

**COMMITTEE OF THE WHOLE**

**DECEMBER 18, 2023**

**6:00 PM**

Commission and Management Professional Development Training

December 18, 2023, 6 pm at the Fire Training Room

**Regular Commission Meeting at 7 pm at the Council on Aging**

**NOTICE FOR, AND AGENDA FOR, A MEETING OF THE CITY COMMISSION, CITY OF LEWISTOWN, DECEMBER 18, 2023 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 –November 20, 2023 & December 4, 2023**

**COURTESIES**

**PROCLAMATIONS**

**BOARD AND COMMISSION REPORTS**

**CITY MANAGER REPORT**

**PUBLIC COMMENT – non agenda items**

**CONSENT AGENDA**

Acknowledgment of the claims that have been paid from December 1, 2023 to December 14, 2023 for a total of \$550,042.13

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

1. Discussion and action on approving and authorizing the City Manager to sign task order number eight for Lewistown Headworks Improvements – Funding Administration with Robert Peccia and Associates, Inc. (**Action: approve, disapprove or amend approving and authorizing the City Manager to sign task order number eight – headwork improvements funding administration**)
2. Discussion and action on approving Resolution No. 4146, a resolution adopting fees and charges for the Lewistown City Cemetery (**Action: approve, disapprove or amend Resolution No. 4146**)  
City Manager Holly Phelps
3. Discussion and action on setting the regular Commission meetings for 2024 (**Action: approve, disapprove or amend setting the regular Commission meetings for 2024**) City Manager Holly Phelps

**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

**TASK ORDER NUMBER EIGHT  
AGREEMENT TO FURNISH ENGINEERING SERVICES  
to  
CITY OF LEWISTOWN  
for  
LEWISTOWN HEADWORKS IMPROVEMENTS  
  
FUNDING ADMINISTRATION**

This Task Order provides for professional engineering services to be performed by ROBERT PECCIA & ASSOCIATES, INC. (hereinafter the Engineer), for the CITY OF LEWISTOWN, MONTANA (hereinafter the Owner), in accordance with Article 1 of the Agreement to Furnish Engineering Services to CITY OF LEWISTOWN, MONTANA for WATER, WASTEWATER, and ON-CALL ENGINEERING SERVICES, dated February 11, 2020, (hereinafter the Agreement). All provisions of the Agreement are incorporated by reference. This Task Order represents an authorization to proceed with the scope of services, schedule, and compensation described herein. This Task Order, when executed by both parties, shall become a supplement to and part of the basic Agreement.

**ARTICLE 1. SCOPE OF SERVICES**

The Engineer agrees to furnish professional engineering services in connection with improvements to the Owner's Headworks improvements, hereinafter referred to as the Project. Anticipated staff-hour estimates for these activities are shown on the accompanying Schedule of Estimated Engineering Costs. Changes in the indicated scope of services shall be subject to renegotiation and implementation through a subsequent Task Order. Major elements include:

1. Prepare Revised Budget on Uniform Tracking Form - RPA will review project funding amounts, coordinate with agencies, and prepare project budget utilizing the method required by the funding agencies.
2. Provide Agency Required Documents to Meet Start-Up Conditions - Complete agency-related written reports, checklists and legal notices as required for compliance with state environmental requirements; Completion of the project management plan and schedule for approval by the Montana Department of Natural Resources and Conservation.
3. Prepare Quarterly Agency Reports and Maintain Files - Prepare agency required reports on a quarterly basis. Establish and maintain complete and accurate project files and prepare agency documentation, and reports incidental to funding management. This task includes those reports required through the construction phase.
4. Review Project Expenditures and Drawdown Assistance - Review all proposed project expenditures or requests for payment for allocation in the project budget. In cooperation with the Owner's authorized representative(s) and/or financial

officers, prepare drawdown requests to DNRC (ARPA Funding). Prepare the Request for Payment and Uniform Status of Funds and Uniform Invoice Tracking Reports.

5. Perform On-Site Interviews and Payroll Review - Verify compliance with labor wage standards as included in the Contract Documents. Responsibilities will include the review of weekly payroll reports to ensure compliance with prevailing wage rates; periodic visits to the construction site to ensure that required equal opportunity, labor standards, and prevailing wage determinations have been posted; and conducting on-site interviews with construction personnel to check wage compliance.
6. Prepare Close-Out Documentation for Funding Agencies - Prepare required performance reports and closeout documents for submittal to funding agencies.
7. Provide Audit Support - A project utilizing grant dollars from public agencies will require an audit to ensure compliance with funding agency regulations. RPA will provide support to the City during this audit. This support likely will consist of file organization, finding copies of documents, and summary information.

## **ARTICLE 2. SCHEDULING**

It is anticipated that those services listed above under Article 1, Scope of Services, are to be completed by July 1, 2025.

**ARTICLE 3. COMPENSATION**

Compensation for the services listed under Article 1--Scope of Services shall be based on an hourly rate plus direct expenses not to exceed \$ 46,000.00 without written authorization. An estimate of these services is provided in Attachment 1 - Schedule of Estimated Engineering Costs. This amount is in addition to previously executed Task Orders.

DATED this 8th day of November, 2023.

CITY OF LEWISTOWN, MT

By: \_\_\_\_\_

Holly Phelps, City Manager

ROBERT PECCIA & ASSOCIATES, INC.

By:  \_\_\_\_\_

Craig Jennekens, P.E., President

**ROBERT PECCIA & ASSOCIATES  
CIVIL ENGINEERING SERVICES CONTRACT  
SCHEDULE OF ESTIMATED COSTS**



Project Name: Lewistown Headworks Improvements - 2024  
Project Location: Lewistown, MT

City of Lewistown

**TASK ORDER NO. 8  
FUNDING PHASE**

RPA Project No. 22704  
Date: November 7, 2023

Work Item/Subtask	Group Manager	Project Manager	Admin Assistant	Funding administrator	Total Person Hours
Prepare Revised Project Budget on Uniform Tracking Form	\$218.81	\$151.78	\$101.36	\$134.46	22.0
Provide Agency Required Documents to Meet Start-Up Conditions					30.0
Prepare Quarterly Project Reports and Maintain Files					69.0
Review Project Expenditures and Drawdown Assistance					84.0
Perform On-Site Interviews and Payroll Review					50.0
Prepare Close-Out Documentation for Funding Agencies					54.0
Provide Audit Support					8.0

TOTAL PERSON-HOURS: 12.0 38.0 17.0 250.0 317.0  
LABOR COST PER EMPLOYEE: \$2,625.72 \$5,787.64 \$1,723.12 \$33,615.00 \$43,731.48

**DIRECT EXPENSES**

Equipment (Computers)	\$792.50
Per Diem - Day	\$200.00
Mileage - 2 trips	\$564.00
Printing	\$632.02
Misc. Supplies	\$80.00
<b>Total:</b>	<b>\$2,268.52</b>

**SUMMARY OF ENGINEERING SERVICES**

Subtotal Labor Cost:	\$43,731.48
Direct Expenses	\$2,268.52
<b>Total Engineering Fee:</b>	<b>\$46,000.00</b>

**RESOLUTION NO. 4146**

**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, 2024:**

LEWISTOWN CITY CEMETERY LOTS	
Single, City Resident	\$700
Single, Nonresident	\$800
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)	\$380
Perpetual care fee per lot for Nonresident	\$120
OPENING AND CLOSING (PER LOT)	
Weekday Body Burial:	
City resident	\$650
Nonresident	\$750
Infant lots	\$250
Weekday Cremains:	
Maximum of (3 per regular lot)	
City Resident	\$400
Nonresident	\$500

WEEKENDS AND HOLIDAYS	
Body Burials	\$875
Infants Burial	\$235
Cremaains	
City resident	\$500
Nonresident	\$600
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, 2024, 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 18th day of December, 2023.

\_\_\_\_\_  
KellyAnne Terry, Chair  
Lewistown City Commission

Attest:

\_\_\_\_\_  
Nikki Brummond  
City Financial Officer/Clerk





# 2024

## Commissioner's Calendar

### January 01

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### February 02

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### March 03

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

### April 04

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May 05

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### June 06

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

### July 07

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### August 08

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### September 09

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October 10

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November 11

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December 12

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Meeting Dates 1<sup>st</sup> & 3<sup>rd</sup> Monday – If a Holiday is on one of those days it will be the following day.



Commissioners get paid at the first meeting of the month.

January 1<sup>st</sup> – New Years Day

January 15<sup>th</sup> – Martin Luther King Day

February 19<sup>th</sup> – Presidents / Washington's Birthday Holiday

May 27<sup>th</sup> – Memorial Day Holiday

July 4<sup>th</sup> – Independence Day Holiday

September 2<sup>nd</sup> – Labor Day Holiday

October 14<sup>th</sup> – Columbus Day Holiday

November 5<sup>th</sup> – Election Day Holiday

November 11<sup>th</sup> – Veteran's Day Holiday

November 28<sup>th</sup> – Thanksgiving Day Holiday

December 25<sup>th</sup> – Christmas Day Holiday