic is anticipated, the agenda should be kept at a minimum.
- D. If a lengthy topic is to be discussed, a work session should be considered.

Section Two. Recessed Meetings

- A. Any regular or special meeting may be recessed to a definite time and place by a majority vote of the members present at the meeting.

ARTICLE IV – SUB COMMITTEES

Section One. Purpose of Sub Committees

- A. Sub Committee purpose shall be clearly defined.
- B. Sub Committees may be established to facilitate complex topics that would be better handled outside of the normal Committee.

Section Two. Establishment of Sub Committees

- A. Sub Committees are:
 - 1. Short Term
 - 2. One Topic
 - 3. May only provide recommendations to the Committee
- B. Sub Committee membership should include at least one committee member, and any additional council members or members of the public as necessary for the task.
- C. Sub Committees must be established by majority vote of the Committee.

ARTICLE V – COUNCIL APPROVAL AND AMENDMENTS

Section One. Council Approval

- A. These bylaws must be approved by a majority vote of the Committee Council.

Section One. Amendments

- A. These bylaws may be amended at a regular noticed meeting of the Committee by the affirmative majority vote of the members present, provided that the proposed amendments have been submitted in writing at a previous meeting.

Section One. ByLaws Approval

- A. Approved by the Public Works Committee:

_____ Date _____

Committee Chairperson

- B. Approved by the City Council by Resolution 2019-R-8:

_____ Date _____

James Jess, Mayor

COMMITTEE GOALS

Public Works

FEBRUARY 2022

SIX MONTH GOALS:

ONE YEAR GOALS:

LONG-TERM GOALS:

CITY OF DEER LODGE

Public Works Report

January 2022/February 2022

PROJECT SUMMARIES

Street Maintenance

- Sanding
- Snow Removal

Sewer Utility

- Annual Maintenance of Sewer Mains

Parks and Rec

- Received swing equipment for the JC Park swing set upgrade which will be installed this spring

Water

- SCADA system needs upgrade. Had a walk through with the same company that we use for the WWTP SCADA system

Solid Waste

- Nothing to Report

Mosquito Abatement

- Nothing to Report

INTEREST ITEMS FOR CITY COUNCIL

- New well project will go out to bid in March
- Drying Beds Project will go out to bid in March
- Finalizing contract documents for the 2022 Street Maintenance Project
- Finalizing contract documents for the Cottonwood Street Drainage Project
- Submitted Annual SWPPP Report to DEQ
- Submitted Annual Biosolids Report to DEQ
- Main St. ADA project Final Walkthrough
- WASER Project kickoff meeting with Stahly

COVID-19 RESPONSE

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