



REVISED COUNCIL AGENDA

March 4, 2024 - 6 PM

The City Council will hold the meeting in the Council Chambers at City Hall
300 Main Street, Deer Lodge, MT 59722

1. **Call Meeting to Order | Pledge of Allegiance**
2. **Public Comment** – Members of the audience may comment on any non-agenda item. State Statute limits the City Council from discussing any introduced item. The Council limits each person to three minutes to ensure there is sufficient time for all comments. The Council respects all comments and will have staff follow up any questions.
3. **Public Hearing.**
 - a. None
4. **Approval of Minutes**
 - a. Regular Meeting: February 20, 2024
5. **Committee Reports - Reports accepted as presented.**
 - a. City Council Operations – Rob Kersch
 - b. Finance Committee – Greg Larkins
 - c. Economic Growth & Development – John Henderson
 - d. Public Health & Safety – John Molendyke
 - f. Public Works – Gordon Pierson
6. **Board Reports**
 - a. Airport Board – Gordon Pierson
 - b. Powell County Parks Board – John Molendyke
 - c. Chamber of Commerce – John Henderson
 - d. Headwaters RC&D – Rob Kersch
 - e. Historic Preservation – Curt Fjelstad
 - f. Landfill – Rob Kersch
 - g. Local Emergency Planning Committee – Kirk Hayes
 - h. Library – TBD
 - i. Planning Board – Greg Larkins
 - j. Youth Board – Kirk Hayes
7. **Continued Business (continued or tabled)**
 - a. Ordinance 2024-2: Title 1 Amendments, 2nd Reading - Jordan
8. **New Business Items - The Council will act on each item after accepting public comments.**
 - a. Treasurer's Report | February Claims – Stan Glovan. Receive the informational report. Accept the recommendation from the Finance Committee and approve the claims.
 - b. Myg Inc. Right-of-way Abandonment Request – Trent
 - c. Beeson Right-of-way Abandonment Request – Trent
 - d. Variable Frequency Drive Motor for Well – Trent
 - e. Dump Truck Purchase – Trent
 - f. Sewer Bond Refund – Trent
 - g. Civic Plus Website – Jordan
 - h. Parks & Rec Committee – Jordan
 - i. Cottonwood Street Improvement Project Final Pay Estimate - Trent

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

- Finance – March 4th at 4pm
- Economic Growth & Dev – March 6th at 5pm
- Council Operations – March 11th at 5pm
- Public Health & Safety – March 14th at 5pm
- Planning Board – March 18th at 10am
- Council #2 – March 18th at 6pm
- Public Works – March 26th at 5pm

10. Mayor and Council Concerns: (ONLY Concerns that are not included in this meeting’s 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. **This time is solely for COUNCIL and MAYOR comment, not public. NO ACTION can be taken at this time.** If action is necessary, the item will be put on the next meeting agenda following a majority vote of the City Council.

11. Next Meeting Announcement(s)

- a. Regular Meeting: March 18, 2024 at 6:00pm

12. Adjournment

**Deer Lodge City Council meets at City Hall
300 Main Street, Deer Lodge, MT 59722
For Further Information Contact: Cyndi Thompson, City Clerk
cthompson@cityofdeerlodgmt.gov | 406.846.2238**

CITY COUNCIL

MINUTES

The City Council met on February 20, 2024, at 6 PM | Council Chambers, City Hall

Members Present:	John Henderson, Gordon Pierson, John Molendyke, Curt Fjelstad, Kirk Hayes, Greg Larkins, Rian King-Chavez
Members Absent:	Rob Kersch
Mayor:	James Jess
CAO:	Jordan Green
Staff:	Cyndi Thompson, Police Chief Smith, Fire Chief Pierson, Kody Ryan, Trent Freeman, Sean Herrick
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. Approval of Minutes

a. Regular Meeting: February 5, 2024

Member Pierson motioned to approve as presented. Member Hayes seconded the motion. 7 Ayes, 0 Nos, 1 Absent. Motion passed.

4. Public Hearing:

a. None

5. Department Reports: composed reports are in the packet. **Reports are Accepted as Presented.**

a. CAO | b. Public Works | c. Police | d. Fire | e. Code Enforcement | f. Recreation Program

6. Mayor and Council Concerns: (ONLY Concerns that are not included in this meeting's 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. **This time is solely for COUNCIL and MAYOR comment, not public. NO ACTION can be taken at this time.** If action is necessary, the item will be put on the next meeting agenda following a majority vote of the City Council.

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

- a. Ordinance 2024-1, 2nd Reading: Setting Start Times for Fireworks - Jordan

Member Pierson titled Ordinance 2024-1, 2nd Reading:

AN ORDINANCE BY THE DEER LODGE CITY COUNCIL AMENDING TITLE 7 (HEALTH AND WELFARE) OF THE CITY OF DEER LODGE CODE OF ORDINANCES TO PROVIDE A START TIME FOR PERSONAL USE OF FIREWORKS.

2nd Reading to establish a start time of 9:00am for fireworks to be discharged on authorized days.

Member Henderson motioned to approve as presented. Member King-Chavez seconded the motion. 6 Ayes, 1 No, 1 Absent. Motion passed.

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

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

Member Pierson motioned to approve January Claims as presented. Member Larkins seconded the motion. 7 Ayes, 0 Nos, 1 Absent. Motion passed.

- b. Ordinance 2024-2: Title 1 Amendments, 1st Reading - Jordan

Title 1 was approved by the City Council in 2022 during the City's codification project. However, it did not get approved through subsequent ordinance readings. We are bringing this back to the table to formally adopt the language. Only substantial change to the Title is the removal of jail time as a potential penalty from the "general penalty" language for 1st and 2nd like violations of the same kind. With this language, the first two violations are only subject to fines.

Member King-Chavez titled Ordinance 2024-2:

AN ORDINANCE BY THE DEER LODGE CITY COUNCIL REPLACING THE EXISTING TITLE 1 (GENERAL PROVISIONS) OF THE CITY CODE AND ADOPTING A REVISED TITLE 1.

Member Hayes motioned to approve as presented. Member Henderson seconded the motion. 7 Ayes, 0 Nos, 1 Absent. Motion passed.

9. Next Meeting Announcements

- a. Monday, March 4, 2024 at 6:00pm

10. Adjournment

Mayor Jim Jess adjourned the meeting at 6:30 PM.

Prepared By: Cyndi Thompson, City Clerk

Mayor Jim Jess

Date

ORDINANCE 2024-2

AN ORDINANCE BY THE DEER LODGE CITY COUNCIL REPLACING THE EXISTING TITLE 1 (GENERAL PROVISIONS) OF THE CITY CODE AND ADOPTING A REVISED TITLE 1.

IT IS ORDAINED BY THE CITY COUNCIL OF THE CITY OF DEER LODGE, MONTANA:

WHEREAS, the City Council complied with the provisions listed in Section 7-5-107 of Montana Code Annotated; and

WHEREAS, the Council Operations Committee reviewed the existing Title 1 (General Provisions) with the intent of updating provisions and making changes where necessary to improve overall usability and implementation; and

NOW, THEREFORE, BE IT RESOLVED, that the Deer Lodge City Council hereby proceeds to replace the existing Title 1 of the City Code and adopt a revised Title 1, attached to this Ordinance as Exhibit "A".

SEVERABILITY. If any selection, subsection, sentence, clause, phrase, or word of Ordinance 2024-2 is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance 2024-2 and each section, subsection, sentence, clause, phrase, and words thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or words have been declared invalid or unconstitutional, then the remaining ordinance provisions will be in full force and effect.

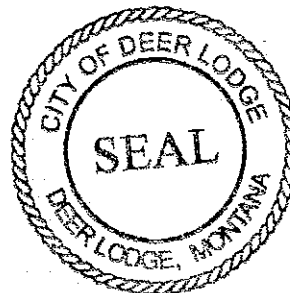
Passed and Approved by the City Council of the City of Deer Lodge, Montana on the first reading at a Regular Council Meeting on the 20th day of February, 2024.

Council Member	Yea	Nay	Abstain/Present	Absent
Curt Fjelstad	X			
Kirk Hayes	X			
John Henderson	X			
Robert Kersch				X
Rian King-Chavez	X			
Greg Larkins	X			
John Molendyke	X			
Gordon Pierson	X			
James Jess Mayor				

James Jess, Mayor

Attest:

Cyndi Thompson
 Cyndi Thompson, City Clerk



Passed and Approved by the City Council of the City of Deer Lodge, Montana on final reading at a Regular Council Meeting on the 4th day of March, 2024.

Council Member	Yea	Nay	Abstain/Present	Absent
Curt Fjelstad				
Kirk Hayes				
John Henderson				
Robert Kersch				
Rian King-Chavez				
Greg Larkins				
John Molendyke				
Gordon Pierson				
James Jess Mayor				

James Jess, Mayor

Attest:

Cyndi Thompson, City Clerk

The effective date of Ordinance 2024-2 is April 5, 2024

EXHIBIT "A"

TITLE I

GENERAL PROVISIONS

CHAPTERS:

1.00 ... OFFICIAL CODE

1.02 ... WARDS

1.04 ... ELECTIONS

1.06 ... (VACANT)

1.08 ... GENERAL PENALTY

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CHAPTER 1.00: OFFICIAL CODE

SECTIONS:

1.00.010...OFFICIAL CODE OF DEER LODGE

1.00.015...ORDINANCE AND RESOLUTION INDEX

1.00.020...METHOD OF PERPETUAL CODIFICATION

1.00.030...COPY TO BE KEPT ON FILE

1.00.040...REPEALING ORDINANCE: EFFECT OF

1.00.050...RULES FOR CONSTRUCTION

1.00.010: OFFICIAL CODE OF DEER LODGE

- A. All ordinances of a general nature in force in the City of Deer Lodge, as revised, codified and compiled and hereinafter set forth, be and they are hereby adopted, passed, published and declared to be the compiled ordinances of the City of Deer Lodge and that said compiled ordinances shall be referred to and cited as the "**Official Code of the City of Deer Lodge, Montana, 20202021**," and a copy or copies of such code in printed form shall be received without further proof as the ordinances of permanent and general effect in the City of Deer Lodge, in all courts and administrative tribunals of this State.
- B. All **Ordinances** shall contain an Ordinance Number preceded by the year that the ordinance is set forth, followed by the sequential number of the ordinance for that year. Each calendar year, the sequential numbering will return to 1 (Example: Ordinance ~~2020~~2021-1, Ordinance ~~2020~~2021-2, Ordinance ~~2021~~2022-1)
- C. All **Resolutions** shall contain a Resolution Number preceded by the year that the resolution is set forth, "-R-", followed by the sequential number of the ordinance for that year. Each calendar year, the sequential numbering will return to 1 (Example: Resolution ~~2020~~2021-R-1, Resolution ~~2020~~2021-R-2, Resolution ~~2021~~2022-R-1)

(Ordinance 1 – 1/17/1980: Effective 1/17/1980, Ordinance ~~2020-xx – X/XX/2020~~: Effective X/XX/2020 Ordinance 2024-2: Passed 3/4/2024, Effective 4/5/2024)

1.00.015: ORDINANCE AND RESOLUTION INDEXES AND FORM

- A. The Form of an Ordinance or Resolution shall be as follows:
1. Ordinance Number
 2. Catchline: "AN <ORDINANCE OR RESOLUTION> FOR...
 - a. If the Ordinance or Resolution relates to City Code, include: "<"AMENDING" OR "ESTABLISHING"> TITLE #, CHAPTER(S) # and SECTION(S) #'S affected.
 3. IT IS <"ORDAINED" OR "THE RESOLUTION OF"> THE CITY COUNCIL OF THE CITY OF DEER LODGE, MONTANA:
 4. Body of Ordinance or Resolution
 5. First Reading (Ordinances Only):
 - a. Passed by the City Council of the City of Deer Lodge, Montana on first reading at a <meeting type of "Regular" or "Special"> Council meeting on the <Day> of <Month>, Year. AYES <# or Names>, NOES: <# or Names>
 - b. Mayor Signature Line
 - c. City Clerk Attest Signature Line

6. Final Reading (Ordinances and Resolutions):

- a. Passed, Approved, and Adopted (if adoption date is same as passed/approved date) by the City Council of the City of Deer Lodge, Montana on final reading at a <meeting type of "Regular" or "Special"> Council meeting on the <Day> of <Month>, Year. AYES <# or Names>, NOES: <# or Names>
- b. If Effective Date is other than Passed/Approved Date: Effective Date: <Effective Date>
- c. Mayor Signature Line
- d. City Clerk Attest Signature Line

B. Ordinances and Resolutions shall have Indexes:

1. An **Ordinance** Index shall be created and maintained by the City Clerk. At a minimum, this index shall contain the following: Ordinance Number, Title Affected, Chapter Affected, Section Affected, First Reading Date, Second Reading Date, Status (Passed, Failed, Tabled), Effective Date, Catchline, Council Vote. As each ordinance is set forth, it shall be logged in the Ordinance Index and tracked and documented through final decision.
2. A **Resolution** Index shall be created and maintained by the City Clerk. At a minimum, this index shall contain the following: Resolution Number, Title Affected, Sponsor, Final Reading Date, Status (Passed, Failed, Tabled), Effective Date, Catchline, Council Vote. As each resolution is set forth, it shall be logged in the Resolution Index and tracked and documented through final decision.

(Ordinance 2019-1: Effective 1/XX/2019)

1.00.020: METHOD OF PERPETUAL CODIFICATION

- A. There is hereby adopted as a method of perpetual codification, the loose leaf type of binding, **together** with a continuous supplemental service, whereby each newly adopted ordinance of a general nature amending, altering, adding to or deleting provisions of the Municipal Code, is identified by the proper catch line and is inserted in the proper place in each of the official copies. Each insertion shall be made within thirty (30) days following the date of adoption by the Council.

(Ordinance 1 – 1/17/1980: Effective 1/17/1980)

1.00.030: COPY TO BE KEPT ON FILE

- A. At **least** one (1) official copy of said Official Municipal Code of the City of Deer Lodge shall be at all times on file and available for inspection in the office of the City Clerk.

(Ordinance 1 – 1/17/1980: Effective 1/17/1980)

1.00.040: REPEALING ORDINANCE: EFFECT OF:

- A. The repeal of ordinances as provided shall not affect any right which has accrued, any duty imposed, any penalty incurred, nor any action or proceeding as commenced under or by virtue of the ordinance repealed, nor the tenure of office of any person holding office at the time when they take effect; nor shall the repeal of any ordinance thereby have the effect of reviving any ordinance theretofore repealed or superseded.

(Ordinance 1 – 1/17/1980: Effective 1/17/1980)

1.00.050: RULES FOR CONSTRUCTION

A. In the construction of the official code and all ordinances amendatory thereof or supplementary thereto the following rules shall be observed unless such construction would be inconsistent with the manifest intent of the legislative body or repugnant to the context:

1. **Intent to Defraud:** Whenever, by any of the provisions of the official code, an intent to defraud is required in order to constitute an offense, it is sufficient if an intent appears to defraud any person, association or body politic or any combination of persons.
2. **Liability of Employers and Agents:** When the provisions herein contained prohibit the commission or omission of an act, not only the person actually doing the prohibited thing or omitting the directed act, but also the employer and all other persons concerned or aiding or abetting the person shall be guilty of the offense described and liable to the penalty set forth.
3. **Title of Sections and Subsections:** The title of any section or subsection of this official code shall be deemed to in no wise restrict, qualify or limit the effect of the provisions set forth and contained in such section or subsection.
4. **Effect of Constitutionality:** Should any portion of this official code be declared by any court of competent jurisdiction to be unconstitutional or void, such adjudication shall in no way affect the remaining portion of this official code.

B. **Definitions:**

1. The singular number includes the plural.
2. Words used in the present include the future.
3. Words used in the masculine gender include, as well, the feminine and neuter.
4. The word "**person**" includes bodies politic and corporate, partnerships, associations and corporations.
5. The word "**signature**" includes any name, mark or sign written with the intent to authenticate any instrument of writing.
6. The word "**oath**" includes "affirmation", and the word "**swear**" includes the word "**affirm**". Every mode of oral statement - under oath or affirmation is embraced in the term "**depose**".
7. The word "**official time**" whenever used shall mean standard time in the City of Deer Lodge.
8. The word "**day**" shall mean any twenty four (24) hour period from midnight to midnight; and the word "**month**" shall mean a calendar month unless otherwise expressed; and the word "**quarter**" shall mean any three (3) month period, ending with the last day of March, June, September and December; and the word "**year**" shall mean any one calendar year unless otherwise expressed.
9. The word "**shall**" is mandatory, "**may**" is discretionary.
10. The word "**property**" includes both real and personal property.

11. The term "**land**", "**real estate**" and "**real property**" includes land, tenements, hereditaments, water rights, possessory rights and claims.
12. The term "**personal property**" includes every description of money, goods, chattels, effects, evidence of rights of action, and all written instruments by which any pecuniary obligation, right or title to property is created, acknowledged, transferred, increased, defeated, discharged or diminished, and every right or interest therein.
13. The word "**public thoroughfare**" includes streets, alleys, lanes, courts, boulevards, public ways, public squares, public places and sidewalks.
14. The word "**owner**" applied to a building or land shall include any part owner, joint owner, tenant in common, joint tenant or lessee of the whole or of a part of such building or land.
15. The word "**tenant**" or "**occupant**" applied to a building or land shall include any person who occupies the whole or any part of such building or land whether alone or with others.
16. Words prohibiting anything being done, except in accordance with a license or permit or authority from a board of officers, shall be construed as giving such board of officers power to license or permit or authorize such thing to be done.
17. Whenever the word "**council**" is used it shall be construed to mean the City Council of this City.
18. The word "**officer**" shall include officers, boards and committees in charge of departments and the members of such boards and committees and such reference as the use of the word "**City**" shall mean this municipality. "**Clerk**" or "**Treasurer**" and others shall mean the City Clerk or City Treasurer as the case may be applicable.
19. The term "**willfully**" when applied to the intent with which an act is done or omitted, implies simply a purpose or willingness to commit the act or an intent to violate law or to injure another or to acquire an advantage.
20. The terms "**neglect**", "**negligence**", "**negligent**" and "**negligently**" impart a want of such attention to the nature or probable consequences of the act or omission as a prudent man ordinarily bestows in acting in his own concern.
21. The term "**knowingly**" imparts a knowledge that the fact exists which brings the act or omission within the provisions of these ordinances. It does not require any knowledge of the unlawfulness of such act or omission.

(Ordinance 1 – 1/17/1980: Effective 1/17/1980)

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CHAPTER 1.02: WARDS

SECTIONS:

1.02.010...DESCRIPTION OF WARDS

1.02.010: DESCRIPTION OF WARDS

The City of Deer Lodge is hereby divided into four (4) wards, described as follows:

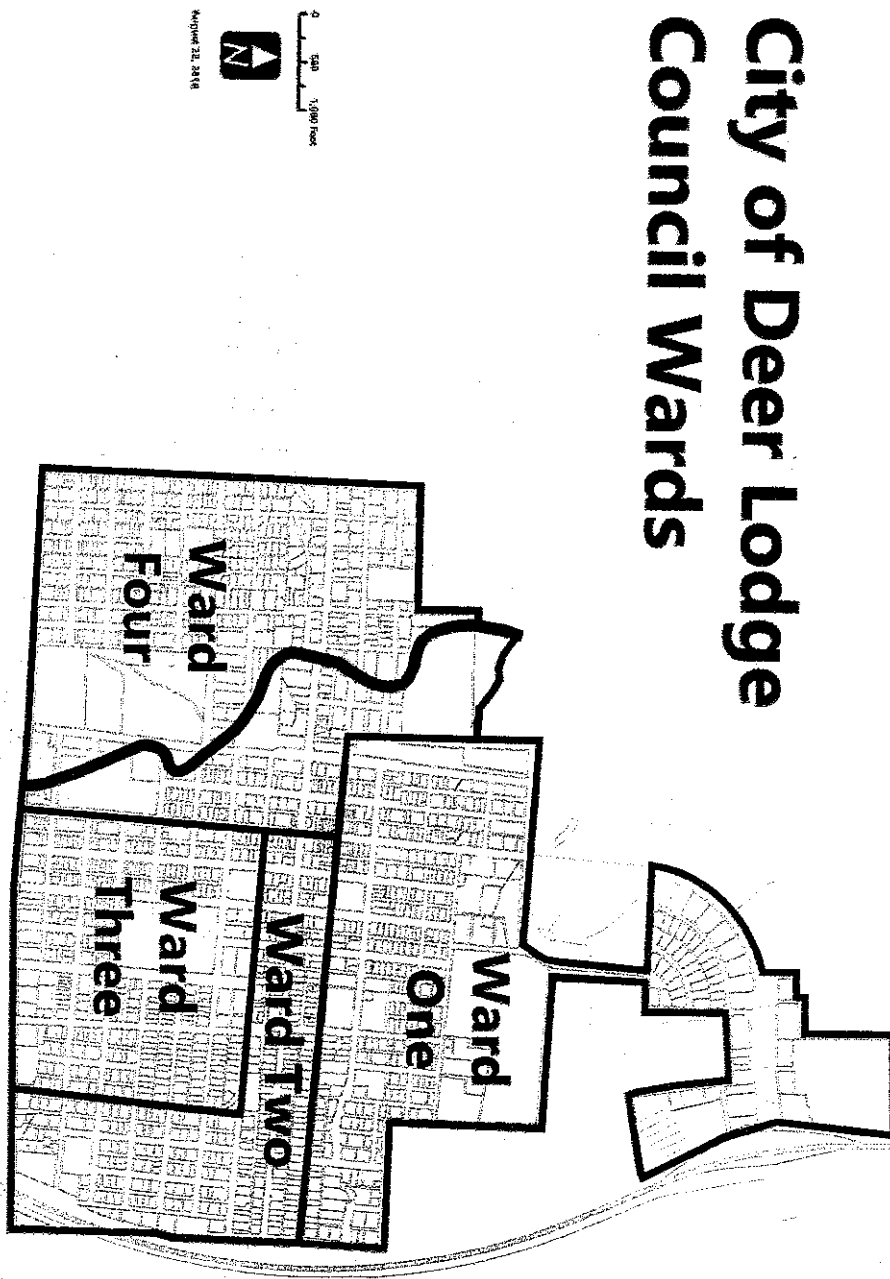
- A. Ward Number One shall be bound:
1. On the North and East by the City Limits;
 2. On the South by a line which bisects Missouri Avenue from the City Limits to the main line track of the Milwaukee Railroad.
 3. On the West by the mainline tracks of the Milwaukee Railroad from Missouri Avenue to the City Limits.
- B. Ward Number Two shall be bound:
1. On the North by a line which bisects Missouri Avenue from Main Street to the City Limits;
 2. On the East by the City Limits;
 3. On the South by the City Limits;
 4. On the West by a line which bisects Kohrs Street from the City Limits to the intersection of Kohrs Street and Montana Avenue, thence West along a line which bisects Montana Avenue to Main Street, thence North along a line which bisects Main Street to Missouri Avenue, the northern boundary line of Ward Number Two.
- C. Ward Number Three shall be bound:
1. On the North by a line which bisects Montana Avenue from Main Street to Kohrs Street;
 2. On the East by a line which bisects Kohrs street from Montana Avenue to the City Limits;
 3. On the South by the City Limits;
 4. On the West by a line that bisects Main Street from the City Limits to Montana Avenue, the Northern boundary line of Ward Number Three.
- D. Ward Number Four shall be bound:
1. On the South, West and North by the City Limits;
 2. On the East by a line running along the Milwaukee Railroad tracks from the northern City Limits to Missouri Avenue, thence East along a line which bisects Missouri Avenue from the Milwaukee Railroad tracks to Main Street, thence South along a line which bisects Main Street from Missouri Avenue to the City Limits, the Southern boundary line of Ward Number Four.

(Ord 527 – Pre 1980; Ordinance 1 – 1/17/1980: Effective 1/17/1980)

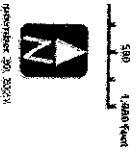
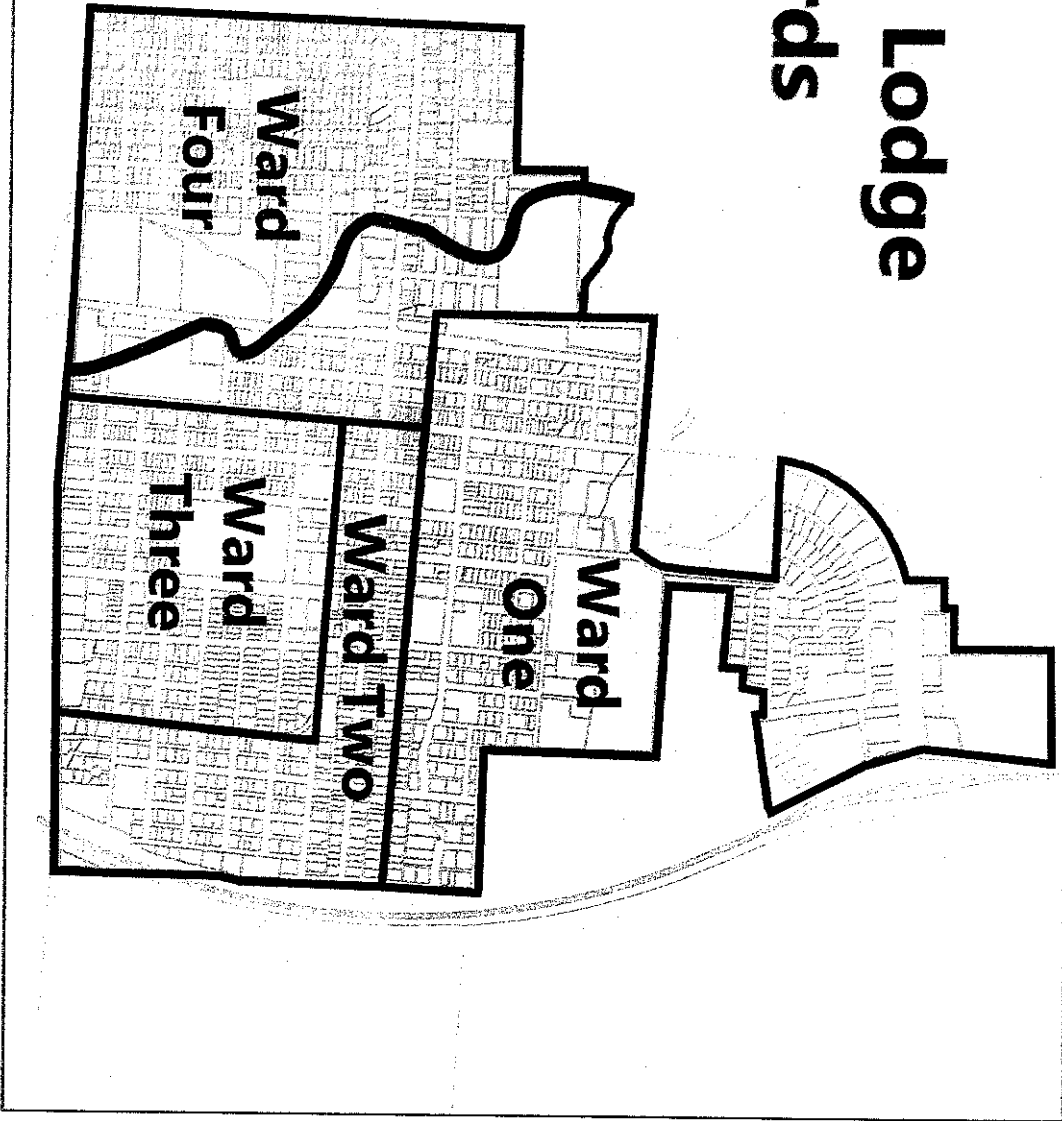
Below is a representation of the City of Deer Lodge City Council Wards. The official record of the Wards, ~~however~~ however, is the text descriptions found in 1.02.010 Description of Wards.

In this Diagram, North is towards the right side of this page.

City of Deer Lodge Council Wards



City of Deer Lodge Council Wards



CHAPTER 1.04: ELECTIONS

SECTIONS:

1.04.010...ELECTIONS IN ACCORDANCE WITH STATE STATUTES

1.04.020...QUALIFICATION OF ELECTORS

1.04.010: ELECTIONS IN ACCORDANCE WITH STATE STATUTES.

- A. All primary and general elections shall be held in accordance with the statutes of the State of Montana.

(Ordinance 1 – 1/17/1980: Effective 1/17/1980)

1.04.020: QUALIFICATION OF ELECTORS

- A. Any person shall be qualified to vote in any and all city elections provided they are a resident of the city or an area which has been annexed and certified as such by Clerk and Recorder of Powell County.

(Ordinance 1 – 1/17/1980: Effective 1/17/1980)

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CHAPTER 1.06: (VACANT)

(Ordinance 1 – 1/17/1980: Effective 1/17/1980)

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CHAPTER 1.08: GENERAL PENALTY

SECTIONS:

1.08.010...GENERAL PENALTY

1.08.020...EXECUTION OF A FINE

1.08.010: GENERAL PENALTY

A. Whenever in any provision of this Code or other ordinance of the City any act is prohibited or is made or declared to be unlawful, a misdemeanor or an offense, or whenever in any such provision or ordinance the doing of any act is required or the failure to do any act is declared to be unlawful, where no specific penalty is otherwise provided therefor, any person upon conviction for the violation of any such provision of this Code or ordinances shall be punished by a fine not exceeding five hundred dollars (\$500.00) for the first or second like violation or in the event of a third or subsequent like violation ~~or~~ by imprisonment not to exceed six (6) months or by both such fine and imprisonment, for each such offense.

1. Each day any violation of any provision of any ordinance shall continue, shall constitute a separate offense.

A. Provisions for first, second, third, or subsequent violations as described in A. above do not apply in the event of a continuation of offense as described in A.1. above.

a. _____

B. In the construction and interpretation of this section, the revocation of a license or permit shall not be considered as a recovery or penalty so as to bar any other penalty being enforced.

(Ordinance 1 – 1/17/1980: Effective 1/17/1980; Ordinance 2024-2: Passed 3/4/2024, Effective 4/5/2024)

1.08.020: EXECUTION OF A FINE.

A. If the judgment is for a fine alone, execution may issue thereon as on a judgment in a civil case.

B. A judgment that the defendant pay a fine may also direct that he be imprisoned until the fine be satisfied, in the proportion of one day's imprisonment for every ten dollars (\$10.00) of the fine.

(Ordinance 1 – 1/17/1980: Effective 1/17/1980)

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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 Giovan
City Services Coordinator
Gena Micu



Montana's Undiscovered Treasure

300 MAIN STREET
DEER LODGE MT 59722-1057
406.846.2238

City Council
Curt Fjelstad
Kirk Hayes
John Henderson
Robert Kersch
Rian King-Chavez
Greg Larkins
John J. Molendyke
Gordon Pierson

REQUEST FOR ABANDONMENT OF CITY OWNED PROPERTY REPORT

Requested Abandonment: An approximately 90' by 22' section of Kohrs Street between Montana Avenue and Milwaukee Avenue adjacent to Lots 12-14 of Block 2 of the Bielenberg-Albee Addition
Request by: Myg Incorporated

Prepared by: Jordan Green – City of Deer Lodge Chief Administrative Officer
Prepared for: City of Deer Lodge Public Works Committee
February 23, 2024

Request:

Jeremy Mygland, on behalf of the company Myg Incorporated, has requested the City consider the abandonment of an approximately 90 foot by 22 foot section of Kohrs Street between Montana Avenue and Milwaukee Avenue adjacent to Lots 12-14 of Block 2 of the Bielenberg-Albee Addition. A single-family home has recently been constructed by the company on Lots 12-14. However, pre-construction survey work misidentified the width of the lots throughout the entirety of the block. As such, the home was built between 16.3-16.5 feet into the Kohrs Street right-of-way. This was later identified by post construction survey work performed by another surveyor. The applicants are requesting that the City consider abandoning a portion of the property where the home was situated, as well as an additional 5.5 feet to allow for zoning setback requirements, so that the home sits entirely on private land.

Site Analysis:

The land requested for abandonment is approximately 90 feet by 22 feet, travels north to south, and is a small portion of the total width of the Kohrs street right-of-way. Kohrs Street in this section has an approximately 80-foot right-of-way. The home, which is not currently addressed, was intended to be situated on Lots 12-14 of Block 2 of the Bielenberg-Albee Addition of Deer Lodge, Section 03, Township 07N, Range 09W. As mentioned earlier, the home was misplaced 16.3-16.5 feet into the Kohrs Street right-of-way. The parcel is zoned as R-1, Residential, Single-Family, Low-Density District, which is the same zoning designation as every parcel in vicinity. The parcel to the west of the right-of-way is owned by the City of Deer Lodge and is traditionally known as the "Sledding Hill."

The right-of-way for Kohrs Street dead ends on both sides of the block, bound by an alley to the north and private property to the south. At its south termination it connects to the Montana Avenue right-of-way, which runs east to west along the southern boundary of the subject parcel. A hill bisects the parcel from its northwest corner to southeast corner. The section of the right-of-way east of this flat, and the section of the right-of-way

to the west is sloped. An informal road follows the slope of the hill and continues along Montana Avenue until Clark Street. There is no vehicular access off this informal road – all vehicular traffic is contained to the alley to the north of the subject property.

There is a power line that runs through the Kohrs Street right-of-way but is outside of the area requested for abandonment. There are no water or sewer lines in the right-of-way.



Exhibit showing the approximate boundaries of Lots 12-14, the location of the new home, and the approximate area of proposed abandonment (note the offset from Montana Cadastral lines).

Abandonment Analysis:

The requested abandonment, if done correctly, will not impede access to the informal road or the power line in the right-of-way. However, as the applicant has not precisely delineated their requested abandonment, a survey exhibit or Certificate of Survey should be provided that shows the requested abandonment, lot lines, rights-of-way, and surrounding features. This is to ensure that the abandonment will not impede access to the road for other vehicles.

City staff has provided images of the newly-constructed home, the informal road, the power line, and the area proposed for abandonment. These images are attached to this staff report.

Based on this analysis, City Staff finds no undue reason to deny the request and recognizes the hardship the misplaced home places on the applicants. This recommendation is pursuant to the fact that the requested abandonment is not precisely delineated by the applicant, and as such Staff recommends the exact delineation be provided before final approval. However, the approximately 1,980 square foot property is the property of the taxpayers of the City of Deer Lodge, and the City should require compensation for the abandonment of public land. Staff approximated a sell price of \$5,860.80 to be attached to the deed for the benefit of the Public Works Committee and the City Council to recoup the loss of the public property.

This sell price was calculated as an average of the value per square foot of adjacent properties. The adjacent properties were selected on Montana Cadastral, which specifies every property's square footage. The 2023 appraisal of the land value for each property was divided by the number of square feet to calculate the value per square foot for each adjacent property. The average of these values was taken and applied to the square footage of the requested property abandonment. These calculations are shown below.

Adjacent Property	Square Feet	Land Taxable Value	Value/SF
East	11799	35387	3.00
North	12060	35423	2.94
Northwest	12060	35423	2.94

Average value/SF	2.96
SF of Abandonment	1,980.00
Abandonment value	\$5,860.80

Staff Recommendation:

Staff recommends the abandonment of the City owned property described as the approximately 22' by 90' section of the Kohrs Street right-of-way between Milwaukee Avenue and Montana Avenue adjacent to Lots 12-14 of Block 2 of the Bielenberg-Albee Addition of Deer Lodge to the applicant **for the sale price of \$5,860.80.**

Staff also recommends the Public Works Committee and City Council require the petitioners to provide a survey exhibit before final approval that shows the exact area of the requested abandonment, right-of-way delineations, lot lines, the informal road, the power line, and the structure. This exhibit will be used to ensure that the abandonment will not impede movement along the road, not impede access to the power line, and will provide for side setbacks of 5-feet as are required in the R-1 District.

As the only adjacent property owner to the alley is the City of Deer Lodge, the applicant will not be required to get any letters of no contest to the abandonment.

Requiring a different sale price is at the discretion of the Public Works Committee and City Council.

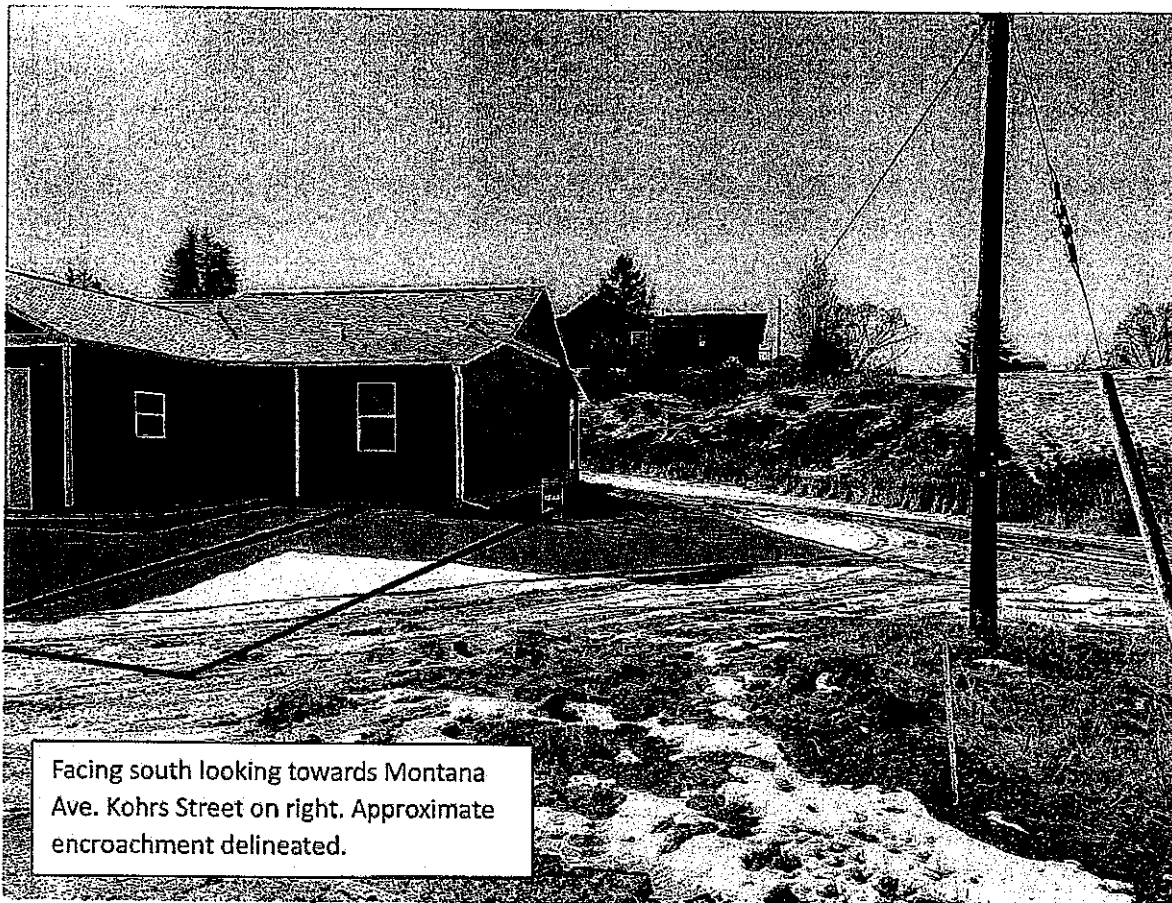
Upon recommendation by the Public Works Committee, the petition will be scheduled for a duly noticed public hearing before the City Council in accordance with §7-1-4127, MCA. All public notice fees will be paid by the applicant. Should the Council resolve to sell the property by a two-thirds vote as required by §7-8-4201(2)a, MCA, the applicant will be responsible for contracting a licensed surveyor to file a Certificate of Survey

aggregating the properties and the abandoned right-of-way, as well as a Quitclaim deed with the Powell County Clerk and Recorder. These documents must be approved by the City and be in full adherence to City of Deer Lodge subdivision review exemption requirements. All surveyor, survey review, and filing fees will be the sole cost of the applicant.

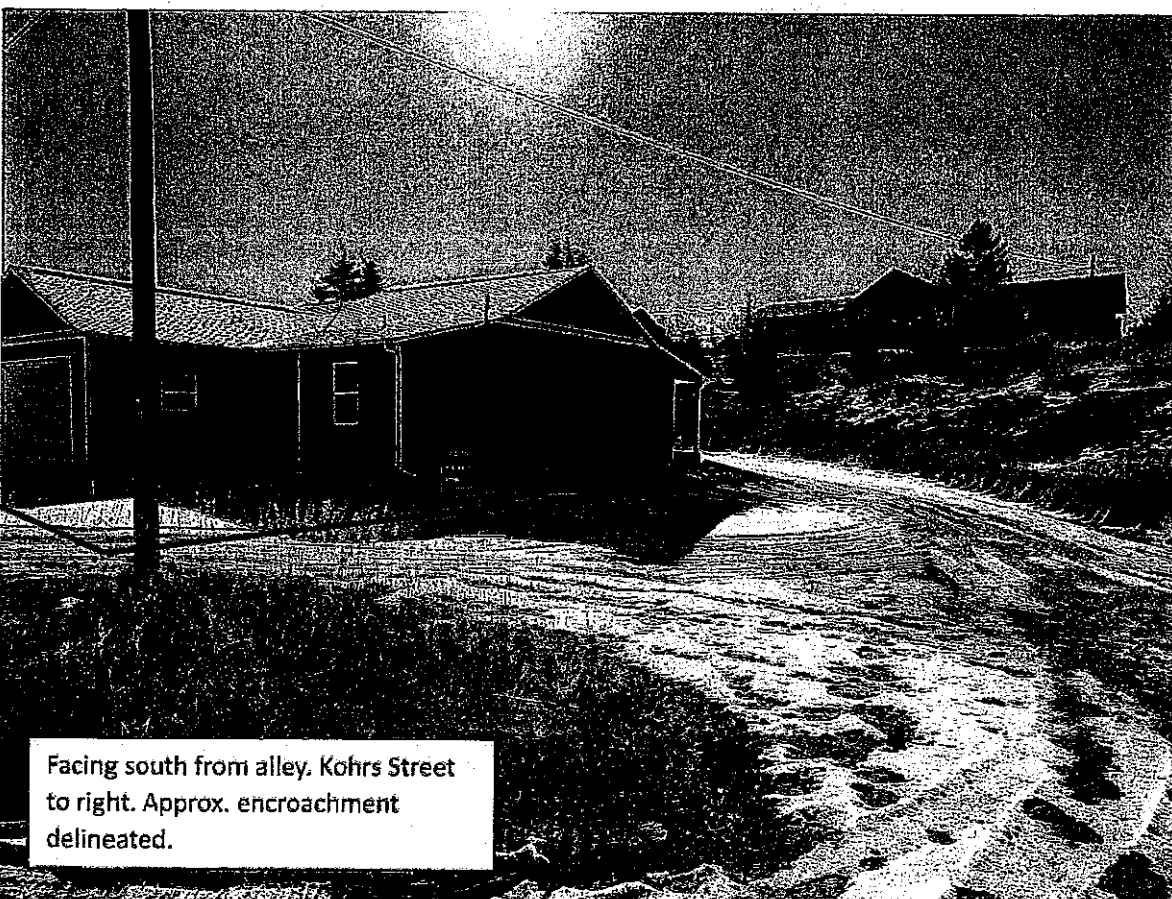
Signed,

A handwritten signature in black ink, appearing to read 'Jordan Green', written in a cursive style.

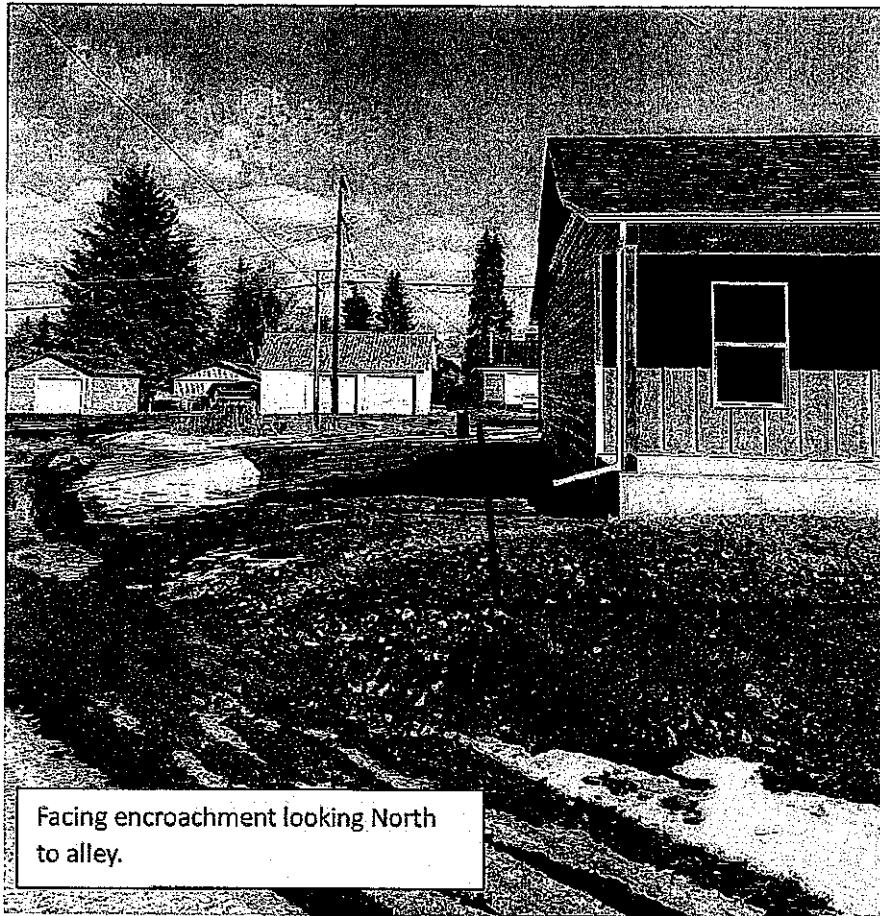
Jordan Green – Chief Administrative Officer
February 23, 2024



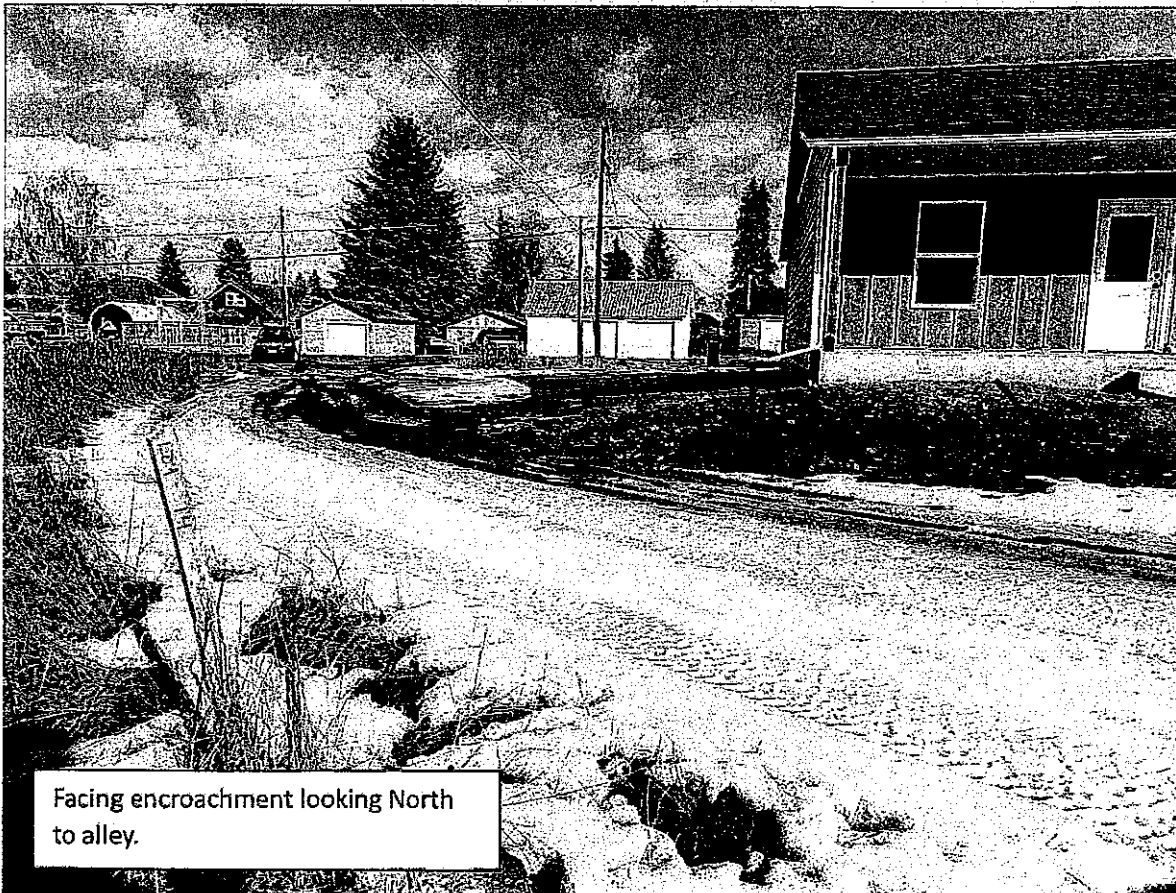
Facing south looking towards Montana Ave. Kohrs Street on right. Approximate encroachment delineated.



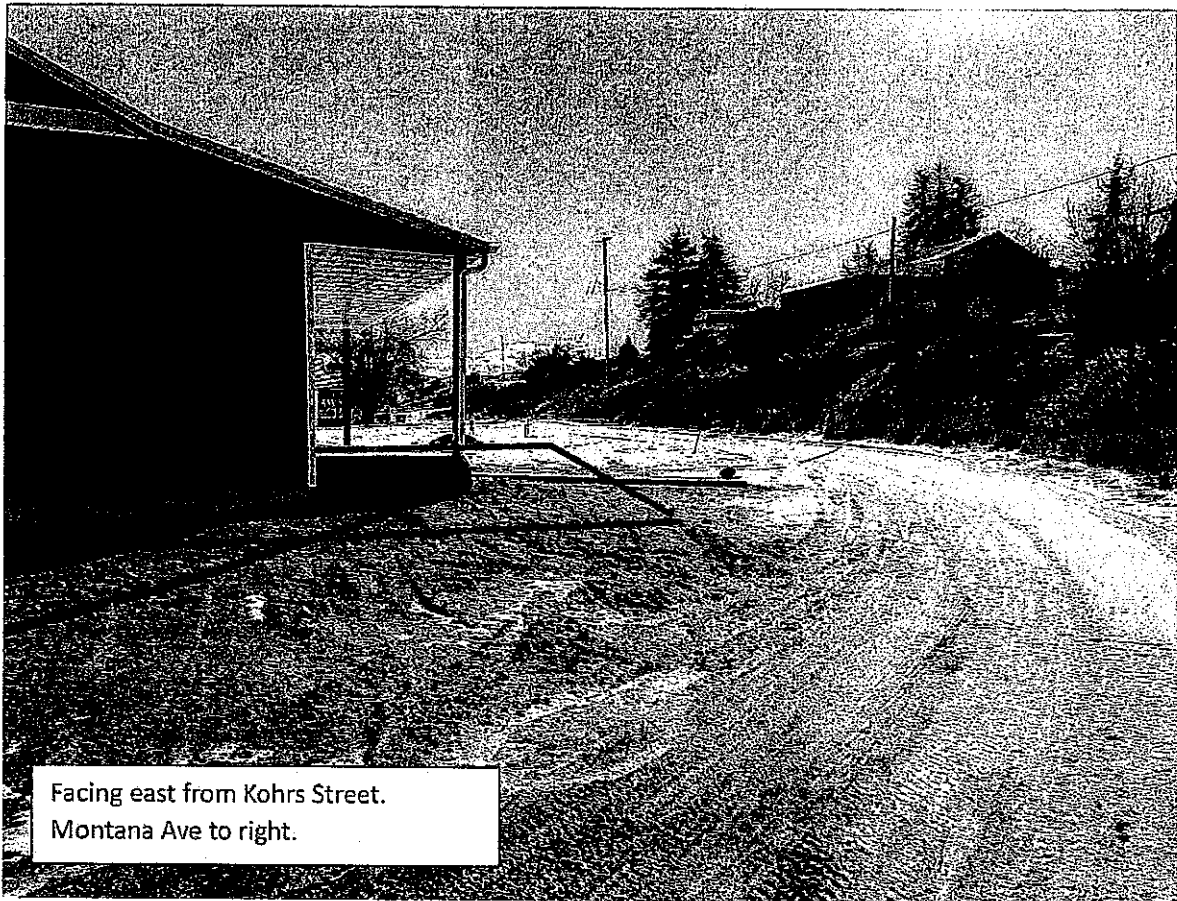
Facing south from alley. Kohrs Street to right. Approx. encroachment delineated.



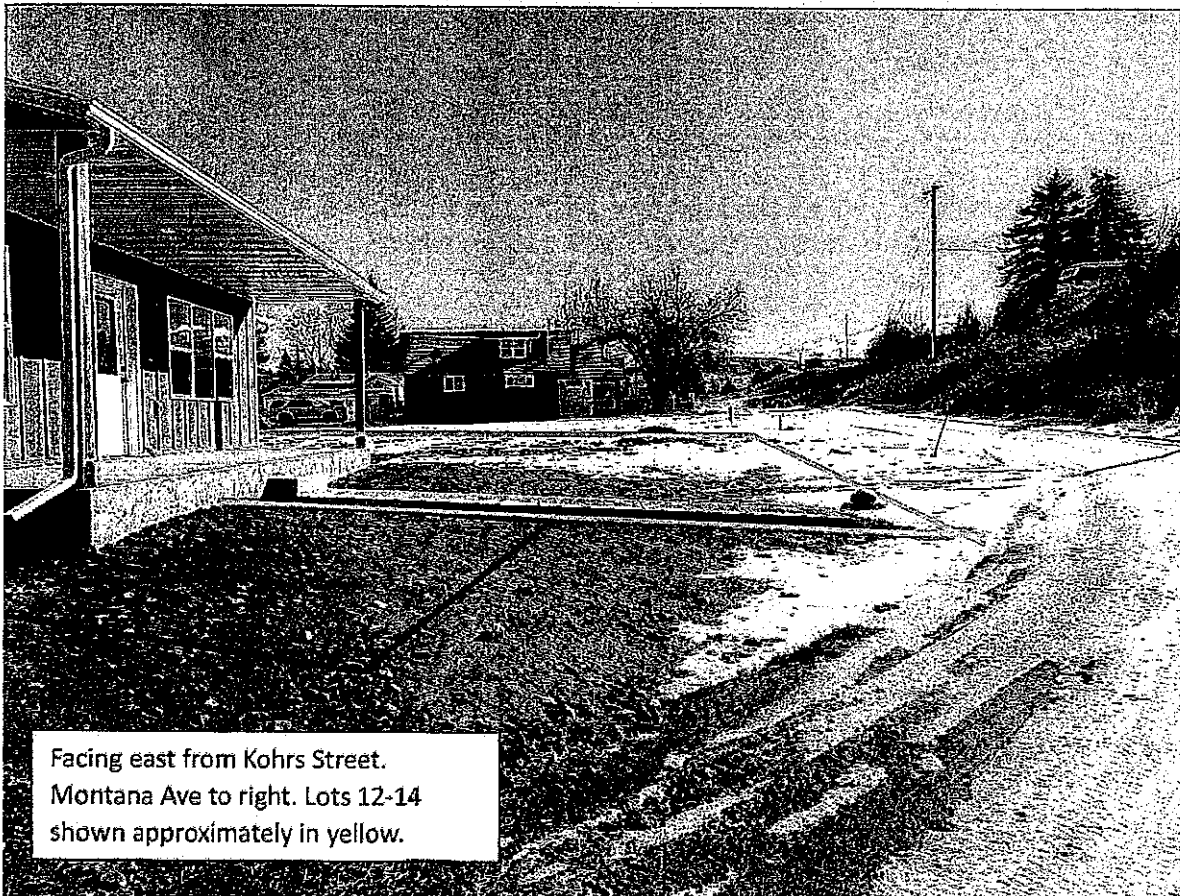
Facing encroachment looking North to alley.



Facing encroachment looking North to alley.



Facing east from Kohrs Street.
Montana Ave to right.



Facing east from Kohrs Street.
Montana Ave to right. Lots 12-14
shown approximately in yellow.

Request for Abandonment of City Owned Property

ABANDONMENT: "TO NO LONGER HAVE ANY RIGHT TO A PROPERTY"

The giving up of ownership and any present or future rights to real property by the lawful owner. Governing entities have the power to abandon publicly owned property if it is determined that the best interest of the public will be served by transferring ownership from the public sector to the private sector or from one entity to another. If abandonment is granted, the deed will be filed with the Powell County Clerk and Recorder.

Name of Applicant: MYG Inc

Address of Applicant: 1 Jackson Creek Rd, Clancy, MT 59634-9714

Telephone Number: (406) 461-0517

Property description of land requesting to be abandon: _____

Kohns St. between Montana Ave and the alley to the north between Montana Ave + Milwaukee Ave

Ownership of adjoining property: City of Deer Lodge

Letters that there are no objections to the abandonment must be received from at least 51% of adjoining property owners.

Provide a site map indicating the property in question, with appropriate dimensions.

The city is required to publish a public notice in the local newspaper twice prior to the council meeting that action will be taken.

Authenticated: Jeremy Mygland
Signature of Applicant

02/08/24
Date

JORDAN GREEN
Received by

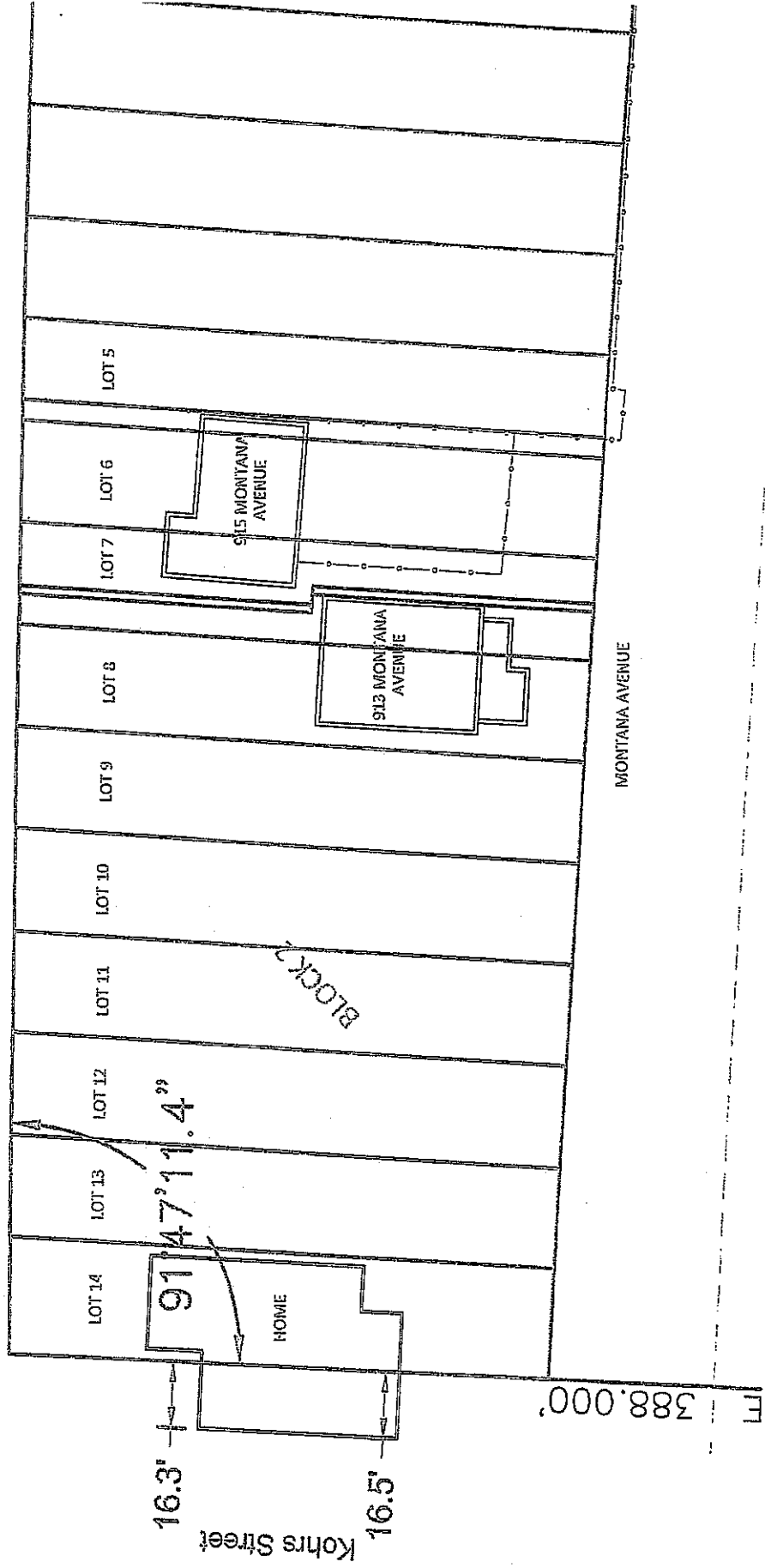
2-12-2024
Date

Forwarded to PUBLIC WORKS Committee on FEBRUARY 27, 2024

Note: Request will not be considered without proper information
Please allow at least four weeks lead time for preliminary review by the committee.
Advertising and filing fees will be billed to the applicant

City of Deer Lodge
300 Main Street
Deer Lodge MT 59722-1098

Alleyway



16.3'

Kohrs Street

16.5'

91.47'11.4"

HOME

LOT 14

LOT 13

LOT 12

LOT 11

LOT 10

LOT 9

LOT 8

LOT 7

LOT 6

LOT 5

MONTANA AVENUE

E 388.000'

BLOCK 2

915 MONTANA AVENUE

913 MONTANA AVENUE

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
Curt Fjelstad
Kirk Hayes
John Henderson
Robert Kersch
Rian King-Chavez
Greg Larkins
John J. Molendyke
Gordon Pierson

REQUEST FOR ABANDONMENT OF CITY OWNED PROPERTY REPORT

Requested Abandonment: An approximately 120' by 30' portion of Clark Street between Texas Avenue and Conley Avenue next to the property at 524 Texas Avenue
Request by: Myron and Maria Beeson

Prepared by: Jordan Green – City of Deer Lodge Chief Administrative Officer
Prepared for: City of Deer Lodge Public Works Committee
February 22, 2024

Request:

Myron and Maria Beeson submitted a request for the abandonment of City-owned property on October 3, 2023. The Beeson's are requesting that the City abandon an approximately 30-foot by 120-foot portion of Clark Street between Texas Avenue and Conley Avenue that directly abuts their property at 524 Texas Avenue. Currently, the right-of-way requested for abandonment is being maintained as a yard by the Beesons. The intent of said request would be to allow the applicants to own the land that they currently maintain.

Site Analysis:

The portion of Clark Street requested for abandonment is approximately 120 feet by 30 feet, travels north to south, and is directly east of the applicant's property at 524 Texas Avenue. The applicant's property is legally described as Lot 17A and Lot 19A of an Amended Plat in Block 70 of the Original Addition of Deer Lodge, Section 04, Township 07N, Range 09W. The property is zoned as R-2, Residential, Single Family and Manufactured Home District, and is surrounded on all sides by residential uses that are also zoned R-2. 524 Texas is 9,000 square feet. Clark Street in this area is approximately 24 feet wide, and the public right-of-way is 90 feet wide. There are no utilities that utilize this side of Clark Street, but there is a water line that runs along the right-of-way on the east side of Clark Street. Currently, the area proposed for development is used and maintained as yard space by the applicants.



Exhibits showing the location of proposed abandonment of 30 feet of Clark Street adjacent to the property at 524 Texas Avenue. Photo is from Texas Avenue facing South.

Abandonment Analysis:

Clark Street runs north of the subject property before it terminates in one block at land owned by the School District that houses the track and football field. To the south of the subject property, it crosses the City boundary and provides access to 18 single-family homes in the unincorporated area south of town. There are several other parcels that would, should they be subdivided and developed, also be accessed by an expansion of Clark Street south of town. There are no utilities that use the western edge of the right-of-way adjacent to the applicant's property, but there is a 6-inch water main that runs along the eastern boundary of the right-of-way through this section of Clark Street.

The applicants have provided letters of no contest from three adjacent landowners that are contained within this staff report.

As the road is currently used to access property south of Deer Lodge, as well as vacant land south of Deer Lodge, it is City staff's opinion that the City Council needs to seriously consider the impact of the abandonment on future road expansion. If the road at some time in the future needs to be improved to increase capacity, a right-of-way reduced by 30 feet for a 120-foot section may make expansion more difficult. However, should the Council determine they wish to abandon and sell the property, it should be recognized that the approximately 3,600 square foot property is the property of the taxpayers of the City of Deer Lodge. As such, the City should require compensation for the abandonment of public land. Staff approximated a sell price of \$11,097.00 to be attached to the deed for the benefit of the Public Works Committee and the City Council to recoup the loss of the public property.

This proposed sell price was calculated as an average of the value per square foot of adjacent properties. The adjacent properties were selected on Montana Cadastral, which specifies every property's square footage. The 2023 appraisal of the land value for each property was divided by the number of square feet to calculate the value per square foot for each adjacent property. The average of these values was taken and applied to the square footage of the requested property abandonment. These calculations are shown below.

Adjacent Property	Square Feet	Land Taxable Value	Value/SF
East	11790	35386	3.00
West	9000	34936	3.88
Southwest	14580	35743	2.45
Southeast	11790	35386	3.00

Average value/SF	3.0825
SF of Abandonment	3,600.00
Abandonment value	\$11,097.00

Staff Recommendation:

Staff recommends that, should the City Council consider the abandonment of the City owned property described as the approximately 30' by 120' section of Clark Street between Texas Avenue and Conley Avenue adjacent to the property at 524 Texas Avenue, that the Council should require a **sale price of \$11,097.00** to be paid by the applicant.

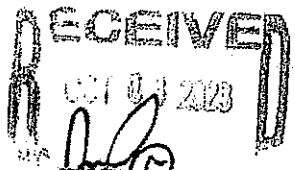
Requiring a different sale price is at the discretion of the Public Works Committee and City Council.

If the applicants receive a positive recommendation from the Public Works Committee, the petition will be scheduled for a duly noticed public hearing before the City Council in accordance with §7-1-4127, MCA. All public notice fees will be paid by the applicant. Should the Council resolve to sell the property by a two-thirds vote as required by §7-8-4201(2)a, MCA, the applicant will be responsible for contracting a licensed surveyor to file a Certificate of Survey aggregating the properties and the abandoned right-of-way, as well as a Quitclaim deed with the Powell County Clerk and Recorder. These documents must be approved by the City and be in full adherence to City of Deer Lodge subdivision review exemption requirements. All surveyor, survey review, and filing fees will be the sole cost of the applicant.

Signed,

A handwritten signature in black ink, appearing to read 'Jordan Green', written in a cursive style.

Jordan Green – Chief Administrative Officer
February 22, 2024



Request for Abandonment of City Owned Property

ABANDONMENT: "TO NO LONGER HAVE ANY RIGHT TO A PROPERTY"

The giving up of ownership and any present or future rights to real property by the lawful owner. Governing entities have the power to abandon publicly owned property if it is determined that the best interest of the public will be served by transferring ownership from the public sector to the private sector or from one entity to another. If abandonment is granted, the deed will be filed with the Powell County Clerk and Recorder.

Name of Applicant: Myron + Maria Beeson

Address of Applicant: 524 Texas Ave

Telephone Number: 406-846-1261

Property description of land requesting to be abandon: See Yellow High Lighted, Lives on attached map - (30 feet by 120 feet)

Ownership of adjoining property: 1020 Clark St - Janelle Mayer
610 - Texas Ave - Anita Rigsbee
605 - Texas Ave - Patrick + Abby Martin

Letters that there are no objections to the abandonment must be received from at least 51% of adjoining property owners.

Provide a site map indicating the property in question, with appropriate dimensions.

The city is required to publish a public notice in the local newspaper twice prior to the council meeting that action will be taken.

Myron E Beeson
Signature of Applicant

10/3/23
Date

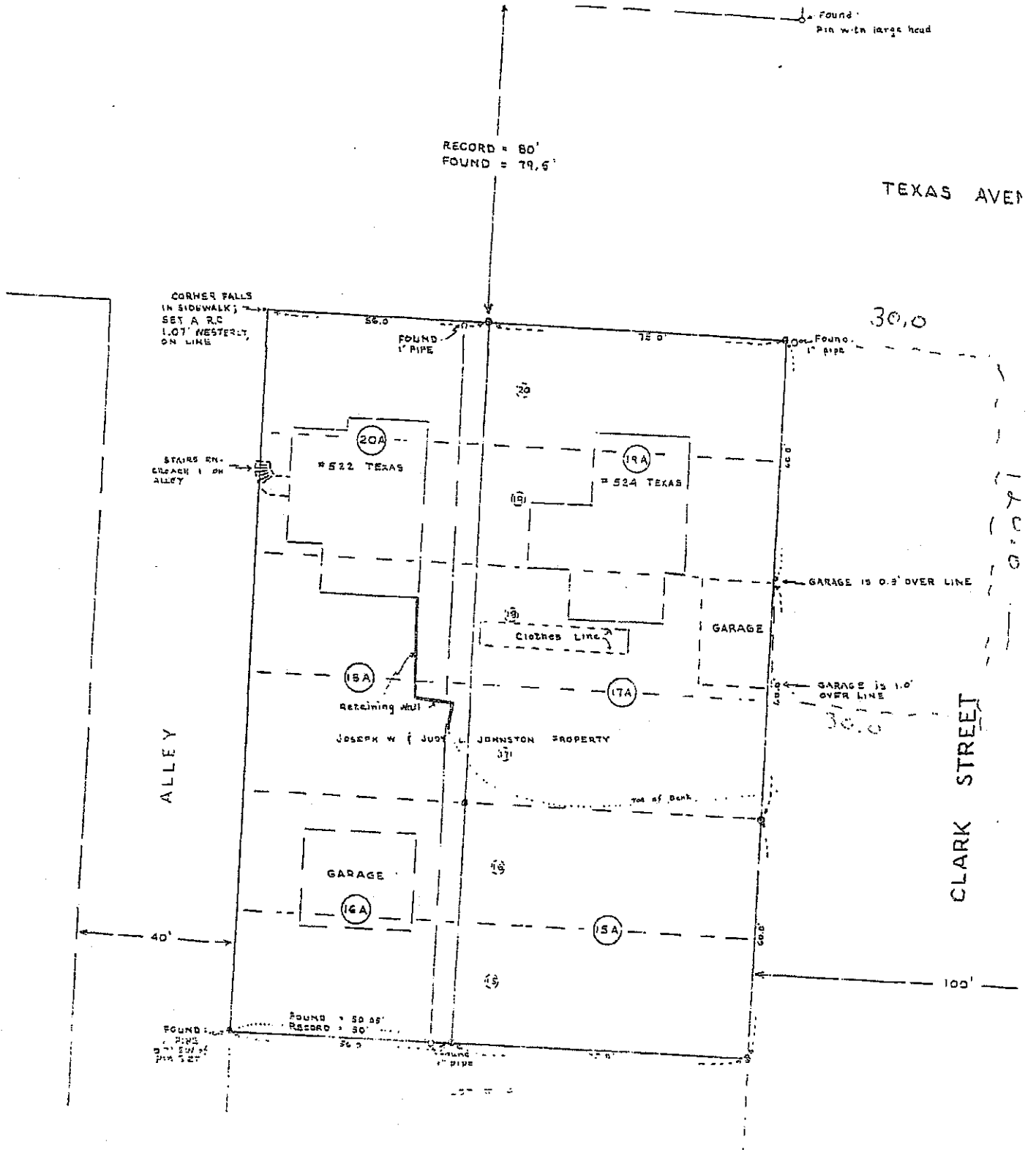
JORDAN GREEN
Received by

10/3/2023
Date

Forwarded to PUBLIC WORKS Committee on OCTOBER 24, 2023

Note: Request will not be considered without proper information
Please allow at least four weeks lead time for preliminary review by the committee.
Advertising and filing fees will be billed to the applicant

City of Deer Lodge
300 Main Street
Deer Lodge MT 59722-1098



LEGEND

- 1" - MONUMENTS FOUND, AS DESCRIBED ABOVE.
- 1" - MONUMENTS SET IN 2" x 2" PEGS WITH YELLOW PLASTIC CAPS STAMPED 'WENDRICKS 1273 ES.'
- 15 - ORIGINAL LOT NUMBERS
- 17A - AMENDED LOTS
- 18 - REFERENCE CORNER

7-27-23

To Whom it MAY concern,

I, ANITA Rigsbee, owner of 610
TEXAS AVE., do not object to the
purchase of the land across the
street from me on CLARK ST. by
MYRON BEESON.

Anita Rigsbee

September 26, 2023

The City of Deer Lodge

300 Main Street

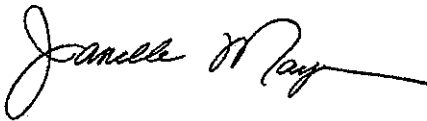
Deer Lodge, MT 59722

To Whom it May Concern:

I, Janelle Mayer, a resident of Powell County who resides at 1020 Clark Street, Deer Lodge, MT 59722, support the annexation of land that borders the southwest corner of Texas Avenue and Clark Street to Myron and Jima Beeson. The Beeson's reside at 524 Texas Avenue.

If you have any questions, please feel free to contact me.

Thank you,

A handwritten signature in black ink that reads "Janelle Mayer". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Janelle Mayer

406-490-7621

maybelle.jm@gmail.com

To whom it may concern;

Abby and Patrick Martin at 605 Texas Ave. in Deer Lodge are in support of Myron and Gemma Beeson purchasing land from the city and making it apart of the lot they currently own.

Thank you for this consideration

A handwritten signature in black ink, appearing to read 'Myron Beeson', written in a cursive style.

10/12/23

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 Giovan
City Services Coordinator
Gena Micu



Montana's Undiscovered Treasure

300 MAIN STREET
DEER LODGE MT 59722-1057
406.846.2238

City Council
Curt Fjelstad
Kirk Hayes
John Henderson
Robert Kersch
Rian King-Chavez
Gregory Larkins
John Molendyke
Gordon Pierson

CITY COUNCIL/COMMITTEE AGENDA ITEM INFORMATION

THIS AGENDA ITEM REFERRED BY:

TO:

Agenda Item Name: Variable Frequency Drive Motor for Wells

For Meeting on: 02/27/2024 **Staff Member/Committee Referring:** Trent Freeman

Description of the item:

Request for purchase of a spare Variable Frequency Drive (VFD) Motor for the Wells. Currently we do not have a spare in case another motor goes bad like it did in the Milwaukee Well.

Attachments:

Quote from Southland Automation

Previous Committee Engagement:

(discussion, outcomes, recommendations, public comment)

None

Recommended Motion/Action:

Favorable Recommendation to approve and forward to the Finance and Council



SOUTHLAND AUTOMATION

AN **IPS COMPANY**

PO Box 1329, Burlington, NC 27216
Tel: 866.736.1286 | Fax: 888.333.4154

QUOTATION	
Order Number	Order Date
1213861	1/4/2024

****Quote Expires On: 02/03/2024****

Bill To:

City Of Deer Lodge
300 Main St
Deer Lodge, MT 59722
United States

Ship To:

City Of Deer Lodge
300 Main St
Deer Lodge, MT 59722
United States

Customer ID	PO Number	Due Date	Ordered By
155031		01/04/2024	T Freeman

Ship Via	Terms	Order Taker
01-UPS Ground	Credit Card	Tricia Lewis

L	Item ID / Manufacturer / Condition Item Description	Ordered	Shipped	Unit Price UOM	Extended Price
1	VFD-REPAIR / Non-Brand Specific / Not Applicable REPAIR OF VFD Allen Bradley 150-A180NBDB Ser B / Evaluate for repair	1	0	4,450.00 EA	4,450.00

Buyer acknowledges that all terms of the Terms and Conditions are in full force and effect. Unless otherwise stated herein, all capitalized terms not defined in this Sales Order are defined in the Terms and Conditions. The Sales Order, Terms and Conditions and any attachments are collectively referred to as the "Agreement". The Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. In the event of a conflict between the terms of the Terms and Conditions and any other Agreement, the terms of the Terms and Conditions shall control. This Agreement will be deemed accepted by Buyer unless the following is received by Seller within seven (7) days following the date hereof: (a) written notice of rejection of this Agreement and (b) all Products purchased by Buyer hereunder in unopened packages.

SUB-TOTAL: 4,450.00

TAX: 0.00

AMOUNT DUE: 4,450.00

Page 1 of 1

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 Giovan
City Services Coordinator
Gena Micu



Montana's Undiscovered Treasure

300 MAIN STREET
DEER LODGE MT 59722-1057
406.846.2238

City Council
Curt Fjelstad
Kirk Hayes
John Henderson
Robert Kersch
Rian King-Chavez
Gregory Larkins
John Molendyke
Gordon Pierson

CITY COUNCIL/COMMITTEE AGENDA ITEM INFORMATION

THIS AGENDA ITEM REFERRED BY:

TO:

Agenda Item Name: Dump Truck Purchase

For Meeting on: 02/27/2024 **Staff Member/Committee Referring:** Trent Freeman

Description of the item:

Request for purchase of a used Dump Truck. The public works crew is down a dump truck due to the transmission going bad in the 1979 C70 Automatic. To repair the transmission would cost roughly \$8,000. We can buy a used truck, a 2002 Ford F750 for \$34,000 with way less miles and wear and tear.

Attachments:

Quote from Bozeman Asphalt Maintenance, Inc. based out of Belgrade.

Picture of Truck

Previous Committee Engagement:

(discussion, outcomes, recommendations, public comment)

None

Recommended Motion/Action:

Favorable Recommendation to approve and forward to the Finance and Council

Bozeman Asphalt Maintenance, Inc.

PO BOX 254

Belgrade MT 59714

Invoice

Date	Invoice #
2/21/2024	2430

Bill To
City of Deer Lodge 300 Main Street Deer Lodge MT 59722

RECEIVED BY

FEB 20 2024

CITY OF DEER LODGE

P.O. No.	Terms	Project
2002 Ford F750	Due on receipt	

Quantity	Description	Rate	Amount
	Sale of 2002 Ford F750 Dump Truck VIN 3FDXX75NX2MA13356	34,000.00	34,000.00
		Total	\$34,000.00

Phone #
406-388-9500

<< Search Results

2002 FORD F750

Dump Trucks

View My Watch List 



JY
IAT
DU
NT

WITH CURRE

Check Buying Power



Photos (12)



CARFAX

USD ▾ **\$39,500**

[✉ Email Seller](#)

CURRENCY: [Get Financing*](#)

Truck Location: 5102 Jackrabbit Lane Belgrade, Montana 59714 [📍](#)

VIP
VIP Portal

[✉](#)
Email Seller

[📞](#)
Call Seller

[View Seller Information](#) [📄](#)

Phone: **(406) 581-9500**

Belgrade, Montana 59714

[📞 \(406\) 581-9500](#) [📄](#)

[📺 Video Chat](#) [📄](#)

[✉ Email Seller](#)

[📺 Video Chat](#)

[Apply for Financing](#)

[Get Shipping Quotes](#)

General

Year **2002**

Manufacturer FORD
Model F750
Mileage 43,905 mi
VIN 3FDXX75NX2MA13356
Condition Used
Description 3FDXX75NX2MA13356
43,905 Miles
7.2L, L6 Diesel
Auto
A/C

Engine

Horsepower 230 HP
Engine Arrangement IN-LINE

Powertrain

Transmission Automatic

Chassis

Gross Vehicle Weight Rating Class 7: 26,001 - 33,000 pounds

Interior

Drive Side Left Hand Drive

See All Dump Trucks From Seller

*Notice: Financing terms available may vary depending on applicant and/or guarantor credit profile(s) and additional approval conditions. Assets aged 10-15 years or more may require increased finance charges. Financing approval may require pledge of collateral as security. Applicant credit profile including FICO is used for credit review. Commercial financing provided or arranged by Express Tech-Financing, LLC pursuant to California Finance Lender License #60DBO54873. Consumer financing arranged by Express Tech-Financing, LLC pursuant to California Finance Lender License #60DBO54873 and state licenses listed at this [link](#). Consumer financing not available for consumers residing in Nevada, Vermont, or Wisconsin. Additional state restrictions may apply. Equal opportunity lender.

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
Curt Fjelstad
Kirk Hayes
John Henderson
Robert Kersch
Rian King-Chavez
Gregory Larkins
John Molendyke
Gordon Pierson

CITY COUNCIL/COMMITTEE AGENDA ITEM INFORMATION

THIS AGENDA ITEM REFERRED BY:

TO:

Agenda Item Name: Sewer Bond Refund

For Meeting on: 02/27/2024 Staff Member/Committee Referring: Trent Freeman

Description of the item:

Request for a refund from the City for paying the Sewer Bond on a property at 619 Mitchell St. that has no sewer and is on a septic tank. The property was purchased in March of 2022 and they have been paying the sewer bond since the purchase. The customer Trevar Hahn, would accept a credit on his account in lieu of a check. The amount to be refunded or credited is \$270.27.

Attachments:

Request form from Citizen

Previous Committee Engagement:

(discussion, outcomes, recommendations, public comment)

None

Recommended Motion/Action:

Favorable Recommendation to approve as a credit to the account and forward to the Finance and Council

CITY OF
DEER LODGE

300 MAIN STREET
DEER LODGE MT 59722-1098

REQUEST TO BE PLACED ON CITY COMMITTEE MEETING AGENDA

COMMITTEE:

- Board of Adjustments
- Finance Committee
- Planning Board
- Public Safety
- Public Works
- Zoning Commission

Name: Trevor Hahn

Address: 619 Mitchell St ~~Deer Lodge~~ MT

City, State, Zip: Deer Lodge MT 59722

Telephone: 715 966 1664 Cell: _____

Email: Trevor.Hahn@gmail.com

Subject you would like to discuss with the Committee:

Would like back pay of sewer Bond since 3/22

due to having own septic. credit do account

would be fine as well

\$ 270²⁷

You must submit a copy of any information you plan to discuss, including any letters, charts, maps, etc. Request must be turned into the City Clerk in order for the committee chairman to be contacted regarding a meeting.

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
Curt Fjelstad
Kirk Hayes
John Henderson
Robert Kersch
Rian King-Chavez
Gregory Larkins
John Molendyke
Gordon Pierson

CITY COUNCIL/COMMITTEE AGENDA ITEM INFORMATION

THIS AGENDA ITEM REFERRED BY:

TO:

Agenda Item Name: Civic Plus Website

For Meeting on: 03/04/2024 **Staff Member/Committee Referring:** Jordan Green

Description of the item:

Staff approached CivicPlus, a municipal website design and hosting company, in January to get information and a quote about a new City website. Our current website is not user or ADA-friendly, and CivicPlus is a world leader of municipal websites. The quote came back at an \$850 one-time fee and a \$3,795 annual support and hosting fee. While this is more expensive than our current hosting fee of \$1,354, the security enhancements, cross-platform support, and more make up for the increase

Attachments:

- 1) Quote from Civic Plus
- 2) List of websites created using Civic Plus

Previous Committee Engagement:

(discussion, outcomes, recommendations, public comment)

None

Recommended Motion/Action:

Recommend to the City Council that the Mayor sign the quote and authorize staff to begin working with Civic Plus on a new website.

Cyndi Thompson

From: Jordan Cairns <cairns@civicplus.com>
Sent: Wednesday, January 24, 2024 10:15 AM
To: Jordan Green
Cc: Cyndi Thompson
Subject: Cost Proposals + Example Sites
Attachments: City of Deer Lodge MT - CivicPlus Web Open Proposal.pdf, City of Deer Lodge MT - CivicPlus Agenda and Meeting Management Essentials.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Some people who received this message don't often get email from cairns@civicplus.com. [Learn why this is important](#)
Hi Jordan and Cyndi,

Thanks for meeting with me, I enjoyed getting to chat with you both! Attached are the proposals I created for our website platform and our meetings platform.

Premium (off-the-shelf) examples:

<https://smithfieldcity.org/>
<https://www.arkcity.org/>
<https://www.cityofbandera.org/>
<https://www.dallasor.gov/>

And here are some Ultimate (custom) examples:

<https://www.landerwyoming.org/>
<https://www.cityofepa.org/>
<https://www.eatonco.org/>
<https://www.losaltosca.gov/>
<https://www.townofmead.org/>
<https://www.mswd.org/>
<https://www.ci.sandy.or.us/>
<https://www.royalpalmbeach.com/>
<https://www.ketchumidaho.org/>
<https://www.townofparadise.com/>
<https://www.cityofsaxman.com/>
<https://www.co.clatsop.or.us/>
<https://www.cityofredlodge.net/>
<https://www.fairbanksalaska.us/>

I will have a recap email out to you later today!

Jordan Cairns

Account Executive • CivicPlus
P: 785.370.7764
civicplus.com

Connect with us:



CIVICPLUS
municipal websites
OPEN

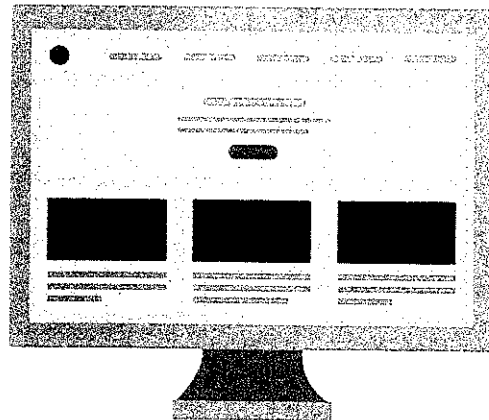
City of Deer Lodge, MT

Website Design & Hosting Solution

Proposal valid for 60 days from date of receipt

Prepared by:

Jordan Cairns
P: 785.370.7764
cairns@civicplus.com



Powering and Empowering
Government

PS04012023

CivicPlus Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

20+ Years
12,000+ Customers
900+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2023 Top 100 Company
Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



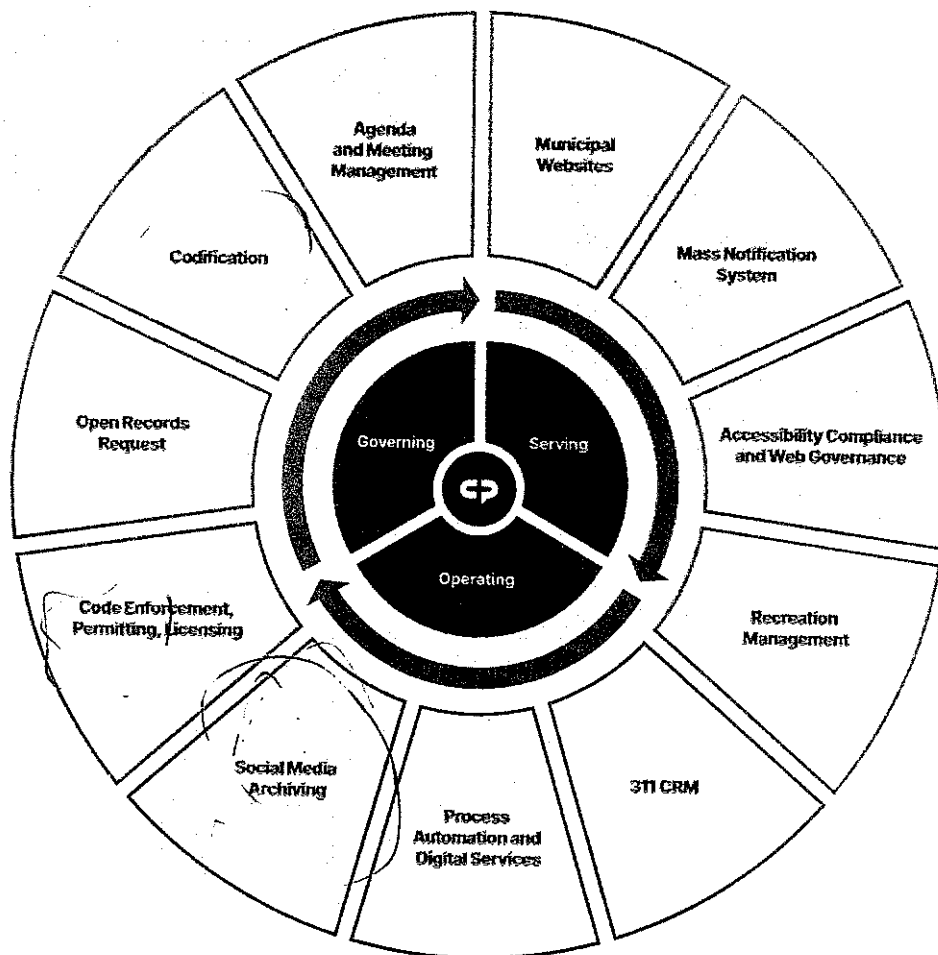
civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

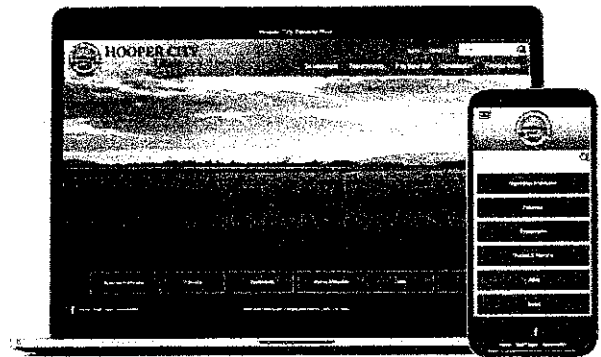
What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



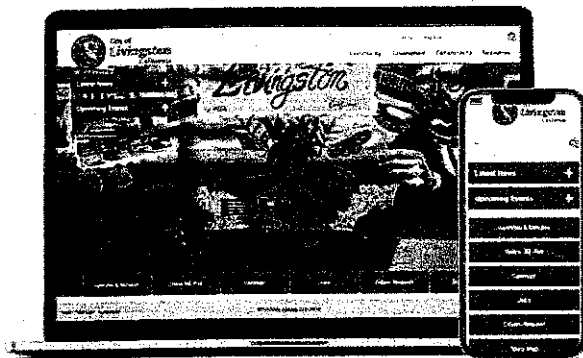
Premium Designs

The included design portfolio will provide you with an idea of the different directions we can take your creative design. Your art director will work with you to understand your municipality's needs and style.

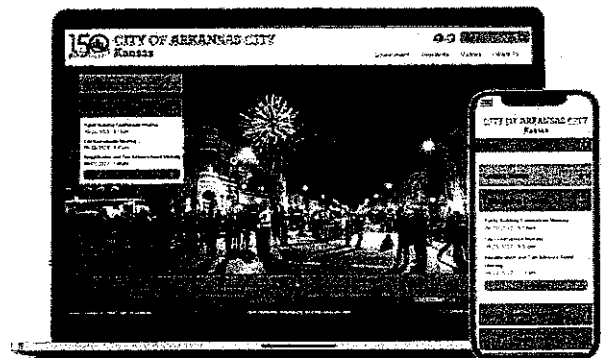
Our Premium Designs are ideal for communities that want a professional, mobile-friendly design without the added expense of extensive custom design work. A Premium Design offers all the same features and functionality; any differences are website design related. Premium designs have fewer custom design elements, such as a non-scrolling site element, while still retaining enough design elements to make the site yours. Customize your logo, color palette menu, quick link layouts, and background images.



Hooper City, Utah
hoopercity.com



Livingston, California
cityoflivingston.org

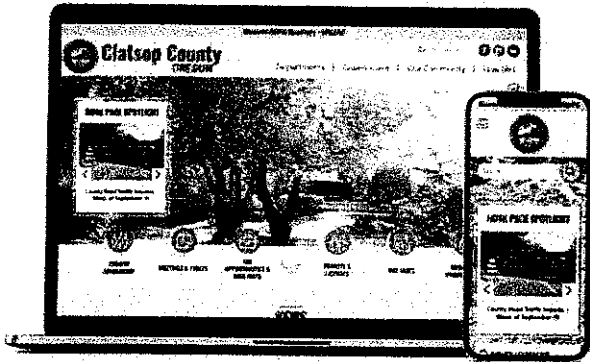


Arkansas City, Kansas
arkcity.org

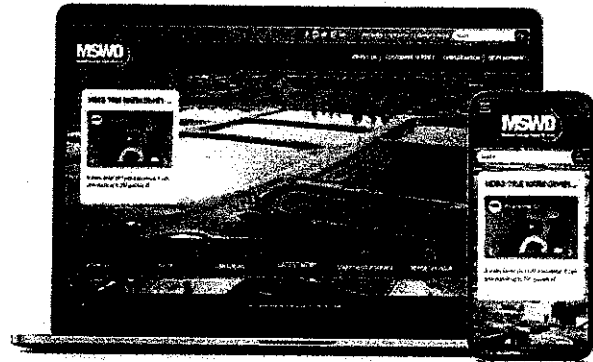


Ultimate Designs

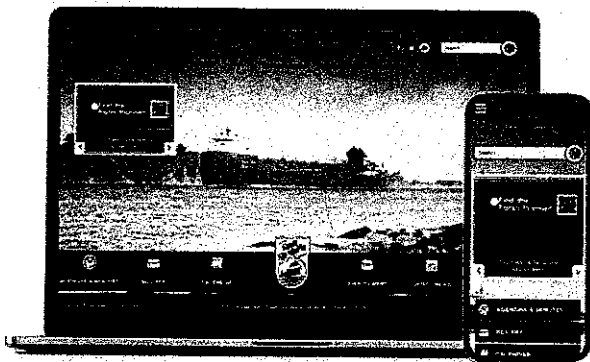
An Ultimate design allows you to start with a blank slate and provide optimal flexibility and design options for your new website. It is offered in both a scrolling and non-scrolling format. You will work with our designer to build a layout that uses our extensive widget library and add styling to give the site a unique look that fits your municipality.



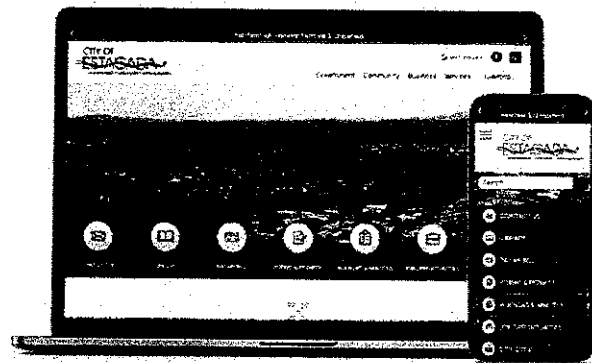
Clatsop County, Oregon
co.clatsop.or.us



Mission Springs Water District, California
mswd.org

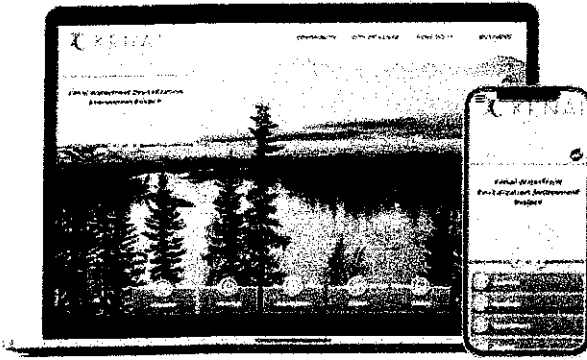


Sault Ste. Marie, Michigan
saultcity.com



Estacada, Oregon
cityofestacada.org

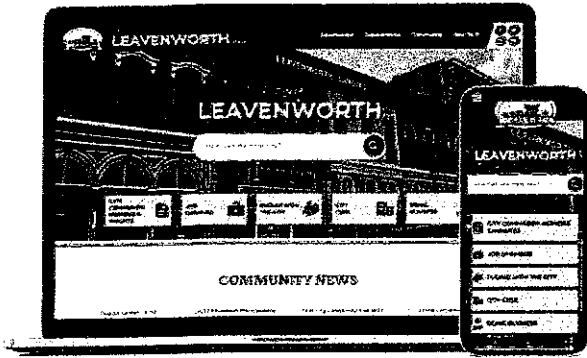




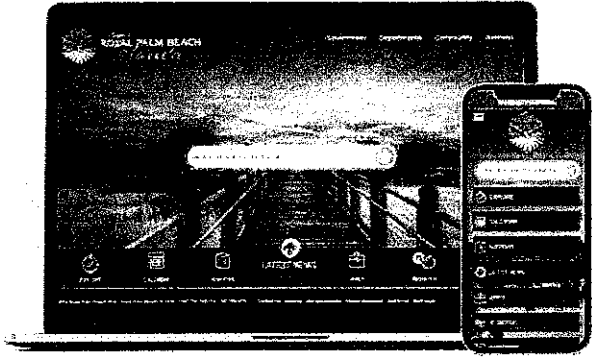
Kenai, Alaska
kenai.city



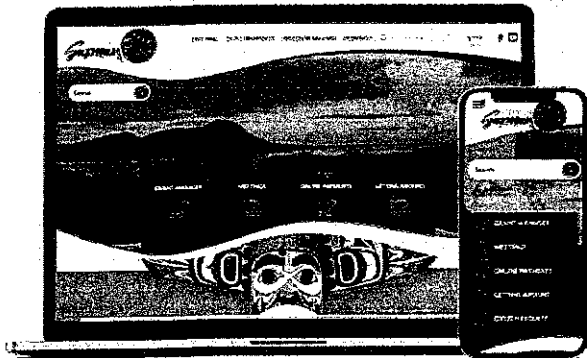
Wilsonville, Oregon
ci.wilsonville.or.us



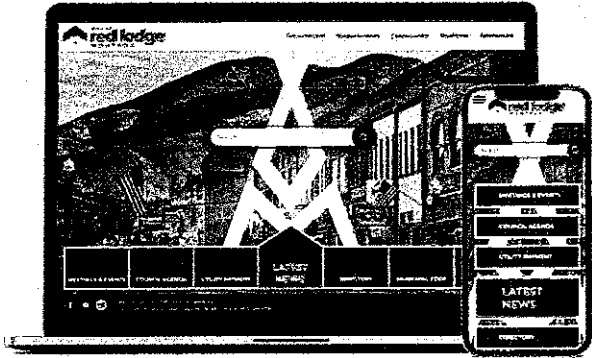
Leavenworth, Kansas
leavenworthks.org



Royal Palm Beach, Florida
royalpalmbeach.com

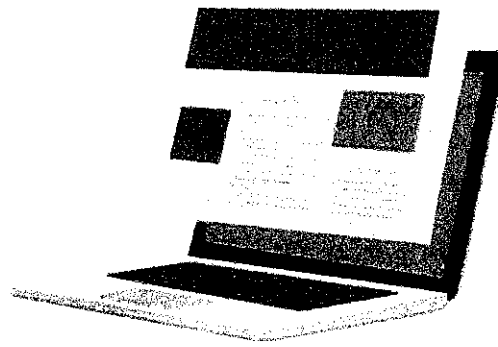


Saxman, Alaska
cityofsaxman.com



Red Lodge, Montana
cityofredlodge.net

CMS Features & Functionality



Our Municipal Websites Open are built using a CMS specifically for local governments and offers full feature sets for all your department's needs. Using CivicPlus for your website provides an excellent experience for both your staff and residents in the community. Granular permissions can allow each department to easily edit content and manage their residents' interactions.

We have the solution to the challenges you face with full feature sets for all your department needs!



Website Design Tailored to Your Needs



Hosting, Security, & Reporting



Modules That Provide Transparent Information



Resident Engagement Tools



Tools for Residents to Do Business Online



Convenient Access from Any Device



Intuitive & Easy to Use



Granular Permissions to Match Your Processes



ADA Compliance



Can Expand & Grow with Your Ever-Changing Needs

CivicPlus Website Features

WEBSITE DESIGN TAILORED TO YOUR NEEDS

Stunning Design – A professional art director will work closely with you to design a website that fits your municipality's style and needs.

Intuitive Site Navigation – Main navigation menu, via a mega menu or drop-down, keeps it simple to get to any page.

Image Displays – Interactive widgets that include photos and videos to showcase your community.



Unlimited Number of Department Specific Pages (microsite) – A page specifically for an individual department/board that can automatically display department-specific information in the sidebar of your pages. This allows categorization and filtering by department and allows permissions to be department based.

Site Within a Site (subsite) – Add-on that allows any department/board or page to have an entirely different look and feel to match your department's style, while still being part of the same website and using the same backend CMS.

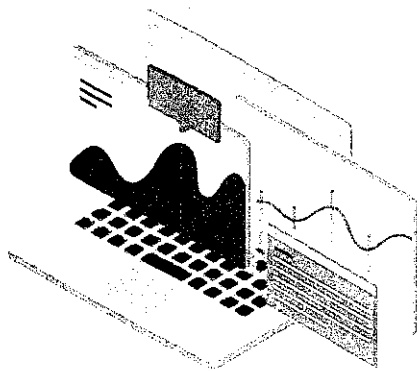
HOSTING, SECURITY, & REPORTING

Domain Management – CivicPlus can provide full-service domain hosting.

Secure Site Gateway – Every website receives an SSL certificate for your peace of mind.

Secure Login – Optimal security is available through Microsoft's Identity Server.

Single Sign On (SSO) – Ability to log into multiple CivicPlus products with the same login credentials.



Custom Identity Provider (IdP) – A custom IdP is available as an add-on through Azure AD, Okta, and ADFS.

CAPTCHA Secure – The CMS uses CAPTCHA technology to restrict auto-generated submissions.

Data Ownership – Customers always own the rights to all their data.

Audit Trail/History Logs – The CMS captures and stores a complete history of content postings.

Analytics and Reporting – Google Analytics provide web analytics and other reporting is available such as a broken links report.

MODULES THAT PROVIDE TRANSPARENT INFORMATION ON YOUR SITE

Advanced Calendaring – Create meetings and events to be displayed in calendars throughout your website. Residents can easily use our calendars with custom filters, multiple event views, and export capabilities.

Meetings and Agendas – Manually post meetings and agendas on the website with a built-in module. For advanced functionality, including automated agenda and packet generation and live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Advanced Search in Your Website – Quickly search all pages and uploaded files across the website. Department-specific search options are also available.

News & Announcements – Display the most recent news on your home page or department pages.

FAQs – Easily show your most frequently asked questions and their corresponding answers.

Important Alerts – Prominently display urgent messages on the home page and/or department home pages to notify residents of time-sensitive information, such as closings or inclement weather warnings.

Document Center – Staff can upload and manage documents in one central repository.

Image Library – Store all your photos and graphical images in one central location for access by all applicable staff.



Staff Directory – Manage staff names and contact information in one central repository, and easily display applicable staff members on various pages.

Business Directory – As an optional add-on, this feature lists information about businesses within your community by category; businesses can also submit their information on a form to be approved by your staff before publishing.

Embedded Videos & iFrames – Embed Vimeo or YouTube videos or iFrame in third-party partners on any page.

Dynamic Site Map – Sitemap configuration that search engines can easily consume.

RESIDENT ENGAGEMENT TOOLS

Unlimited Email Subscriptions/Notifications – Allow residents to subscribe and receive email alerts for new website posts that interest them.

SMS Subscriptions/Notifications – This add-on feature allows residents to subscribe and receive SMS text messages for new website posts they're interested in.

RSS Feeds – RSS feeds are available for department updates, news, and urgent alerts.

TOOLS FOR RESIDENTS TO DO BUSINESS ONLINE

Requests, Feedback, and Submissions from Residents via Web Forms – Our fully customizable web forms allow for a variety of resident interaction. Form submissions can be automatically routed to a specific person or department.

Common uses cases of our custom web forms include:

- Service Requests
- Contact Us
- Surveys and Polling
- Applications
- Suggestions, Complaints, and Tips

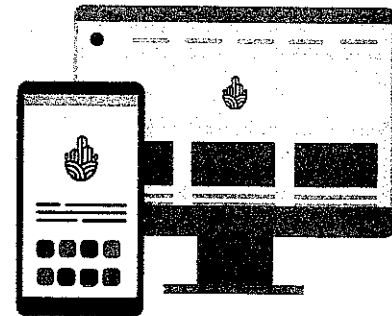
Interactive Maps – Provide a graphical representation of location-specific information shown on a map.

Job Postings and Applicants – Staff can post job openings, allowing residents to browse available jobs online and apply through an online form submission.

Payments – Citizens can make payments online through CivicPlus Pay (add-on) or you can iFrame or link out to another third-party payment system.

CONVENIENT ACCESS FROM ANY DEVICE

Responsive Design / Mobile Support – Your website design will be built to automatically adjust and scale so that it works well on all devices regardless of screen size, including wide screen monitors, tablets, and mobile devices.



INTUITIVE & EASY TO USE

Intuitive CMS – Easiest website editing with only a few clicks that's intuitive for even non-technical users.

Text and Image Editors – One WYSIWYG editor interface, similar to Microsoft Word, for all types of content, as well as an image editor to adjust focal points on photos.

Previewing – Edit pages to your liking before publishing to the live website.

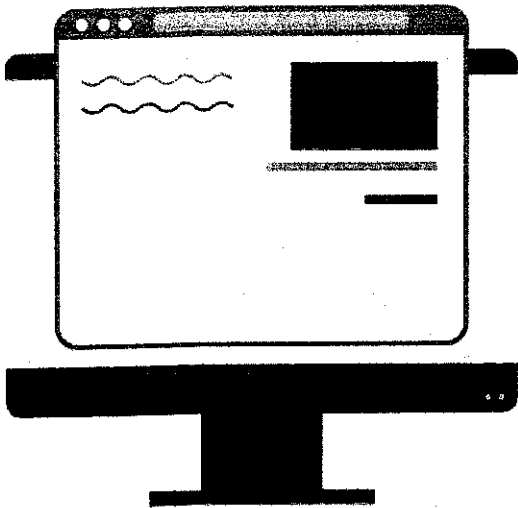
Scheduling Options – Schedule content to automatically publish and unpublish on your site at a specific date and time.

Social Media Integrations – Quickly auto-post to Twitter and Facebook while you're adding content, news, or alerts to your website. Conversely, we often use iFrames to display your Twitter and/or Facebook feeds right on your website page. Our web pages also come equipped with built-in YouTube video players.

Versioning – All previous versions of pages are saved online, allowing you to view or re-publish at any time.

Google Translate – Translate content on your site to multiple languages, utilizing Google Translate, for ease of use for all residents.

Easy to Use Forms Builder – Feature-rich webform builder available for simple and advanced tasks, that when submitted can be routed to the appropriate people.



Content Efficiencies – Create and manage content once and have it display multiple places.

Tags/Views – All files can be easily found through filters of tags on items such as documents and images.

GRANULAR PERMISSIONS TO MATCH YOUR PROCESSES

Roles & Permissions – User accounts are assigned a role, granting the users specific levels of permissions within the CMS.

Department Specific Permissions – Permissions can be set so individuals have access to edit their own department's content (or multiple departments) without having to rely on an IT director or Administrator to make website changes for them.

Menu Manager – Department users can manage their own sub-menus, and advanced users control primary navigation and homepage components.

Private Page Permissions – Easily create private pages that are password protected with a log-in, for internal use.

Unlimited Users and Pages – Customers can add unlimited staff users and create unlimited pages to their website.



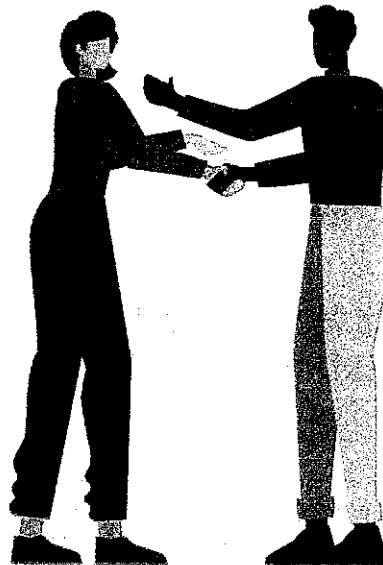
ADA COMPLIANCE

Start Compliant – The CivicPlus implementation team builds websites that are ADA WCAG 2.0 compliant.

Stay Compliant – Tools are built into the system to reduce the chances of violating ADA compliance guidelines, such as requiring an Alt Tag on photos that are uploaded. We offer our Monsido Web Governance program to provide a wide array of tools for maintaining the quality, ADA compliance, internal policy compliance, and optimal functionality of your site. And as a partner program, we can include AudioEye for automatic ADA remediation at a discounted rate.

Your CivicPlus Website Can Expand and Grow with Your Ever-Changing Needs

- Your new website will be built on the trusted Drupal platform.
- Full functionality is available with an unlimited number of uses to meet your needs now and in the future.
- Integration with CivicPlus product suites for many additional benefits. For example:
 - SSO, email notifications, text notifications (add-on), and a resident portal.
 - Access to add-on other integrated CivicPlus products such as service request, FOIA, social media archives, or mass emergency notification software.
- Free regular group trainings to continuously keep new staff trained.



Implementation

Project Timeline

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your new CivicPlus Municipal Websites Open. Your exact project timeline can vary based on the determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, adherence to approval deadlines, and other factors. Some of the phases listed here can overlap and occur concurrently.

Based on our experience, the estimated timeline for the successful completion of your website project is approximately 10-12 weeks. A finalized schedule will be compiled after we meet with you.

PHASE 1: ANALYZE REQUIREMENTS & REVIEW PLAN	3-4 Weeks	<ul style="list-style-type: none"> • Website Assessment • Website Design Meeting • Project Manager Meeting
PHASE 2: DESIGN & BUILD	2 Weeks	<ul style="list-style-type: none"> • Design Concept Creation & Approval (Ultimate designs) • Website Setup, Configuration, and Customization
PHASE 3: MIGRATE CONTENT	1-2 Weeks	<ul style="list-style-type: none"> • Content Finalization & Departmental Review • Directory Pages/Staff Directory and Ordinances/Resolutions • If purchased: Projects, Commercial/Industrial Properties, Business Directory,
PHASE 4: STAFF TRAINING	2-3 Weeks	<ul style="list-style-type: none"> • Flexible staff training schedule allows attendance over an extended timeframe, even allows individuals to repeat a session at their direction
PHASE 5: TESTING	1 Week	<ul style="list-style-type: none"> • Functional Testing • Acceptance Testing
PHASE 6: GO LIVE	1 Week	<ul style="list-style-type: none"> • Go Live



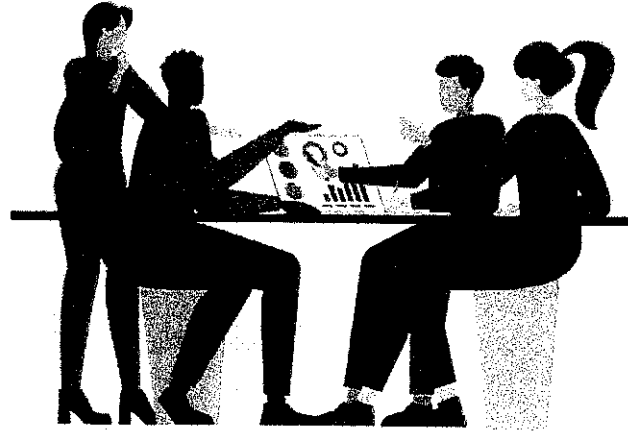
Approaching Your Project Implementation

Communication & Management

Communication between you and your CivicPlus team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed.

Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan. Tasks, deliverables, and milestones are aligned to deliver your website in an optimal timeframe

Cloud Coach utilization, combined with regular check-ins with your project manager, provides ample opportunities to review project progress quickly and efficiently.



Phased Approach

PHASE 1: ANALYZE REQUIREMENTS & REVIEW PLAN

Website Assessment	CivicPlus will analyze your current website(s) to assess the existing navigation, features/functions, and content quality.
Website Design Meeting	<p>CivicPlus will conduct a design meeting with a customer- defined web advisory team. We recommend the advisory team be limited to a maximum of four members who will provide input regarding the overall design of the new website, including the site branding and high-level site navigation. The individual or team will review website version images provided by the designer.</p> <p>Deliverables: Website design specifications (graphic design, information)</p>
Project Manager Meeting	<p>CivicPlus assigns a qualified Project Manager to guide you through the Website Content build-out. They will assist you with determining the content to be migrated or developed. During your initial meeting they will discuss topics such as website menuing, domains & DNS, training approach, and a variety of other related website topics.</p> <p>Deliverables: Customer will develop an overall understanding of how the process will flow right through to Implementation.</p>



PHASE 2: DESIGN & BUILD

<p>Design Concept Creation & Approval (Ultimate Designs)</p>	<p>CivicPlus will complete concepts for the homepage. These concepts will incorporate all the graphical elements and layouts. You will select a concept after a series of iterative design revisions—up to six mockup revisions. You will officially sign-off on the final website design selected once it meets your expectations.</p> <p>Deliverables: Design concepts, Finalized design (Adobe XD)</p>
<p>Website Setup, Configuration, & Customization</p>	<p>CivicPlus will create a fully functional website that includes the elements described in this proposal.</p> <p>CivicPlus will finalize the remaining components within the approved design and navigation as part of the website setup.</p> <p>Deliverables: Functional website setup, Content migration initiated</p>

PHASE 3: MIGRATE CONTENT

<p>Content Finalization & Departmental Review</p>	<p>CivicPlus will migrate all content for your staff to review and finalize before go-live. See the pricing section for the specific number of included pages.</p> <p>Deliverables: Content creation and migration, Homepage and Departmental content review</p>
<p>Directory Pages Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/Resolutions</p>	<p>Depending upon website options selected and the volume of data CivicPlus may provide you with a custom Microsoft Excel template to complete to allow for auto-importing.</p> <p>Deliverables: Content creation and migration, Departmental content signoff</p>
<p>Agenda & Minutes Migration</p>	<p>The Content Development Team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.</p>



PHASE 4: STAFF TRAINING

Staff Training

Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered online to administrators and content contributors. Individuals can attend training sessions over 3–4-week period prior to going live. During this time, you have the option of repeating any session as desired. Our flexible scheduling of sessions will make it easier to fit training into your weekly schedule.

Deliverables: Online Training with a Qualified Instructor, Video Conference, Videos and User guides

PHASE 5: TESTING

Functional Testing

CivicPlus will perform a series of tests across multiple browsers and operating system versions to confirm site functionality and all features documented in this proposal.

Deliverables: Complete and Comprehensive Testing

Acceptance Testing

A standard webpage is defined as one that contains a title, body text, and up to five links, file attachments, or images. We will provide a custom quote if you require migration of more complex pages.

Deliverables: Site acceptance by customer

PHASE 6: GO LIVE

Go Live

We will work with you to make the appropriate Domain and DNS entry changes to initiate the process of making the new site available on the internet. Once the website is Live we will transition you to our Technical Support organization for the best post-implementation experience.

Deliverables: Final Website – Live!



M³ Integratable Meetings Management Migration & Server Configuration

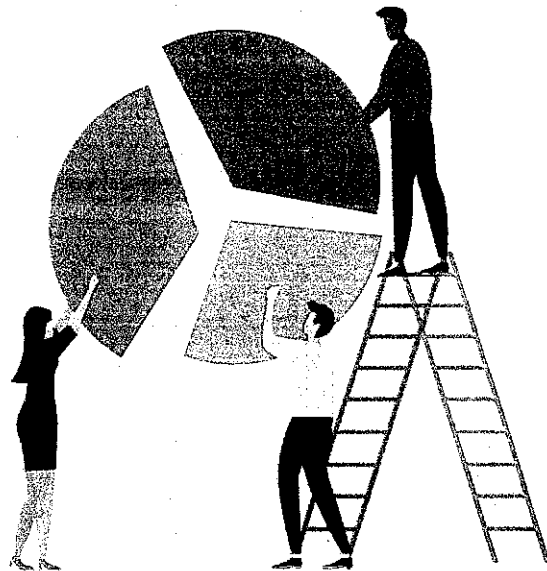
Setting You Up for Immediate & Future Public Meetings Success

Systematically and accurately migrate up to five years of meetings PDF documents into your website's Meetings Directory (agendas, packets, minutes). The Meetings Directory, along with the website Calendar, is easy to manage and update within the CMS dashboard. It is also uniquely engineered to seamlessly integrate with the CivicPlus Agenda and Meeting Management solution which further integrates with our Codification solution. It is important to set this up properly on day one for optimal transparency, search, and as a foundation for future meetings management optimization.

Your Role During Implementation

A smooth, on-time deployment is dependent on the customer's participation, providing timely information and approving proofs quickly.

- The customer will make available relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort and create new content copy as needed.
- The customer will assign a single point of contact that will be responsible for coordinating the schedules of other project stakeholders.
- The customer will review any deliverables requiring formal approval within five business days and return all comments and issues at or before those five days have elapsed.
- The customer will assign one person who will act as the ultimate decision-maker in the case where consensus among the team cannot be reached.
- The customer must agree to the applicable terms of services for Google-related services such as Google Analytics and Google Maps to access those features. CivicPlus is not responsible for Google's decisions related to discontinuing services or changing current APIs.



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding the technical functionality and usage of your new website.

CivicPlus Technical Support will provide a toll-free number as well as an online email support system for users to submit technical issues or questions. Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

AWARD-WINNING



CivicPlus has been honored with two Gold Stevie® Awards, three Silver Stevie® Awards, and seven Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, and Remote Customer Service Innovation of the Year. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.



CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

MAINTENANCE

CivicPlus is responsible for all ongoing maintenance. This includes various security and other patches provided by the greater Drupal community, as well as any module updates provided by the module maintainers. We also provide ongoing development of our CMS with releases of new functionalities and features usually on a quarterly basis.

Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites sites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. From our secure data center facilities to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

Your new website will be hosted by CivicPlus in conjunction with a third-party managed solution, Acquia, a software as a service provider specializing in the Drupal Platform (acquia.com). Acquia Cloud is built on AWS infrastructure using a High Availability architecture across AWS Availability Zones. The CivicPlus platform is multi-tiered with its load balancers, application, database, and a file system each on separate tiers. Multi-tier infrastructure has resiliency, performance, scalability, and security advantages over a single-tier system. This will allow CivicPlus to maintain greater control over hacking attempts and DDoS attacks and provide an easy pathway for us to implement feature upgrades and service patches.

Your website will be protected by several yearly industry audit certifications. Your infrastructure will also be protected from downtime via horizontal and vertical scaling capabilities that can handle as much traffic as is needed at any time. Please reach out if you would like more information on our audit certifications, infrastructure methodologies, hardware specifications, or any other aspect of the hosting and security of your new website.



Project Costs

Features & Functionality

- CivicPlus Municipal Website
- Unlimited user licenses
- Unlimited staff page creation ability

Implementation

- Premium/Ultimate Design
- Up to 150 pages Content Migration
- Pre-scheduled weekly training sessions allow you to register and attend sessions to fit your schedule

Annual Recurring Services

- Hosting & Security
- Software maintenance including service patches & system enhancements
- 24/7 Technical support
- Free monthly training webinars
- Access to the CivicPlus Help Center with click-through tutorials
- Dedicated customer success manager

M³ Integratable Meetings

Management Migration & Server

Configuration

- Migrate up to 5 years of meetings PDFs to Meetings Directory

	Premium Design	Ultimate Design
One-Time Implementation Fee	No Fee	No Fee
M ³ Integratable Meetings Management Migration & Server Configuration	\$850 One-Time	\$850 One-Time
Hosting & Support Annual Fee	\$3,795	\$4,758
	20% Discount on Annual Fees If a CivicPlus Customer for Agenda and Meeting Management <u>AND</u> Codification	
	10% Discount on Annual Fees If a CivicPlus Customer for Agenda and Meeting Management <u>OR</u> Codification	



Optional Enhancements

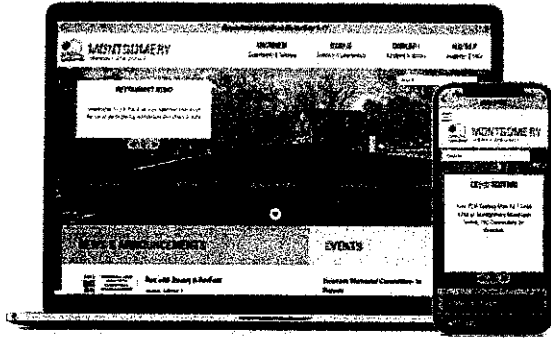
Optional Items	Cost
Business Directory	\$825 / year
Projects Directory	\$385 / year
Properties Directory	\$385 / year
Parks Directory	\$385 / year
Bids and RFPs	\$220 / year
Specialty Subsites	\$1,650 / year
Website Redesign Every Fourth Year (Ultimate Package Only)	\$825 / year
Chatbot for Residents	\$2,750 / year
Text Messaging (up to 20,000 SMS texts included)	\$550 / year
CivicPlus Pay	\$3,000 one-time \$1,785 / year
Additional Pages of Content Migration (150 pages and 3 years of meetings are migrated as a part of the base price)	\$250 / 50 pages



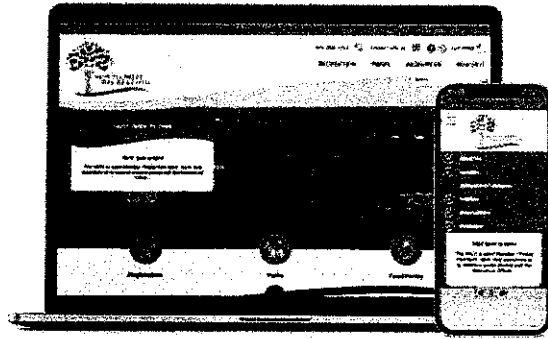
Specialty Subsite Graphic Designs

We also offer the option of having graphic designs for subsites that require specialized branding. These specialty subsites leverage your content management system and database, enabling the same functionality as your primary website with a unique look and feel.

Montgomery Township, New Jersey - Parks & Recreation Subsite

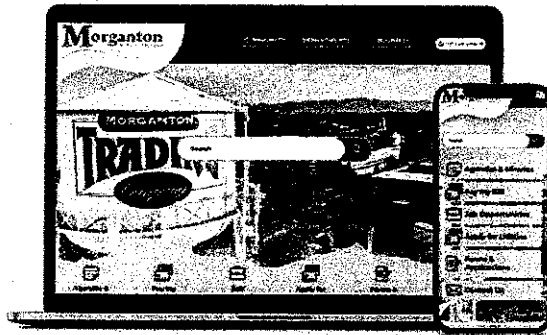


montgomerynj.gov



montgomerynj.gov/parksrec

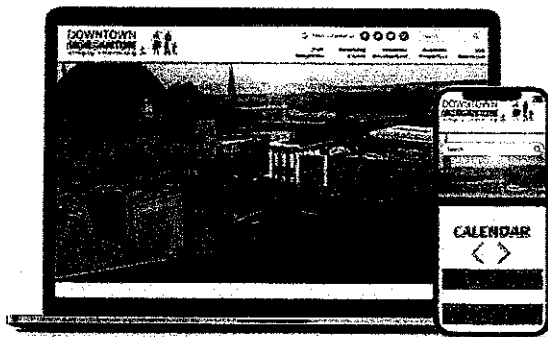
Morganton, North Carolina – Parks & Recreation Subsite & Downtown Subsite



morgantonnc.gov



morgantonparksandrec.com/parksrec



downtownmorganton.com/main-street



Invoicing Details

- 100% of Year 1 costs upon contract signing.
- Annual recurring Services shall be invoiced on the start date of each Renewal Term.
- Annual Recurring Services shall be subject to a 5% annual increase beginning in Year 2 of service.
- All invoices are due within 30 days of the date of such invoice.

If the payment schedule and terms noted above does not meet your needs, please discuss with us so that we can try to accommodate your goals.

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available.

A formal, summarized Statement of Work that delineates your chosen project scope will be provided for your review and final signature.

If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

Additional Solutions & Services

Our Civic Experience Platform provides a bridge between citizens and governments for positive interactions. We offer the following solutions and services for our customers:

- Meetings and Agenda Management
- Codification (Municode)
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and CRM
- Process Automation and Digital Services
- Public Works
- Fire and Life Safety Inspections
- Planning, Permitting, Licensing, and Code Enforcement
- Web Governance and ADA Remediation (ADA Compliance, Quality Assurance, Internal Policy Compliance, Site Functionality Optimization)
- Social Media Archiving
- FOIA Management

Visit our [website](#) or reach out to your Account Executive for additional information, a schedule a demo, or to obtain a quote.



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
Curt Fjelstad
Kirk Hayes
John Henderson
Robert Kersch
Rian King-Chavez
Gregory Larkins
John Molendyke
Gordon Pierson

CITY COUNCIL/COMMITTEE AGENDA ITEM INFORMATION

THIS AGENDA ITEM REFERRED BY:

TO:

Agenda Item Name: Cottonwood Street Improvement Project Final Pay Estimate

For Meeting on: 03/04/2024 **Staff Member/Committee Referring:** Trent Freeman

Description of the item:

Approval of first and final Pay Estimate including Change Orders for the Cottonwood Street Improvement Project completed by Montana Materials Co. in the amount of \$267,861.00. The original contract amount was \$253,777.00. The change order consists of adding rebar to the concrete valley gutter and the removal of concrete pavement at the intersection with Main St.

Attachments:

First and Final Pay Application

Previous Committee Engagement:

(discussion, outcomes, recommendations, public comment)

None

Recommended Motion/Action:

Favorable Recommendation to approve and forward to Council for approval

Contractor's Application for Payment No. 1

Application Period: 4/1 to 11/30	Application Date: 11/30/2023
To (Owner): City of Deer Lodge	From (Contractor): H&H Contracting, Inc.
Project: Cottonwood Road Rebuild	Contract: NTP APRIL 21, 2022
Owner's Contract No.:	Contractor's Project No.:
	Engineer's Project No.: 2306-03P21

Application For Payment
Change Order Summary

Approved Change Order	Number	Additions	Deductions
CO#		\$14,084.00	
TOTALS		\$14,084.00	
NET CHANGE BY CHANGE ORDERS		\$14,084.00	

1. ORIGINAL CONTRACT PRICE	\$ 3253,777.00
2. Net change by Change Orders	\$ 14,084.00
3. Current Contract Price (Line 1 + 2)	\$ 3267,861.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	\$ 3267,861.00
5. RETAINAGE:	
a. <input checked="" type="checkbox"/> \$267,861.00 Work Completed	\$
b. <input checked="" type="checkbox"/> Stored Material	\$
c. Total Retainage (Line 5a + Line 5b)	\$
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$ 3267,861.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$
8. LESS 1% Gross Receipts Tax	\$ 32,678.61
9. AMOUNT DUE THIS APPLICATION	\$ 3165,182.39
10. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 9c above)	\$

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 from 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 interests, 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: Chris Hanson Date: 12/26/23 11/30/2023

Payment of: \$ 3165,182.39
(Line 9 or other - attach explanation of the other amount)

is recommended by: [Signature] 11/30/2023
(Engineer) (Date)

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

is approved by: _____ (Date)
(Owner)

Approved by: _____ (Date)
Pending or Financing Entity (if applicable)

CHANGE ORDER NO. 1

Owner: City of Deer Lodge
 Engineer: Stahly Engineering
 Contractor: H&H Contracting, Inc.
 Project: Cottonwood Road Street Improvements
 Date Issued: 11-21-2023
 Effective Date of Change Order: 11-21-2023

Owner's Project No.:
 Engineer's Project No.: 2506-03P21
 Contractor's Project No.:

The Contract is modified as follows upon execution of this Change Order:
 Description: Work Change Directives 1&2 for removal of existing concrete and rebar installation in valley cutter. Work Change Directive 3 - reconciliation of quantities
 Attachments: WCDs 1-3, emails documentation

Change In Contract Price		Change In Contract Times [State Contract Times as either a specific date or a number of days]	
Original Contract Price:		Original Contract Times:	
\$259,777.00		Substantial Completion:	
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. NA		Ready for Final Payment:	
\$0.00		[Increase] [Decrease] from previously approved Change Orders No. 1 to No. NA	
Contract Price prior to this Change Order:		Substantial Completion:	
\$259,777.00		Ready for Final Payment:	
[Increase] [Decrease] this Change Order:		Contract Times prior to this Change Order:	
\$14,084.00		Substantial Completion:	
Contract Price incorporating this Change Order:		Ready for Final Payment:	
\$267,861.00		[Increase] [Decrease] this Change Order:	
		Ready for Final Payment:	
		Contract Times with all approved Change Orders:	
		Substantial Completion:	
		Ready for Final Payment:	

Recommended by Engineer (if required)

By: [Signature]
 Title: PM
 Date: 2/8/24

Accepted by Contractor

By: [Signature]
 Title: Sec/Tres. Covered
 Date: 12-26-23

Authorized by Owner

By: _____
 Title: _____
 Date: _____

Approved by Funding Agency (if applicable)

By: _____
 Title: _____
 Date: _____

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):		Cottonwood Road Rebuild										Application Number: 1	
Application Period:		4/1 to 11/30										Application Date: 11/30/2023	
Bid Item No.	Item Description	Contract Information				B	C	D	E	F		Balance to Finish (B - F)	
		Item Quantity	Units	Unit Price	Total Value of Item (\$)					Total Completed and Stored to Date (D + E)	% (F / B)		
101	General Requirements	1	LS	\$21,500.00	\$21,500.00	1		\$21,500.00		\$21,500.00	100.0%		
102	Traffic Control	1	LS	\$7,000.00	\$7,000.00	1		\$7,000.00		\$7,000.00	100.0%		
103	Excavation and Haul Off (including ex Asphalt)	2280	CY	\$17.00	\$38,760.00	2280		\$38,760.00		\$38,760.00	100.0%		
CO1-104	Modified Curb and Gutter	130	LF	\$45.00	\$5,850.00	130		\$5,850.00		\$5,850.00	150.0%	-\$2,925.00	
105	Concrete Double Gutter	288	LF	\$74.00	\$21,312.00	297		\$21,978.00		\$21,978.00	103.1%	-\$666.00	
CO1-106	6-Inch Concrete	597	SF	\$27.00	\$15,849.00	683		\$18,441.00		\$18,441.00	116.4%	-\$2,592.00	
107	Asphalt (4-inch)	2086	SY	\$29.00	\$60,494.00	2086		\$60,494.00		\$60,494.00	100.0%		
108	Asphalt Tack Coat	1	LS	\$2,800.00	\$2,800.00	1		\$2,800.00		\$2,800.00	100.0%		
109	1-1/2 Inch Minus Crushed Base Course (6-Inch)	348	CY	\$41.00	\$14,268.00	348		\$14,268.00		\$14,268.00	100.0%		
110	6-Inch Minus P4 Run Base (12-Inch)	695	CY	\$40.00	\$27,800.00	695		\$27,800.00		\$27,800.00	100.0%		
111	Slotted Manhole	3	EA	\$4,000.00	\$12,000.00	3		\$12,000.00		\$12,000.00	100.0%		
112	6-Inch Clean Cobbles w/ Filter Fabric	380	CY	\$58.00	\$22,040.00	380		\$22,040.00		\$22,040.00	100.0%		
113	4-Foot Wide BlueBoard Insulation (4-Inch Thick)	264	LF	\$11.00	\$2,904.00	280		\$3,080.00		\$3,080.00	106.1%	-\$176.00	
114	New Stop Sign w/ Telespar Post	1	EA	\$1,200.00	\$1,200.00	1		\$1,200.00		\$1,200.00	100.0%		
CO1	Work Change Directive 1 - Removal of 25CY concrete	1	LS	\$2,790.00	\$2,790.00	1		\$2,790.00		\$2,790.00	100.0%		
CO1	Work Change Directive 2 - Rebar for valley gutter	1	LS	\$4,935.00	\$4,935.00	1		\$4,935.00		\$4,935.00	100.0%		
CO1	Work Change Directive 3 - Quantity Reconciliation												
Totals													
											\$267,861.00	102.4%	-\$6,359.00