



# FINANCE COMMITTEE AGENDA

July 5, 2022 – 3:00 pm | Council Chambers, City Hall

1. **Call meeting to order.**
2. **Approval of Minutes.**
  - a. Regular Meeting: June 6, 2022, and June 21, 2022
3. **Public Comment** - Limit to three minutes per person.
4. **Continued Business.**
  - a. Budget Review
5. **New Business.**
  - a. PRA 2<sup>nd</sup> Pay Application - Jordan
  - b. PRA 3<sup>rd</sup> Pay Application – Jordan
  - c. Chilcott Land Lease Terms Discussion – Jordan
  - d. Review and sign June claims – Stan
6. **Committee Comments or Concerns:**
7. **Announcement of next meeting.**  
TBD: \_\_\_\_\_
8. **Adjournment.**

---

## Finance Committee

### Members

Dick Bauman (Chair) | Joseph Callahan | Rob Kersch

# CITY OF DEER LODGE

---

## FINANCE COMMITTEE MEETING MINUTES

June 6, 2022 – 4:00pm | Council Chambers, City Hall

<b>Members Present:</b>	Dick Bauman, Rob Kersch
<b>Members Absent:</b>	Joseph Callahan
<b>Mayor:</b>	James Jess
<b>CAO:</b>	Jordan Green
<b>Staff:</b>	Stan Glovan, Trent Freeman, Chief Smith
<b>Guests:</b>	None

**1. Call Meeting to Order:**

a. Chairperson Bauman called the meeting to order at 4:00PM.

**2. Approval of Minutes:**

a. Regular Meeting: May 2, 2022

Member Kersch motioned to approve minutes as presented. Chairperson Bauman seconded the motion. 2 Ayes, 0 Nos, 1 Absent. Motion passed.

**3. Public Comment:**

a. None

**4. Continued Business:**

a. Street Maintenance Resolution Referendum Discussion - Jordan

Chairperson Bauman stated, Resolution 1339 was signed in 2018 that provides the funding for the street maintenance project. Public Works approved that resolution, finance approved that resolution and the City of Deer Lodge had two public hearings, one December 3, 2018, and one on December 17, 2018. The public was invited to both meetings and comments were received. The Resolution 1339 was passed unanimously with ample public notice. It wasn't very well publicly attended.

Finance committee tabled Street Maintenance Resolution Referendum from their meeting May 2022 recommendation back to the PW committee we wait till we received our presentation from Kurt Thompson at Stahly Engineering presentation about the need for the street maintenance district.

Its back today at finance for discussion and deliberation concerning the financial aspect and a decision weather or not to place this as a referendum and with a recommendation back to Public Works Committee.

This was also presented in Public Health & Safety on March 10, 2022. Comments received from Police Department, Fire Department and Deer Lodge EMT are as stated:

- i. *Information from Police Chief Smith are he feels taking the roads back to gravel could reduce our response time, wear and tear on the police vehicles and the safety hazard of the increased dirt dust for the people of Deer Lodge. There will be more soft spots on the roads that could create more vehicle accidents.*
- ii. *Information from Fire Chief Pierson are he agrees with what Police Chief Smiths comments. Also, the fire trucks hang exceptionally low and need proper clearance when responding to a call. Proper traction for the winter is especially important and the fire trucks do not work well with snow chains on them, they tear the trucks up (paint, tires etc.).*
- iii. *Jordan stated he called Rand with Deer Lodge EMT Services and Rand stated the comfort level for patients riding in the back of the ambulance would be a concern, the condition of the road when responding to an emergency, could be hazardous and reduce response time.*

Per Trent Freeman, PW Supervisor stated, to mill the roads back to gravel it could cost up to \$2.2 million dollars. If that were to take place, those funds would need to come out of some other reserves.

Member Kersch motioned this back to Public Works with a negative recommendation from finance and to not continue with the referendum. Chairperson Bauman seconded the motion. 2 Ayes, 0 Nos, 1 Absent. Motion passed.

## **5. New Business:**

### **a. New Police Officer Travel Expenditure – Chief Smith**

Requesting funds of \$2,000 to help in the travel expenses of a new potential police officer for hire with a start date of July 23, 2022. The Police budget does have the funds available within their budget.

Member Kersch stated there should be an agreement between the city and the candidate that the candidate serve a term of 3-years of employment on the City's Police Force.

Member Kersch motioned to council to approve the relocation expenses of \$2,000 on a pro-rated basis for a term of 3-years. Chairperson Bauman seconded the motion. 2 Ayes, 0 Nos, 1 Absent. Motion passed.

### **b. Recommendation of Award Landfill Drying Beds – Trent**

This would be for the construction of 3 drying beds stationed in the southeast corner at the existing landfill. In order to accept the sludge that's been stored at the plant over the winter to help dry it out. The award letter from Morrison Maierle recommends MJD Contracting LLC for \$209,650. This has been approved by the Public Works Committee.

Member Kersch motioned to accept the bid for MJD Contracting LLC for \$209,650 and recommend it to Council. Chairperson Bauman seconded the motion. 2 Ayes, 0 Nos, 1 Absent. Motion passed.

- c. Recommendation of Award 2022 Street Maintenance Project – Trent  
Only one bidder was received and is within the requirements stated in the bid documents. The bid was from Hollow Contracting for \$444,137.85.

Stahly Engineering recommends that the City of Deer Lodge award the construction contract to Hollow Contracting, Inc for the 2022 Street Maintenance project.

Member Kersch motioned to accept Hollow Contracting bid at \$444,137.85 with recommendation to Council. Chairperson Bauman seconded the motion. 2 Ayes, 0 Nos, 1 Absent. Motion passed.

- d. Recommendation of In Control Inc. Pre-Engineering Survey Quote – Trent  
In Control is a company that does a lot of supervisory control on data acquisition (SCADA). They do all the monitoring of the SCADA system.

The outcome and deliverables of this survey will provide In Control with the proper documentation, drawings, backup configurations and programming from the existing system to understand what is required to take over as the water system integrator. The survey will also provide an overall understanding of the existing control system in order to safely and efficiently upgrade the system in the future. The price for this Data Gathering and Pre-Engineering Survey on a Time and Expense schedule with standard In Control rates is a Not-To-Exceed price of \$10,000.00.

Member Kersch motioned to approve In Control Pre-Engineering Survey Quote Not-To-Exceed price of \$10,000.00 with recommendation to Council. Chairperson Bauman seconded the motion. 2 Ayes, 0 Nos, 1 Absent. Motion passed.

- e. Budget Review – Jordan  
Preliminary start of the budget review discussion to bring new members aware of how the budget process is reviewed by this committee.

Next budget meeting on June 21<sup>st</sup> at 3PM.

Budget Item discussed item #420100 Law Enforcement Service. Will revisit this section again at next meeting June 21<sup>st</sup>.

- f. Review and sign May claims – Stan Glovan  
Member Kersch motioned to approve May claims as presented. Chairperson Bauman seconded the motion. 2 Ayes, 0 Nos, 1 Absent. Motion passed.

**6. Committee Comments or Concerns:**

- a. Chairperson Bauman discussed Mt Department of Transportation chip & seal.

**7. Announcement of Next Meeting:**

- a. Tuesday, June 21, 2022, at 3pm
- b. Tuesday, July 5, 2022, at 4PM – Closed Monday July 4, 2022

**8. Adjournment:**

The meeting was adjourned at 5:30pm.

Prepared by: Cyndi Thompson, City Clerk

\_\_\_\_\_  
Dick Bauman, Chairperson

\_\_\_\_\_  
Date

**Finance Committee Members**

---

Dick Bauman (Chair) | Rob Kersch | Joseph Callahan

# CITY OF DEER LODGE

---

## FINANCE COMMITTEE MEETING MINUTES

June 21, 2022 – 3:00pm | Council Chambers, City Hall

**Members Present:** Dick Bauman, Rob Kersch  
**Members Absent:** Joseph Callahan  
**Mayor:** James Jess  
**CAO:** Jordan Green  
**Staff:** Stan Glovan, Cyndi Thompson  
**Guests:** None

**1. Call Meeting to Order:**

a. Chairperson Bauman called the meeting to order at 3:05PM.

**2. Approval of Minutes:**

a. Deferred till July 5, 2022

**3. Public Comment:**

a. None

**4. New Business:**

a. Employee Distributions – Jordan

Packets provided, Member Kersch motioned to move new business and start with continued business. Chairman Bauman seconded the motion. 2 Ayes, 0 Nos, 1 Absent. Motion passed.

**5. Continued Business:**

a. Budget Review – Jordan

The committee reviewed and completed the following sections of the budget.

a. 420100 Law Enforcement	i. 480100 Soil Conservation
b. 420180 Code Enforcement	j. 510100 Special Assessments
c. 420500 Building Department	k. 510200 Judgements/Losses
d. 430900 Cemetery Services	l. 510301 COVID-19 Pandemic
e. 431200 Flood Control	m. 521000 Interfund Operating out
f. 440700 Insect/Pest Control	n. 460440 Recreation Program
g. 460400 Parks Maintenance	o. 460100 Library Services
h. 470300 Economic Development	

**6. Committee Comments or Concerns:**

a. None

**7. Announcement of Next Meeting:**

a. Wednesday, June 29, 2022, at 3pm

b. Tuesday, July 5, 2022, at 4PM – Closed Monday July 4, 2022

**8. Adjournment:**

The meeting was adjourned at 4:30pm.

Prepared by: Cyndi Thompson, City Clerk

\_\_\_\_\_  
Dick Bauman, Chairperson

\_\_\_\_\_  
Date

---

**Finance Committee Members**

---

Dick Bauman (Chair) | Rob Kersch | Joseph Callahan



# Contractor's Application for Payment No. 2

Application Period: 04/16/22 - 05/31/22	Application Date: 6/6/2022		
To: City of Deer Lodge	From (Contractor): H and H Contracting, Inc.	Via (Engineer): Hydrometrics, Inc.	
(Owner): MILWAUKEE ROUNDHOUSE CECKA FACILITY PASSENGER REFUELING AREA (PRA) 2021 SOIL REMOVAL ACTION	Contract: MILWAUKEE ROUNDHOUSE CECKA FACILITY PASSENGER REFUELING AREA (PRA) 2021 SOIL REMOVAL ACTION		
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: 20009	

### Application For Payment Change Order Summary

Approved Change Orders Number	Additions	Deductions	
1	\$5,787.00		
2	\$1,967.58		
3	\$3,726.50		
4	\$1,267.01		
<b>TOTALS</b>			
<b>NET CHANGE BY CHANGE ORDERS</b>			<b>\$12,748.09</b>

1. ORIGINAL CONTRACT PRICE..... \$ 662,137.00
2. Net change by Change Orders..... \$ 12,748.09
3. Current Contract Price (Line 1 + 2)..... \$ 674,885.09
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)..... \$ 445,913.30
5. RETAINAGE:
  - n. 10% X \$4,591.33 Work Completed..... \$ 4,591.33
  - b. X Stored Material..... \$
  - c. Total Retainage (Line 5.n + Line 5.b)..... \$ 4,591.33
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 649,293.97
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 529,193.57
8. AMOUNT DUE THIS APPLICATION..... \$ 120,100.40
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... \$ 224,730.03

**Contractor's Certification**  
 The undersigned Contractor certifies, to the best of its knowledge, the following:  
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;  
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and  
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature: Virginia Hanson Date: 6/6/22  
 By: Virginia Hanson

Payment of: \$ Twelve thousand, one hundred twenty eight dollars and 40/100  
 (Line 8 or other - attach explanation of the other amount)

is recommended by: Mark Smith 6/7/2022  
 (Engineer) (Date)

Payment of: \$ \_\_\_\_\_  
 (Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_  
 (Owner) (Date)

Approved by: \_\_\_\_\_  
 Funding or Financing Entity (if applicable) (Date)



**Progress Estimate - Lump Sum Work**

**Contractor's Application**

For (Contract):		MILWAUKEE ROUNDHOUSE CECRA FACILITY PASSENGER REFUELING AREA (PRA) 2021 SOIL REMOVAL ACTION		Application Number: 2									
Application Period:		04/16/22 - 05/31/22		Application Date: 6/6/2022									
A		B		C		D		E		F		G	
Specification Section No.	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)					
1	Mobilization, Bonding & General Requirements	\$5,000.00	\$3,750.00			\$3,750.00	75.0%	\$1,250.00					
2	Erosion & Sediment Control	\$5,400.00	\$3,240.00	\$1,620.00		\$4,860.00	90.0%	\$540.00					
3	Construction Facilities & Temporary Controls	\$2,200.00	\$1,600.00			\$1,600.00	50.0%	\$1,600.00					
4	Clear & Grub Vegetation & Debris Removal	\$2,800.00	\$2,800.00			\$2,800.00	100.0%						
5	Temporary Signage & Traffic Control	\$2,500.00	\$2,000.00			\$2,000.00	80.0%	\$500.00					
6	Strip & Stockpile Topsoil & Overburden	\$570.00	\$570.00			\$570.00	100.0%						
7	Excavate, Handle & Disposal of Contaminated Soil	\$24,273.00	\$14,563.80	\$4,854.60		\$19,418.40	80.0%	\$4,854.60					
8	Backfill Contaminated Soil Excavation Areas	\$11,152.00		\$2,230.40		\$2,230.40	20.0%	\$8,921.60					
9	Site Restoration	\$3,300.00						\$3,300.00					
10	Reconstruct Gravel Roads	\$3,942.00		\$1,971.00		\$1,971.00	50.0%	\$1,971.00					
A	Excavate, Handle & Disposal of EXCESS Contaminated Soil	\$3,913.00	\$3,913.50	\$2,800.00		\$6,713.50	171.5%	(\$2,798.50)					
<b>Totals</b>		<b>\$66,052.00</b>	<b>\$32,437.30</b>	<b>\$13,476.00</b>		<b>\$45,913.30</b>		<b>\$20,138.70</b>					

**Progress Estimate - Unit Price Work**

**Contractor's Application**

A		B				C		D	E	F		
Item		Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F/B)	Balance to Finish (B - F)	
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)							
1	Mobilization, Bonding & General Requirements	1	LS	\$5,000.00	\$5,000.00	0.75	\$3,750.00		\$3,750.00	75.0%	\$1,250.00	
2	Erosion & Sediment Control	1	LS	\$5,400.00	\$5,400.00	0.9	\$4,860.00		\$4,860.00	90.0%	\$540.00	
3	Construction Facilities & Temporary Controls	1	LS	\$3,200.00	\$3,200.00	0.5	\$1,600.00		\$1,600.00	50.0%	\$1,600.00	
4	Clear & Grab Vegetation & Debris Removal	1	LS	\$2,800.00	\$2,800.00	1	\$2,800.00		\$2,800.00	100.0%		
5	Temporary Signage & Traffic Control	1	LS	\$2,500.00	\$2,500.00	0.8	\$2,000.00		\$2,000.00	80.0%	\$500.00	
6	Strip & Stockpile Topsoil & Overburden	19	CY	\$30.00	\$570.00	19	\$570.00		\$570.00	100.0%		
7	Excavate, Handle & Disposal of Contaminated Soil	783	CY	\$31.00	\$24,273.00	626.4	\$19,418.40		\$19,418.40	80.0%	\$4,854.60	
8	Backfill Contaminated Soil Excavation Areas	656	CY	\$17.00	\$11,152.00	131.2	\$2,230.40		\$2,230.40	20.0%	\$8,921.60	
9	Site Restoration	1.1	AC	\$3,300.00	\$3,300.00							
10	Reconstruct Gravel Roads	146	CY	\$27.00	\$3,942.00	73	\$1,971.00		\$1,971.00	50.0%	\$1,971.00	
A	Excavate, Handle & Disposal of EXCESS Contaminated Soil	78.3	CY	\$50.00	\$3,915.00	134.27	\$6,713.50		\$6,713.50	171.5%	-\$2,798.50	
<b>Totals</b>												
										\$45,913.30	69.5%	\$20,138.70

For (Contract): MILWAUKEE ROUNDHOUSE CECRA FACILITY PASSENGER REFUELING AREA (PRA) 2021 SOIL REMOVAL ACTION  
 Application Period: 04/16/22 - 05/31/22  
 Application Number: 2  
 Application Date: 6/6/2022





# Contractor's Application for Payment No. 3

To (Owner): City of Deer Lodge Project: MILWAUKEE ROUNDHOUSE CECRA FACILITY PASSENGER REFUELING AREA (PRA) 2021 SOIL REMOVAL ACTION Owner's Contract No.:	From (Contractor): H and H Contracting, Inc. Contract: MILWAUKEE ROUNDHOUSE CECRA FACILITY PASSENGER REFUELING AREA (PRA) 2021 SOIL REMOVAL ACTION Contractor's Project No.:	Application Period: 06/01/22 to 06/20/22 Application Date: 6/21/2022 Via (Engineer): Hydrometrics, Inc. Engineer's Project No.: 20009
--	--	--

### Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions
	1	\$5,787.00	
	2	\$1,967.58	
	3	\$3,726.50	
	4	\$1,267.01	
<b>TOTALS</b>		\$12,748.09	
<b>NET CHANGE BY CHANGE ORDERS</b>		\$12,748.09	

1. ORIGINAL CONTRACT PRICE..... \$ \$62,137.00
2. Net change by Change Orders..... \$ \$12,748.09
3. Current Contract Price (Line 1 ± 2)..... \$ \$74,885.09
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)..... \$ \$53,567.90
5. RETAINAGE:
  - a. 10% X \$5,356.79 Work Completed..... \$ \$5,356.79
  - b. X Stored Material..... \$
  - c. Total Retainage (Line 5.a + Line 5.b)..... \$ \$5,356.79
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ \$48,211.11
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ \$41,321.97
8. AMOUNT DUE THIS APPLICATION..... \$ \$6,889.14
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... \$ \$26,673.98

**Contractor's Certification**  
 The undersigned Contractor certifies, to the best of its knowledge, the following:  
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment,  
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and  
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature: Virginia Hanson Date: 6/21/22  
 By: Virginia Hanson

Payment of: \$ Six thousand eight hundred eighty nine dollars and 14/100.....  
 (Line 8 or other - attach explanation of the other amount)  
 is recommended by: M. Broche (Engineer) Date: 6/21/2022  
 Payment of: \$ (Line 8 or other - attach explanation of the other amount)  
 is approved by: \_\_\_\_\_ (Owner) (Date)  
 Approved by: \_\_\_\_\_ Funding or Financing Entity (if applicable) (Date)



**Progress Estimate - Unit Price Work**

**Contractor's Application**

For (Contract):		MILWAUKEE ROUNDHOUSE CECRA FACILITY PASSENGER REFUELING AREA (PRA) 2021 SOIL REMOVAL ACTION									
Application Period:		06/01/22 to 06/20/22		Application Number:		3		Application Date:		6/21/2022	
Bid Item No.	Item Description	Contract Information				B	C	D	E	F	
		Item Quantity	Units	Unit Price	Total Value of Item (\$)					Total Completed and Stored to Date (D + E)	% (F / B)
1	Mobilization, Bonding & General Requirements	1	LS	\$5,000.00	\$5,000.00	0.75	\$3,750.00		\$3,750.00	75.0%	\$1,250.00
2	Erosion & Sediment Control	1	LS	\$5,400.00	\$5,400.00	0.9	\$4,860.00		\$4,860.00	90.0%	\$540.00
3	Construction Facilities & Temporary Controls	1	LS	\$3,200.00	\$3,200.00	0.5	\$1,600.00		\$1,600.00	50.0%	\$1,600.00
4	Clear & Grub Vegetation & Debris Removal	1	LS	\$2,800.00	\$2,800.00	1	\$2,800.00		\$2,800.00	100.0%	
5	Temporary Signage & Traffic Control	1	LS	\$2,500.00	\$2,500.00	0.8	\$2,000.00		\$2,000.00	80.0%	\$500.00
6	Strip & Stockpile Topsoil & Overburden	19	CY	\$30.00	\$570.00	19	\$570.00		\$570.00	100.0%	
7	Excavate, Handle & Disposal of Contaminated Soil	783	CY	\$31.00	\$24,273.00	783	\$24,273.00		\$24,273.00	100.0%	
8	Backfill Contaminated Soil Excavation Areas	846.27	CY	\$17.00	\$14,386.59	131.2	\$2,230.40		\$2,230.40	15.5%	\$12,156.19
9	Site Restoration	1.1	AC	\$3,000.00	\$3,300.00						\$3,300.00
10	Reconstruct Gravel Roads	146	CY	\$27.00	\$3,942.00	73	\$1,971.00		\$1,971.00	50.0%	\$1,971.00
A	Excavate, Handle & Disposal of EXCESS Contaminated Soil	190.27	CY	\$50.00	\$9,513.50	190.27	\$9,513.50		\$9,513.50	100.0%	
<b>Totals</b>					<b>\$74,885.09</b>		<b>\$53,567.90</b>		<b>\$53,567.90</b>	<b>71.5%</b>	<b>\$21,317.19</b>