



COUNCIL AGENDA

June 6, 2022 - 6 PM

The City Council will hold the meeting at the Community Center, 416 Cottonwood Avenue to allow social distancing protocols as part of the City of Deer Lodge's Coronavirus (COVID-19) transmission mitigation efforts.

1. Call Meeting to Order | 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.

3. Public Hearing

a. None

4. Guest Speaker Presentation

a. PRA Cleanup update – Mark Brooke, Hydrometric Senior Engineer/Senior Hydrogeologist

5. Approval of Minutes

a. Regular Meeting: May 2, 2022, and May 16, 2022

6. Committee Reports (report in the packet) – Approve as presented

- a. City Council Operations – Rob Kersch
- b. Finance Committee – Dick Bauman
- c. Economic Growth & Development – John Henderson
- d. ARPA Steering Committee – Dick Bauman
- e. Public Health & Safety – John Skibsrud
- f. Public Works – Jackie Greenwood

7. Board Reports

- a. Airport Board – John Skibsrud
- b. Powell County Parks Board – Joseph Callahan
- c. Chamber of Commerce – John Henderson
- d. Headwaters RC&D – Joe Callahan
- e. Historic Preservation – Curt Fjelstad
- f. Landfill – Rob Kersch
- g. LEPC – Dick Bauman
- h. Library – John Molendyke
- i. Planning Board – Dick Bauman
- j. Youth Board – Jackie Greenwood

8. Continued Business (Continued or Tabled)

a. None

9. New Business - The Council will act on each item after accepting public comments.

- a. Treasurer's Report | May Claims – Stanley Glovan. Receive the informational report. Accept the recommendation from the Finance Committee and approve the claims.
- b. Gary Chilcott Emery Road Land Lease Proposition – Jordan

- c. New Police Officer Travel Expenditure – Chief Smith
- d. Recommendation of Award Landfill Drying Beds – Trent
- e. Recommendation of Award 2022 Street Maintenance Project – Trent
- f. Approval of In Control Inc. Pre-Engineering Survey Quote – Trent
- g. Conservation District Appointment – Mayor Jess

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

- Economic Growth & Dev – June 1st at 4 PM
- Finance – June 6th at 4PM
- Public Health & Safety – June 9th at 5 PM
- City Council Operations – June 13th at 5 PM
- ARPA Steering Committee – June 15th at 4:30PM
- Planning Board – June 21st at 10AM (if needed)
- Council #2 – June ____ at 6 PM
- Public Works – June 28th at 5 PM

11. 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.

12. Next Meeting Announcement(s)

- a. Tuesday, June 21, 2022, at 6 PM.

13. Adjournment

**Deer Lodge City Council meets in the PC Community Center
416 Cottonwood Ave, Deer Lodge, MT 59722
For Further Information Contact: Cyndi Thompson, City Clerk
cthompson@cityofdeerlodgemt.gov | 406.846.2238**



COUNCIL COMMITTEE REPORT

MAY 2022

Council Ops – Rob Kersch (Chairperson)

May 9th Finalized combining Parks and Recreation Committee with Public Works.

Finance – Dick Bauman (Chairperson)

May 2nd No report from Finance.

Economic Growth & Development – John Henderson (Chairperson)

May 4th - Discussion with the Chamber of Commerce and Discover Deer Lodge. Six guest present 5 from the Chamber and 1 from Discover DL. Member Bauman asked what the purpose of both organizations was? He then suggested that all 3 of our organizations try and get our mission statements as close together to create a united front. John Molendyke was asked about past economic growth, he stated that past committees were growth positive, but the current committee was taking a different approach. Community survey discussion. Jordan discussed the cost and delivery method of community survey. The committee welcomed questions from the Chamber of Commerce and Discover Deer Lodge. Amended the Goal List. Vision & Mission statement. The topic will be on future agendas to create an official Mission Statement for the Economic Growth & Development Committee.

ARPA Steering Committee – Dick Bauman (Chairperson)

May 5th and May 11th – Discussed and approved Bylaws. Appointed Dick Bauman as Chair and Rob Kersch as Vice Chair. Committee members consist of Dick Bauman, Rob Kersch, Ron Scharf, Terry Jennings & Jerry Finley. Approved Small Business/Non-profit Submission Form. Next meeting June 15, 2022 @ 4:30PM.

Public Health & Safety – John Skibsrud (Chairperson)

May 12th – We received department reports. Kip Kimerly updated on the hotel. Troy McQueary gave an overview of the prison industries automotive division's capabilities. Jordan gave an update on the land being considered for junk vehicles.

Public Works – Jackie Greenwood (Chairperson)

May 24th - Discussed city sidewalk repair, decided to table till more information is provided by staff. Approved recommendation of award letters to MJD Contracting for Landfill Drying Beds and Hallow Contracting for 2022 Street Maintenance project. Discussed Street Maintenance Resolution 1339 and bring it to ballot in November. Committee table the item till Finance has reviewed this. Received Department Reports from Recreation Department and Public Works.

CITY COUNCIL

MINUTES

The City Council met on May 2, 2022, at 6 PM | PC Community Center

Members Present:	Dick Bauman, Robert Kersch, John Skibsrud, John Henderson, John Molendyke, Jackie Greenwood, Joe Callahan & Curt Fjelstad
Members Absent:	None
Mayor:	James Jess
CAO:	Jordan Green
Staff:	Police Chief Smith, Fire Chief Pierson, Suzan Callahan, Trent Freeman, 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: April 18, 2022

Chairperson Bauman motioned to approve minutes as amended. Member Henderson seconded the motion. 8 Ayes, 0 Nos. Motion passed.

5. Committee Reports, February 2022 – Accepted as presented.

a. Council Ops – Rob Kersch (Chairperson)

April 11th Reviewed Title 11 for Codification inclusion. Determined to recommend inclusion even though it will increase cost significantly. Reviewed possibility to combine Parks and Recreation committee with Public Works. Recommended that to City Council.

- b. Economic Growth & Development – John Henderson (Chairperson)
April 6th - Jordan Discussed Committee goals, Dick Bauman introduced a survey from another city to use as a template for the one set in committee goals, he then introduced Buttes Annual Community Report and suggested that Discover Deer Lodge be asked to create an Annual Deer Lodge Community report. John Henderson Suggested that Discover Deer Lodge and Chamber be invited to future Economic growth meetings and the committee act as a facilitator between organizations in Deer Lodge. Dick Bauman Motioned to Accept the Committee goals with the amended changes, John Molendyke seconded. Vote 3 Yea 0 nae. Jordan discussed Mission Statement, it was suggested that each member and staff create a mission statement for the next meeting.
- c. Finance – Dick Bauman (Chairperson)
April 4th Reviewed bid for the Well project, O’Keefe Drilling will be doing the work. Resolution 1339 was discussed; no action was taken. March claims were approved as presented.
- d. Parks & Recreation – John Molendyke (Chairperson)
April 12th – No Parks & Rec Meeting
- e. Public Health & Safety – John Skibsrud (Chairperson)
April 14th – Reviewed the Department reports and reviewed the Rural Fire Department Contract with recommendation to City Council. Discussed the junk vehicle program.
- f. Public Works – Jackie Greenwood (Chairperson)
April 26th - Member Jackie Greenwood was absent, member John Henderson was chosen as vice chair. The minutes were approved. No old business. Trent Freeman asked approval to look into purchasing land for a retention pond for the storm drains. Member Skibsrud asked about the position of the proposed site to the flood plain. Member Skibsrud made a motion to allow Trent to begin looking into the acquisition of the property with the amendment that if it does fall into the flood plain the process would return to the committee. Trent discussed City wide sidewalk repair, a business on Main Street needs sidewalk replaced, no consensus was reached, the subject was placed on old business for future agenda, it was suggested that the businesses investigate the ARPA funding from the ARPA Committee. Trent gave a Public Works update.

6. Board Reports -

- a. Airport Board – John Skibsrud
 Moving forward with their new weather camera system. Discussion on replacing the beacon and keeping the old one for historical. Continuing work on the Environmental assessment.
- b. Powell County Parks Board –Joseph Callahan
 Was not able to attend meeting.
- c. Chamber of Commerce – John Henderson
 Discussed Chamber after hours. Trim the town, they decided to not do it again next year as they had a very low turnout. In the process of planning Territorial Days. Will be changing up the Main Street decorations. Working on becoming a 501(C)(3). Deciding on a 4th of July Parade. Looking at doing a fundraiser “Pubs, Pizza, Puzzles”.

- d. Headwaters RC&D – Joe Callahan
Quarterly meetings, so waiting till the next meeting.
- e. Historic Preservation – Curt Fjelstad
Working on funding for 502 Main St building. Discussed the awning at the masonic temple.
- f. Landfill – Rob Kersch
Looking at a glue sprayer for the landfill and a Point of Sale (POS) application so residents can pay right at the site. Reviewed paper picker applications. Hired a temporary employee. Ron M. was voted a Chair and Vice Chair Louis Smith.
- g. LEPC – Dick Bauman
No April Meeting.
- h. Library – John Molendyke
Was not able to attend.
- i. Planning Board – Dick Bauman
Chairperson is Amber Brown. Received reports from Economic Growth & Development, Historic Preservation & Chamber of Commerce. Discussed Title 11 Zoning and, Lighting & Fencing, no action was taken.
- j. Youth Board – Jackie Greenwood
No April meeting.

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

- a. None

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

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

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

- b. Approval Contactors 1st Pay Estimate PRA Project – Trent
This was approved and recommended by the Finance Committee. The change order on the pay estimate is for additional excavation quantities that was added to the project.

Council President Bauman motioned to approve the Contactors 1st Pay Estimate PRA Project as presented. Member Kersch seconded the motion. 8 Ayes, 0 Nos. Motion passed.

- c. Dump Truck Acquisition – Trent
I had budgeted for two dump truck in the amount of \$120,000. Asking approval to purchase one dump truck 2005 Sterling L8500, 275hp caterpillar, diesel, auto transmission, 77k miles for up to \$60,000.

Member Kersch motioned to approve the dump truck purchase for up to \$60,000. Member Molendyke seconded the motion. 8 Ayes, 0 Nos. Motion passed.

d. Jaycee Cabin Bid Acceptance – Jordan

Received 1 bid for the open bid application on the Jaycee Cabin. The bid came in at \$503.01 base bid for the cabin and the party agreed to remove the foundation at his cost and the time frame from the City to remove the cabin and foundation

Member Fjelstad motioned to approve the Jaycee Cabin bid as presented. Member Henderson seconded the motion. 8 Ayes, 0 Nos. Motion passed.

e. ~~Retention Pond Land Acquisition – Jordan~~

Finance Committee requested to table this item. This will be discussed at a later date.

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

- Economic Growth & Dev – May 4th at 4 PM
- Finance – May 2nd at 4PM
- ~~Parks and Recreation – TBD~~
- Public Health & Safety – May 12th at 5 PM
- City Council Operations – May 9th at 5 PM
- Council #2 – May 16th at 6 PM
- Planning Board – May 16th at 10AM (if needed)
- Public Works – May 24th 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.

11. Next Meeting Announcements

- a. Regular Meeting: Monday, May 16, 2022, at 6PM

12. Adjournment

Mayor Jess adjourned the meeting at 6:33PM.

Prepared By: Cyndi Thompson, City Clerk

James Jess, Mayor

Date

CITY COUNCIL MINUTES

The City Council met on May 16, 2022, at 6 PM | PC Community Center

Members Present:	Rob Kersch, Dick Bauman, John Henderson, John Molendyke, John Skibsrud, Curt Fjelstad, Jackie Greenwood, Joseph Callahan.
Members Absent:	None
Mayor:	James Jess
CAO:	Jordan Green
Staff:	Trent Freeman, Fire Chief Pierson, Police Chief Smith, Cyndi Thompson, Peter Elverum, Stan Glovan
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. 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.

- a. Member of the public asked about the city sidewalk repair and how to apply for the ARPA funds for her business.

3. Approval of Minutes

- a. Regular Meeting: May 2, 2022. – Minutes were deferred till next meeting.

4. Public Hearing.

- a. None

5. Department Reports: Composed Reports are in the packets. **Reports accepted as presented.**

- a. CAO | b. Public Works | c. Police | d. Code Enforcement | e. Fire

6. 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 discussed the City's watering hours.
 - i. **Automatic Sprinklers** (every other day) 12:00am to 5:00am. Automatic or private wells needs to be registered with the city hall.
 - ii. **Manual Sprinklers** (on your given day, even/odd depending on your address) 6:00am-9:00am OR 6:00pm-9:00pm. No watering on the 31st.

7. Continued Business - The Council will act on each item after accepting public comments.

- a. None

8. New Business (Old Business or Items Tabled)

- a. ARPA Fund Steering Committee Update – Council President Bauman
We have established an ARPA Steering Committee with members, Dick Bauman (Chairperson), Rob Kersch (Vice Chair), Terry Jennings, Ron Scharf, and Jerry Finley. The committee has met twice and established a Local Recovery Funds Grant Application for Small Businesses and Nonprofits. To assist as many organizations as possible, there is a \$5,000 cap to grants unless there is proof of exceptional need. This was set into place as we have a limited number of funds to disburse, although there is opportunity for someone to come in and make a second request. The \$5,000 is for your first request. Make sure you have filled the application out completely and submit all documentation to support your application. All applications are due by end of day August 1, 2022.
- b. Big Sky Passenger Rail Authority Annual Contribution – Mayor Jess
Big Sky Rail Passenger Authority is requesting that Deer Lodge consider an annual \$400 contribution along with a letter of endorsement in support of restoring passenger rail across southern Montana.

Council President Bauman motioned to approve the \$400 and a letter of support to BSPRA. Member Greenwood seconded the motion. 8 Ayes, 0 Nos. Motion passed.

9. Next Meeting Announcements

- a. June 6, 2022, at 6PM.

10. Adjournment

Mayor Jess adjourned the meeting at 6:42PM.

Prepared By: Cyndi Thompson, City Clerk

James Jess, Mayor

Date

City Council - June 6, 2022

Financial Summary

May 2022

Atypical Revenues	Purpose	Fund	Amount
Nothing to report			
Completed Projects	Grant Funded	City Funded	Final Cost
Nothing to report			
Atypical Claims	Purpose	Fund	Amount
Transport Equipment	2005 Sterling L8500	430200	\$58,000
Nitro Green	Main Street tree service	430200	\$17,565
Payables			
		Claims	\$305,000.95
		Payroll	\$126,957.58
		Total	\$431,958.53

A motion to approve payment of the claims is requested.

CITY OF DEER LODGE
Claims by Vendor Report
For the Accounting Period: 5/22

Vendor	Claim #	# of Lines	Date Accepted	Check	Amount
180 A & M FIRE AND SAFETY, INC.	CL 10850	1	05/24/22		51.00
1098 AMAZON	CL 10845	1	05/24/22		265.00
1591 AMERICAN LEGAL PUBLISHING CORP.	CL 10869	1	05/31/22		3,604.00
1507 BEAST MOWED LAWN CARE	CL 10848	1	05/24/22		60.00
1104 CENTER POINT LARGE PRINT	CL 10844	1	05/24/22		47.94
26 CENTURY LINK	CL 10823	2	05/16/22		85.10
1196 CHARTER COMMUNICATIONS	CL 10857	12	05/26/22		651.95
45 CITY OF DEER LODGE ASSIGNEE	CL 10853	7	05/24/22	22235	186.02
823 CULLIGAN OF BOZEMAN - BUTTE	CL 10794	1	05/05/22		12.00
1681 CURTIS TOOLS FOR HEROS	CL 10841	3	05/26/22		4,144.76
1680 CYNTHIA THOMPSON	CL 10854	1	05/24/22	22236	143.91
1245 DAN GREEN	CL 10810	1	05/11/22		310.64
1657 DARLEY	CL 10826	1	05/17/22		844.00
1384 DAVID G. RAY	CL 10855	2	05/25/22		200.00
1679 DOMAIN NETWORKS	CL 10787	1	05/04/22		289.00
1419 ELVERUM LAW FIRM, PLLC	CL 10868	10	05/31/22		5,351.50
434 ENERGY LABORATORIES, INC.	CL 10784	15	05/26/22		2,146.00
9 FICKLER OIL CO.	CL 10811	1	05/26/22		82.01
1156 FIRE APPARATUS REPAIR, LLC	CL 10813	1	05/11/22		1,200.00
1466 GIRKY, ELISSA	CL 10851	1	05/24/22		144.00
39 HACH COMPANY	CL 10788	1	05/04/22		1,256.50
1554 HYDROMETRICS, INC.	CL 10843	3	05/24/22		32,567.39
654 JOE MAVRINAC LOCKSMITH	CL 10829	1	05/17/22		72.00
1402 JOHNSON & ASSOCIATES, INC.	CL 10786	2	05/04/22		85.00
921 KOHRS MEMORIAL LIBRARY - PETTY CASH	CL 10852	2	05/24/22		116.45
713 LANE & ASSOCIATES	CL 10819	2	05/16/22		201.96
1682 LEADS ONLINE	CL 10837	1	05/20/22		812.50
528 LEE'S OFFICE CITY, INC.	CL 10821	4	05/26/22		425.44
683 LICKETY PRINT	CL 10815	1	05/26/22		124.56
987 MORRISON-MAIERLE CORP.	CL 10862	1	05/27/22		1,393.28
468 MOUNT POWELL TIRE CENTER, INC.	CL 10812	7	05/26/22		3,222.24
1147 MURDOCH'S RANCH AND HOME SUPPLY	CL 10842	5	05/26/22		5,870.93
30 NAPA AUTO PARTS	CL 10783	23	05/26/22		842.20
727 NITRO-GREEN OF HELENA	CL 10867	1	05/31/22		17,565.00
36 NORTHWEST PIPE FITTINGS	CL 10792	3	05/26/22		2,796.89
33 NORTHWESTERN ENERGY	CL 10860	37	05/27/22		38,387.29
1232 OFFICE SOLUTIONS, INC.	CL 10866	5	05/31/22		1,338.62
1317 PITNEY BOWES, INC.	CL 10791	15	05/04/22		653.78
12 POWELL COUNTY CLERK	CL 10808	8	05/11/22		3,379.62
	CL 10827	1	05/17/22		25,000.00
125 R & C HOME IMPROVEMENT	CL 10809	2	05/26/22		1,441.92
1343 RADAR SHOP, INC.	CL 10835	1	05/19/22		490.00
1118 ROBERTS, DANIEL	CL 10856	1	05/25/22		31.80
28 ROME ENTERPRISES 027545	CL 10861	26	05/27/22		1,334.86
1373 STAHLY ENGINEERING & ASSOCIATES, INC.	CL 10817	18	05/26/22		11,770.11
934 STAPLES CREDIT PLAN	CL 10789	2	05/26/22		294.98
1435 THATCHER COMPANY	CL 10836	4	05/26/22		4,520.70
1289 THE PARTY PEOPLE, LLC	CL 10847	1	05/24/22		275.00
31 TRANSPORT EQUIPMENT, INC.	CL 10781	1	05/03/22	22233	58,000.00
1418 U.S. BANK COMMUNITY CARD	CL 10859	19	05/27/22		5,365.01
35 UNITED STATES POSTAL SERVICE	CL 10840	3	05/23/22		265.00
737 UNIVISION, INC.	CL 10825	5	05/17/22		917.10
936 UPS	CL 10839	1	05/23/22		180.00
738 US BANK	CL 10805	2	05/11/22		57,000.00

05/31/22
16:21:48

CITY OF DEER LODGE
Claims by Vendor Report
For the Accounting Period: 5/22

Page: 2 of 2
Report ID: AP220

Vendor	Claim #	# of Lines	Date Accepted	Check	Amount
1197 VERIZON WIRELESS SERVICES, LLC	CL 10822	13	05/16/22		521.20
1242 WEX BANK	CL 10816	12	05/17/22		6,282.29
1259 WILD BILL'S SPRINKLERS	CL 10849	1	05/24/22		380.50
				Total:	305,000.95

MAYOR _____

COUNCIL PERSON _____

COUNCIL PERSON _____

COUNCIL PERSON _____

May 10, 2022

Mayor James Jess
City of Deer Lodge
300 Main Street
Deer Lodge, MT 59722

RE: Services Associated with the WWTP – Landfill Drying Beds

Dear Mayor Jess:

Bids were received for the Services Associated with the WWTP – Landfill Drying Beds project until 2:00 PM on May 5, 2022 and were opened and read aloud. This letter summarizes information pertaining to the bidding process, the bids received, and makes a recommendation of award.

ADVERTISEMENT / BIDDING PERIOD

The project was advertised two times in the Silver State Post. Also, the project was advertised via the QuestCDN online construction data network and Montana Plans Exchanges beginning April 13, 2022.

The bidding period allowed three weeks for contractors to prepare their bids. A pre-bid meeting was held on April 21, which was greater than one week prior to the date the bids were due. The pre-bid meeting was used to discuss the project plans, specifications, special project requirements, answer questions from the bidders, and walk the project site.

Two addenda were issued during the bidding period, including several clarifications and additional information with the minutes from the pre-bid meeting.

BIDS RECEIVED & EVALUATION OF BIDS

Of the four companies that showed interest in the project and/or attended the pre-bid meeting, two contractors turned in bids for the project.

The bids ranged from \$209,650 by MJD Contracting, LLC to \$413,126 by Prospect Construction, INC. Their low bid of by MJD Contracting, LLC was 16% below the Engineer's estimate (\$249,684) and 50% below the high bid by Prospect Construction, Inc.

Upon review of the bidder's unit prices there were no discrepancies noted in either bid. Differences in the bids are across the board and may reflect that Prospect stated that they would not be able to start this project until late summer.

Attached to this letter is a certified bid tabulation that provides an item-by-item comparison between each of the bids as well as the Engineer's estimate.

BID IRREGULARITIES

All submitted bids were complete with respect to submission of the required forms which included: signed bid form, bid bond, evidence of registration with the Montana Department of Labor &

We create solutions that build better communities.



Industry, information required of bidders and the required forms. There were no errors or irregularities discovered within the unit prices or total bid prices on the bid sheets.

EVALUATION OF LOW BIDDER

MJD Contracting is based out of Helena and has experience with this type of work, including larger and smaller projects. Projects listed in the experience list predate the formation of MJD Contracting, LLC and include projects Marty Logan, the listed project superintendent, has worked on as project manager and superintendent for other contractors. He worked on a number of projects with Morrison-Maierle, and the experience was generally good.

Projects listed for 2019, 2020, and 2021 (since formation of MJD Contracting) range from \$64,000 to \$716,000 with multiple projects completed each year. This indicates that MJD Contracting has the necessary capacity to complete the work for this project. MJD Contracting will perform the earthwork, piping, septic tank installation, and incidental work with a local sub (JLC Inc, Butte) performing the concrete work.

CONCLUSION

Based on the bids received and the qualifications of the low bidder, we recommend award of the project to MJD Contracting, LLC, for their bid price of \$209,650.00 contingent upon receiving the necessary approvals through the City's bid review process prior to execution of the Agreement.

The bid remains subject to acceptance for sixty (60) calendar days after the bid opening. We encourage award of the project as soon as possible to provide the Contractor with certainty of the project, and to allow adequate time to complete the contract documents and for planning and scheduling of the project.

MORRISON-MAIERLE, INC.

A handwritten signature in cursive script that reads "Rika Lashley".

Rika Lashley, P.E.
Project Manager

CC: Trent Freeman, City of Deer Lodge Public Works Superintendent
Alan Erickson, Morrison-Maierle

Enclosures: Certified Bid Tabulation
Draft Notice of Award



April 27, 2022

Mr. Jordan Green
Chief Administrative Officer
City of Deer Lodge
300 Main Street
Deer Lodge, MT 59722

RE: Recommendation of Award – 2022 Street Maintenance Project

Dear Jordan:

Construction bids for the 2022 Street Maintenance project were received and opened on April 26, 2022. One bid was received and is within the requirements stated in the Bid Documents. We have reviewed the results and no errors were found that affected the bid. After review of the bid documents, we feel that Hollow Contracting, Inc. met the requirements contained in the Instructions to Bidders. Hollow Contracting's bid is \$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.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kurt Thomson", is written over a horizontal line.

Kurt Thomson, PE
Project Manager

City of Deer Lodge
2022 Street Maintenance Project

Item	Qty	Unit	Description	Engineer's Estimate		Hollow Contracting, Inc.	
				Unit Cost	Total Cost	Unit Cost	Total Cost
101	1	LS	General Requirements	\$20,000.00	\$20,000.00	\$33,000.00	\$33,000.00
102	1	LS	Traffic Control	\$9,000.00	\$9,000.00	\$24,200.00	\$24,200.00
103	6,752	SY	2 Inch Cold Mill	\$2.50	\$16,880.00	\$3.00	\$20,256.00
104	317	SY	Transition Milling (2-inch to 0)	\$5.00	\$1,585.00	\$7.00	\$2,219.00
105	2,134	SY	Dig Out and Pave (2 inch)	\$20.00	\$42,680.00	\$29.50	\$62,953.00
106	11,535	SY	Paving (2-inch)	\$12.50	\$144,187.50	\$15.85	\$182,829.75
107	1	LS	Asphalt Tack Coat	\$3,500.00	\$3,500.00	\$2,500.00	\$2,500.00
108	7,258	LF	Crack Sealing	\$1.75	\$12,701.50	\$2.25	\$16,330.50
109	27,465	SY	Asphalt Seal Coat (chip seal)	\$2.20	\$60,423.00	\$2.84	\$78,000.60
110	4,783	SY	Paving Fabric	\$3.20	\$15,305.60	\$3.00	\$14,349.00
111	20	SY	Concrete Double Gutter	\$125.00	\$2,500.00	\$375.00	\$7,500.00
Estimated Project Total				=	\$328,762.60		\$444,137.85



In Control, Inc.
10350 Jamestown St. NE
Blaine, MN 55449

PROPOSAL # QP22051301-01

To: City of Deer Lodge

Date: May 13, 2022

From: Cade Beeton

Valid: 30 days

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Attn: Trent Freeman

Re: City of Deer Lodge Water System Data Gathering and Pre-Engineering Survey

In Control, Inc. is pleased to provide our proposal for a pre-engineering survey and services. This proposal is based upon discussions with Trent Freeman and In Control's findings after a site visit. The overall water system was found to be operational, but in need of upgrades due to much of the equipment being obsolete and difficult to find replacements for. 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.

It is the recommendation of the In Control Engineering Team that this data gathering, pre-engineering survey, and documentation be completed prior to a system upgrade. This will reduce the risk, time and difficulty associated with upgrading the system in the future. It is the intent of In Control to incorporate our proven standards and programming as much as possible on the future upgrades of the control system to provide effective and efficient operation of the water system for decades to come.

It is the expectation of In Control that the City of Deer Lodge provide timely responses to requests for data, access to locations, review of documents and any other information, feedback or assistance that In Control may require during the execution of this work.

Proposed Services

Item 1 – Data Gathering and Pre-Engineering Survey

In Control will perform the following services. These services will be performed under the direction and in coordination with the City of Deer Lodge personnel to have as little disturbance as possible to the water system operations.

A. Pre-Engineering Survey and Onsite Services

1. A project team consisting of (1) engineer and up to (1) technician will be assigned to the project.
2. Engineering review meetings will be conducted on a weekly or bi-weekly basis as required.
3. "As Found" configurations and backup files will be reviewed and saved for the following:
 - (a) Programmable Logic Controllers (PLC's)
 - (b) Operator Interface Terminals (OIT's)
 - (c) The Supervisory Control and Data Acquisition (SCADA) system
 - (d) Radios, switches and any other necessary equipment
4. The project team will work with the city personnel to document process diagrams, process loop descriptions and sequences of operation detailing system functions and overall operation.
5. Existing panels and equipment to be documented include:
 - (a) City Hall Control Panel
 - (b) Well 1 RTU
 - (c) Well 2 RTU
 - (d) Well 3 RTU (abandoned)
 - (e) Water Tank RTU
 - (f) Lift Station

Item 2 – Deliverables

In Control will perform the following items and provide the following deliverables.

A. Professional Engineering

1. Generalized drawings of the system will be hand drawn and combined with any available drawings that currently exist to document and understand the control system.
2. Any existing drawings and documentation will be redlined for discrepancies in the current state of the system and the changes will be documented.

B. Deliverables

1. Path Study.
 - (a) In Control will research and review the licenses for the existing radios.
 - (b) In Control will review the existing telemetry equipment and perform a point to point RF analysis to determine the viability of the existing RF paths.
2. "As Found" configurations of PLC's, OIT's, Radios, Switches, etc. will be saved and documented.
3. Documentation of model numbers, serial numbers, range values and other pertinent information for the existing water system equipment.
4. A SCADA network overview diagram with locations, coordinates and equipment IP addresses will be documented.
5. Process diagrams, process loop descriptions and sequence of operations will be documented.
6. Documentation of all equipment communications and communication protocols.
7. Detailed photos of existing panels and equipment will be taken and documented.
8. All system programming will be reviewed and saved so it can be reverse engineered in the future for the upgrades with In Control programming standards.

2022 Rate Schedule

(effective January 1, 2022)

Integration Consulting Service

Base rate of \$235.00/hour

Professional Engineering Service

Base rate of \$185.00/hour

Sr. Engineer Service

Base rate of \$178.00/hour

Engineering Service

Base rate of \$149.00/hour

CAD and Drafting Services

Base rate of \$113.00/hour

Production Service

Base rate of \$72.00/hour

Scheduled Field Engineering Service and Phone Service

Base rate of \$149.00/hour (Minimum Billing for Job Site Visit is \$500.00, Minimum Billing for Phone is 1 hour).

Emergency Service

Emergency Service is billed for unscheduled work, which requires immediate attention, at 1.5 x the base rate, and 2.0 x the base rate on Saturdays, Sundays, holidays, and outside extended business hours (7:00AM-7:00PM) during the workweek.

Overtime

Overtime is billed for any work that exceeds 12 hours per day and is billed for unscheduled work on Saturdays at 1.5 x the base rate, and 2.0 x the base rate on Sundays and holidays.

Travel Expenses

Mileage is billed at \$0.75/mile. Other travel expenses including airfare, rental car, and living expenses are billed at cost. Meals are charged at \$57/day.

Standard Terms

Services are billed on a monthly basis with standard terms of net 30 days.

Proposal Summary

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 USD.

TERMS: Services will be billed on a monthly basis as services are rendered with standard terms of net 30 days.

Thank you in advance for the consideration of our offer and for the opportunity to work together. Should you have any questions regarding this proposal, please contact me directly at your convenience. I look forward to hearing from you soon to secure and coordinate this project.

Best Regards,

Cade Beeton
Technical Sales Engineer
Mobile: 406.661.4795
Office: 763.783.9500 x2002
E-Mail: cade.beeton@incontrol.net

Bob Dietrich
Estimator
Mobile: 612.799.9017
Office: 763.783.9500 x2004
E-Mail: bob.dietrich@incontrol.net

ACCEPTANCE: To accept this proposal please return a signed copy with purchase order. Thank you!

Signature: _____

Purchase Order: _____

Print Name: _____

Date: _____

Title: _____

Proposal Number: QP22051301-01

Standard Terms and Conditions of Sale

These terms and conditions are in effect between the party ("Purchaser") issuing the purchase order ("Order") and In Control, Inc. ("In Control").

1. **ACCEPTANCE** – Acceptance of this Order will be in writing within 30 days of Order receipt, subject to approval of the Purchaser's credit by In Control and compliance with the acceptance criteria set forth herein. Upon acceptance, this Order will constitute the entire agreement between In Control and Purchaser, supersede all prior negotiations and discussions, and may not be modified or terminated except in writing signed by both Purchaser and In Control.
2. **TERMINATION** – Notification of termination of this Order shall be made in writing with 14 days notice. If Purchaser terminates this Order at no fault of In Control, Purchaser shall pay for services rendered at In Control's published rates, reimbursable expenses, and equipment ordered through the date of termination. This payment will also include a fee of 10% of the Order value to cover the expense of terminating the contract.
3. **ATTORNEY FEES** - If either party commences or is made a party to an action or proceeding to enforce or interpret this Order, the prevailing party in such action or proceeding will be entitled to recover from the other party all reasonable attorneys' fees, costs and expenses incurred in connection with such action or proceeding or any appeal or enforcement of any judgment.
4. **INDEMNIFICATION** - Purchaser will indemnify and hold harmless In Control from and against any and all claims, actions, proceedings, costs, expenses, losses and liability, including all reasonable attorneys' fees, costs and expenses, arising out of or in connection with or relating to any goods or services not furnished by In Control pursuant to this Order, including without limitation all product liability claims and any claims involving personal injury, death or property damage. The obligations set forth in this Section will survive the termination or fulfillment of this Order.
5. **LIMITATIONS OF LIABILITY** - In no event will In Control be liable in contract, tort, strict liability, warranty or otherwise, for any special, incidental or consequential damages, such as delay, disruption, loss of product, loss of anticipated profits or revenue, loss of use of the equipment or system, non-operation or increased expense of operation of other equipment or systems, cost of capital, or cost of purchase or replacement equipment systems or power. In particular, unless otherwise agreed to in writing between the Purchaser and In Control, In Control will not accept liquidated damages.
6. **FORCE MAJEURE** – In no event shall In Control be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, supply chain disruptions, accidents, acts of war or terrorism, civil or military disturbances, health crises, nuclear or natural catastrophes or acts of God, and interruptions of utilities, communications or computer services. It being understood that In Control shall use all commercially reasonable efforts to resume performance as soon as practicable under the circumstances.
7. **WARRANTY** - In Control warrants that the goods and services furnished will be of good quality, free from defects in material, design and workmanship will conform to the specifications and drawings and be suitable for their intended purpose. This warranty will be in force for eighteen (18) months after shipment or twelve (12) months from startup, whichever is shorter. Any remaining allotments for Purchaser or end owner/engineer-initiated changes and call-back expire with the warranty period and are not refundable. In Control reserves the right to terminate warranty should the Purchaser's account be in arrears.
8. **TRANSPORTATION** - Unless otherwise specified, all deliveries from In Control will be F.O.B. factory, freight prepaid.
9. **ESCALATION** – This Order is conditioned upon the ability of In Control to complete the work at present prices for material and at the existing scale of wages for labor. If In Control is, at any time during the term of the Order, unable to complete the work at the present prices and wages, then the Order sum shall be equitably adjusted by change order to compensate In Control for significant price increases, where a significant price increase is defined as a change of 10% or more between the date of quote and the date of applicable work.
10. **PAYMENT TERMS** - The payment terms are due upon invoice receipt. Any balance remaining over 31 days beyond the invoice date will be subject to a 2.0% monthly service fee until paid. Debit or credit card payment is accepted and subject to a 3.0% surcharge of the payment amount. Should a payment default occur In Control reserves the right to stop all work, including but not limited to startup of equipment. All reasonable attempts will be made between both parties to resolve the disputed portions of any invoice within the payment terms.
Order value will be invoiced in full upon shipment unless specific terms are described in the proposal. No retainage is allowed.
11. **NONWAIVER** - The failure by In Control to enforce at any time, or for any period of time, any of the provisions hereof will not be a waiver of such provisions nor the right of In Control thereafter to enforce each and every such provision.
12. **REMEDIES** - Remedies herein reserved to In Control will be cumulative and in addition to any other or further remedies provided in law or equity.



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Email: Susie.johnson@mt.nacdnet.net

May 10, 2022

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

Dear Mayor:

The Deer Lodge Valley Conservation District would like to bring to your attention that Jim Lee retired from the Conservation District Board as Urban Supervisor. This position is appointed by the Mayor. The Deer Lodge Valley Conservation District would like for you to appoint John Thompson as Urban Supervisor to the Conservation District Board for a three-year term.

Thank you for your consideration to this matter.

Sincerely,

A handwritten signature in blue ink that reads "John Hollenback, Jr." followed by a stylized flourish.

John Hollenback, Chairman