



PUBLIC WORKS COMMITTEE AGENDA

Tuesday, January 26th, 2021 – 5 PM | Council Chambers, City Hall.

1. Call meeting to order
2. Approval of Minutes
 - a. November 24th and December 15th
3. Public Comment - Limit to three minutes per person
4. Old Business
 - a. Title 4 Review then to Council Operations
5. New Business
 - a. Communication Tower Use at JC Park
 - b. Review 2020 goals and discuss 2021 goals
 - c. Committee Bylaws Review then to Council Operations Committee
 - d. Commercial Garbage Can Stencil for Unlawful Dumping
 - e. Department of Public Works update
6. Staff Comments
7. Committee Observations
8. Announcement of the next meeting: February 23rd at 5 PM
9. Adjournment

Public Works Committee

Garbage | Sewer | Streets | Trees | Wastewater | Water

Members

John Henderson | Vacant | John Molendyke

PUBLIC WORKS COMMITTEE

MINUTES

Tuesday, November 24, 2020 at 5PM | Council Chambers, City Hall.

Members Present: John Molendyke, John Henderson

Members Absent: 1 Vacancy

Mayor: Diana Solle

CAO: Brian Bender

Council Member: None

Staff: Trent Freeman, & Cyndi Thompson

Consultants: None

Guests: None

1. Call Meeting to Order

Chairperson Molendyke called the meeting to order at 5:01 PM.

2. Approval of Minutes

a. October 27th

Member Henderson motioned to approve the minutes. Chairperson Molendyke seconded the motion. The vote was unanimous.

3. Public Comment - Limit to Three Minutes Per Person

None.

4. Old Business

None.

5. New Business

a. City Administrator Transition – Brian Bender

Status of projects/Coordination with Stahly & Future Goals: See accompanying document. - CAO Bender presented a Stahly Engineering Project Summary. The

spreadsheet is numbered 1-5, with 5 being the highest priority. The entries are in the order as found on the accompany Project Progress Document.

- b. **Wastewater I & I Project: RRGL & TSEP funds.** – CAO Bender discussed the 2-grant application that were submitted late spring, early summer, we are in line for \$1.1 Million Dollar grant money split between the two projects. The project is penciled in and is about a 3-year phase project. May need a rate increase on the sewer side. This was communicated thru this committee and Council. May need to look a rate increase Fiscal Year 2021-2022.
 - c. **Public Works Department Update** – Trent Freeman discussed a few projects that will carry over to next spring, and fire hydrants that still need replaced. This will be pushed out till next year. The guard rail showed up last week for Clark & Cottonwood Street. The trailers came in with the message boards. Robert on the City Crew is out still and having another surgery, and Interim mechanic has been set in place. We got a physical address established thru E911 out at the cemetery and will have an address sign made up. City Crew is down 1 employee who is on quarantine. Cottonwood Villas will be installing street signs. Started on the 20-21 PASR Project everything has been submitted to Stahly and try to get that out to bid this winter.
6. **Staff Comments** – Mayor Solle stated she is been working with Westaff on the CAO position. Per CAO Bender, he was advised by the Mayor to proceed with the Solid Waste Rate Increase Hearing and the 1st Public hearing will be on the Dec 21st at the Council Meeting.
7. **Announcement of the next meeting**
Announced of the next meeting: December 15th at 5pm.
8. **Adjournment**
Meeting adjourned at 6:05pm.

Prepared by Cyndi Thompson, City Clerk

John Molendyke, Chairperson

Date

Public Works Committee

Garbage | Sewer | Streets | Trees | Wastewater | Water

Members

Chairperson, John Molendyke | John Henderson | VACANT

PUBLIC WORKS COMMITTEE

MINUTES

Tuesday, December 15th, 2020 at 5PM | Council Chambers, City Hall.

Members Present: John Henderson & John Molendyke
Members Absent: None
Mayor: Absent
Interm CAO: Trent Freeman
Council Member: None
Staff: None
Consultants: None
Guests: None

1. Call Meeting to Order

Chairperson Molendyke called the meeting to order at 5:01 PM.

2. Approval of Minutes

- a. The minutes for the November 24th meeting have not been transcribed yet therefore were not approved. They will be approved at the following meeting in January along with the December meeting minutes.

3. Public Comment - Limit to Three Minutes Per Person

None.

4. Old Business

None.

4. New Business

a. Municipal Well Project Update – Trent Freeman.

Update was given to the committee on the progress of the New Well. Reports and Plans for the well are almost finalized according to Greg Wirth of Stahly Engineering. Greg is still in contact with the DOC attorney regarding the land transfer request.

b. Wastewater I & I Project Update – Trent Freeman.

Update was given to the committee on the status of the grant that was submitted. The project ranked 13 out of 41 and will be in consideration of award if this next year's legislature passes. Member Henderson asked if it would be a good idea to write a letter to our elected legislatures to help get this passed so we can move forward with the improvements on the City's infrastructure. Yes this would be a good idea. Robie Culver with Stahly Engineering will also be involved with the hearings.

c. Cottonwood Creek Flood Mitigation Project Update – Trent Freeman.

Update was given to the committee on the last meeting that I had with Stahly Engineering. After several viable options had been compiled, the best option for the City would be to remove seven of the eleven bridges throughout the City. 2nd Street Bridge, Main St. Bridge, Clagett St. Bridge, and Stark St. Bridge would be the only bridges that would remain. This will be presented to the Council towards the end of January 2021

d. Brookside Sewer Project Update and Recommendation to Council for Award – Trent Freeman.

There were eight contractors that bid on the project, so it was a good turnout. The low successful bidder was MJD Contracting. After the review of the bids, Stahly Engineering and myself, recommend the award to MJD Contracting. Member Henderson made a motion to accept the award and move this forward for Council approval. Member Molendyke seconded. Motion carried.

5. Staff Comments

Mr. Freeman discussed staffing issues related to absences due to Covid 19. The crew does have full staff back as of Monday, December 14th but are still minus one who will be returning on January 15th after the medical evaluation.

The crew is working on the winter maintenance of the sewer mains and assembling the new barricades that came in as part of the Homeland Security Grant

6. Announcement of the next meeting

Announced of the next meeting: January 26^h 2021 at 5pm.

7. Adjournment

Meeting adjourned at 5:33pm.

Prepared by Trent Freeman, Public Works Superintendent

John Molendyke, Chairperson

Date

Public Works Committee

Garbage | Sewer | Streets | Trees | Wastewater | Water

Members

John Henderson | Vacant | John Molendyke



CITY COUNCIL

2020 GOALS

Checklist

Council Operations

Short Term Goals, Six Months to One Year

- ☐ a. Completion of the City Code Review
- ☐ b. Maintain and incorporate updates into the Financial Calendar

Middle Term Goals, One to Three Years

- ☐ a. Maximize Website
- ☐ b. Upload City Code online

Long Term Goals, Four to Five years

- ☐ a. Develop a Training Plan

Wish List, Objectives Wanted to be Accomplished

- ☐ a. None

Economic Growth and Development

Short Term Goals, Six months to One Year

- ☐ a. Enhance relationships with Chamber of Commerce & Discover Deer Lodge
- ☐ b. North Gateway Sign

Middle Term Goals, One to Three Years

- ☐ a. Main Street open space venue
- ☐ b. Update Growth Policy
- ☐ c. Wayfinding Sign Plan implementation
- ☐ d. Continue/Strengthen relationship with housing developers

Long Term Goals, Four to Five Years

- ☐ a. Main Street lane reduction

Wish List, Objectives Wanted to be Accomplished

- ☐ a. Industrial Park
- ☐ b. Distance learning center / law enforcement training session

Finance Committee

Short Term Goals, Six Months to One Year

- ☐ a. Adjust Financial Calendar to include Finalizing Fee Schedule for New Year
- ☐ b. Analyze budget needs for Law Enforcement Consolidation in support of the Review Committee

Middle Term Goals, One to Three Years

- ☐ a. Reduce City spending by five-percent (through saving efficiencies)

Long Term Goals, Four to Five Years

- ☐ a. Research and procure funding for a new water supply source

No Wish List Items at this time

- ☐ a. None

Parks and Recreation

Short Term Goals, Six Months to One Year

- ☐ a. Continued support of the Parks & Trails Master Plan (to serve as a steering committee)
- ☐ b. Purchase a soil screen for use at Hillcrest Cemetery (priority)
- ☐ c. Incorporate youth activity elements into existing parks

Middle Term Goals, One to Three Years

- ☐ a. Install a restroom and water fountain at Hillcrest Cemetery
- ☐ b. Restore upper ballfields at Jaycee Park

Long Term Goals, four to Five Years

- ☐ a. Continued effort to complete the Cemetery improvements described in the CIP

Wish List, Objectives Wanted to be Accomplished

- ☐ a. Skatepark

Public Health and Safety

Short Term Goals, Six Months to One Year

- ☐ a. Installation of Fire Danger Safety Signs
- ☐ b. Submit Homeland Security Grant for barricades and message signs

Middle Term Goals, One to Three Years

- ☐ a. Obtain and install variable traffic boards and barricades
- ☐ b. Obtain and install portable speed signs in school zones
- ☐ c. Reapply for speed reduction on Main Street

- ☐ d. Coordination with schools for children safety around school/park zones

Long Term Goals, Four to Five Years

- ☐ a. Electronic speed display signs for school zones
- ☐ b. Increase pedestrian safety throughout the City

No Wish List Items at this time

- ☐ a. None

Public Works

Short Term Goals, Six Months to One year

- ☐ a. Initiate GIS Mapping
- ☐ b. Update PASER Project map
- ☐ c. Update Capital Improvements Plan (CIP)
- ☐ d. Discover new municipal well site
- ☐ e. Solve Inflow and Infiltration issue with Rialto and area businesses
- ☐ f. Complete the revisions to Title #4
- ☐ g. Enhance crosswalks and pedestrian facilities
- ☐ h. Commission a PAR for City Hall

Middle Term Goals, One Year to Three Years

- ☐ a. Garbage truck shed
- ☐ b. Heated rain gutters at City Hall
- ☐ c. West Side flooding issue (City or County?)
- ☐ d. New dump truck purchase
- ☐ e. Secure funding to address the I&I problem
- ☐ f. Research a sidewalk rehab program

Long Term Goals, Four to Five Years

- ☐ a. Residential water meters (\$6.5M)
- ☐ b. Water main replacement PER
- ☐ c. Build budget reserves for WWTP upgrades
- ☐ d. Street width reduction

No Wish List Items at this time

- ☐ a. Snow removal & the acquisition of a snowplow

Bylaws

Public Works Committee

ARTICLE I - NAME

Section One. Name

The official name of the organization shall be "Public Committee" hereinafter referred to as "The Committee."

Section Two. Purpose

The Committee oversees the efficient delivery and functionality of municipal services supporting engineering, land development, waste management, and transportation. These services assure the vitality of Deer Lodge as a vibrant and appealing city.

ARTICLE II - OFFICERS

Section One. Officers

The Committee shall have one elected officer consisting of a Chairperson.

Deer Lodge's City Clerk shall serve as Secretary to the Committee.

Section Two. Appointment of the Chairperson

Appointment of the Chairperson shall be made at the first meeting of the year. The Chairperson must be a member of the Committee. If the members cannot reach consensus on the appointment, than a nominee receiving a majority vote of those present at the meeting shall be declared the Chairperson.

Section Three. Terms of the Chairperson

The Chairperson shall assume the responsibility immediately upon appointment and shall serve for a term of one year.

Section Four. Vacancy of the Chairperson

Vacancy in the term shall be filled immediately by the procedure described in Article II, Section Two for the un-expired portion of the term.

Section Five. Duties of Officers

(a) Chairperson

The Chairperson shall preside at all meetings of the Committee. The Chairperson

shall sign the minutes of meetings, and all documents involving the authority of the Committee. The Chairperson shall compose meeting agendas after seeking input from the Mayor and Committee members. The Chairperson has the responsibility to advise the Mayor and the City Council of items discussed by the Committee. The Chairperson shall have all the duties normally conferred by parliamentary rules on such officers and shall perform such other duties as may be ordered by the Committee except as otherwise provided in these rules, in other Committee resolutions, or in City resolutions.

(b) **Absence of the Chairperson**

In the absence of the Chairperson, the Committee may elect a temporary Chairperson by a majority vote of those present at a called meeting, who shall assume the duties of the Chairperson.

Section Six. Duties of the Secretary

Deer Lodge's City Clerk shall perform the duties of the secretary for the Committee. The Secretary shall keep the minutes of all meetings and materials allied with the Committee. The Committee has the responsibility of approving such minutes. The Secretary shall post agendas to according to practices agreed upon by the City Council. The Secretary shall maintain a file of all studies, plans, reports, recommendations and official records of the Committee and perform such other duties as the Committee may determine.

Section Seven. Order of Meetings

1. Call Meeting to Order
2. Approval of Minutes
3. Public Comment
4. New Business
5. Announcement of the Next Meeting
6. Adjournment

➤ The Chairperson may allow deviations from the described Order of Meetings to accommodate special circumstances or events.

Section Eight. Discussion Procedures

- (a) Chairperson introduces the topic with all supporting materials. Committee members have the opportunity to ask any questions or contribute any items of information.
- (b) The Committee may ask staff and/or consultants to provide technical analysis, review considerations and basic policies, offer possible alternatives, and make recommendations, if any. Other interested parties allowed to comment briefly or

make inquiries.

- (c) Proponents and or opponents in the audience are given opportunity to speak in favor or against application. Information submitted should be factual, relevant and not merely duplication of previous presentation. A reasonable time shall be allowed. Each person speaking shall give name, address and nature of interest in matter.
- (d) Brief rebuttal for proponents and opponents heard separately and consecutively, with presentation limited to their spokesperson.
- (e) The Committee will take the opportunity to deliberate before rendering a recommendation for the benefit of the Mayor and the City Council.

Section Nine. Quorum

A majority of the members of the Committee shall constitute a quorum for the transaction of business and the taking of official action.

Section Ten. Motions

Motions shall be restated by the Chairperson before a vote is taken. The name of the members making and seconding a motion shall be recorded in the minutes of the meeting.

Section Eleven. Voting

The concurring vote of two members of the Committee shall be necessary to reverse any order, requirement, decision, or determination of any such administrative official; to decide in favor of the applicant on any matter upon which it is required to pass under any such resolution; or to effect any variation in such resolution.

Section Twelve. Reports

On all matters considered by the Committee, the report and recommendations, if any, of presented to the Committee and shall be recorded in the minutes of the meeting.

Section Thirteen. Parliamentary Procedure

Except as otherwise prescribed by these rules, the Committee meetings shall be guided by Robert's Rules of Order (the most recent edition). At the Chairperson's discretion or at the discretion of two members, the Committee may modify the proceedings after consultation with the City Attorney. If any questions arise as to procedure, the ruling of the Chairperson shall be final unless reversed by a vote of at least two members.

Section Fourteen. Public Nature of Meetings and Records

All meetings, hearings, records and accounts shall be open to the public.

ARTICLE III - MEETINGS

Section One. Meetings: Time and Place

A regular monthly meeting shall be held on the Tuesday of the fourth week of each month at 5:15 PM in the Council Chambers, unless a different time and/or place is posted at the City Hall at least forty eight (48) hours prior to the meeting.

Members shall receive meeting materials via email at least two (2) days, forty-eight (48) hours prior to the meeting. Alternatively, members may request to receive a hard copy of the materials.

Section Two. Recessed Meetings

Any regular or special meeting may be recessed to a definite time and place by a majority vote of the members present at the meeting.

ARTICLE IV – COMMITTEES

Section One. Establishment of Sub Committees

(Reserved)

ARTICLE V - AMENDMENTS

Section One. Amendments

These bylaws may be amended at a regular noticed meeting of the Committee by the affirmative majority vote of the members present, provided that the proposed amendments have been submitted in writing at a previous meeting.

Sample

