COMMITTEE OF THE WHOLE

MARCH 17, 2025

6:00 PM

1. 2025 Goal setting

NOTICE FOR, AND AGENDA FOR, A REGULAR MEETING OF THE CITY COMMISSION, CITY OF LEWISTOWN, MARCH 17, 2025 AT 7:00 P.M. AT THE CENTRAL MONTANA COMMUNITY CENTER LOCATED AT 307 W WATSON

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
APPROVAL OF MINUTES – March 3, 2025
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 March 1, 2025 to March 13, 2025 for a total of $250,271.28

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

1. Discussion and action on approving entering into a one-year maintenance contract with Lumen for the 911 phone system in the amount of $17,220.36 (**Action: approve, disapprove or amend entering into a one-year maintenance contract with Lumen**) City Manager Holly Phelps

2. Discussion and action on approving the purchase of a Vaughn chopper pump for the Wastewater Treatment Plant in the amount of $24174.71 (**Action: approve, disapprove or amend approving the purchase of a Vaughn chopper pump**) City Manager Holly Phelps

3. Discussion and action on Resolution No. 4190, a resolution authorizing the sale of Motorola radios from the Lewistown Police Department (**Action: approve, disapprove or amend Resolution No. 4190**) City Manager Holly Phelps

4. Discussion on declaring a local emergency or disaster.

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

City Commission Goal & Priorities for Fiscal Year 2026

Commissioner: ______________________________

**These are your ideas, goals and priorities. Please take the time to fill these out and return to me. Thank you.*

RANK GOAL / PRIORITY DETAILS

1. GOAL:

DETAILS:

2. GOAL:

DETAILS:

3. GOAL:

DETAILS:

4. GOAL:

DETAILS:

5. GOAL:

DETAILS:

Previous goal discussion

- Sewer/Water Rates
- Code Update
- Water Issues/Chlorination
- Zoning/Annexation
- Cemetery update rates and expansion
- Streets
- Contracts more details and follow-up
- Light on Casino Creek
- Public Works Building
- Improve access to recreation
- Affordable housing
- Infrastructure repairs
- Encourage Community Development
- Ensure departments have staff and equipment to fit their needs
- Update ward boundaries
- The desire for more Commission trainings
- More input from the various Departments
- Improve how the agenda is structured
- Improve Communication/Relationship with the County
- Relationships with residences (internet presences and Facebook)
- Staffing (thinking outside the box)
- More time for Education/Training (leases, projects and city owned properties)
- Grants and funding project in unconventional ways
- Growth Plan update and other policies
- Recognize our accomplishments
- Tours of our City Departments
- Parking

CPE MAINTENANCE QUOTATION

LUMEN

CUSTOMER:	CENTRAL MONTANA 911
BILL TO NAME:	CENTRAL MONTANA 911
BILL TO ADDRESS:	305 W WATSON ST, LEWISTOWN, MT, 59457
QUOTATION NUMBER:	170084034
CREATE DATE:	27-FEB-2025
QUOTATION VALID THROUGH:	27-JUN-2025
CONTRACT SERVICE START DATE:	01-OCT-2024
CONTRACT SERVICE END DATE:	30-SEP-2025
NET AMOUNT OF CONTRACT:	$17,220.36
CURRENCY VALUE EXPRESSED IN:	USD

INSTALL SITE ADDRESS	PART NUMBER	PART DESCRIPTION	QUANTITY	SUPPORT DESCRIPTION	START DATE	END DATE	NET AMOUNT
CENTRAL MONTANA 911 305 W WATSON ST LEWISTOWN MT 59457	04000-66050	V-SVR OS PND PER CPU W/SPT THRU 112527	2	PRM 24X7X4 MAT ONLY	01-OCT-2024	30-SEP-2025	$0.00
	809810-00122	V911 ADV DATA LVL 1 ANNUAL SUB	1	PRM 24X7X4 MAT ONLY	01-OCT-2024	30-SEP-2025	$0.00
	SS-OPR-V911-1Y	SPT VPRIME 1YR	2	PRM 24X7X4 MAT ONLY	01-OCT-2024	30-SEP-2025	$4,376.34
	809820-38110	V911 IRR SW SPT 1YR	1	STD 8X5XNBD-MATONLY	01-OCT-2024	30-SEP-2025	$427.40
	809820-00141	FIREWALL RENEWAL SPT 1YR	2	PRM 24X7X4 MAT ONLY	01-OCT-2024	30-SEP-2025	$373.52
	809820-00181	GATEWAY RENEWAL SPT 1YR	4	PRM 24X7X4 MAT ONLY	01-OCT-2024	30-SEP-2025	$1,429.33
	SA-MSG-AL31-1Y	SPT V-ANLYT STD 1YR	3	STD 8X5XNBD-MATONLY	01-OCT-2024	30-SEP-2025	$541.34
	FSTS	LUMEN SUPPORT	1	PRM 24X7X4 HR	01-OCT-2024	30-SEP-2025	$6,772.63
911 NORTH BASIN CO MT 33 3RD ST S STANFORD MT 59479	SS-OPR-V911-1Y	SPT VPRIME 1YR	1	PRM 24X7X4 MAT ONLY	01-OCT-2024	30-SEP-2025	$1,523.35
	809820-38110	V911 IRR SW SPT 1YR	1	STD 8X5XNBD-MATONLY	01-OCT-2024	30-SEP-2025	$273.43
	SA-MSG-AL31-1Y	SPT V-ANLYT STD 1YR	1	STD 8X5XNBD-MATONLY	01-OCT-2024	30-SEP-2025	$180.41
	FSTS	LUMEN SUPPORT	1	PRM 24X7X4 HR	01-OCT-2024	30-SEP-2025	$515.53

TOTAL SUMMARY

TOTAL NET PRICE $17,220.36

CENTRAL MONTANA 911

____

Signature

____

Title of Customer

____

Date

Terms and Conditions [illegible]

1. [illegible]

2. [illegible]

3. [illegible]

4. [illegible]

5. [illegible]

6. [illegible]

7. [illegible]

8. [illegible]

PURCHASE REQUISITION FORM
CITY OF LEWISTOWN

305 W. Watson St.
Lewistown, Mt 59457

Department WWTP **Requested by** Mike/Ernie **Date** 12-18-24

Account # (s)__________ **Financial Officer Review (int)** ______

Description of the goods and/or services:		
New Motor		
Vaughan Pump		
Digester Mixer		

	Quoted Price	
Vendor #1: Peak Water Services		
Address:		
Phone: 81 Gold Miner Lane Unit 1	23,074	41
Notes: Belgrade, MT 59457		
Freight	1100	00
	24,174.71	

Vendor #2:		
Address:		
Phone:		
Notes:		

Vendor #3:		
Address:		
Phone:		
Notes:		

Approved Vendor ____________________

Authorization to purchase through vendor noted above ________________
City Manager

*Note- "per attached" is not an acceptable description.

Peak Water Services, LLC
81 Gold Miner Lane Unit A
Belgrade MT 59714
United States

Quote
#ESTPWS1179
12/18/2024

Subtotal	$23,074.71
Tax Total (0%)	$0.00
Total	$23,074.71

GENERAL NOTES

- Sales Tax is NOT Included in Quote
- Freight is NOT Included in Quote *(Unless Otherwise Indicated)*
  * Will be Pre-Pay and Add to the Invoice *
- Labor **IS** Included in Quote
- Quote is Only for Items Listed
  * Any Additional Materials are NOT Included *
- Final Acceptance of Quote is Contingent upon Signed Quote or PO

To accept this quotation, sign and return: ____________________

PAYMENT TERMS

The price is firm if order is placed within the date of expiration of proposal and providing release to order and ship "when ready" is given within 90 days. Changes in net cost will be included in the remaining payments on a prorated basis. Applicable taxes will be added in each payment. A 1.5% per month late charge will be applied to past due accounts. Any alternate terms or requests for such should be addressed prior to the bid.

Payment Terms for Secured Orders:
For purchasers with evidence of an acceptable payment bond indemnifying APE that is presented within 15 days of the order:
APE will invoice 100% upon completion of manufacturing to be paid according to schedule below:
90% - due 30 days after equipment manufacture is complete, ready for shipment AND prior to Start-up Services;
5% - Upon successful Start-up Services, not to exceed 60 days after invoice/equipment manufacture;
5% - Upon delivery of O&M manuals.

Monthly Progress Billing to be included with Monthly Pay Request (if acceptable) :
Terms of payment will be Net 30 days subject to 1.5% per month late charge for past due accounts. Invoicing will be monthly, based upon the percentage of work completed during the billing period, and will be submitted to the Purchaser each month by an agreed upon date. The invoiced amount will reflect the value of the percentage of completion accomplished during the billing period for each of three (3) categories: Engineering/Submittals, Materials Stored at APE/Delivery, and Start-up. APE will determine the percentage of completion accomplished for each month. The Purchaser may require substantiation, which will be limited to photocopies of material packing slips and photographs of Equipment, unless additional charges are accepted. The Purchaser or their agent may visit the APE facilities at their expense for substantiation. Shipment will not be made unless account is current.

Milestone Progress Payments for Unsecured Orders:
The Billing Schedule for projects without protection indemnifying APE against loss are as follows:
20% - due 10 days after receipt of order;
40% - due 10 days after approval of submittals;
35% - due at time of shipment AND prior to Start-up Services;
5% - Upon acceptance of APE supplied equipment, not to exceed 45 days after delivery. O&M manuals will not be supplied until account is paid in full

Public Works or Prevailing Wage Certified Payroll:
If this is a public works, prevailing wage, or PLA agreement project requiring certified payroll please contact our office for a revised quote. The revised quote will include the additional labor costs not quoted on the original quote.

ESTPWS1179