CITY OF DEER LODGE

COUNCIL AGENDA

January 17, 2023, | 6:00 PM | City Hall

- 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. Approval of Minutes
 - a. Regular Meeting: January 3, 2023
- 4. Public Hearing:
 - a. None
- 5. Department Reports:
 - a. CAO | b. Public Works | c. Police | d. Fire | e. Recreation Program
- 6. Mayor and 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.
- 7. Continued Business Items: The Council will act on each item after accepting public comments.
 - a. None
- 8. New Business Items: The Council will act on each item after accepting public comments.
 - a. Review Preliminary Draft Community Survey from Great West Jordan
 - b. AOK Campground Request for Improvements Jordan
- 9. Next Meeting Announcement(s)
 - a. Regular Meeting Monday February 6, 2023, City Hall Council Chambers

10. Adjournment

CITY OF DEER LODGE

CITY COUNCIL MINUTES

The City Council met on January 3, 2023, at 6 PM | PC Community Center

Members Present:

Dick Bauman, Joseph Callahan, John Henderson, Jackie Greenwood,

Rob Kersch, Curt Fjelstad, Gordon Pierson, John Molendyke

Members Absent:

None

Mayor:

Jim Jess

CAO:

Jordan Green

Staff:

Trent Freeman, Stan Glovan, Peter Elverum, Kody Ryan

Consultants

None

Guests:

See sign in sheet

1. Call Meeting to Order | Pledge of Allegiance

Mayor Jess 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 <u>non-agenda items</u>. State Statute limits the City Council from discussing any introduced items. 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.
 - a. None

3. Public Hearing.

a. None

4. Approval of Minutes.

a. Regular Meeting: December 19, 2022

Council President Bauman motioned to approve as presented. Member Fjelstad seconded the motion. 8 Ayes, 0 Nos. Motion passed.

5. Committee Reports - Accepted as presented.

a. Council Ops – Rob Kersch (Chairperson)

Reviewed the Fee Schedule and the Master Fee Schedule. No significate changes.

b. <u>Economic Growth & Development – John Henderson (Chairperson)</u>

New Business – Business Improvement District MSS Grant – Head Waters recommended Pioneer Technical. Christmas House Decoration Contest – first brought up in Finance Committee, discussion on where prize money can come from and judges, it will remain on the agendas under continued business.

Continued Business – Main St Banners – Changes need to be made to fit light poles, so they won't be knocked off by large vehicles.

<u>Committee Comments or Concerns</u> – Dick Bauman announced creation of non-profit for memorial Jordan informed the committee that city did not get the grant for City Hall renovations, Applied for Headwaters Big Sky trust fund for industrial park at airport, applied for grant to fund business classes and announced Headwaters Kick off. Next meeting is scheduled for January 4th, 2023, at 4:00 PM

c. Finance - Dick Bauman (Chairperson)

No business to discuss. Reviewed and signed December Claims.

d. Public Health & Safety - Joseph Callahan (Chairperson)

Received Department Reports and County Health Report. Provided sample of Skatepark sign. Discussed an Ordinance with the skatepark sign rules to be adopted. Discussed the three business types needing some type of zoning regulations which are: Cultivation, Testing Facility and Manufacturing Facility. Approved with Recommendation to Finance purchase of 2-Radar Speed Signs.

e. Public Works – John Henderson (Interim Chairperson)

The minutes were approved. Old business – None

New Business – The MJD Final Pay Applications for the drying beds were approved and sent to the finance committee. Trent gave an update on the new garbage truck; The rapid rail system had broken during the cold snap it gelled up. Staff Comments – None. Next meeting January 24th, 2023, at 5 PM

6. Board Reports - Accepted as presented

a. <u>Airport Board</u> – Gordon Pierson Nothing to report.

b. Powell County Parks Board - Dick Bauman

Last meeting was November 15th. No December meeting.

c. <u>Chamber of Commerce</u> – John Henderson

Discussed Chamber After Hours, reusing Main Street decorations, Chamber Banquet. Reviewed the 12 Days of Christmas and Christmas Stroll. Beginning to plan Puzzles, Pizzas, Pub night. Jordan provided an update on the City. Updates from Grant Kohrs, Old Prison, Mt Tourism and DL Athletic Track. Discussed a Non-Memorial for Danny Cavanaugh.

d. Headwaters RC&D - Joseph Callahan

Jordan attended meeting and they presented the first draft of the next fiscal year budget.

e. <u>Historic Preservation</u> – Curt Fjelstad

Discussed the old painting on the side of the buildings. Discussed being able to have more say in the sale or purchase of the old buildings on Main Street for historical reasons. Discussed receiving all the documentation for adding Hillcrest Cemetery to the National Register.

f. <u>Landfill</u> – Rob Kersch No new business

g. <u>Local Emergency Planning Committee</u> – Dick Bauman No meeting. Next meeting January 11th at noon.

Library – John Molendyke
 Met December 15th. Discussed the budget and the Foundation and the CE Training.

 i. <u>Planning Board</u> – Dick Bauman No meeting, no quorum.

 <u>Youth Board</u> – Jackie Greenwood No meeting.

7. Continued Business (old/continued Business or Items Tabled)

a. 2nd Reading of Ordinance 2022-7: Dispensary Zoning – Jordan

Member Pierson titled Ordinance 2022-7

A ZONING ORDINANCE BY THE DEER LODGE CITY COUNCIL TO CREATE ZONING REQUIREMENTS FOR ADULT-USE AND MEDICAL MARIJUANA BUSINESSES, AS WELL AS PROVIDE LOCAL REQUIREMENTS FOR LICENSING OF SAID BUSINESSES PURSUANT TO 16-12-207, MCA.

2nd reading of ordinance, the 1st reading was December 19, 2022. Jordan read the zoning changes in Ordinance 2022-7.

- 1. The City of Deer Lodge Zoning Ordinance is amended to place adult-use dispensaries and medical marijuana dispensaries as identified in 16-12-301(1(d), MCA as conditional uses in the B-1, Central Business District and permitted uses in the B-2, Highway Business District.
- 2. A maximum of two (2) dispensaries, whether adult-use or medical, will be allowed to be licensed as a conditional use in the B-1, Central Business District.
- 3. A Zoning Permit is required for the issuance of a state license in accordance with 16-12-207(3(ii), MCA in order to obtain approval by local building, health, and fire officials.
- 4. All requirements of 16-12-207, MCA must be met for an adult-use or medical marijuana facility to operate in the zones authorized by this ordinance.
- 5. Ordinance #144 of the City of Deer Lodge is repealed in its entirety.
- 6. A copy of this zoning ordinance, and any future zoning ordinances pertaining to marijuana businesses, shall be delivered to the Department of Revenue for the purposes of providing the department the local approval criteria for adult-use and medical dispensary licenses.
- 7. Title 11: Land Use of the City of Deer Lodge Code of Ordinances is amended to include the zoning requirements of adult-use and medical marijuana dispensaries as listed in item 1 of this ordinance. The changes to Title 11 are attached to this Ordinance 2022-7 and are incorporated herein.

Member Henderson motioned to approve 2nd reading of Ordinance 2022-7 as presented. Member Pierson seconded the motion. 8 Ayes, 0 Nos. Motion passed.

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

a. Treasurer's Report | December Claims – Stanley Glovan. Receive the informational report. Accept the recommendation from the Finance Committee and approve the claims.

Council President Bauman motioned to approve claims as presented. Member Kersch seconded the motion 8 Ayes, 0 Nos. Motion passed.

MJD Final Pay Application for Drying Beds - Trent
 Final Pay Application #4 for payment was presented in the amount of \$11,045.92. Punch list items have been completed.

Member Kersch motioned to accept Final Pay Application #4 for \$11,045.92 as presented. Member Greenwood seconded motion. 8 Ayes, 0 Nos. Motion passed.

- 9. Schedule of Committee Meetings Tentative until confirmed by Committee Chairs.
 - Economic Growth & Dev January 4th at 4 PM
 - Finance January 3rd at 4PM
 - Public Health & Safety January 11th at 5 PM
 - City Council Operations January 9th at 5 PM
- Planning Board January 17th at 10AM
- Council #2 January 17th at 6 PM
- Public Works January 24th at 5 PM
- 10. 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 Jess stated, Council meeting will now be held at City Hall unless we suspect a large audience.
 - b. Council President suggest each committee discuss their 5 year goals so it can be incorporated into the Growth Policy.
 - c. Member Greenwood Pedestrians not safe to cross at the light. Suggestions is a camera at the light. And asked about the rules at the Skatepark.
 - d. Member Fjelstad asked about Accessory Dwelling Units (ADU) within the City.

11. Next Meeting Announcements

a. <u>Tuesday</u>, January 17, 2023, at 6 PM, Monday January 16th is a Holiday (Martin Luther King Jr. Day)

12. Adjournment

Mayor Jim Jess adjourned the meeting at 6:20PM.

Prepared By:	Cyndi Thompson, City Clerk		
Mayor Jim Jess		Date	

CITY OF DEER LODGE CAO REPORT

January 2023

PROJECT SUMMARIES

Municipal Budget

- Stan and I are in regular meetings with Financial Advisor over budget requirements, Annual Financial Reporting, and other topics. We have contracted with a retired City Treasurer for key GASB topic education.
- Finance Committee and Council Operations Committee are currently reviewing fee schedule. So far, few changes.

City Planning

- I am City contact for the State Regional Disaster Mitigation Planning process. The state is funding for a 5-year update to the regional disaster plans, which will be disbursed to municipalities upon completion. First draft of Pre-Disaster Mitigation Plan has been released.
- Working on draft historic preservation ordinance with Historic Preservation
 Commission to bring to Council for consideration of adoption. Historic Preservation
 Commission will be communicating with SHPO for potential regulations.
- Code Enforcement Officer is inventorying abandoned residential properties throughout town to apply for CDBG housing stabilization funding for renovations, demolition, and reconstruction.
- Public Health and Safety Commission and Planning Board are reviewing zoning regulations for marijuana businesses other than dispensaries. Zoning has been recommended and I am working on drafting ordinances.
- Working on ROW encroachment permit from MDT to install speed radar signs at both ends of Main Street.

Grants

- Received notice of recommendation of \$342,500 for the Reclamation and Development Grant (RDGP) cycle for remediation at the Passenger Refueling Area. Will need to be approved by 2023 Legislature, which is expected.
- Applied for Targeted Brownfield Assessment (TBA) Grant for Hotel Deer Lodge.
 Assessment determined not to be necessary and to move onto cleanup grants.
- Applied for EPA Brownfields Cleanup Grant for Hotel Deer Lodge. In communications
 with Headwaters RC&D about match funding. Have submitted access agreement and
 the project is in the eligibility analysis phase.
- DEQ has received a brownfields planning grant for the Milwaukee Roundhouse and Passenger refueling area and will begin working with the county and myself on administration of those funds. First goal-setting meeting next City/County meeting.

- Received Advisory Committee rankings for I&I and Well ARPA Competitive Grant applications. Our I&I project ranked #3 for priority funding in the state. Well project was ranked lower due to scoring mechanism. Grant contracts have been completed.
- Applied for grant through Montana Main Street Program to receive help in planning Business Improvement District. Have not heard back on status yet.
- Looking at working on State Historic Preservation Office grant for signage throughout town.
- Working with Headwaters RC&D to apply to Big Sky Trust Fund grant program for an updated to the Airport Industrial Park Preliminary Engineering Report.
- Testified to legislature for Montana Historic Preservation Grant Application.
- Applying for two FEMA property acquisitions to reduce flooding in town. Hoping to acquire two properties this year should both grants be accepted. Match money did not change with the additional application.
- Submitted application for FEMA grant for stormwater study.
- Began working with Stahly engineering on application for Transportation Alternatives grant to extend sidewalks and multi-use paths to the north part of Main Street.

City Hall & Employees

- Ray Peterson Electric has toured City Hall for electric improvements to Youth Board room. Had another tour early November. Awaiting quote.
- Ricci (City Hall Trustee) and I are working on transitioning City Hall to LED lightbulbs to reduce costs and receive rebate from Northwest Energy.
- City Clerk created Enter and Exit Employee Checklist to streamline on and offboarding process for employees. Will start implementation on new hires.

Floodplain Administration

- Received first draft of new floodplain boundaries from DNRC. So far, very minor changes to floodplain boundaries in Deer Lodge. City should expect final updated maps in 2025.
- Had 5-year Community Assistance visit with DNRC Floodplain representatives, which went very well. The DNRC is currently reviewing our floodplain ordinance to see if they recommend any changes.

Economic Development

- Applied for a Rural Reimagined grant with County Planning Director and Extension to aid in local business and tourism education. Working with Headwaters RCD and MSU Extension to schedule business and tourism education meeting dates and experts.
 Expected dates have been moved to end of February to accommodate speakers.
- Coordinating with Discover Deer Lodge on placing bike racks throughout town.
- I have met with Discover Deer Lodge and Discover Anaconda to determine how we can best mirror Discover Anaconda's economic and housing development practices. I have made some great contacts with them which will provide us a lot of guidance in the future. Will be meeting with them and again in next several weeks.
- Member of the Ted Rule Memorial Football Field Committee, which is working to achieve funding through donations and grants for a complete renovation of the School

District Track and Field Complex. Have wrote grants to the Foster Foundation and the Northwest Farm Credit Services Rural Community Grant Program. We have heard back from the Northwest Farm Credit Services and have been awarded \$2,500 for the project. No news from other application. Amanda and I have submitted a CDBG Planning Grant for a PER for the project.

- Working on Right-of-Way Encroachment and Outdoor Advertising Permits to put up North Gateway sign near North Interstate exit. Also have been working with Todd Fickler to try to find a spot on his property on the north side of Main St. Requested extension on grant funding due to increased timeframe.
- Working with Headwater's RC&D to get small business development center (SBDC) information to local businesses.

INTEREST ITEMS FOR CITY COUNCIL

- ➤ City news will now be incorporated into advertisements on 96.9FM, The River. Updates weekly. Let me know if you have any City news that I can relay to Marci at the station to be included in the broadcast.
- ➤ Received American Legal codification and they are in the process of updating the codes to match recent changes. Expecting updates within a few weeks.

CITY OF DEER LODGE

Public Works Report

December 2022/January 2023

PROJECT SUMMARIES

Street Maintenance

• Sanding Streets regularly with the ice buildup at intersections

Sewer Utility

Annual Sewer Maintenance

Parks and Rec

Nothing to Report

Water

- Replacing old water system components
- Repaired Leak

Solid Waste

• Both garbage trucks are operational again

Mosquito Abatement

Attended annual Conference

INTEREST ITEMS FOR CITY COUNCIL

- Ongoing meetings with 120 Water for the new Lead and Copper Rule Revisions
- ➤ Submitted DATA to 120 Water
- > Set up meeting to obtain quote on sprinkler system at JC Park and the skate park
- > Posted public works laborer position to fill vacancy
- > Attended meeting with Headwaters
- ➤ Submitted Annual Storm Water Pollution Prevention Plan Report for the Wastewater Treatment Plant to DEQ
- Submitted renewal application for the Stormwater Pollution Prevention Plan at the Wastewater Treatment Plant to the DEQ
- > Installing new windows at the dog kennel

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.



Deer Lodge Police Department

December 2022

Police CFS

911 Call Total: 3

Abandoned Vehicle(s) Total: 2 Accident Non Injury Total: 1

Alarm Total: 3

Alarm - Gas/CO2 Total: 1

Alarm - Non Residential Total: 2

Arrest Warrant Total: 1

Assault Total: 1

Break-in - Attempted Total: 1

Burglar Alarm Total: 1 Child Abuse Total: 1 Civil Matter Total: 1 Courtesy Ride Total: 4

Custodial interference Total: 2

Disturbance Total: 3

Domestic - Nonviolent Total: 2 Drug Paraphernalia Found Total: 1

Drugs Total: 3 DUI Total: 1

Extra Patrol Requested Total: 1

Fraud Total: 1

Missing Person(s) - Adult Total: 1 No Contact Letter Violation Total: 1 Probation Officer Check Total: 4

Property Found Total: 1 Request Ambulance Total: 3 Request Officer Total: 10

Suicidal Adult: 3

Suspicious Activity Total: 6

Threat(s) Total: 1
Tobacco Violation-1

Traffic Accident - Injury Total: 1 Traffic Accident - Non Injury Total: 2

Traffic Stop Total: 34 TRO Violation Total: 3

Unwanted Person(s) Total: 2

Vandalism Total: 1 VIN Inspection Total: 1 Welfare Check Total: 11 1 Officer resigned Officer Slauson to Academy Jaunuary 8- April 5

1 Officer off due to shoulder replacemet

Total Calls For Service: 138 Citations Issued: 16



FIRE DEPARTMENT REPORT

DECEMBER 2022

HIGHLIGHTS

2 Call for Service:

- ➤ 1 truck-trailer fire MM-190. Caused by hot brakes. We kept it contained to that area of the trailer.
- > 1 vehicle fire at Arrowstone Park. Caused by hot brakes or rear axle. We kept it contained to the trunk area of the passenger car.

INTEREST ITEMS FOR CITY COUNCIL

Department Happenings:

None at this time.



RECREATION PROGRAM REPORT

DECEMBER 2022

HIGHLIGHTS	5
>	Cornhole league starts Jan 13th.
>	Wade Johnson has been trying to get the ice rink built up. He's put water on it repeatedly but the weather is not cooperating, and it's been difficult to make ice. Hopefully soon we can get a little colder weather and get skating.
PROJECT SU	MMARIES
None.	
INTEREST IT	EMS FOR CITY COUNCIL
None.	
STAFFING C	ONCERNS
None.	
COVID-19 RI	ESPONSE

No update.

Draft Deer Lodge Community Survey

The City is working on updating its community plan (Growth Policy). The Growth Policy is meant to be a guide for addressing the various issues and opportunities that City residents face. In order to ensure that the updated plan reflects your concerns and need, please complete the following community survey.

1. How would you rate Deer Lodge as a place to live?
○ Excellent
Good
○ Average
O Poor
2. Where do you live?
○ Within City limits
Adjacent to the City
C Elsewhere in Powell County
C Elsewhere in Montana
Other (please specify)
3. What is your age?
O Under 21 years of age
21-35 years of age
36-50 years of age
○ 51-65 years of age
Over 65 years of age

4. Do you rent or own your nousing?
Own
Rent
5. Do you think the City needs additional residential or commercial development?
Needs additional housing
Needs additional commercial/business development
O Do not need any new development
Other (please specify)
6. What do you like about living in Deer Lodge?
O Quality of life
○ Sense of community
○ Safe place to live
O Rural lifestyle
Recreation opportunities
O Services provided by the City
O Community events
History of the community
Other (please specify)
7. What do you think Deer Lodge's current identity is? I.e. "prison town", historic community, declining, on the upswing. In your own words describe the City today.

	should Deer Lodge's identity be in the future? In a few words describe what you ne City should become.	
9. If g	given the opportunity, what would you improve about Deer Lodge?	
_		
O Job/business opportunities		
O Housing options		
. 🔾	Infrastructure provided by the City (sewer, streets, water, stormwater, etc.)	
\bigcirc	Parks and Recreation (trails/sidewalks, entertainment, gathering spaces, etc.)	
\bigcirc	Community services (emergency services, library, law enforcement, etc.)	
\circ	Youth services (recreation programs and facilities)	
\bigcirc	Historic preservation of downtown	
\bigcirc	Other (please specify)	
	ch of these topics are of greatest importance to you? Please rank them 1 through	
9, with 1	I being the highest importance.	
	Economic development (new jobs and businesses)	
	Residential development (additional housing)	
	City infrastructure (water, sewer, streets)	
	Parks and recreation (entertainment, public gathering spaces etc.)	
	Local services i.e. emergency services, library, senior services etc.	
	Maintaining and promoting historic character of the City	
	Youth services (programs and facilities)	
	Natural resources (water, trees, community gardens)	
	Promote Deer Lodge as a great place to live and work	

11. What is your occupation?
○ Agriculture
○ Mining
○ Timber harvest
○ Retail sales
Government (local, state, federal)
Arts, entertainment or recreation
Food and accommodations
Montana Department of Corrections
○ Student
Retired
○ Unemployed
Other (please specify)
12. If you would like be kept informed about the results of this survey, please provide us with your email address.
13. For more information on this survey, please contact Jordan Green, the City's Chief Administrative Officer at (406) 594-1896 or jgreen@cityofdeerlodgemt.gov

Deer Lodge A-OK Campground

January 9-revised from email

Hi Jordan,

Happy New Year! I hope the holidays have been good to you. Time flies by and I'm already getting reservations for next year. I think it's going to be a banner year-even better than this year was. Following our discussions previously and following Pete's suggestion on making my request simple, I'd like this to be a formal request to lease the adjoining acreage. My intentions are as follows: *To add additional tent sites, up to 20-these will be outlined in increments of 5 at a time as demand increases. There have only been a couple times when I could have used more space in the past, but I think as this campground becomes more popular there will definitely be a need for expansion. I really don't have designated "spots" but I let people pick their preferred area and so far that has worked out nicely with firepits and picnic tables being the defining boundaries. *I will put up one Teepee which I purchased this year. This would be on a gravel pad and semi-permanent, but easy to remove in case of flooding. Any relative regs would be followed but I think it will fall under the same situation as tents.

*I will outline spaces for horse camping as I have mentioned in the past-that would entail portable metal panels for setting up single stalls and/or pens for keeping horses for short durations. I have yet to configure the exact location for setup, but I am imagining pulling into the area from my existing road along the river sites and then setting up the panels along the existing fence separating my current tent spaces and cabins from that adjoining property. However, since these panels are portable and easy to move, that could all change as I learn what the horsemen really want and how they want their particular rental space laid out. I know they will want a nice clean area, and access to water and of course room for their vehicles and trailers. *That means I will have to extend the water line from the last RV site along the river into the adjoining property in some manner. I will check with Trent and anyone else I need to get permission from as well as DNRC since I will have to dig a new trench for water lines. If I do that I would think it would be a good decision to extend the electric service as well and add more river sites similar to the current ones, but I think further apart because I'm sure some horsemen will prefer electric service and water. I will need additional service from Northwest Energy and I have already spoken to them about this. They can provide me with as much power as I need at their expense since we are creating more business for themselves. This is actually a very easy project with minimal disruption to the property. And as we get closer to the

season, I believe I'm going to need more RV sites anyway considering the apparent upcoming demand.

Also I would like to have a minimal number of pre-approved livestock for tourist amenities (attraction) and for transient grazing of the foliage.

I guess "build it and they will come" fits this scenario very nicely. I'm willing to make the investment-and this means more business for our little town.

I hope this is sufficient information for us to get this in the works-I believe the last request from the council meeting and the city attorney was an outline like this with specifics. Any other ideas I had before will not be part of the planning-these ideas are more than enough for a start.

I will look forward to providing any more information you might need. Regards,

Mike Clasby