



# PUBLIC WORKS COMMITTEE AGENDA

**Tuesday, March 23rd, 2021 – 5 PM | Council Chambers, City Hall.**

1. Call meeting to order
  2. Approval of Minutes
    - a. January 26, 2021 – No February meeting.
  3. Public Comment - Limit to three minutes per person
  4. Old Business
    - a. None
  5. New Business
    - a. Recommendation of award 2021 PASER Project
    - b. Recommendation of award JC Park Trails Project
    - c. Flood Mitigation Discussion (John Henderson)
    - d. Department of Public Works update
    - e. ByLaw Review and sign
  6. Staff Comments
  7. Committee Observations
  8. Announcement of the next meeting:  
April 27th at 5 PM
  9. Adjournment
- 

## **Public Works Committee**

Garbage | Sewer | Streets | Trees | Wastewater | Water

## **Members**

John Molendyke (Chairperson) | Anthony Savalla | John Henderson

# PUBLIC WORKS COMMITTEE

# MINUTES

**Tuesday, January 26, 2021 at 5PM | Council Chambers, City Hall.**

**Members Present:** John Henderson & John Molendyke  
**Members Absent:** 1 Vacant  
**Mayor:** Diana Solle  
**Interm CAO:** Trent Freeman  
**Council Member:** None  
**Staff:** Cyndi Thompson  
**Consultants:** Christopher Anderson & Mark Hathaway with Inferno Wireless  
**Guests:** None

**1. Call Meeting to Order**

Chairperson Molendyke called the meeting to order at 5:06 PM.

**2. Approval of Minutes**

a. November 24<sup>th</sup> and December 15<sup>th</sup> – Approved Unanimously.

**3. Public Comment - Limit to Three Minutes Per Person**

None.

**4. Old Business**

a. Title 4 review then to Council Operations – Trent Freeman.

Trent Freeman and Committee reviewed the ongoing pages of Title 4. The items to be deleted will be to remove fees and keep verbiage.

- i. 4.19.010 Water Waste (sewerage) Development Fee
- ii. 4.20.010 Water System Development Fee
- iii. Attachment Water #1
- iv. Attachment Water #2

- v. Attachment Water #3
- vi. Attachment Water #4
- vii. Attachment Sewer #1 – ONLY remove Non-residential rate fee schedule. Leave Verbaige.

## 5. New Business

- a. Communication Tower Use at JC Park. – The City received two requests to purchase the tower and lease the ground the tower sits on behind the fairgrounds from Inferno Wireless out of Deer Lodge and RFWave out of Anaconda. The Committee is interested in going with Inferno Wireless as this is a new business to Deer Lodge and would like to provide that support to a new business within the city. Inferno Wireless proposal would be to purchase the tower (price TBD) and Lease the ground from the City of Deer Lodge (lease price TBD). The suggested price and lease from the Committee would be.
  - i. 20-year Lease Agreement at \$1.00 per year
  - ii. Purchase the tower in the price range of \$2,000-\$3,000.
  - iii. Inferno Wireless provide up to six (6) internet connections to the City's owned properties, referred to as Exhibit A.

The Committee agreed they will present this information to the City Attorney Peter Elverum. Chris Anderson and Mark Hathaway of Inferno Wireless will provide to the Committee price comparisons of other towers similar to the one the City has to offer along with more documentation about their business, what they intend to provide for service, the span of area, and price plans for customers, etc.

Member Henderson motioned to have a Special Public Works meeting before February 15<sup>th</sup> to discuss the (1) Proposed 20-year Lease Agreement (2) Proposed Sale of the tower to Inferno Wireless \$2,000-\$3,000, (3) Proposed use of six (6) wireless connection to the City's owned properties, referred to as Exhibit A. Chairperson Molendyke seconded the motion. The vote was passed 2 Yea's, Zero No's, 1 Vacant.

- b. Review 2020 goals and discuss 2021 goals. – Trent Freeman reviewed with the Committee the 2020 goals from last year and set goals for 2021.

## Public Works

### Short Term Goals, Six Months to One year

- a. Update PASER Project map
- b. Update Capital Improvements Plan (CIP) (wait for new CAO)

### Middle Term Goals, One Year to Three Years

- a. Enhance crosswalks and pedestrian facilities.
- b. West Side flooding issue (City or County?)
- c. New dump truck purchase
- d. Secure funding to address the I&I problem
- e. Research a sidewalk rehab program

### Long Term Goals, Four to Five Years

- a. Garbage truck shed.
- b. Residential water meters (\$6.5M)

- c. Water main replacement PER
- d. Build budget reserves for WWTP upgrades
- e. Street width reduction
- f. New City Hall Building
- g. New roof/secure City Hall Building

**No Wish List Items at this time**

- c. Committee Bylaws review then to Council Operations Committee. City Clerk Cyndi Thompson is in the process of updating the Bylaws for Public Works. This item is postponed till the next Public Works meeting, February 23<sup>rd</sup>.

- d. Commercial garbage can stencil for unlawful dumping – Trent Freeman.  
The concern is residence using businesses trash containers to dump household sacks of garbage (illegal dumping)

**7.02.100: UNLAWFUL DUMPING PROHIBITED**

A. It shall be unlawful for any person to deposit for collection any garbage or bulky trash item not produced at the address from which collection is made or to bring any garbage from one address to another for the purpose of taking advantage of the collection service.

B. It shall be unlawful for any person, agent, occupant, or business whose lawful residence or place of business is not served by the city garbage collection service to dispose of their garbage by any means within the City.

*(Ordinance 150 – 6/18/2012: Effective 7/18/2012 [Repeals/Replaces all Title 7])*

It is requested by the Public Works Supervisor, Trent Freeman to the Committee we order stencils and label the garbage cans.

Member Henderson motioned to approve the purchase of a stencil for the city's garbage cans. Chairperson Molendyke seconded the motion. The vote was passed with 2 Yea's, Zero No's, 1 Vacant.

- e. Department of Public Works update. – Trent Freeman.  
Public Works Supervisor Trent freeman summarized the City Crew projects they have been working on or completed.
  - i. Almost done jetting sewers.
  - ii. Garbage truck minor issues, cylinder leaking, air leaks.
  - iii. Back up garbage truck in Great Falls at Coy Brothers (approved budgeted item)
  - iv. Sanding streets as needed.
  - v. Building sign racks.
  - vi. Decommissioning Old Dodge.
  - vii. Installed a new Utility mailbox at City Hall for drop payments.
  - viii. Looking at projects for 2021 as weather gets better and ground thaws.
  - ix. Waiting on Brookside Sewer and the start of construction.

**6. Staff Comments**

None

**7. Announcement of the next meeting**

Announced of the next meeting: February 23rd at 5pm.

**8. Adjournment**

Meeting adjourned at 6:52pmpm.

Prepared by Cyndi Thompson, City Clerk

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John Molendyke, Chairperson

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Date

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**Public Works Committee**

Garbage | Sewer | Streets | Trees | Wastewater | Water

**Members**

John Henderson | Vacant | John Molendyke



[www.seaeng.com](http://www.seaeng.com)

*Engineers and Land Surveyors*

851 Bridger Drive, Suite 1, Bozeman, MT 59715 | phone: 406-522-8594 | fax: 406-522-9528

March 2, 2021

Mr. Trent Freeman, Interim Chief Administrative Officer  
City of Deer Lodge  
300 Main Street  
Deer Lodge, MT 59722

**RE: Recommendation of Award – 2021 Street Maintenance Project**

Dear Trent:

Construction bids for the 2021 Street Maintenance project were received and opened on February 25, 2021. Three bids were received within the requirements stated in the Bid Documents. We have reviewed the results and no errors were found that affected the low bid. After review of the bid documents, we feel that Jim Gilman Excavating, Inc. met the requirements contained in the Instructions to Bidders. Jim Gilman Excavating's bid of \$273,829.19 is within the budget set for the project.

Stahly Engineering recommends that the City of Deer Lodge award the construction contract to Jim Gilman Excavating, Inc. for the 2021 Street Maintenance project.

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

Sincerely,

Kurt Thomson, PE  
Project Manager

Deer Lodge - 2021 Street Maintenance  
2/25/21 Public Bid Opening

Item #	Engineer's Estimate				Hardrives		Gillman		Hoffman	
	Startup, Excavation and Grading	Qty Total	Unit	Unit Price (\$)	Cost	Unit Price (\$)	Cost	Unit Price (\$)	Cost	
101	General Requirements	1	LS	\$ 19,000.00	\$ 19,000.00	\$51,000.00	\$ 51,000.00	\$ 25,226.00	\$ 25,226.00	
102	Traffic Control	1	LS	\$ 17,000.00	\$ 17,000.00	\$10,600.00	\$ 10,600.00	\$ 17,700.00	\$ 17,700.00	
103	2 Inch Cold Mill (Large Areas)	7,797	SY	\$ 5.00	\$ 38,985.00	\$ 8.80	\$ 68,613.60	\$ 2.85	\$ 22,231.45	
104	2 Inch Cold Mill (Big Areas - 19 Loc's)	3,466	SY	\$ 5.00	\$ 17,330.00	\$ 8.60	\$ 29,807.60	\$ 5.11	\$ 17,711.26	
105	Paving (Large Areas)	7,797	SY	\$ 15.00	\$ 116,955.00	\$ 21.00	\$ 163,737.00	\$ 9.55	\$ 74,461.35	
106	Paving (Big Areas - 19 Loc's)	3,466	SY	\$ 15.00	\$ 51,990.00	\$ 22.00	\$ 76,252.00	\$ 14.20	\$ 49,217.20	
107	Small Patch Paving	60	SY	\$ 25.00	\$ 1,500.00	\$ 48.00	\$ 2,880.00	\$ 1.200	\$ 1,200.00	
108	Asphalt Tack Coat	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	
109	Crack Sealing	13,969	LF	\$ 1.50	\$ 20,953.50	\$ 0.80	\$ 11,175.20	\$ 1.22	\$ 17,042.18	
110	Asphalt Seal Coat (Chip Seal)	26,657	SY	\$ 2.00	\$ 53,314.00	\$ 2.45	\$ 65,309.65	\$ 1.75	\$ 46,649.75	
	Total				\$347,027.50		\$481,775.05		\$273,829.19	
									\$ 397,911.16	



March 19, 2021

Mr. Trent Freeman, Interim Chief Administrative Officer  
City of Deer Lodge  
300 Main Street  
Deer Lodge, MT 59722

**RE: Recommendation of Award – City of Deer Lodge Jaycee Park Trails Project**

Dear Trent:

Construction bids for the Jaycee Park Trails Project were received and opened on March 9, 2021. Four bids were received within the requirements stated in the Bid Documents. We have reviewed the results and one error was found that affected the apparent low bid. After review of the bid documents, we feel that Deer Lodge Asphalt, Inc. met the requirements contained in the Instructions to Bidders. Deer Lodge Asphalt's bid of \$35,589.00 is within the budget set for the project.

Stahly Engineering recommends that the City of Deer Lodge award the construction contract to Deer Lodge Asphalt, Inc. for the Jaycee Park Trails Project.

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

Sincerely,

Kurt Thomson, PE  
Project Manager

Deer Lodge - Jaycee Park Trail Project  
3/9/21 Public Bid Opening

Item #	Description	Engineer's Estimate			JAG		MJD		Deer Lodge Asphalt		3 Bull Contracting	
		Qty	Total	Unit Price (\$)	Unit Price (\$)	Cost	Unit Price (\$)	Unit Price (\$)	Cost	Unit Price (\$)	Unit Price (\$)	Cost
101	Mobilization & Insurance	1		LS	\$ 5,500.00	\$ 5,500.00	\$ 5,000.00	\$ 12,500.00	\$ 12,500.00	\$ 3,300.00	\$ 3,300.00	\$ 3,500.00
102	Crushed Base Course	109		CY	\$ 50.00	\$ 5,450.00	\$ 4,905.00	\$ 50.00	\$ 5,450.00	\$ 59.00	\$ 6,431.00	\$ 5,995.00
103	Crushed Top Surfacing	138		CY	\$ 50.00	\$ 6,900.00	\$ 6,210.00	\$ 54.00	\$ 7,452.00	\$ 59.00	\$ 8,142.00	\$ 6,210.00
104	Subbase	149		CY	\$ 45.00	\$ 6,705.00	\$ 6,705.00	\$ 45.00	\$ 6,556.00	\$ 59.00	\$ 8,791.00	\$ 22,201.00
105	Unclassified Excavation (and disposal)	280		CY	\$ 25.00	\$ 7,000.00	\$ 13,440.00	\$ 18.50	\$ 5,180.00	\$ 25.00	\$ 7,000.00	\$ 9,800.00
106	Concrete Parking Stops	14		EA	\$ 400.00	\$ 5,600.00	\$ 2,100.00	\$ 100.00	\$ 1,400.00	\$ 75.00	\$ 1,050.00	\$ 910.00
107	Seeding	1		LS	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 875.00	\$ 875.00	\$ 500.00
Total						\$ 40,155.00			\$ 40,038.00		\$ 35,589.00	\$ 49,116.00

\$X,XXX denotes math error

# ByLaws

## Public Works Committee

### ARTICLE I - NAME

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#### Section One. Name

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

#### Section Two. Purpose

- A. The Committee Provides guidance on issues of City Infrastructure: Street Maintenance, Water, Sewage, Wastewater Treatment, Garbage Collection, Street Lighting, Facility Maintenance and Cemetery Operations.

### ARTICLE II - MEMBERSHIP

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#### Section One. Membership

- A. Members
  - 1. The Committee shall consist exclusively of a minimum of three council members.
  - 2. Members are appointed by the Council President at or after the second meeting in January following a municipal general election.
- B. Officers
  - 1. The Committee shall have one elected officer consisting of a Chairperson.
- C. Secretary of the Committee
  - 1. Deer Lodge's City Clerk shall serve as Secretary to the Committee.

#### Section Two. Election of the Chairperson

- A. Election of the Chairperson shall be made at the first Committee meeting of the year.
- B. The Chairperson must be a member of the Committee.
- C. If the members cannot reach consensus on the election, then a nominee receiving a majority vote of those present at the meeting shall be declared the Chairperson.
  - 1. In the event that a Committee Chairperson cannot be selected by the Committee, the Council President shall appoint a Committee Chairperson.

#### Section Three. Terms of the Chairperson

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

#### Section Four. Vacancy of the Chairperson

- A. 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
  - 1. The Chairperson shall preside at all meetings of the Committee.
  - 2. The Chairperson shall sign the minutes of meetings, and all documents involving the authority of the Committee.
  - 3. The Chairperson shall compose meeting agendas after seeking input from the Chief Administrative Officer and Committee members.
  - 4. The Chairperson has the responsibility to advise the Mayor and the City Council of items discussed by the Committee.
  - 5. 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

1. 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**

- A. Deer Lodge's City Clerk shall perform the duties of the secretary for the Committee.
- B. The Secretary shall keep the minutes of all meetings and materials allied with the Committee.
- C. The Committee has the responsibility of approving such minutes.
- D. The Secretary shall post agendas according to practices agreed upon by the City Council.
- E. 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**

- A. The following is the order that meetings will follow:
  1. Call Meeting to Order
  2. Approval of Minutes
  3. Public Comment
  4. New Business
  5. Old Business
  6. Staff or Committee Member Concerns/Comments
  7. Announcement of the Next Meeting
  8. Adjournment
- B. 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.
  1. 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.
  1. Other interested parties are allowed to comment briefly or make inquiries.
- C. Proponents and or opponents in the audience are given opportunity to speak in favor of or against application. Information submitted should be factual, relevant and not merely duplication of previous presentation.
  1. A reasonable time shall be allowed.
  2. 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. 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**

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

#### **Section Eleven. Voting**

- A. 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

- A. On all matters considered by the Committee, the reports, findings and recommendations, if any, are presented to the Committee and shall be recorded in the minutes of the meeting.

#### Section Thirteen. Parliamentary Procedure

- A. Except as otherwise prescribed by these rules, the Committee meetings shall be guided by Robert's Rules of Order (the most recent edition).
- B. At the Chairperson's discretion or at the discretion of two members, the Committee may modify the proceedings after consultation with the City Attorney.
- C. 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

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

### ARTICLE III - MEETINGS

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#### Section One. Meetings: Time and Place

- A. A regular monthly meeting shall be held on the **Fourth Tuesday** of the **Month at 5:00PM** 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.
- B. Members shall receive meeting materials via email at least two (2) days, forty-eight (48) hours prior to the meeting.
  - 1. Alternatively, members may request to receive a hard copy of the materials.
- C. Meetings should be kept to an hour and a half or shorter, if possible.
  - 1. If a lengthy topic is anticipated, the agenda should be kept at a minimum.
- D. If a lengthy topic is to be discussed, a work session should be considered.

#### Section Two. Recessed Meetings

- A. 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 – SUB COMMITTEES

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#### Section One. Purpose of Sub Committees

- A. Sub Committee purpose shall be clearly defined.
- B. Sub Committees may be established to facilitate complex topics that would be better handled outside of the normal Committee.

#### Section Two. Establishment of Sub Committees

- A. Sub Committees are:
  - 1. Short Term
  - 2. One Topic
  - 3. May only provide recommendations to the Committee
- B. Sub Committee membership should include at least one committee member, and any additional council members or members of the public as necessary for the task.
- C. Sub Committees must be established by majority vote of the Committee.

### ARTICLE V – COUNCIL APPROVAL AND AMENDMENTS

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#### Section One. Council Approval

- A. These bylaws must be approved by a majority vote of the Committee Council.

**Section One. Amendments**

- A. 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.

**Section One. ByLaws Approval**

- A. Approved by the Public Works Committee:

\_\_\_\_\_  
Committee Chairperson                      Date

- B. Approved by the City Council by Resolution \_\_\_\_\_:

\_\_\_\_\_  
Mayor    Date