



FINANCE COMMITTEE AGENDA

December 4, 2023 – 4:00 pm | Council Chambers, City Hall

1. **Call meeting to order.**
2. **Approval of Minutes.**
 - a. Deferred until next meeting.
3. **Public Comment** - Limit to three minutes per person.
4. **New Business.**
 - a. 120 Water Renewal – Trent
 - b. Internship Opportunity for Ava Hoffman – Jordan
 - c. Montana Coal Endowment Program Application for Stormwater PER – Jordan
 - d. Stahly Task Order for CCIP Plan – Jordan
 - e. Stahly Task Order for Comprehensive Subdivision Regulations Update – Jordan
 - f. Agricultural Property Street Maintenance Assessment Relief – Jordan
 - g. Review and Sign November Claims – Stan/Jordan
5. **Continued Business**
6. **Committee Comments or Concerns:**
7. **Announcement of next meeting.**
 - a. Regular Meeting: Monday, January 8, 2024, at 4:00PM
8. **Adjournment.**

Finance Committee

Members

Dick Bauman (Chair) | Joseph Callahan | Gordon Pierson

Mayor
James Jess
Chief Administrative Officer
Jordan Green
City Attorney
Peter Elverum
City Clerk
Cyndi Thompson
Compliance Officer
Kody Ryan
Public Works Superintendent
Trent Freeman
Treasurer
Stanley Glovan
City Services Coordinator
Gena Micu



City Council
Dick Bauman
Joseph Callahan
Curt Fjelstad
Jackie Greenwood
John Henderson
Robert Kersch
John J. Molendyke
Gordon Pierson

CITY COUNCIL/COMMITTEE AGENDA ITEM INFORMATION

THIS AGENDA ITEM REFERRED BY: STAFF MEMBER **TO:** CITY COUNCIL

Agenda Item Name: 120 Water Renewal

For Meeting on: 12/04/2023 **Staff Member/Committee Referring:** Trent Freeman

Description of the item:

Annual Software Subscription Renewal for the Lead and Copper Service Line Inventory

Attachments:

Proposal Attached.

Previous Committee Engagement:

(discussion, outcomes, recommendations, public comment)

None

Recommended Motion/Action:

None



120Water

EBR - NB - Deer Lodge - MT

Customer - City of Deer Lodge - MT

300 MAIN STREET, -
Deer Lodge, MT 59722
United States

Reference: 20231107-140013399

Quote created: November 7, 2023

Quote expires: December 8, 2023

Quote created by: Jon Garrison

jon@120water.com

Trent Freeman

tfreeman@cityofdeerlodgemt.gov
406-846-2238

Comments from Jon Garrison

Products & Services

Item Name & Description	Unit Price	Quantity	Term (months)
Pro - Public Water System Annual subscription PWS Pro package to manage programs and data. Unlimited users	\$5,810.00 /year	1	12
Annual subtotal			\$4,938.50 after \$871.50 discount
Total			\$4,938.50

Purchase terms

Fees will be billed on the Contract Start Date (Signature Date) and will be due net 30 days from the invoice Date.

Invoice Terms:

Billing Street Address:

Billing City:

Billing State:

Billing Zip Code:

Billing Country:

Billing Notes (if applicable):

This Order Form, together with the Master Services Agreement available at <https://120water.com/master-services-agreement/> (the "MSA"), shall become a legally binding contract upon the earlier of (a) the date both parties execute the Order Form or (b) the date Customer initially began using the Services. Any capitalized word not otherwise defined in this Order Form shall have the same meaning as set forth in the MSA.

120Water may reject this Order Form if: (1) the signatory below does not have the authority to bind Customer to this Order Form, (2) changes have been made to this Order Form (other than completion of the purchase order information and signature block), or (3) the requested purchase order information or signature is incomplete or does not match our records or the rest of this Order Form. Subscriptions are non-cancelable before their end of the Term.

Signature

Signature

Date

Printed name

Countersignature

Countersignature

Date

Printed name

Questions? Contact me



Jon Garrison
jon@120water.com

120Water
250 S Elm St
Zionsville, IN 46077
US

Mayor
James Jess
Chief Administrative Officer
Jordan Green
City Attorney
Peter Elverum
City Clerk
Cyndi Thompson
Compliance Officer
Kody Ryan
Public Works Superintendent
Trent Freeman
Treasurer
Stanley Glovan
City Services Coordinator
Gena Micu



City Council
Dick Bauman
Joseph Callahan
Curt Fjelstad
Jackie Greenwood
John Henderson
Robert Kersch
John J. Molendyke
Gordon Pierson

CITY COUNCIL/COMMITTEE AGENDA ITEM INFORMATION

THIS AGENDA ITEM REFERRED BY: STAFF MEMBER **TO:** FINANCE

Agenda Item Name: Internship Opportunity for Ava Hoffman

For Meeting on: 12/04/2023 **Staff Member/Committee Referring:** Jordan Green

Description of the item:

CAO was emailed by Ava Hoffman, sophomore at University of Michigan, in October, who was asking about the possibility of an internship for the month of May 2024. She will be in town during that month. She is interested in understanding public policy and implementation. CAO believes she would be an asset to the City through activities outlined in the draft offer letter.

Attachments:

Draft offer letter to Ava Hoffman.
Ava Hoffman Resume.

Previous Committee Engagement:
(discussion, outcomes, recommendations, public comment)

None.

Recommended Motion/Action:

Recommend City Staff to offer the internship position to Ava Hoffman as outlined in the draft offer letter.

Mayor
James Jess
Chief Administrative Officer
Jordan Green
City Attorney
Peter Elverum
City Clerk
Cyndi Thompson
Compliance Officer
Kody Ryan
Public Works Superintendent
Trent Freeman
Treasurer
Stanley Glovan
City Services Coordinator
Gena Micu



Montana's Undiscovered Treasure

300 MAIN STREET
DEER LODGE MT 59722-1057
406.846.2238

City Council
Dick Bauman
Joseph Callahan
Curt Fjelstad
Jackie Greenwood
John Henderson
Robert Kersch
John J. Molendyke
Gordon Pierson

December 1, 2023

Ava Hoffman
6355 Waldon Woods Dr
Clarkston, MI 48346
(810) 618-2038
achoff@umich.edu

Re: Internship Offer with the City of Deer Lodge

Ms. Hoffman:

The City of Deer Lodge is pleased to extend to you an offer for a paid internship for the month of May 2024. Providing you with experience in local policymaking is of great importance to us – skilled decision makers are crucial for the effective governance of local governments – and we believe this opportunity can be beneficial to both parties. The purpose of this letter is to summarize your internship offer from the City of Deer Lodge by summarizing the major terms and conditions of your internship.

Throughout the term of this internship, you will report directly to Jordan Green, Chief Administrative Officer, and your reporting work location will be City Hall. Your effective starting date would be May 1 and will continue to May 31. This is a temporary, full-time position, with a normal work week of Monday through Friday, 8AM – 5PM, with a one-hour lunch break. Your pay will be \$17.00/hour. You will be paid on May 15 and May 31 for the hours you have worked.

As a City of Deer Lodge employee, you will be expected to abide by City of Deer Lodge policies and procedures, which will be provided to you.

Your primary tasks will be to 1) identify contradictory or insufficient city codes and prepare new language for presentation to the City Council, 2) assist the City Clerk in organizing and implementing City contracts, 3) assist the Chief Administrative Officer in creating an implementation plan for the City's 2023 Growth Policy, 4) update the City's forms and applications, and 5) other tasks as directed by your supervisor or, with approval, tasks you have requested.

Should you choose to accept this internship offer, please reply to this email with your acceptance and we can have you sign this offer letter in person on May 1, 2024.

We are excited about this opportunity to work and grow professionally together.

Sincerely,

Jordan Green, AICP, CFM
Chief Administrative Officer
City of Deer Lodge
300 Main Street
Deer Lodge, MT 59722
(406) 594-1896
jgreen@cityofdeerlodgemt.gov

EMPLOYEE STATEMENT:

I agree with and accept the terms set forth in this letter.

Signature

Name

Date

AVA CLAIRE HOFFMAN

6355 Waldon Woods Dr • Clarkston, MI 48346-2483
achoff@umich.edu • (810) 618-2038 • [linkedin.com/in/ava-hoffman-b34608268](https://www.linkedin.com/in/ava-hoffman-b34608268)

EDUCATION	UNIVERSITY OF MICHIGAN College of Literature, Science, and the Arts Bachelor of Arts, May 2026 <ul style="list-style-type: none">• Cumulative GPA: 3.6 / 4.0• Current Political Science major, intended degree in Public Policy Analysis through Gerald R. Ford School of Public Policy• Member of the Residential College, a four-year interdisciplinary liberal arts program focusing on language immersion and proficiency	Ann Arbor, MI
EXPERIENCE 2023	MICHIGAN 52-2 DISTRICT COURT Legal Clerk Intern <ul style="list-style-type: none">• Selected as 1/2 interns out of applicant and interview process for Judge Kelley Kostin of Michigan's 52nd-2 District Court• Observed live courtroom proceedings, learning advanced legal terminology while calling case numbers and facilitating transfer of documents from clerk to Judge• Handled documents regarding an array of legal proceedings, such as but not limited to domestic violence, assault and battery, DUI, probation violations, and civil suits, ultimately facilitating communication of information and key details regarding cases	Clarkston, MI
2021	OFFICE OF STATE SENATOR ROSEMARY BAYER (MI-13TH) Lobbyist Intern <ul style="list-style-type: none">• Tasked with traveling door-to-door through local cities, providing statistics and information to prospective swing voters, creating dialogue between constituents and local representative Rosemary Bayer (MI-13th District) in order to secure their vote• Developed close-standing relationships with political officials such as Rosemary Bayer and more, securing assistance and verbal guidance for future career goals and aspirations, strengthening understanding and influencing career trajectory• Probed constituents regarding local issues that they'd want local representatives to focus on, working closely with team members to compile constituent responses, ultimately resulting in final deliverable with potential solutions presented to campaign manager	Oakland County, MI
2021-2022	SQUARE ONE Server <ul style="list-style-type: none">• Worked with POS system to place orders, manage bills and handle complimentary items in order to ensure high quality of customer service and overall consumer satisfaction• Memorized key menu items, their specific dietary composition, and suggested appropriate options for food allergy concerns, retaining safe and reliable dining experience for all• Established consistent sales of high-margin items such as appetizers and mixed drinks to enhance restaurant income, ultimately leading all servers in average bill size per capita	Clarkston, MI
2021-2022	CLARKSTON HIGH FEMINISM CLUB Member <ul style="list-style-type: none">• Participated in Women's Rights march at Clarkston High in response to the U.S. Supreme Court's reversal of Roe v. Wade with 100+ participants• Fundraised annually for organizations representing victims of domestic abuse/violence, resulting in hundreds of dollars of donations over presidential tenure	Clarkston, MI
2019-2021	SCAMP Special Education Student Aid <ul style="list-style-type: none">• Worked with special education students through variety of activities, games, and challenges in order to promote learning and social development• Responded to emergency situations to resolve immediate safety concerns or direct appropriate personnel• Supported students with personalized accommodations, providing extra assistance and educational assessments to upper level counselors when necessary	Clarkston, MI
ADDITIONAL	<ul style="list-style-type: none">• Working toward Proficiency recognition in Spanish by UM Residential College Certification Program, currently on track• International Baccalaureate (IB) diploma holder	

Mayor
James Jess
Chief Administrative Officer
Jordan Green
City Attorney
Peter Elverum
City Clerk
Cyndi Thompson
Compliance Officer
Kody Ryan
Public Works Superintendent
Trent Freeman
Treasurer
Stanley Glovan
City Services Coordinator
Gena Micu



City Council
Dick Bauman
Joseph Callahan
Curt Fjelstad
Jackie Greenwood
John Henderson
Robert Kersch
John J. Molendyke
Gordon Pierson

CITY COUNCIL/COMMITTEE AGENDA ITEM INFORMATION

THIS AGENDA ITEM REFERRED BY: STAFF MEMBER **TO:** FINANCE

Agenda Item Name: Resolution 2023-R-12

For Meeting on: 12/04/2023 **Staff Member/Committee Referring:** Jordan Green

Description of the item:

Stahly Engineering is working on an application for a Planning Grant to the Montana Coal Endowment Program (MCEP) for a Stormwater Management System Preliminary Engineering Report (PER). We have previously applied through FEMA and are waiting to hear back on that grant. Match will be \$10,000 for a \$40,000 grant.

Attachments:

Resolution 2023-R-12

Previous Committee Engagement:

(discussion, outcomes, recommendations, public comment)

None.

Recommended Motion/Action:

Recommend City Council pass Resolution 2023-R-12, obligating \$10,000 in matching funds and authorizing the City to submit the application.

RESOLUTION 2023-R-12

AUTHORIZATION TO SUBMIT MCEP INFRASTRUCTURE PLANNING GRANT APPLICATION.

WHEREAS, the City of Deer Lodge is applying to the Montana Department of Commerce for financial assistance from the Montana Coal Endowment Program (MCEP) to create a Preliminary Engineering Report for a Stormwater Management System in the City of Deer Lodge; and

WHEREAS, the City of Deer Lodge agrees to comply with all State laws and regulations and the requirements described in the MCEP Administrative Guidelines & Application for Infrastructure Planning Grants specifically, and those that will be described in the MCEP Project Administration Manual generally;

WHEREAS, the City of Deer Lodge commits to provide \$10,000 in matching funds as proposed in the MCEP application;

WHEREAS, the City of Deer Lodge commits to provide any funding from other grant sources listed in the application budget if not awarded by those grant sources; and

NOW, THEREFORE, LET IT BE RESOLVED, That James Jess, Mayor, is authorized to submit this application to the Montana Department of Commerce, on behalf of the City of Deer Lodge, to act on its behalf and to provide such additional information as may be required.

PASSED and approved by the City Council of the City of Deer Lodge, Montana on first and final reading at a regular Council meeting this 4th day of December, 2023.

The effective date of Resolution 2023-R-12 is December 4, 2023.

Council Member	Yea	Nay	Abstain/Present	Absent
Dick Bauman				
Joseph Callahan				
Curt Fjelstad				
Jackie Greenwood				
John Henderson				
Robert Kersch				
John Molendyke				
Gordon Pierson				
James Jess Mayor				

James Jess, Mayor

Attest:

Jordan Green, Chief Administrative Officer

Mayor
James Jess
Chief Administrative Officer
Jordan Green
City Attorney
Peter Elverum
City Clerk
Cyndi Thompson
Compliance Officer
Kody Ryan
Public Works Superintendent
Trent Freeman
Treasurer
Stanley Glovan
City Services Coordinator
Gena Micu



City Council
Dick Bauman
Joseph Callahan
Curt Fjelstad
Jackie Greenwood
John Henderson
Robert Kersch
John J. Molendyke
Gordon Pierson

CITY COUNCIL/COMMITTEE AGENDA ITEM INFORMATION

THIS AGENDA ITEM REFERRED BY: STAFF MEMBER **TO:** FINANCE

Agenda Item Name: Stahly Task Order for CCIP Update

For Meeting on: 12/04/2023 **Staff Member/Committee Referring:** Jordan

Description of the item:

The City has not updated its Comprehensive Capital Improvements Plan (CCIP) since 2017. This document guides capital expenditures and investments over the next 5 years. Now is a perfect time to update the CCIP so it is responsive to the 2023 Growth Policy Update and current needs. Stahly has provided a task order for them to apply for a Montana Coal Endowment Grant for the CCIP update, as well as the cost of the CCIP update.

Attachments:

Task Order from Stahly Engineering.

Previous Committee Engagement:

(discussion, outcomes, recommendations, public comment)

None.

Recommended Motion/Action:

Recommend City Staff to sign the task order to have Stahly begin working on the MCEP application for a CCIP update.



An Employee-Owned Company

Engineers and Land Surveyors

3530 Centennial Drive, Helena, MT 59601 | phone: 406-442-8594
851 Bridger Drive, Suite 1, Bozeman, MT 59715 | phone: 406-522-8594
2223 Montana Avenue, Suite 201, Billings, MT 59101 | phone: 406- 601-4055
www.seaeng.com

November 6, 2023

City of Deer Lodge
300 Main Street
Deer Lodge, MT 59722

Subject: Stahly Engineering & Associates Proposal to Complete a Comprehensive Capital Improvements Plan and Subdivision Regulation Update

Dear Mayor Jess:

This letter and associated attachment are intended as a Scope of Work for Stahly Engineering & Associates to complete updates to the City of Deer Lodge Comprehensive Capital Improvements Plan for the years 2024-2029 and Subdivision Regulations per changes made by the Montana Legislature. Your approval of this Scope of Work is required per our term agreement. That agreement states that any projects assigned to our firm exceeding \$10,000 require a detailed Scope of Work and review and approval by the town council.

The attached Exhibit A identifies the activities associated with each task anticipated for the services we will provide. The City of Deer Lodge will reimburse Stahly Engineering for services based on time and materials spent on the project and will be subject to all other conditions of the existing term contract.

Please review this Scope of Work and provide comment if necessary. If agreeable to the council, please sign the Notice to Proceed below and return the original to our office. Thank you for the opportunity to provide services to Judith Basin County.

Sincerely,

Stahly Engineering & Associates, Inc.

Kathy Thompson, PE
Senior Project Manager

NOTICE TO PROCEED

Stahly Engineering & Associates is hereby granted a notice to proceed for the Comprehensive Capital Improvements Plan and Subdivision Regulations for the City of Deer Lodge:

Owner: City of Deer Lodge

Authorized Signature: _____

Title: _____

Date: _____

CITY OF DEER LODGE COMPREHENSIVE CAPITAL IMPROVEMENTS PLAN 2024-2029

SCOPE OF WORK (includes City Personnel duties)

Stahly Engineering Tasks	Expectations of City Personnel	Estimated Cost per Task	Estimated Schedule
<p><i>MCEP Planning Grant (optional)</i></p> <ul style="list-style-type: none"> ▪ Prepare planning grant to MCEP ▪ Grant administration following award 	<p><i>MCEP Planning Grant</i></p> <ul style="list-style-type: none"> ▪ Provide review and signatures for MCEP submittals 	<p>Planning grant \$1,000 Grant Admin \$1,000</p>	<p>November 2023 – August 2024</p>
<p><i>Assessing Needs</i></p> <ul style="list-style-type: none"> ▪ Facilitate and organize needs assessment meetings with local government officials, department heads, public ▪ Develop surveys and means for public input ▪ Inventory and assess existing facilities ▪ Meet with Department Heads regarding projects identified (as needed) ▪ Analyze historic budget information ▪ Establish preliminary cost estimates 	<p><i>Assessing Needs</i></p> <ul style="list-style-type: none"> ▪ Participate in needs assessment meetings with department heads and public ▪ Provide lists and assistance with the inventory of existing facilities ▪ Provide historic and up to date financial information 	<p>\$6,500</p>	<p>January 2024 – April 2024</p>
<p><i>Prioritizing Needs</i></p> <ul style="list-style-type: none"> ▪ Facilitate prioritization process including establishment of ranking criteria ▪ Summarize needs and assist Deer Lodge personnel/council with prioritizing projects 	<p><i>Prioritizing Needs</i></p> <ul style="list-style-type: none"> ▪ Establish ranking criteria ▪ Assist with research regarding projects identified ▪ Approve ranking of projects 	<p>\$3,500</p>	<p>April 2024 – June 2024</p>
<p><i>Evaluate Funding Options</i></p> <ul style="list-style-type: none"> ▪ Provide information about potential funding sources ▪ Review County finances and recommend funding alternatives 	<p><i>Evaluate Funding Options</i></p> <ul style="list-style-type: none"> ▪ Identify existing funding mechanisms utilized by the County ▪ Assist with review of County finances 	<p>\$1,500</p>	<p>April 2024 – June 2024</p>
<p><i>Complete a Written Document</i></p> <ul style="list-style-type: none"> ▪ Ensure compliance with potential funding agency requirements ▪ Provide draft and final documents for review to Deer Lodge personnel/council, MCEP, and the public 	<p><i>Review Written Document</i></p> <ul style="list-style-type: none"> ▪ Provide timely comments on draft versions in order to have the CIP prepared for budgeting process ▪ Make document available to public for review and provide opportunity for comments 	<p>\$4,500</p>	<p>February 2024 - July 2024</p>

<i>Stahly Engineering Tasks</i>	<i>Expectations of City Personnel</i>	<i>Estimated Cost per Task</i>	<i>Estimated Schedule</i>
<ul style="list-style-type: none"> ▪ Assist with advertising availability to public and preparing document for public presentation 			
<i>Adoption and Implementation</i> <ul style="list-style-type: none"> ▪ Assist with implementing yearly goals of the CIP 	<i>Adoption and Implementation</i> <ul style="list-style-type: none"> ▪ Formally adopt the CIP ▪ Commit to projects identified ▪ Review the CIP each year in conjunction with the budgeting process 	\$1,000	July 2024 – July 2029
<i>Expenses</i> <ul style="list-style-type: none"> • Trips and per diem • Hard copies of the final document 	<i>Expenses</i>	\$1,050	
TOTAL ESTIMATED COST FOR ACTIVITIES RELATED TO CCIP*	WITH GRANT WRITING/ADMIN	\$20,050	
	WITHOUT GRANT WRITING/ADMINISTRATION	\$18,050	

CITY OF DEER LODGE SUBDIVISION REGULATIONS

SCOPE OF WORK

Stahly Engineering personnel will review existing City of Deer Lodge Subdivision Regulations and associated documents, including design standards and the recently completed Growth Policy. Utilizing our knowledge of existing legislation that affects subdivision regulations and the information gathered from existing documents, we will draft a new subdivision regulation document for review by the City's Administrative Officer. We will update the draft with City comments and make it available for public comment. Stahly Engineering personnel will attend a public meeting to take comments on the document. If further revision is necessary, those comments will be addressed, and a final document will be prepared for adoption by the City of Deer Lodge City Council.

TOTAL ESTIMATED COST* \$8,200

***Out of scope activities creating additional fee will be approved by City personnel prior to Stahly Engineering proceeding with additional work.**

Mayor
James Jess
Chief Administrative Officer
Jordan Green
City Attorney
Peter Elverum
City Clerk
Cyndi Thompson
Compliance Officer
Kody Ryan
Public Works Superintendent
Trent Freeman
Treasurer
Stanley Glovan
City Services Coordinator
Gena Micu



300 MAIN STREET
DEER LODGE MT 59722-1057
406.846.2238

City Council
Dick Bauman
Joseph Callahan
Curt Fjelstad
Jackie Greenwood
John Henderson
Robert Kersch
John J. Molendyke
Gordon Pierson

CITY COUNCIL/COMMITTEE AGENDA ITEM INFORMATION

THIS AGENDA ITEM REFERRED BY: STAFF MEMBER **TO:** FINANCE

Agenda Item Name: Stahly Task Order for Subdivision Regulation Update

For Meeting on: 12/04/2023 **Staff Member/Committee Referring:** Jordan Green

Description of the item:

The City of Deer Lodge has subdivision regulations that were adopted in 2018 which dictate application materials, processes, and guidelines for major and minor subdivisions. The 2023 Legislative Session passed several bills that require substantial changes to subdivision regulations for all cities and counties in Montana. Stahly has provided a task order for a comprehensive update to our sub regs to align with state statute and changing conditions.

Attachments:

Task Order form Stahly Engineering

Previous Committee Engagement:

(discussion, outcomes, recommendations, public comment)

Recommended Motion/Action:

Recommend City Staff to sign the task order to have Stahly begin working on the subdivision regulations update.



An Employee-Owned Company

Engineers and Land Surveyors

3530 Centennial Drive, Helena, MT 59601 | phone: 406-442-8594
851 Bridger Drive, Suite 1, Bozeman, MT 59715 | phone: 406-522-8594
2223 Montana Avenue, Suite 201, Billings, MT 59101 | phone: 406- 601-4055
www.seaeng.com

November 6, 2023

City of Deer Lodge
300 Main Street
Deer Lodge, MT 59722

Subject: Stahly Engineering & Associates Proposal to Complete a Comprehensive Capital Improvements Plan and Subdivision Regulation Update

Dear Mayor Jess:

This letter and associated attachment are intended as a Scope of Work for Stahly Engineering & Associates to complete updates to the City of Deer Lodge Comprehensive Capital Improvements Plan for the years 2024-2029 and Subdivision Regulations per changes made by the Montana Legislature. Your approval of this Scope of Work is required per our term agreement. That agreement states that any projects assigned to our firm exceeding \$10,000 require a detailed Scope of Work and review and approval by the town council.

The attached Exhibit A identifies the activities associated with each task anticipated for the services we will provide. The City of Deer Lodge will reimburse Stahly Engineering for services based on time and materials spent on the project and will be subject to all other conditions of the existing term contract.

Please review this Scope of Work and provide comment if necessary. If agreeable to the council, please sign the Notice to Proceed below and return the original to our office. Thank you for the opportunity to provide services to Judith Basin County.

Sincerely,

Stahly Engineering & Associates, Inc.

Kathy Thompson, PE
Senior Project Manager

NOTICE TO PROCEED

Stahly Engineering & Associates is hereby granted a notice to proceed for the Comprehensive Capital Improvements Plan and Subdivision Regulations for the City of Deer Lodge:

Owner: City of Deer Lodge
Authorized Signature: _____
Title: _____
Date: _____

CITY OF DEER LODGE COMPREHENSIVE CAPITAL IMPROVEMENTS PLAN 2024-2029

SCOPE OF WORK (includes City Personnel duties)

<i>Stahly Engineering Tasks</i>	<i>Expectations of City Personnel</i>	<i>Estimated Cost per Task</i>	<i>Estimated Schedule</i>
<p><i>MCEP Planning Grant (optional)</i></p> <ul style="list-style-type: none"> ▪ Prepare planning grant to MCEP ▪ Grant administration following award 	<p><i>MCEP Planning Grant</i></p> <ul style="list-style-type: none"> ▪ Provide review and signatures for MCEP submittals 	<p><i>Planning grant \$1,000</i> <i>Grant Admin \$1,000</i></p>	<p><i>November 2023 – August 2024</i></p>
<p><i>Assessing Needs</i></p> <ul style="list-style-type: none"> ▪ Facilitate and organize needs assessment meetings with local government officials, department heads, public ▪ Develop surveys and means for public input ▪ Inventory and assess existing facilities ▪ Meet with Department Heads regarding projects identified (as needed) ▪ Analyze historic budget information ▪ Establish preliminary cost estimates 	<p><i>Assessing Needs</i></p> <ul style="list-style-type: none"> ▪ Participate in needs assessment meetings with department heads and public ▪ Provide lists and assistance with the inventory of existing facilities ▪ Provide historic and up to date financial information 	<p><i>\$6,500</i></p>	<p><i>January 2024 – April 2024</i></p>
<p><i>Prioritizing Needs</i></p> <ul style="list-style-type: none"> ▪ Facilitate prioritization process including establishment of ranking criteria ▪ Summarize needs and assist Deer Lodge personnel/council with prioritizing projects 	<p><i>Prioritizing Needs</i></p> <ul style="list-style-type: none"> ▪ Establish ranking criteria ▪ Assist with research regarding projects identified ▪ Approve ranking of projects 	<p><i>\$3,500</i></p>	<p><i>April 2024 – June 2024</i></p>
<p><i>Evaluate Funding Options</i></p> <ul style="list-style-type: none"> ▪ Provide information about potential funding sources ▪ Review County finances and recommend funding alternatives 	<p><i>Evaluate Funding Options</i></p> <ul style="list-style-type: none"> ▪ Identify existing funding mechanisms utilized by the County ▪ Assist with review of County finances 	<p><i>\$1,500</i></p>	<p><i>April 2024 – June 2024</i></p>
<p><i>Complete a Written Document</i></p> <ul style="list-style-type: none"> ▪ Ensure compliance with potential funding agency requirements ▪ Provide draft and final documents for review to Deer Lodge personnel/council, MCEP, and the public 	<p><i>Review Written Document</i></p> <ul style="list-style-type: none"> ▪ Provide timely comments on draft versions in order to have the CIP prepared for budgeting process ▪ Make document available to public for review and provide opportunity for comments 	<p><i>\$4,500</i></p>	<p><i>February 2024 - July 2024</i></p>

<i>Stahly Engineering Tasks</i>	<i>Expectations of City Personnel</i>	<i>Estimated Cost per Task</i>	<i>Estimated Schedule</i>
<ul style="list-style-type: none"> ▪ Assist with advertising availability to public and preparing document for public presentation 			
<i>Adoption and Implementation</i> <ul style="list-style-type: none"> ▪ Assist with implementing yearly goals of the CIP 	<i>Adoption and Implementation</i> <ul style="list-style-type: none"> ▪ Formally adopt the CIP ▪ Commit to projects identified ▪ Review the CIP each year in conjunction with the budgeting process 	\$1,000	July 2024 – July 2029
<i>Expenses</i> <ul style="list-style-type: none"> • Trips and per diem • Hard copies of the final document 	<i>Expenses</i>	\$1,050	
TOTAL ESTIMATED COST FOR ACTIVITIES RELATED TO CCIP*	WITH GRANT WRITING/ADMIN	\$20,050	
	WITHOUT GRANT WRITING/ADMINISTRATION	\$18,050	

CITY OF DEER LODGE SUBDIVISION REGULATIONS

SCOPE OF WORK

Stahly Engineering personnel will review existing City of Deer Lodge Subdivision Regulations and associated documents, including design standards and the recently completed Growth Policy. Utilizing our knowledge of existing legislation that affects subdivision regulations and the information gathered from existing documents, we will draft a new subdivision regulation document for review by the City's Administrative Officer. We will update the draft with City comments and make it available for public comment. Stahly Engineering personnel will attend a public meeting to take comments on the document. If further revision is necessary, those comments will be addressed, and a final document will be prepared for adoption by the City of Deer Lodge City Council.

TOTAL ESTIMATED COST* \$8,200

***Out of scope activities creating additional fee will be approved by City personnel prior to Stahly Engineering proceeding with additional work.**

Mayor
James Jess
Chief Administrative Officer
Jordan Green
City Attorney
Peter Elverum
City Clerk
Cyndi Thompson
Compliance Officer
Kody Ryan
Public Works Superintendent
Trent Freeman
Treasurer
Stanley Glovan
City Services Coordinator
Gena Micu



City Council
Dick Bauman
Joseph Callahan
Curt Fjelstad
Jackie Greenwood
John Henderson
Robert Kersch
John J. Molendyke
Gordon Pierson

CITY COUNCIL/COMMITTEE AGENDA ITEM INFORMATION

THIS AGENDA ITEM REFERRED BY: COMMITTEE **TO:** FINANCE

Agenda Item Name: Request from David Phillips for Relief from Street Main. Costs for Ag. Property

For Meeting on: 12/04/2023 **Staff Member/Committee Referring:** EGD

Description of the item:

David Phillips, owner of approximately 2 acres west of the Clark Fork, approached the Economic Growth and Development Committee at their meeting on September 6, 2023 to request relief from the approx. \$2,500/year street maintenance district assessments for his property. The land is zoned Agricultural and currently sits vacant. Mr. Phillips wishes to be exempt from the assessment in order to make the land viable for use - specifically a community garden.

Attachments:

Map showing location of the property.

Previous Committee Engagement:

(discussion, outcomes, recommendations, public comment)

Mr. Phillips previously approached the EGD Committee in September. The Committee agreed to discuss his request at their next meeting. At their October meeting, they determined to continue the discussion during the November meeting. In November, they forwarded a favorable recommendation to the Finance Committee.

Recommended Motion/Action:

