
CITY OF DEER LODGE

COUNCIL AGENDA

July 17, 2023, | 5:30 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: July 10, 2023

4. Public Hearing:

5. Department Reports: *Informational for Council*

- a. CAO | b. Public Works | c. Police | d. Fire | e. Code Enforcement | f. 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. MSU Extension Training for Council Members – Mayor Jess

9. Next Meeting Announcement(s)

- a. Regular Meeting – Monday August 7, 2023 at 6pm

10. Adjournment

Deer Lodge City Council meets at City Hall | 300 Main Street | Deer Lodge, MT 59722

For Further Information, Contact | Cyndi Thompson | City Clerk | cthompson@cityofdeerlodgemt.gov | 406.846.2238

CITY COUNCIL

MINUTES

The City Council met on July 10, 2023, at 6 PM | City Hall

Members Present: Rob Kersch, Jackie Greenwood, Dick Bauman, John Henderson, Curt Fjelstad
Members Absent: Joe Callahan, John Molendyke, Gordon Pierson
Mayor: Jim Jess
CAO: Jordan Green
Staff: Cyndi Thompson, Trent Freeman, Police Chief Smith, Stan Glovan, Peter Elverum
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 non-agenda items. 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: June 20, 2023
Council President Bauman motioned to approve as presented. Member Fjelstad seconded the motion. 5 Ayes, 0 Nos, 3 Absent. Motion passed.

5. Committee Reports – Accepted as presented.

a. Finance – Dick Bauman (Chairperson)
June 5 – Minutes approved as presented. No public comment. No Continued Business.

New Business: We discussed service contract with Univision, Approved contract and forwarded to Council for approval. Water Rights Contract with Attorney was discussed, approved, and forwarded to Council. Skatepark Volunteer was brought up. Hot to recognize and show appreciation was forwarded to Council for approval. Welcome Sign at Arrowstone Park was approved. Committee reviewed and signed May Claims and sent to Council for discussion and approval.

b. Economic Growth & Development – John Henderson (Chairperson)

June 7th -

- **Public Comment** – Greg Larkin suggested that the EG&D study Butte’s success with 2 new companies coming in.
- **Continued Business** – *Main St. Banners* – No update.
- **New Business** – *Arrowstone Park Billboard* – The Committee approved the message (D.L. Welcomes You) and given Jordan permission to pick the picture. *Main Street Painting Application* – The application was approved by the committee with couple changes.
- **Committee Comments or Concerns** – Member Bauman reported that over 500 people attended the Grand Opening of the new exhibit building at the museum. Jordan gave updates on the Living Local App, Member Bauman suggested that the EG&D should be more directly involved with the community survey.
- Next meeting is scheduled for July 5th, 2023, at 5:00 PM

c. Council Ops – Rob Kersch (Chairperson)

June 12th Identified possible council training dates for training by the MSU Local Government Center. CAO will follow up with MSU LG for scheduling.

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

June 8 – Discussed Fireworks time and days. Received Department Reports.

e. Public Works – Gordon Pierson (Chair)

June 22 No meeting.

6. Board Reports – Accepted as presented.

- a. Airport Board – Gordon Pierson
Committee member absent. No report.
- b. Powell County Parks Board –Dick Bauman
Next meeting is July 12, 2023. No report.
- c. Chamber of Commerce – John Henderson
Discussed Territorial Days,
- d. Headwaters RC&D – Joseph Callahan
Committee member absent. No report.
- e. Historic Preservation – Curt Fjelstad
Was unable to attend. No report.

- f. Landfill – Rob Kersch
Presentation provided about animal disposal.
- g. Local Emergency Planning Committee – Dick Bauman
Next meeting will be in August.
- h. Library – John Molendyke
Committee member absent. No report.
- i. Planning Board – Dick Bauman
No June meeting. No report.
- j. Youth Board – Jackie Greenwood
Discussed meeting places for the Youth Board.

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

- a. Ordinance 2023-10: 2nd Reading Historic Preservation – Jordan

Member Kersch Title Ordinance 2023-10.

**A ZONING ORDINANCE BY THE DEER LODGE CITY COUNCIL TO AMEND TITLE 11:
ZONING OF THE CITY OF DEER LODGE CODE OF ORDINANCES TO PROVIDE FOR
ORDINANCES RELATED TO HISTORIC PRESERVATION**

Member Kersch motioned to table Ordinance 2023-10 as it was missing Attachment "A" to Ordinance document. Member Henderson seconded the motion. 5 Ayes, 0 Nos, 3 Absent. Motion passed.

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

- a. Skatepark Volunteer Appreciation Award – Cyndi and Mayor Jess
Award, flowers, and card were presented to Danna Rongstad for her appreciation to the cleanliness of the skatepark. Council Members thanked her and applauded.
- b. Water Rights Attorney Retainer – Jordan and Trent
Invoice from Parsons, Behle & Latimer to represent the City of Deer Lodge in Montana Water Court adjudication proceedings in Basin 76G, specifically adjudication of the City's water right claims included under Basin 76G Preliminary Decree. Attorney billing rate \$300 per hour, Assistant billing rate \$250 per hour. Retainer fee of \$1,000 is requested before any work on this matter is performed.

Member Kersch motioned to approve as presented. Member Henderson seconded the motion. 5 Ayes, 0 Nos, 3 Absent. Motion passed.
- c. Family Dollar and Cutler Bros Liquor License Approval – Jordan
Liquor License approval for Family Dollar and Cutler Bros.
Member Fjelstad motioned to approve as presented. Member Henderson seconded the motion. 5 Ayes, 0 Nos, 3 Absent. Motion passed.

- d. Resolution 2023-R-5: Breanna Rome Memorial Park Access Authorization – Jordan

Member Greenwood Titled Resolution 2023-R-5

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEER LODGE, MONTANA ALLOWING THE BREANNA ROME MEMORIAL FOUNDATION TO ACCESS AND IMPROVE THE CITY OWNED PARCELS LOCATED AT 100 MAIN STREET AND 102 MAIN STREET FOR THE PURPOSE OF CREATING A MEMORIAL PARK.

Member Kersch motioned to approve Resolution 2023-R-5 as presented. Member Henderson seconded the motion. 5 Ayes, 0 Nos, 3 Absent. Motion passed.

- e. MSU Extension Local Government Center Training: July 17th (2nd Council) at 5:30 PM – Jordan
Reminder to Council MSU Government Training will be held in place of a regularly scheduled Council Meeting. No motion or vote required.
- f. Treasurer's Report | June Claims – Stan Glovan. Receive the informational report.
Accept the recommendation from the Finance Committee and approve the claims.
Council President Bauman motioned to approve as presented. Member Henderson seconded the motion. 5 Ayes, 0 Nos, 3 Absent. Motion passed.

9. Schedule of Committee Meetings – Tentative until confirmed by Committee Chairs.

- Economic Growth & Dev – July 5th at 5pm
- Board of Adjustments – July 10th at 12:00pm
- Finance – July 10th at 4PM
- Public Health & Safety – July 13th at 5pm
- Planning Board – July 17th at 10am
- Council #2 – July 17th at 5:30pm (MSU Training)
- City Council Operations – **JULY MEETING CANCELLED**
- City/County Meeting(County Host)- July 19th at 5:30pm (if needed)
- Public Works – July 25th at 5pm

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. Jordan Green: Property Appraisal Bill meeting July 17th at 1pm at the Community Center.
- b. Member Greenwood: Discussed with Mayor, Jordan & Attorney of who owns Hillcrest Cemetery. Hillcrest Cemetery is located in the County but is City owned. Discussed skatepark parking. Mayor informed Member Greenwood and Council that several projects will take place at the skatepark, and parking is taken into consideration.

11. Next Meeting Announcements

- a. Regular Meeting: July 17, 2023 at 5:30pm – **MSU TRAINING.**

12. Adjournment

Mayor Jim Jess adjourned the meeting at 7:02PM.

Prepared By: Cyndi Thompson, City Clerk

Mayor Jim Jess

Date

CITY OF DEER LODGE

CAO REPORT

July 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. Changes have been recommended to Council.
- Beginning the FY24 budget prep process. Meetings with Department Heads and Mayor have begun. Expecting Finance review late July.

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.
- Code Enforcement Officer is inventorying abandoned residential properties throughout town to apply for CDBG housing stabilization funding for renovations, demolition, and reconstruction.
- Received notification that I am now on the Board of Directors for the Montana Association of Planners. Term ends 2025.

Grants

- Received notice of recommendation of \$342,500 for the Reclamation and Development Grant (RDGP) cycle for remediation at the Passenger Refueling Area. Bill has been signed and we are awaiting contract.
- Applied for EPA Brownfields Cleanup Grant for Hotel Deer Lodge. In communications with Headwaters RC&D about match funding. EPA is currently contracting with 501(c)3 for cleanup procedures.
- 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. Contract has been signed. Amanda and I have met with interested firms to better understand how we will perform the limited solicitation process.
- Testified to legislature for Montana Historic Preservation Grant Application. We were ranked 43 out of 48. Bill has been signed and we are awaiting contract. Startup conditions are processing, and we have begun process of selecting architectural firm.
- 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. Grants are submitted but are being held up. Expecting to resubmit in September.

- Submitted application for FEMA grant for stormwater study.
- Transportation Alternatives grant submitted. Will keep Council updated on status of application. Received 24 letters of support from local organizations. Expect notification in August.
- HB 355 will allocate approximately \$250,000 for local infrastructure projects in Deer Lodge. Kudos to Representative Fitzpatrick for his sponsorship of the bill and continued updates to City staff.
- NRDP has allocated \$500,000 for upper (and potentially lower) Cottonwood Creek natural resource protection projects. Will work with Clark Fork Coalition to find match funding.
- NRDP has awarded \$200,000 to Powell County as match funding for their RAISE grant for cross-county trail.
- Scheduled meeting with Representative John Fitzpatrick to discuss local ability to access funds for housing from HB819.
- I have begun working on a grant application to the Montana Coal Endowment Planning Grant Program (MCEP) for an update to the Comprehensive Capital Improvements Plan (CCIP).

City Hall & Employees

- Ray Peterson Electric has toured City Hall for electric improvements to Youth Board room. Awaiting quote. Have also contacted several other electricians for quotes.
- City Clerk and I looking at ways of improving Council agenda flow. First drafts have been created (thanks Cyndi), and we are reviewing. We are also pursuing online software to upload meeting minutes to the internet.
- Understanding and implementing changes to local government record keeping and public notices as required by HB 890 and HB 724. White papers should be sent out soon by Montana League of Cities and Towns.

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. Tentative first draft date is August 5, 2023. Afterwards will follow study walk through and public open houses.

Economic Development

- Coordinating with Discover Deer Lodge on placing bike racks throughout town.
- 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. The Complex received substantial funding from Les Schwab and Rock Creek Cattle Company. Another fundraiser is expected at RCCC this year.
- Working with MSU Engineering student capstone team and Deer Lode Medical Center on housing project in town on hospital-owned property.

- Working on finding grant funding for city street art murals and have begun to research RFPs for said work. Attended webinar where other Montana communities presented their experience.
- Received quote for splash park from a designer. Have presented to Chamber of Commerce members the potential for local fundraising for the project.
- County Commissioners signed the contract for the first year of the Living Local community App. App is finalized and downloadable. Chamber, County Planner and I are working on rollout plan right now.
- Attended a meeting led by DEQ, EPA, and a contractor engineer to discuss remediation at Arrowstone Park over the next few years and how to align with future land use goals. DEQ had an open house at Territorial Days. First Draft of future use plan should be available for review soon. Signage should be posted at Arrowstone Park soon, design process for full remediation has begun, and DEQ is planning on temporary remediation measures this year.
- First draft of MSU Extension Community Development Agent has been reviewed by Extension Regional Director and MSU legal team. Position is posted awaiting approval from City and County.

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.
- American Legal changes have been codified. Code currently online is up to date.
- Contract with Stahly Engineers expires December 31, 2023.

CITY OF DEER LODGE

Public Works Report

June 2023/July 2023

PROJECT SUMMARIES

Street Maintenance

- Pothole patching
- 2023 Street Maintenance Project and 2022 Street Maintenance Projects are completed
- Grading Alleyways
- Waiting on the preconstruction meeting for the Cottonwood Street Drainage Project

Sewer Utility

- Jetting problem sewers
- Reviewing Rates
- Inflow and Infiltration project preconstruction meeting held
- Camera sewer line on Montana Ave. investigating for the Inflow and Infiltration Project

Parks and Rec

- Skatepark Sprinkler system scheduled.
- Installing backflow preventer and vault

Water

- Replacing non operable curb stops
- Reviewing Rates

Solid Waste

- Reviewing Rates
- Major repairs completed on both garbage trucks

Mosquito Abatement

- Adulticide work activities

INTEREST ITEMS FOR CITY COUNCIL

- Flows have subsided at the WWTP but are still high
- Preparing Public Works Budget

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

June 2023

Police CFS

Total Calls For Service: 210

Citations Issued: 21

Highlighted Calls:

911 Call Total: 6
Abandoned Vehicle(s) Total: 2
Accident Non Injury Total: 2
Alarm Total: 13
Animal - Abuse Total: 1
Animal - Vicious Total: 3
Dog Bite Total: 2
Domestic - Violent Total: 3
Drugs Total: 1
Fireworks Complaint Total: 9
Identity Theft Total: 1
Indecent Exposure Total: 1
Intoxicated Person Total: 3
Juvenile Problem Total: 2
Gas Drive off Total: 1
Probation Officer Check Total: 2
Reckless Driving Total: 4
Request Officer Total: 5
Request to Speak to Officer Total: 4
Suspicious Activity Total: 5
Theft Total: 10
Traffic Stop Total: 67
Trespass to Property Total: 2
Welfare Check Total: 6



FIRE DEPARTMENT REPORT

JUNE 2023

HIGHLIGHTS

2 Call for Service:

- 1 Smell of gas. Our Gas sniffer was requested at the Ivy Care and Rehab. Was a false alarm. Odor was believed to be coming for a drain.
- 1 call requesting help for extrication at MM 172 I-90. All occupants were fine and only had minor injuries.

INTEREST ITEMS FOR CITY COUNCIL

Department Happenings:



CODE COMPLIANCE REPORT

June 2023

HIGHLIGHTS

- 5 citizen complaints
- Daily patrols
- 1 courtesy hold at shelter
- 1 vicious dog report
- 174 dog tags sold Year-to Date
- 0 dog at shelter
- 12 letters sent about excess grass (all compliant)
- Property cleanups (progress slow)
- Monthly culvert inspections
- 1 citation issued

INTEREST ITEMS FOR CITY COUNCIL

- None



RECREATION PROGRAM REPORT

JUNE 2023

HIGHLIGHTS

- Two Cornhole tournaments this month.
- All class reunion and cooking on the Clark Fork
- Soccer camp
- Football camp

Last month June

- Softball started 8 teams this year not 10
- Two Cornhole tournaments
- Territorial days
- Draft horse expo

PROJECT SUMMARIES

None.

INTEREST ITEMS FOR CITY COUNCIL

None.

STAFFING CONCERNS

None.

COVID-19 RESPONSE

No update.