

COMMITTEE OF THE WHOLE

DECEMBER 19, 2022

6:00 P.M.

1. Discussion on Commissioner stipend and rules of procedure
2. 2023 future

Please bring your binder for discussion on Commissioner information.

NOTICE FOR, AND AGENDA FOR, A REGULAR MEETING OF THE CITY COMMISSION, CITY OF LEWISTOWN, DECEMBER 19, 2022 AT 7:00 P.M. AT THE CENTRAL MONTANA COMMUNITY CENTER LOCATED AT 307 W WATSON

To participate virtually the options are as follows:

To join by zoom:

<https://zoom.us/j/8486275925?pwd=dTVGbndDK253ZUJLMjRuZXU5QVpMdz09>

Meeting ID: 848 627 5925 Passcode: 59457

To participate by phone: dial (253) 215-8782 Meeting ID: 848 627 5925 Passcode: 59457

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES – December 5, 2022

COURTESIES

PROCLAMATIONS

BOARD AND COMMISSION REPORTS

CITY MANAGER REPORT

PUBLIC COMMENT – non agenda items

CONSENT AGENDA

Acknowledgement of the claims that have been paid from December 1, 2022 to December 15, 2022 for a total of \$241,768.77

***REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:**

1. Discussion and action on awarding the 2023 snow hauling bids (**Action: approve, disapprove or amend awarding the 2023 snow hauling bids**) City Manager Holly Phelps
2. Discussion and action on approving Resolution No. 4109, a resolution adopting fees and charges for the Lewistown City Cemetery (**Action: approve, disapprove or amend Resolution No. 4109**) City Manager Holly Phelps
3. Discussion and action on approving Resolution No. 4110, a resolution setting rates for sewer services for persons or entities not connected to municipal sewer services (**Action: approve, disapprove or amend Resolution No. 4110**) City Manager Holly Phelps
4. Discussion on letter from the Department of Administration and the FY 2022 audit.

CITIZENS' REQUESTS

COMMISSIONER'S MINUTE

ADJOURNMENT

* All citizens are invited to make comment on any agenda item prior to action being taken by the Commission

KATIE SPIKA
LORAIN DAY
Ward One Commissioners

RON HRUBES
DIANA HEWITT
Ward Two Commissioners

DAVE SCOTTEN
GAYLE DONEY
Ward Three Commissioners

KELLYANNE TERRY
At-Large Commissioner

HOLLY PHELPS
City Manager

NIKKI BRUMMOND
Finance Director/City Clerk



305 W. Watson, Lewistown, Montana 59457
(406) 535-1760 Fax (406) 535-3323

JIM DANIELS
Park and Recreation Director

THERESA DIEKHANS
City Attorney

JUSTIN JENNESS
Police Chief

JOSEPH WARD
Fire Chief

TIM MAJERUS
Public Works Director

ALISSA WOLENETZ
Library Director

VACANT
Planning Director

TO: Area Contractors
FROM: City of Lewistown Public Works Department
SUBJECT: Hauling Contract
DATE: October 18, 2022

The Lewistown Public Works would like to invite interested contractors to bid on the hauling contract for the City of Lewistown for the 2023 calendar year. The city will accept the lowest responsible bidder on a per hour rate.

Snow/Material Hauling

Generally, the work shift for snow hauling will start at 12:00 am the morning after a snowfall and continue for a 10 hour shift or until 2:00 pm. Notice will be given as soon as possible within ten to twelve hours before the shift will start. The City will be responsible for loading the snow and the rest of the street clean-up and signing the work area.

The contractor is asked to provide the following information should he/she be the successful bidder: a copy of the city license, workers compensation, and a certificate of insurance in the amount of \$100,000 for the current year. The contractor will provide verification that all drivers have current CDLs.

Equipment Specifications

Provide up to three (3) tandem axle dump trucks with at least 10 cubic yard dump boxes. These vehicles must be in good working order and have the necessary DOT lighting for this type of vehicle. The contractor must provide drivers and all necessary fuels, repairs, tires, etc. The City assumes no liability for the operation of this vehicle. Also see attached Bid Specifications.

Bid Terms

<u>Equipment Description</u>	<u>Operated Hourly Rate per Truck</u>
End Dump Truck (Minimum 10 CY capacity)	\$ _____

The City reserves the right to accept the lowest responsible bidder and to inspect the equipment prior to signing of the contract.

Contractor _____
Public Works Director _____

Date _____
Date _____

Snow Hauling Bid Specifications

1. The contractor must have a current City Business License.
2. The contractor must supply up to three tandem axle trucks. The number of trucks needed for a shift will be determined by the city when notice is given.
3. The contractor must have all appropriate insurance for trucks & employees.
4. All trucks must be DOT Certifiable.
5. The City reserves the right to inspect all trucks prior to acceptance of the bid.
6. Work to be done between the hours of 12:00 AM and 4:00 PM.
7. City will give the contractor 10-24 hour notice prior the hauling.
8. Work will be considered as actual hours hauling, preparation of trucks before and after hauling will not count as hours worked.
9. Material will be hauled to various sites as designated by the City of Lewistown Public Works Department.

Holly Phelps

From: Tim Majerus
Sent: Monday, December 12, 2022 11:06 AM
To: Holly Phelps
Subject: FW: '23 Snow Removal

From: Andy Mathison <casinocreek@live.com>
Sent: Friday, December 9, 2022 9:07 AM
To: Tim Majerus <tmajerus@ci.lewistown.mt.us>
Cc: Sherra Dahl <casinocreekconcrete@gmail.com>
Subject: '23 Snow Removal

Tim,

As per our conversation, Casino Creek will have up to 4 end dump trucks and drivers ready for snow removal projects at all hours for the City of Lewistown. All liability insurance, payroll records, work comp etc. is included.

Price per hour per truck.....\$135/hr

Sincerely,

Andy Mathison
Casino Creek Concrete, Inc.

Sent from Mail for Windows

RESOLUTION NO. 4109

A RESOLUTION ADOPTING FEES AND CHARGES FOR THE LEWISTOWN CITY CEMETERY

WHEREAS, Lewistown City Ordinance No. 1784 provides that fees for the purchase and assignment of cemetery lots, opening and closing of graves, perpetual care, and setting of headstones, shall be set by Resolution of the Lewistown City Commission.

WHEREAS, Lewistown City Resolution No. 4043, adopted the fees and charges for the Lewistown City Cemetery. That, unless otherwise modified by the City Commission, fees would be reviewed in or prior to, January each year and fees adjusted, by the amount of the consumer price index annual percent change for the previous year. The amount of increase for each fee category shall be rounded up to the nearest \$5.00 increment.

NOW THEREFORE BE IT RESOLVED, that the following City Cemetery fees and charges shall apply, **effective January 1, 2023**:

LEWISTOWN CITY CEMETERY LOTS	
Single, City Resident	\$690
Single, Nonresident	\$795
Infant lot (12 months of age or younger in Baby land)	\$160
Cremains Lot, Resident 4' X 3' (1 Vault per lot)	\$280
Cremains Lot, Nonresident 4' x 3' (1 Vault per lot)	\$370
Perpetual care fee per lot for Nonresident	\$110
OPENING AND CLOSING (PER LOT)	
Weekday Body Burial:	
City resident	\$635
Nonresident	\$690
Infant lots	\$235
Weekday Cremains:	
Maximum of (3 per regular lot)	
City Resident	\$375
Nonresident	\$475

WEEKENDS AND HOLIDAYS	
Body Burials	\$810
Infants Burial	\$235
Cremains	
City resident	\$475
Nonresident	\$550
SET UP AND TEAR DOWN FEE	\$160
SHEPARD HOOK INSTALLATION	\$25
CALVARY CEMTERY:	
Weekdays	\$715
Weekends and Holidays	\$870
SETTING OF GRAVESTONES	
Monuments (2' x 1' or smaller)	\$110
Monuments (2' x 1' or larger)	\$210

BE IT FURTHER RESOLVED, that, unless otherwise modified by the City Commission, the above fees shall be adjusted on December 31, 2022, by the amount of the consumer price index annual percent change for the previous year as certified at:

<http://www.usinflationcalculator.com/inflation/consumer-price-index-and-annual-percent-changes-from-1913-to-2008/>.

The amount of increase for each fee category shall be rounded up to the nearest \$5.00 increment.

BE IT FURTHER RESOLVED that a copy of each year's prospective fee adjustments shall be presented to the City Commission each January.

PASSED AND APPROVED this 19th day of December, 2022.

Gayle Doney, Chair
Lewistown City Commission

Attest:

Nikki Brummond
City Financial Officer/Clerk

RESOLUTION NO. 4110

**A RESOLUTION SETTING RATES FOR SEWER SERVICES FOR
PERSONS OR ENTITIES NOT CONNECTED TO MUNICIPAL
SEWER SERVICES.**

WHEREAS, the City of Lewistown provides sewer services to city residents and non-residents who have connected to municipal systems owned and maintained by the City in accordance with existing City regulations; and

WHEREAS, the City also allows persons and entities not connected to municipal sewer services to dump sewage waste into the municipal system at locations owned and maintained by the City; and

WHEREAS, the City incurs significant costs in providing sewer services to persons and entities that are not otherwise connected to those municipal services which place a burden on regular City customers; and

WHEREAS, after careful study and deliberation the City has developed reasonable rates for which the City may offer to supply sewer services to non-connected customers.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The following rate is set for the deposit and dumping of sewage waste into the City's municipal wastewater collection system: **\$90 for 1,000 gallon trucks and \$105 for 1,500 gallon trucks.**
2. The following rate is set for the deposit or dumping of portable toilets into the City's municipal wastewater collection system: **\$60 for trucks up to 500 gallons; \$105 for trucks between 500 and 1,000 gallons and \$135 for trucks between 1,000 and 1,500 gallons.**

Passed and adopted by the City Commission of the City of Lewistown, Montana, at its regular meeting held on the _____ day of _____, 2022.

GAYLE DONEY
Chairman of the Commission

ATTEST:

NIKKI BRUMMOND, City Clerk