

AGENDA
ANACONDA-DEER LODGE COUNTY
COMMISSION MEETING
6 PM TUESDAY, SEPTEMBER 15, 2020
WEBEX CONFERENCE

Everyone is respectfully asked to follow these few Commission Rules of Procedure:

- **Please turn off or silence all cell phones and electronic devices that you are not using for this meeting.**
- **Please mute microphones unless you are speaking to eliminate background noise.**
- Call in users will be on mute until discussion or public comment
- **Please address all comments to the Commissioners and state your full name and address**
- Be courteous to all participants, allow one speaker to speak at a time
- **If able please use the raise the virtual hand when appropriate to speak and then un-raise your hand**
- If you can use the chat box, please send in questions and comments.
- **Be Mindful that all participants will be able to hear and see everything, and the meetings are recorded**

Webex Meeting

Meeting Number: 925464969

Meeting password: ADLC0420

Join by phone: +1-855-797-9485 US Toll free (Will require Meeting Number listed above)

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Join using Microsoft Lync or Microsoft Skype for Business:

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I. Approval of Minutes from the Commission Meeting of

At this time the Commission could take action to approve the minutes from the Commission meeting of September 1, 2020 and the Commission Work Session of September 8, 2020.

II. Approval of Claims

At this time, the Commission could take action to authorize the payment of claims numbered XXXXXX through XXXXXX in the amount of \$XXXXXX.XX

At this time the Commission could take action to approve the claims.

III. Reports of Boards, Committees and Officials

- Commissioner Mike Huotte:
- Commissioner Steve Gates:
- Commissioner Paul Smith
- Commissioner Terry Vermeire:
- Commissioner Kevin Hart:

- CEO Bill Everett:
- CA Ben Krakowka:

IV. Public Hearing – Major Development Permit Application (MDP) by Gary Chilcott to construct a 110-space full-service RV resort, featuring a camp lodge, rental casitas, and a caretaker residence.

V. Unfinished Business

A. Major Development Permit Application (MDP) by Gary Chilcott to construct a 110-space full-service RV resort, featuring a camp lodge, rental casitas, and a caretaker residence.

At this time the Commission could take action to approve a Major Development Permit Application (MDP) by Gary Chilcott to construct a 110-space full-service RV resort, featuring a camp lodge, rental casitas, and a caretaker residence.

B. The A-DLC Historic Resources Board - Review of Proposals for the ADLC Preservation Plan.

At this time the Commission could take action to award the proposal for the ADLC Preservation Plan to one of the proposals.

Appointments to the Economic Development Board (Ordinance 262)

- Two (2) County Commissioners appointed for a three-year term
- Chief Executive or designee appointed for a four-year term
- Planning Director or designee appointed for a four-year term
- One (1) Legal Representative from A-DLC appointed for a four-year term
- One (1) Accounting or Banking Representative from A-DLC appointed for a two-year term.
- Director of the Anaconda Local Development Corporation appointed for a two-year term
- Two (2) Citizens at Large that resides in A-DLC appointed for a one-year term

The following individuals have submitted letters of interest as of September 11, 2020:

Jim Davison
 Stefanie Thompson
 John Stoppler
 Pat Gallagher
 Con Malee
 Kristy McKay
 Colleen Riley

C. Appointments to the Economic Development Board Two (2) County Commissioners appointed for a three-year term

At this time the Commission could take action to appoint two (2) County Commissioner to the Economic Development Board for three-year terms.

D. Appointment to the Economic Development Board the Chief Executive or designee appointed for a four-year term

At this time the Commission could take action to appoint the Chief Executive or designee to the Economic Development Board for a four-year term.

- E. Appointment to the Economic Development Board the Planning Director or designee appointed for a four-year term.**

At this time the Commission could take action to appoint the Planning Director or designee to the Economic Development Board for a four-year term.

- F. Appointment to the Economic Development Board One (1) Legal Representative from A-DLC appointed for a four-year term**

At this time the Commission could take action to appoint (1) Legal Representative from A-DLC to the Economic Development Board for a four-year term

- G. At this time the Commission could take action to appoint One (1) Accounting or Banking Representative from A-DLC appointed for a two-year term.**

At this time the Commission could take action to appoint One (1) Accounting or Banking Representative from A-DLC to the Economic Development Board for a two-year term.

- H. Appointment to the Economic Development Board the Director of the Anaconda Local Development Corporation appointed for a two-year term**

At this time the Commission could take action to appoint Director of the Anaconda Local Development Corporation, Adam Vauthier to the Economic Development Board for a two-year term.

- I. Appointment to the Economic Development Board Two (2) Citizens at Large that resides in A-DLC appointed for a one-year term**

At this time the Commission could take action to appoint Two (2) Citizens at Large to the Economic Development Board for a one-year term.

- J. Resolution No. 20-24 (A), A Resolution Establishing the Mill Levy for Anaconda-Deer Lodge County for Fiscal Year 2020-2021**

At this time the Commission could take action to approve Resolution No. 20-24 (A), A Resolution Establishing the Mill Levy for Anaconda-Deer Lodge County for Fiscal Year 2020-2021.

- K. Pioneer Technical Contract to assist the county with a major subdivision in the East Yards.**

At this time the Commission could take action to approve Pioneer Technical Contract to assist the county with a major subdivision in the East Yards.

- L. NextGen 9-1-1. Request For Proposal (RFP)**

At this time the Commission could take action to approve NextGen 9-1-1. Request For Proposal (RFP)

- M. Housing Market Analysis and Study two proposals received: Sanderson Stewart and Cushing Terrell.**

At this time the Commission could take action to award the Housing Market Analysis and Study Proposal.

N. Petition for the Abandonment of a small portion of Deer Lodge Drive, a dead-end spur street that is adjacent to property along Deer Lodge Drive and Harrison Street.

At this time the Commission could take action to appoint a Commissioner to investigate the petition for the Abandonment of a small portion of Deer Lodge Drive, a dead-end spur street that is adjacent to property along Deer Lodge Drive and Harrison Street.

O. Petition for the Abandonment of a small portion of Polk Street, a dead-end spur street that is adjacent to property along/near Deer Lodge Drive.

At this time the Commission could take action to appoint a Commissioner to investigate the Petition for the Abandonment of a small portion of Polk Street, a dead-end spur street that is adjacent to property along/near Deer Lodge Drive.

P. Amended Petition to Declare Washington Street from Sixth Street to the Alley Between Washington and the Former Seventh Street, A City Street, in Anaconda-Deer Lodge County

At this time the Commission could take action to appoint a Commissioner to investigate the Amended Petition to Declare Washington Street from Sixth Street to the Alley Between Washington and the Former Seventh Street, A City Street, in Anaconda-Deer Lodge County

Q. Special Event Permit - Request to Close the Alley behind Copper Village for Oktoberfest (October 10th).

At this time the Commission could take action to approve the Special Event Permit - Request to Close the Alley behind Copper Village for Oktoberfest (October 10th).

R. Request for a donation for a community event to be held October 18th, 2020 in Anaconda by Downtown Market.

At this time the Commission could take action to approve a Request for a donation for a community event to be held October 18th, 2020 in Anaconda by Downtown Market.

VI. New Business

A. Union Avenue Review of Bids and Award of Bid

At this time the Commission could take action to award the Union Avenue Bid.

B. Old Works Golf Course Club House Design Proposal and Contract

At this time the Commission could take action to approve the Old Works Golf Course Club House Design Proposal and Contract.

C. Head Start Expansion Grant

At this time the Commission could take action to approve Head Start to submit the Expansion Grant.

VII. Miscellaneous

- Commissioner Mike Huotte:
- Commissioner Steve Gates:
- Commissioner Paul Smith
- Commissioner Terry Vermeire:

- Commissioner Kevin Hart:
- CEO Bill Everett:
- CA Ben Krakowka:

VIII. Public Comment – This is the time for members of the public to comment on items **NOT** appearing on this agenda that **fall within the Commission's jurisdiction.**

IX. Public Meeting Dates

X. Adjournment

2020

Anaconda-Deer Lodge County Public Meetings

PHASE II: Boards are to limit group size (less than 50) and maintain social distance.

Board Vacancies can be viewed on the A-DLC website: <https://adlc.us>

September 15, 2020 – 1:00 p.m. Housing Authority Board
Conference Call: (425) 436-6356 Access Code: 204098#

September 15, 2020 - 6 p.m. Commission Meeting

Webex

lsturm@adlc.us

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September 17, 2020 – 2:00 p.m. Historic Resource Board
Community Service Center – 3rd Floor Conference Room

September 17, 2020 – 6:00 p.m. – Kennedy Common Alcohol Committee
Courthouse Courtroom

September 17, 2020 – 7:00 p.m. Wise River Fire District
Wise River Fire Hall

September 21, 2020 – 7:30 p.m. Search and Rescue Meeting
Search and Rescue Building – 1902 Smelter Road

September 22, 2020 - 6 p.m. Commission Work Session

Webex

September 24, 2020 – Kennedy Common Alcohol Committee
Elks Club – Second floor

September 24, 2020 - 5:00 p.m. Board of Health Meeting
Community Service Center – 118 E. 7th St.

September 29, 2020 - - **NO COMMISSION MEETING – 5TH TUESDAY**

September 30, 2020 - 7 a.m. Airport Board Meeting
Bowman Field

**ANACONDA DEER LODGE COUNTY
COMMISSION MEETING
6:00 P.M. TUESDAY, SEPTEMBER 1, 2020
Webex**

Present: District 1, Commissioner Terry Vermeire, District 2 Commissioner Steve Gates, District 3 Commissioner Kevin Hart (Chair), District 4 Commissioner Paul Smith, CEO Bill Everett, County Attorney Krakowka, Clerk of Commission Lori Sturm and Webex Facilitator Kimberly Richardson.

Excused Absence: District 5 Commissioner Mike Huotte (Vice-Chair),

Members of the Press: Kathie Miller, Anaconda Leader

Members of the Public: Per Webex Sign-In

Commissioner Hart – Roll Call of Commission - Called the meeting to order.

Commissioner Hart performed all votes on the Agenda by roll call of commissioners.

Approval of Minutes

Approval of Minutes from the Commission Meeting of

Motion made by Commissioner Smith to approve the Commission Meeting of August 18, 2020; Special Commission Work Session Meeting, August 18, 2020; Special Commission Meeting, August 20, 2020; and the Commission Work Session of August 25, 2020; Seconded by Commissioner Gates.

Marylyn Hagan Smith – Had a question about changing prior minutes.

- Commissioner Hart – We are addressing these particular minutes.

Motion Carried 5-0

Approval of Claims

Motion made by Commissioner Huotte to take action to authorize the payment of claims numbered 134693 through 134785 in the amount of \$369,462.04 Seconded by Commissioner Vermeire.

Motion Carried 5-0

Reports of Boards, Committees and Officials

Commissioner Huotte – Attended the Health Board Meeting on August 27th.

Commissioner Smith – Nothing to Report

Commissioner Gates – Attended the first meeting on the use of alcohol at Kennedy Common.

Commissioner Vermeire – Attended the Airport Board meeting, there was no quorum. Provided an

update to the Commission on the Runways and resurfacing and lettered. This week the beacon is to be replaced.

Commissioner Hart – Nothing to Report

CEO Everett – Negotiations with the EPA and Atlantic Richfield on a couple of different topics. I don't think it will ever be over. Spent a lot of time in pursuing the BUILD Grant. We have given a lot of tours to our senators and different representatives. Hopefully we get some good news

County Attorney Krakowka – Attended a DUI Task Force meeting, and a family movie night put on by ACI and held at Cedar Park Bowling alley. Attended an Anaconda Sportsmen meeting, talked about updates on regulations at the upcoming legislative session.

UNFINISHED BUSINESS

Major Development Permit Application from Matt Smith and Glen Wyant to operate a septage land application business to operate on Mr. Smith's property in the East Valley Development District.

Commissioner Smith – Disclosed that Matt Smith is my cousin. Asked the County Attorney if he should abstain from voting.

- **County Attorney Krakowka** – Ultimately this is up to you. You have notified Commission of your relation. Abstaining would also be appropriate
- **Commissioner Smith** – Will abstain as there will be enough votes.
- **Commissioner Huotte** – Voiced concerns with this project such as it is located a half-mile away from Rest Area, Close to the Greenway Service Trails, and there is high ground water in the area. I will be voting against this.
- **Commissioner Vermeire** – My understanding this is an open pit. Sewage would be dumped on the ground. We have a state-of-the-art sewage facility for our residents. Feel we will be getting septage from other counties being dumped in our county. What will happen 20 years from now. Also concerned about the ground water and bringing septic from other counties. Pumping septic tanks in other counties should not be part of Anaconda-Deer Lodge Counties problem. Urge to vote against
- **Commissioner Gates** – I attended the planning board meeting and was impressed with the presentation that Matt and Glen put on. It is his personal property and they are trying to do this the right way. This is a process used throughout the United States. They are trying to fulfill a need. Wish there was a presentation for the Commissioners. The DEQ is Ok with this and the planning board voted in favor unanimously. The Rest Area has above grade septic and has not had problems with leaching into the ground water. Urge Commissioners to change their minds.
- **CEO Everett** – Unfortunately I am adamantly opposed to this concept. It is to bring in waste from other counties and that is the sole purpose of this. We have been a waste site for enough years. Pointed out that when they cleaned the Clark Fork the waste was brought back to Anaconda-Deer Lodge County. We have been abused enough. It is a bad idea, setting precedent. It is used. . . but is outdated. I have talked to Missoula and Helena it is not happening in civilized counties. This may be used in very rural areas.
- **County Attorney Krakowka** – Concerned about the ability to separate possible contaminated sewage from not contaminated sewage. Potentially you could be bringing in environmental

concerns into our community. Bringing in additional contamination is a concern, and possible subsequent clean up issues with ARCO.

- **Colleen Riley** – I am a member of the planning board, but I was a call-in member on the night it was presented. I was not able to vote. Claiming that it was voted on unanimously . . . that is incorrect. I should show as a member who did not have an opportunity to vote and I would have voted against this at the planning board. I would have voted No.
- **Glen Wyant** – I would like to assure you that ARCO has nothing to do with this; they did not reclaimate this site. It is waste from different counties, but it is regulated. This is a 3-acre piece of land; and it would be applied to a certain square footage. It is immediately dishd into the ground and smells, odors, litters is not a concern. It will provide nutrients to the ground. Ground water will not be an issue. Missoula and Helena are taking these other counties waste. CEO Everett is not the expert I am the expert; Chad Lanes is the expert. The DEQ are the experts. ARCO has nothing to do with this. The DEQ has reclaimated the property. Everything we are doing is legal. Please ask me questions because this is needed. Don't let Mr. Everett scare you with this. Quoted zoning laws and what they are doing is acceptable. This is not the CEO's county it is our county the taxpayers and the business owners. Where are you getting the false accusations about land application?
- **Commissioner Hart** – Received information from the sanitarian's office that you have explored land application in Granite and Powell County. What happened with those processes?
- **Glen Wyant** – Several landowners wanted to do this, but they didn't meet the DEQ regulations with slope or high ground water. One neighbor didn't want it in the area. The ranchers that do want this did not meet all the qualifications, like this site does. This site exceeds all DEQ regulations. I am down 73% of my business. This is to get me through until I can get these other counties and ranchers on board with this.
- **Commissioner Hart** – With regards to Granite and Powell, have you inquired about dumping waste from those counties to use their treatment plants.
- **Glen Wyant** – Their wastewater facility certainly is not as good as ours. We can't dump there because they don't pass regulations. Feels Anaconda-Deer Lodge County is losing 3 to 4 thousand a month just from me not being able to dump. This is a horrible business decision. Surprised at the resistance.
- **Commissioner Vermeire** – Is this for your own business or will you allow other septic companies to dump there also
- **Glen Wyant** – No . . . This is just my business. DEQ regulations require that if another septic pumper wants to do this, they must set up their own site and have his own DEQ application.

Motion made by Commissioner Gates to take action to approve/the Major Development Permit Application from Matt Smith and Glen Wyant to operate a septage land application business to operate on Mr. Smith's property in the East Valley Development District; **NO SECOND TO THE MOTION WAS MADE.**

Motion Fails for Lack of a Second

Resolution No. 20-22, A resolution of the Commission of Anaconda-Deer Lodge, Montana, Establishing Durston Park as an Official Park of Anaconda-Deer Lodge County (ADLC).

Commissioner Hart – I prepared the resolution and feel strongly that it should be an official park of Anaconda-Deer Lodge County. I was surprised to find out that this was not an official park.

- **County Attorney Krakowka** – After the last meeting I researched what if any potential problems there might be if we wanted to put this back to use. There was reference that we can make a park by resolution, but it requires a vote of the community to unmake a park. Did not find anything that if we wanted to change it from a park to something, we would have to put it up for vote. It appears that if we go through the appropriate steps in the statute, assess parks, assess needs of community and then follow through the appropriate sale procedure that we could dispose of this as any other property.

Motion made by Commissioner Smith to take action to approve/deny/table Resolution No. 20-22, A resolution of the Commission of Anaconda-Deer Lodge, Montana, Establishing Durston Park as an Official Park of Anaconda-Deer Lodge County (ADLC); Seconded by Commissioner Vermeire

Motion Carried 5-20

Resolution No. 20-23, A Resolution to Amend Fund Budgets for Fiscal Year 2019-2020

CEO Everett – This statement pertains to the next 3 items as well. This is the largest budget we have put forth. Most of the increase is for Capital projects, and we are doing it for less mills. We are running a huge beautiful efficient county, huge capital infrastructure improvements and reducing taxes. I don't think we could do a better job than what this budget portrays.

Motion made by Commissioner Huotte to take action to approve Resolution No. 20-23, A Resolution to Amend Fund Budgets for Fiscal Year 2019-2020; Seconded by Commissioner Gates.

Motion Carried 5-0

Resolution No. 20-24, A Resolution Establishing the Mill Levy For Anaconda-Deer Lodge County For Fiscal Year 2020-2021

Motion made by Commissioner Gates to take action to approve Resolution No. 20-24, A Resolution Establishing the Mill Levy For Anaconda-Deer Lodge County For Fiscal Year 2020-2021; Seconded by Commissioner Vermeire.

Motion Carried 5-0

Resolution No. 20-25, A Resolution Adopting A Budget For Anaconda-Deer Lodge County For Fiscal Year 2020-2021.

Motion made by Commissioner Vermeire to take action to approve Resolution No. 20-25, A Resolution Adopting A Budget For Anaconda-Deer Lodge County For Fiscal Year 2020-2021: Seconded by Commissioner Gates.

Motion Carried 5-0

Resolution No. 20-26, A Resolution Requiring All Properties in the West Valley Sewer District to Pay Established Sewer Fees Set by Resolution.

Motion made by Commissioner Smith to take action to approve Resolution No. 20-26, A Resolution Requiring All Properties in the West Valley Sewer District to Pay Established Sewer Fees Set by Resolution; Seconded by Commissioner Vermeire.

Motion Carried 5-0

Fiscal Year 2020-2021 Budget Request from Copper Village Museum and Art Center for a donation in the amount of \$3500.00

Motion made by Commissioner Vermeire to take action to approve Fiscal Year 2020-2021 Budget Request from Copper Village Museum and Art Center for a donation in the amount of \$3500.00; Seconded by Commissioner Huotte.

Motion Carried 5-0

Position Description for a Public Health Emergency Preparedness Coordinator (PHEP)

Commissioner Hart – This was presented well last week from the Public Health Director.

Motion made by Commissioner Huotte to take action to approve the Position Description for a Public Health Emergency Preparedness Coordinator (PHEP); Seconded by Commissioner Smith.

Motion Carried 5-0

Lease Agreement between Anaconda-Deer Lodge County and the Smelter City Senior Citizens (Metcalf Memorial Senior Citizens Center)

Motion made by Commissioner Gates to take action to approve the Lease Agreement between Anaconda-Deer Lodge County and the Smelter City Senior Citizens (Metcalf Memorial Senior Citizens Center); Seconded by Commissioner Vermeire.

Motion Carried 5-0

Commissioner Hart – Provided an explanation about the next items on the agenda for abandonment. After last week’s work session, it was determined that some of the signatures on the petition may not have met the requirements. Adam Vauthier asked that these items be rescinded and work off a subsequent petition that has been filed with additional signatures. The action we are taking is that these will be rescinded. The new petitions will be on the Work Session for next week to start the process again.

Petition for the Abandonment of a small portion of Deer Lodge Drive, a dead-end spur street that is adjacent to property along Deer Lodge Drive and Harrison Street

Rescinded (new Petition for next week’s work session)

Petition for the Abandonment of a small portion of Polk Street, a dead-end spur street that is adjacent to property along near Deer Lodge Drive.

Rescinded (new Petition for next week’s work session)

Grant of Trail Easement between Anaconda Local Development Corporation in favor of Anaconda-Deer Lodge County.

Motion made by Commissioner Gates to take action to approve the Grant of Trail Easement between Anaconda Local Development Corporation in favor of Anaconda- Deer Lodge County; Seconded by Commissioner Smith.

Motion Carried 5-0

Washington Street Road Petition Commission Review.

Commissioner Hart – Filed by Mr. Liebetrau and this was assigned to Commissioner Huotte for review.

- **Commissioner Huotte** – I looked at the signatures on the petition and only 4 of the 12 that were submitted were property owners in the county. Therefore, it does not meet the requirement of ten freeholder. I am requesting that the Commission reject the petition as invalid.
- **Commissioner Hart** - We do have another petition with additional signatures that Mr. Liebetrau has presented. The process will be the same as the road abandonments that the Local Development asked for. If this one is rejected, then the new petition will be placed on next week’s work session and we will begin the same process.
- **Don Clark** – I support JEBCO for the opening of the streets for access to 5 city lots and for delivery truck access. There would be no increase to truck traffic, noise or dust.
- **Ron Vetter** – Agree with Mr. Clark. Concerned that AFFCO and JEBCO go out of their way to help the county. The Grumpy Old Men ask us for help with projects, Mitchel stadium steps we provided material, the county road department with Mill Creek, they hauled thousands of yards of fill at no

cost. We donated slag material for the slide at no cost to the county. I personally have done projects for the county. We try to do things for the county in good faith and would appreciate if it was returned.

- **Kevin Kovacich, General Manager** – We are trying to do something positive for the community and grow our business which would increase the tax base. We don't just want to operate a business but grow a business.

Motion made by Commissioner Gates to take action to officially reject the petition based on the findings of Commissioner Huotte regarding the Washington Street Road Petition; Seconded by Commissioner Vermeire.

Motion Carried 5-0

Commissioner Hart – For those that did offer comment this is based on the petition not meeting the requirements of Montana law. The new petition will be on the Work Session for next week to appoint a commission representative to investigate that petition.

Award the Willow Glenn Paving Project

CEO Everett – It is a fair bid right within engineer estimates.

- **Commissioner Hart** – Believe it was below the Engineer estimates.

Motion made by Commissioner Huotte to take action to award the Willow Glenn Paving Project to R and S Johnson Construction; Seconded by Commissioner Gates.

Motion Carried 5-0

Request for appointment to the Housing Authority Board by Camille Erickson. (one vacancy)

Motion made by Commissioner Vermeire to take action to appoint Camille Erickson to the Housing Authority Board; Seconded by Commissioner Smith.

Motion Carried 5-0

Request for appointment to the Local Emergency Planning Board as the Broadcast/Print Media Representative by Paul Johns

- **Kathie Miller, Leader** – I work with Paul Johns at the Leader and he would be a great asset to the board.

Motion made by Commissioner Huotte to take action to appoint Paul Johns to the Local Emergency

Planning Board as the Broadcast/Print Media Representative; Seconded by Commissioner Gates.

Motion Carried 5-0

Request for Appointment to the Anaconda-Deer Lodge County Airport Board by Monte Belgarde.

Commissioner Hart - Asked if you have any information on possible requirement of residency.

- **Commissioner Vermeire** – There is no requirement of residency. The airport manager reminded me that we had a Dr. from the Flathead area and flies down quite often and expressed interest of being on the board. It was deemed that he could be on the board, but because of his schedule he could not devote the time. Talked to Carlye and the County Attorney who said there was no residency requirement. I have looked through the Charter and admin code and found nothing in there. It looks like this is acceptable to be on the board.
- **CEO Everett** – I have met him multiple times, His experience in the flight world is unsurpassed. He runs a flight school out of Butte. He would be an asset to our airport board. IF he is willing to volunteer the time, I recommend you bring him on;
- **County Attorney Krakowka** – I discussed this with Commissioner Vermeire this afternoon. I reviewed charter and Administrative Code for ADLC and there is nothing indicating that he must be a resident to serve on our boards. I understand the question, but the question is being asked wrong. It should be what **nexus** does this person have to our community. He has leased a hangar at the airport for a significant period. He has a vested interest in the airport and community.

Motion made by Commissioner Vermeire to take action to appoint Monte Belgarde to the Anaconda County Airport Board; Seconded by Commissioner Smith.

Motion Carried 5-0

NEW BUSINESS

Resolution No. 20-17 (A), A Resolution to Place on the General Election Ballot a Question for Determination by the Qualified Electors of Anaconda-Deer Lodge County for the Levying of Twelve (12 Mills) Permanent for the Operation of the Hearst Free Library.

CEO Everett – Approved something a few weeks ago that was almost identical to this, but the statement was a bit misleading. It said continuing and this is not a continuance of a prior levy. This is different. The previous levy was for 4 mills and for a 4-year time frame. This is 12 mills and is a permanent mill levy. To clarify the language, I ask you to approve this. We don't want anyone to question the ballot.

- **Commissioner Vermeire** – Previously the 4 mills before was on top of what the Library received from the general fund. Now this is lumped together in 12 permanent mills and not coming out of the general fund and a 4-mill levy.

- **CEO Everett** – The Library will not receive any more money and the taxpayer will not be taxed any more. It will be a proper allocation. Instead of money going to the general fund it will go to the Library.
- **Commissioner Hart** – These 12 mills would be a direct funding to the library and the same amount would be reduced from the general fund.
- **Rose Nyman** – Hypothetical question posed to the Commission. If this should fail this would go back to the general fund and lose the 4 mills. Want to be sure the library is protected.
- **CEO Everett** – Most likely if this does not succeed. On the next ballot we would go forth with the 4 mills. But realistically we would just take this out of the general fund. Keep in mind that right now the general fund is paying for about 85% of their budget. There would be no implications to the library if it doesn't pass. The question is ten years down the road, having funds might be limited.

Commissioner Hart – The 4-mill levy has been reoccurring in the past. There was something specific that it was allocated for . . . do you know what that was?

- **CEO Everett** – At one time the Library was funded by private needs. There was a huge benefactor that paid for it. The need and demand on the county was extremely low. The donor has disappeared, the county has taken on the responsibility. We have never increased the mills to reflect that. It is misleading to the voter. We want the voter to understand what they are paying for and what they will get. It costs 12 mills out of the general to take care of this Library.

Motion made by Commissioner Smith to take action to approve Resolution No. 20-17 (A), A Resolution to Place on the General Election Ballot a Question for Determination by the Qualified Electors of Anaconda-Deer Lodge County for the Levying of Twelve (12) Permanent Mills for the Operation of the Hearst Free Library; Seconded by Commissioner Vermeire.

Motion Carried 5-0

Washington Street Petition requesting the south portion of Washington Street and the east portion of Seventh Street should remain closed.

Commissioner Hart – This is a petition with roughly 90 to 100 signatures. This will be to assign a Commissioner to review the petition. Asked Commissioner Huotte if he would be interested in asking this on?

- **Commissioner Huotte** - I would not mind, but would this be a conflict with a commissioner doing both?
- **Commissioner Hart** – We will cross that bridge when we get to it. The Petition from Mr. Liebrau will go on next weeks work session for a Commissioner to be appointed to review at that meeting. This would be 2 weeks from now before voting for a commissioner to review that petition.
- **Commissioner Huotte** – I will take this on.

- **Jim Liebetrau** - #1 is that a legal petition. My understanding is that for the petition to be filed you have to have 51% of the property owners. Is that correct.
- **Commissioner Hart** – This is the same type that you submitted. Statue states 10 or a majority of the freeholders in the road district, which the County attorney has explained is the entire county. It is very confusing the way the legislature has written that . . . It is the same petition that you have filed.
- **Jim Liebetrau** – Except I was the property owner when I filed. A big difference.
- **County Attorney Krakowka**– The requirement is the ten individuals who signed the petition have to be free hold landowners. They have to have title to a property within that road district. There is not a requirement that the landowners be adjacent or have property connected to it.
- **Jim Liebetrau** – So if I got ten signatures to close the rest of Washington Street, it could be petitioned and be considered?
- **County Attorney Krakowka** - That would be possible
- **Jim Liebetrau** – The Petition also says that it would increase traffic. How would that increase traffic? Opening that portion, AFFCO is not going to double its business. It also said would increase the dust and we are trying to reduce the dust. By entering the plant there, we cut out a block each way of driving through the plant and that is where the dust comes from. I also question the safety and noise. How would it decrease property values? On July 28th you looked at a petition to undue an abandonment that was said by your attorney's was done improperly. You were supposed to give us an answer within 30 days and we still have not heard.
- **County Attorney Krakowka**– I think the petition referred to was not really a petition it was a letter with the word petition written across the top and no signatures from any freehold landowners and was signed by Mr. Liebetrau' s attorney who is not a resident. Did not meet the basic requirements of a petition.
- **Jim Liebetrau** – You indicated that you were going to talk to your counsel and get back on a ruling. You never responded. Don't you think we should have the courtesy of hearing from you.
- **County Attorney Krakowka** – I thought I made that clear with your counsel. Ask Mr. Smith about my response; I spoke with him. Believe I sent him an email and might still have a copy.
- **Jim Liebetrau** – Hypothetical request to close Adam Street and get property owners and we could get that before the Commission. Property owners would have no say at that time. You are going to a lot of trouble from preventing us from increasing our business, solve dust problems, etc.
- **County Attorney Krakowka**– I am trying to ensure the statues are precisely followed so there isn't any confusion or problems in the future.

Motion made by Commissioner Gates to take action to appoint Commissioner Huotte to review the Washington Street petition requesting the south portion of Washington Street and the east portion of Seventh Street would remain closed; Seconded by Commissioner Vermeire.

Motion Carried 5-0

Discussion continued after the motion was made between Mr. Liebetrau, Commissioner Hart and the County Attorney. Mr. Liebetrau asked several questions about dead end streets. Commissioner Hart said the Commission would have to look into and review the question. Mr. Liebetrau asked that if they entered the street would they be arrested? The County Attorney stated that the people cutting down trees on a county were told that if they continued to damage county property they would be charged. Mr. Liebetrau continued hypothetical situations and the County Attorney continued to answer. The County Attorney stated that litigation is still pending, and they have not received an order from the judge.

Commissioner Hart – Getting beyond the scope of what we are talking about. The attorneys are working on this. You have an attorney and the county has an attorney representing our side. Until the litigation is complete and there is an order from the judge then we will know where to proceed. The attorney's need to have that discussion.

MISCELLANEOUS –

- **Commissioner Mike Huotte** – No Miscellaneous
- **Commissioner Steve Gates** – No Miscellaneous
- **Commissioner Paul Smith** – No Miscellaneous
- **Commissioner Terry Vermeire** – No Miscellaneous
- **Commissioner Kevin Hart** – No Miscellaneous
- **CEO Everett** – Would like to have a Public Hearing regarding the RV Park on a Major Development Permit. The RV Park will be before the Planning board on September 14th (not sure if it will be approved) but I would like to have it on the 15th. If not approved by the Planning board the Commission could still review with the understanding that the Planning Department did not approve. This is a huge project, most permitting and financing is under way. We need to get stuff in the ground so they can keep building during the winter. We could have a new RV park to open along with the new hotel and the improved golf course.
 - **Commissioner Hart** – That will probably work. We should have a recommendation from the Planning Board at that time.
 - **Commissioner Vermeire** – Can we meet the advertisement requirements
 - **Clerk of Commission** – It will be advertised on the 2nd and the 9th.
 - **Commissioner Hart** – Schedule that for the 15th.
- **County Attorney Krakowka** – No Miscellaneous

Public Comment

Rose Nyman – Have some comments about a proposed project at Durston Park. Waiting to see if the Commission approved the resolution making it an official park. As you are aware there is an Urban Renewal application for a new water project at Durston Park. This project needs to go to the Park and Recreation board and the Commission. It is not routine maintenance and it is not a simple repair. The first

page of the application says: Job Name: "New Water Feature" . . . I am not opposed but believe a presentation should be made to the Park and Recreation Board. The details of the project they will be removing the wildlife exhibit which will be replaced. It is a worthwhile project but opposed to it not going through the process as everything else placed on county property. Provided examples of boy scout projects coming to the commission. Believe the Commission would be enthused and would be supportive of the project. Asking we all be treated the same when wanting to do a project on county property. The URA board voted to approve a \$20,000 grant contingent upon the Commission dedicating Durston Park as an official park.

- **Commissioner Hart** – Tendency to agree that it needs to go to the Park and Recreation Board for a recommendation. Toni could get this on the agenda. We are about ready to start having our meetings. Asked if Rose get in touch with Toni.
- **Rose Nyland** – Would be happy to do this. One more minor thing regarding the Planning Board. A Major Development Permit DP application has to be approved or disapproved on certain criteria. If met it appears to me that we need to approve the project and send it to the Commission for a second public hearing for approval or disapproval. There is criteria that must be met.
- **Commissioner Hart** - Note that Rose and I discussed an issue with the Kennedy Common and they do not have a budget. The Ordinance that created that committee does require some meetings to take place. I have approved the advertisement for those meetings could come out of Commission budget or any budget the CEO would deem appropriate.

ADLC Public Meeting Dates

Commissioner Hart read the meeting dates and times.

Adjournment

Meeting was adjourned at 7:46 p.m.

Lori Sturm
Clerk of Commission

Kevin Hart
Commission Chair

**ANACONDA DEER LODGE COUNTY
COMMISSION WORK SESSION
6 P.M. TUESDAY, SEPTEMBER 8, 2020
Webex**

Present: District 1 Commissioner Terry Vermeire, District 2 Commissioner Steve Gates, District 3 Commissioner Kevin Hart (Chair), District 4 Commissioner Paul Smith), District 5 Commissioner Mike Huotte, (Vice-Chair), CEO Bill Everett, County Attorney Krakowka, and Clerk of Commission Lori Sturm

Members of the Press: Kathie Miller, Leader

Members of the Public: Per Sign-In Sheet

Commission Chair Hart called the meeting to order at 6:00 p.m. Commission Chair Hart explained the Commission rules of procedure.

Commissioner Hart – Roll Call of Commission

Commissioner Hart – Provided a clarification regarding petition regarding Washington Street. I stated that it was submitted by Paul Puccinelli, but it was not. It was submitted by neighbors.

The A-DLC Historic Resources Board - Review of Proposals for the ADLC Preservation Plan. (To be awarded at the Commission Meeting 9/15/20)

Gayla Hess - Provided information about the RFP and the proposals that were received. Based on references and discussion the Historic Resource Board would like to recommend the Lakota group.

Place on Agenda

Appointments to the Economic Development Board – Bill Everett

- **Two (2) County Commissioners appointed for a three-year term**
- **Chief Executive or designee appointed for a four-year term**
- **Planning Director or designee appointed for a four-year term**
- **One (1) Legal Representative from A-DLC appointed for a four-year term**
- **One (1) Accounting or Banking Representative from A-DLC appointed for a two-year term.**
- **Director of the Anaconda Local Development Corporation appointed for a two-year term**
- **Two (2) Citizens at Large that resides in A-DLC appointed for a one-year term**

The following individuals have submitted letters of interest as of September 3, 2020:

**Jim Davison
Stefanie Thompson
John Stoppler
Pat Gallagher
Con Malee
Kristy McKay**

Commissioner Hart – There are several positions available; this is a 9-member board. For the Commission representatives it could be myself and maybe Terry Vermeire. The CEO, Carl Hamming as the Planning Director, and Adam Vauthier for the Local Development. The Legal representatives could be Pat Gallagher or John Stoppler. Accounting or Banking could be Kristi McKay and Mr. Stoppler would also qualify. Citizens at Large could be any of the remaining individuals.

- **CEO Everett** – All are great individuals. If you drew straws, you wouldn't go wrong.
- **Kimberly Richardson** – Read a statement from Adam:
- **Rose Nyman** – You may recall that I expressed a concern earlier that it was top heavy with elected officials. Same concern with people being part of local development. This needs a diverse and balanced board.

Place on Agenda

Resolution No. 20-24 (A), A Resolution Establishing the Mill Levy for Anaconda-Deer Lodge County for Fiscal Year 2020-2021

John Sholey – This is an addendum to original done a few weeks ago. No changes to County Funds. The addendum we have added the school district mill levies. These numbers have gone to Office of Public Instruction and have been finalized.

Place on Agenda

Pioneer Technical Contract to assist the county with a major subdivision in the East Yards.

Carl Hamming, Planning Director – This is for the hotel they are securing about 14 acres in the Phase I. Now we are looking at Phase II. Treat this as a major subdivision to have enough land to convey over. The county wants to further subdivide to seek additional proposals for development. This allows more flexibility to market the land. Pioneer Tech is doing the survey work in regard to the slag pile and it would be logical to continue with Pioneer.

Place on Agenda

NextGen 9-1-1. Request For Proposal (RFP)

Carl Hamming – Last May we entered a proposal for grant funding through the 911 program. We have received a little over \$32,000. Now we are looking to go out for proposals

Place on Agenda

Housing Market Analysis and Study two proposals received: Sanderson Stewart and Cushing Terrell.

Kimberly Richardson – Read Statement from Adam Vauthier. Statement is attached to minutes. Suggest Sanderson Stewart be selected for the project.

- **Rose Nyman** – I also liked Sanderson proposal. They used photos of Anaconda.
- **Commissioner Vermeire** – Do we know how much grant money has been received for the project?

- **Commissioner Hart** – Hopefully Adam will be available next week.
- **Adam Vauthier text** – Received a \$36,000 grant with \$9,000.00 coming from local development.

Petition for the Abandonment of a small portion of Deer Lodge Drive, a dead-end spur street that is adjacent to property along Deer Lodge Drive and Harrison Street.

Kimberly Richardson – Read statement from Adam Vauthier: Statement is attached to minutes.

- **CEO Everett**– Had to do some land trading with Local Development Corporation.
- **Commissioner Hart** – The intention from tonight’s conversation will be to appoint a commissioner to review this petition and the next item. This will be on next week for the appointment of a commissioner to review.
- **Marilyn Hagan Smith** – Questioned if all owners have been notified.
- **Commissioner Hart** – Landowners that border this road are owned by the Local Development.
- **Commissioner Vermeire** – Anaconda Local Development Corporation, Deer Lodge County and the space center.

Place on Agenda for a Commissioner to Review

Petition for the Abandonment of a small portion of Polk Street, a dead-end spur street that is adjacent to property along/near Deer Lodge Drive.

Kimberly Richardson – Read Statement from Adam Vauthier. Statement is attached to minutes.

- **Commissioner Vermeire** - Landowners are Local Development Corporation and Tom Sawyer to the south.
- **Commissioner Hart** - Did Adam tell us the other landowners had been contacted. Do you recall?
- **Commissioner Vermeire** – I don’t recall.

Commissioner Hart – Place on agenda for a Commissioner to review.

Amended Petition to Declare Washington Street from Sixth Street to the Alley Between Washington and the Former Seventh Street, A City Street, in Anaconda-Deer Lodge County

County Attorney Krakowka – Follow the same procedure.

Commissioner Hart – This will be on next weeks agenda to appoint a commissioner to review the petition and the road as required by MT Code.

There were comments from Jeff Muller, William Butler and an individual whose name I could not hear; they voiced concerns that the western yards were not remediated at AFFCO, there would be an increase in truck traffic, an increase in dust and concerned about the safety of children with excessive traffic. There are 4 accessible gates for AFFCO to use, they do not need a fifth gate. There was also a short discussion about how the property was obtained. Jim Liebetau responded that he believes that traffic would be reduced and so would the dust; also said that ARCO was preparing to do the reclamation now.

Place on agenda

Special Event Permit - Request to Close the Alley behind Copper Village for Octoberfest (October 10th)

Kimberly Richardson – Read a statement from Adam Vauthier. Statement is attached to minutes.

Commissioner Hart – Serious concerns about this item and the next. Reported today over 70,000 school age children are testing positive. Feels we are only 2 to 4 weeks away from a second phase. There are thirty inmates at the START program, some employees have tested positive and now we have a first grader. My understanding is the entire first grade is being guaranteed. Large events should be reconsidered and proceed cautiously. Urged people to proceed cautiously.

Place on Agenda

Request for a donation for a community event to be held October 18th, 2020 in Anaconda by Downtown Market. – Keenah (Downtown Market)

Keenah – Explained about the community event and how 20 percent of ticket sales will be donated to the Hearst Library, Anaconda Elks Lodge and Granite County Emergency Medical Services. The event would adhere to the Corona virus recommendations; masks, limited seating, and one-way traffic. Believes this event would help the community.

- **Kathie Miller, Anaconda Leader** – Would the gathering be less than 50 people to comply with the Governors mandate?
- **Keenah** – Explained the seating capacity for the Washoe Theater, the Elks and how many individuals would be allowed at each facility.
- **Commissioner Vermeire** – Had questions about the downtown market: Where is the downtown market? Notice it is a “for profit” business Do we make donations to other “for-profit” businesses? Uncomfortable donating to a “for profit” business and some of the proceeds going out of our county.
- **Keenah** – This “For profit” business is to bring entertainment and provide a safe environment. It would be a community effort and a positive way to bring solutions. Explained the reason for bringing in another county. It would provide some funding for volunteer ambulance service.
- **Commissioner Hart** – Echo Commissioner Vermeire’s concerns about donations to a “for profit” businesses. This will encourage people to come from other counties and will make it larger. Still concerned about the COVID virus. We need to proceed cautiously.

Place on the Agenda.

Expansion of Anaconda-Deer Lodge County Fire District

Commissioner Hart – This will be taken off the Agenda. The presentation is not ready and will be discussed at a later date-

Miscellaneous

Commissioner Mike Huotte: No Miscellaneous

Commissioner Steve Gates: No Miscellaneous

Commissioner Paul Smith: No Miscellaneous

Commissioner Vermeire: Angle of Attack Aeronautics has officially moved to the Bowman airfield. We will now have a fixed base of operation for flight training.

Commissioner Hart – No Miscellaneous.

CEO Everett: Thanked Terry for a job well done with the Airfield. The Union Avenue Road RFP closes this week on the 10th. We will evaluate those bids and would like to vote on that next week.

- **Commissioner Hart** – Put on agenda as new business

CEO Everett – Talked about the Clubhouse at Old Works Golf Course. The Golf course is doing fantastic and now is the perfect time to upgrade the club house. This is a recommendation from the engineer/architect. Would like the new upgrades on the agenda under new business. Briefly talked about the memorial for the Veterans that took place. It was a very cool special event.

Place on the Agenda.

County Attorney Krakowka: No Misc.

Public Comment

Mandy Boyer Head Start – At a previous meeting I spoke to the Commission about the expansion grant. The grant application came out about 3 or 4 weeks ago and we have a draft copy ready. Requested to have this on next week's agenda

- **Commissioner Hart** – Place on as new business.
- **Commissioner Vermeire** – Our region Anaconda ranks high for getting the expansion grant.

Place on Agenda

Rose Nyman – Several things I would like to bring forward:

- Could Golf course do a brief overview for the next meeting. It would be beneficial to have a report
- Explained how the multipurpose structure was used at the Vietnam Memorial event. The multipurpose building was used by the young man representing a war vet and the highway patrol honor guards used the building.
- On the August 25th meeting the promoter of the baseball silhouette was told he could change the location.

Commissioner Hart – What was discussed was a possible relocation. He was asked to submit something in writing to the CEO. Commissioner Hart read the letter from September 1st about placing the baseball player near the corner of 4th and main.

CEO Everett – Will get on the next work session.

- **Rose Nyman** – Reviewed minutes that state that the baseball player will be placed at the original site, which is 4th and main. I have heard that the second concrete pour is going on tomorrow. Believes there is a safety issue and it would be wise to wait until the pour is done. Also concern about the interpretive signs because at least 2 of them have misinformation. If anyone wants to place a sign, it should go before the Park and Recreation board and have the historic preservation officer review. We can't just start putting up signs that have not been reviewed.
- **Commissioner Hart** – Did Not think there was a vote for placement of the baseball player. Believes the interpretive signs were discussed but not sure if included in the vote for the silhouettes. Anything that happens at the Common needs Commission approval. . Thanked Rose for her efforts with the multipurpose building.

ADLC Public Meeting Dates

Commissioner Hart read the meeting dates and times.

Asked about the possibility of Old Works Golf Course doing a report.

- **CEO Everett** - Suggested an End of Season report. Right now, would probably be about a month early
- **Commissioner Vermeire** – Old Works Golf Course is having an on-site tour to discuss maintenance tomorrow and a regular meeting on the 14th.
-

Adjourn

The meeting was adjourned at 7:10 p.m.

Lori Sturm
Clerk of Commission

Kevin Hart
Commission Chair

Vauthier Notes - Commission Meeting of September 8, 2020

Item:

Economic Development Board

2. Commissioners, I am excited to have the opportunity to sit on this committee, I think we have an awesome opportunity to enhance Anaconda's economy by using these funds effectively.

Housing Market Proposal

6. Commissioners as you may recall Anaconda Local Development Corporation and ADLC teamed up to apply for a Community Development Block Grant to do some needed housing market analysis and planning. In each of your packets you received minutes from the review committees meetings, scoring and the proposals. After full review we are suggesting that Sanderson Stewart be selected for the project.

Petition for Abandonment of a small portion of Deer Lodge Drive

7. Commissioners as we are building the new entrance road to the Old Works Golf Course, we are asking to abandon the existing road section on our property that has the same destination. It would make the property more easily developed in the industrial park. We are submitting a second petition similar to the first, but with the appropriate signatures.

Petition for Abandonment of a small portion of Polk Street

8. Commissioners there is a small section of Polk Street as diagrammed in your packet that dead ends where the new RV Resort will be built. We are hoping to abandon that stretch of road for that development. We are submitting a second petition similar to the first, but with the appropriate signatures.

Special Event Permit - Oktoberfest

10. Commissioners please find attached in your packet a special use permit for an Oktoberfest October 10th. The insurance for the event is included. We are meeting with Leigh Ann Holmes in the health department again this week to finalize our COVID19 preparations for the event. Leigh Ann has been working with us to make sure things are done properly.

ANACONDA-DEER LODGE COUNTY
PLANNING DEPARTMENT
800 South Main
Anaconda, Montana 59711
Phone No. (406) 563-4010

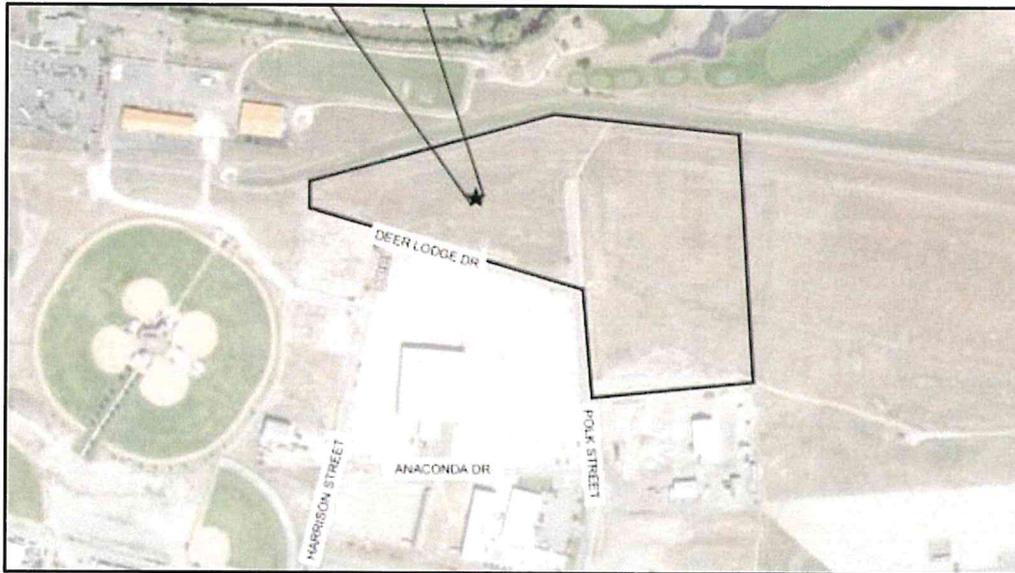


PLANNING BOARD

Report Date: September 9, 2020
Meeting Date: September 14, 2020
Permit Number: MDP 20-04
Petitioner(s): Gary Chilcott
Contractor/Operator: Joshua Garrison (agent)
Staff: Carl Hamming & Gayla Hess
Development District: Highway Commercial Development District
Address: Not Assigned
Parcel Location: INDUSTRIAL PARK, S02, T04 N, R11 W, BLOCK 3, Lot AMENDED 3A, COS 292A; S02, T04 N, R11 W, ACRES 1.54, RR LOADING & UNLOADING YARD; INDUSTRIAL PARK, S02, T04 N, R11 W, BLOCK 3, Lot 2; INDUSTRIAL PARK, S02, T04 N, R11 W, BLOCK 3, Lot 1
Assessor Code: 0000314100, 0000314400, 0000314000, 0000313900
Geocode: 30-1285-02-4-06-11-0000, 30-1285-02-4-06-12-0000, 30-1285-02-4-06-13-0000, 30-1285-02-4-06-14-0000
Submitted Materials: Application for MDP and supporting documentation

1. **Size and Location:**

The proposed RV resort will be at the northern terminus of Polk St. on four lots currently owned by Anaconda Local Development Corporation (ALDC). Properties are located just south of Warm Springs Creek. (ALDC authorized Mr. Chilcott to pursue permits for the Park while the two parties worked through the superfund covenants encumbering the property).



2. Nature of Request:

To construct and operate the “Country Club RV Resort.” The County Club RV Resort (CCRV) will contain 14 rental casitas, 93 RV sites, 17 tent sites for a total of 124 sites. The CCRV will include a camp lodge and a caretaker or ‘Manager’s Residence’ that will be located to the south of the CCRV and east of Polk Street ([see mapping exhibits](#)).

3. Existing and Proposed Land Use and Zoning:

The existing land is vacant and exists within the Highway Commercial Development District (HCDD). Pursuant to Sec. 24-133 – Special Uses (4) RV parks are considered a special use and require the issuance of a Major Development Permit from ADLC. As stated in the DPS regulations establishing the HCDD, the HCDD is designed to provide, *“for the development of a wide variety of Retail and Commercial uses in suitable locations along arterial and collector roadways. Planning considerations for the HCDD include avoiding traffic congestion and improving the visual quality of the Anaconda community.”*

4. Surrounding Land Uses:

The surrounding land uses are a mix of commercial, recreational and vacant land. The Old Works golf course is located to the north across Warm Springs Creek. The Department of Transportation has a storage facility to the south as well as vacant

commercial land owned by Mr. Tommy Sawyer. There is a self-storage facility as well as the county-owned Charlotte Yeoman softball fields to the west and south. ALDC retains much of the land to the east for further future development.

5. Growth Policy Designations:

As described in Chapter 5 of the Growth Policy, the East Anaconda Reuse Guidelines (that was formally adopted by ADLC as a neighborhood plan), discusses the potential for further commercial development in the HCDD and the community's longtime, but unsuccessful, effort to develop an RV park. The report discusses the superfund covenants existing on the property that limit potential land uses for the ALDC property (such as residential). These covenants have been amended and are approaching final approval from ALDC, Atlantic Richfield, and the Environmental Protection Agency (EPA). Furthermore, in 2013 ALDC conducted a feasibility study to develop a RV park on their land near the golf course and the study concluded that a quality RV Resort could, "*could provide the economic development desired by expanding the length of stay in the area and providing additional high quality housing for golfers and other recreationists.*" (Anaconda RV Resort Property Entitlement Process, 2016).

In Chapter 5, Section 4 of the Growth Policy, the plan discusses ADLC's increasing bed tax revenues, but details how it lags other counties in southwestern Montana. The plan highlights this statistic as a sector that needs prioritization and further development. Apart from potential economic development from a RV Park, the Growth Policy does not discuss RV parks in detail.

6. Utilities and Services:

Necessary services (water, sewer, stormwater) will be installed and maintained by the CCRV. As required by the State for new RV parks, a DEQ submittal has been prepared and is being submitted for their review. Sarah Jones, of Deluxe Engineering, is reviewing the Municipal Facilities Exemption on behalf of the County as a certified engineer and will sign off on the DEQ package to acknowledge

that ADLC has adequate capacity to serve the Resort. After installation, the CCRV will be responsible for ongoing maintenance of the service infrastructure.



7. Evaluation of the Request:

Site Suitability:

- a. Adequate Useable Space: The applicant has worked with ALDC to acquire enough acreage to install 124 sites. The relatively flat land near the creek is well suited for RVs and a campground.
- b. Adequate Access: Petitioner has legal access from Polk Street and Deer Lodge Drive. ALDC is currently petitioning the County to abandon the northern portion of Polk Street to enable CCRV to control and maintain the driveway into the Resort. Road Foreman Wayne Wendt is working with the CCRV to approve approaches on ADLC streets.
- c. Environmental Constraints: The petitioner has been working through the process to amend the superfund covenants and land restrictions on the property stemming from the conveyance from Atlantic Richfield to ALDC. The amended language is in the final stage of approval by the EPA, Atlantic Richfield and ALDC. The proposed property is located outside of the Warm Springs Creek Special Flood Hazard Area.

Appropriate Design

- a. Parking: Parking is offered for 93 RV sites. Parking will be provided in front of each casita for the guest as well as a minimum of one parking space located near each tent site.
- b. Traffic Circulation: Two exits onto Polk Street and Deer Lodge Drive. The RV sites are one directional to allow easy access for each site. Prior to ALDC selling the property, they executed an easement with ADLC for the walking trail that parallels Warm Springs Creek to ensure public access along the trail.
- c. Fencing and Screening: There will be a 6' privacy fence surrounding the entire property.
- d. Landscaping: The applicant will be installing a sprinkler system to water all grassy areas and applicant stated that they will be planting a combination of lilacs and willows and alders to keep the place green and fresh.
- e. Signing: Applicant stated that a sign will be constructed near the front entrance near Polk St., but the dimensions have not been determined yet.
- f. Lighting: There will be motion-detected lighting along the fenced perimeter and near the camping lodge for safety purposes.

Availability of and Impact on Public Services

- a. Water: CCRV will be connecting into existing 8" water main running along Deer Lodge Drive and installing 6" water lines throughout the entire Resort (see Sheet 4.1).
- b. Sewer: CCRV will install 8" PVC-SDR 35 throughout the entire Resort (see Sheet 3.1).
- c. Storm Water Drainage: Stormwater will drain from west to east and be captured by a new ditch to be constructed on the east side of the property. The ditch will then transport water northward to connect into the Atlantic Richfield (AR) stormwater ditch (25-yr storm) that runs parallel to Warm Springs Creek. CCRV has received permission from AR to discharge stormwater into the 25-yr storm ditch. Water running along and Deer Lodge Drive and Polk Street will be discharged onto the open field near the caretaker's residence.
- d. Schools: No comment.
- e. Parks and Recreation: No comment.
- f. Fire Protection: No comment. Resides in the Anaconda Fire District. CCRV will be installing three new fire hydrants each with a 400' coverage area (see sheet 4.1).
- g. Police Protection: No comment
- h. Medical Services: No comment
- i. Ambulance: No comment

Neighborhood Impact

- a. Traffic Generation: A traffic impact study was conducted in 2016 by W.E.T. when the County and ALDC were considering constructing a 126-acre RV Resort on all the property owned by ALDC. In summary, the analysis concluded that up to 1,900 vehicle trips per day could be generated at full build-out. Montana Department of Transportation concluded that existing approaches were sufficient, however, if full build-out occurred, then the intersection of Polk Street and Highway 1 may need to be reconfigured at that time. The current proposal consists of roughly 10.5-acres with an additional 2.5-acres for the caretaker's residence.
- b. Noise: No residential neighbors reside near the proposed site.
- c. Dust, Glare or Heat: Apart from increased vehicle traffic in the HCDD, no excessive dust, heat, or glare should be created or caused.

- d. Smokes, Fumes, Gas or Odors: Similar to the previous response, smoke, gas and odors should not be an issue apart from increased vehicular traffic.
- e. Hours of Operation: Petitioner stated that normal business hours will be from 7am to 9pm with an option for emergency check-in with the on-site caretaker.

8. **Comments from Nearby Property Owners and Interested Parties**

As of September 10th, zero comments have been received by the Planning Department.

9. **Findings**

ALDC has been working to develop this land for decades and is just now on the cusp of selling the land for a suitable land use. Once the covenants on the land have been amended, the RV Resort will allow seasonal occupancy and provide a boost to the local tourism economy. Recreational Vehicles sales have been at unprecedented levels during the COVID-19 pandemic and the proposed Resort will capitalize on the trend by providing a clean and welcoming place for campers and visitors. With its proximity to the golf course, the Resort should also boost rounds played at the course as well as help other local businesses from retail to dining to medical.

The proposed site is well situated in a commercial area with substantial amounts of vacant land. There are no residential neighbors and apart from potential improvements to Polk Street at the Highway 1 intersection, the Resort should not burden existing services.

10. **Summary, Recommendation, and Proposed Conditions**

The community has been interested in developing a quality RV resort for decades and is finally nearing realization. The site is well situated to be a boost to the local economy without being a nuisance to any residential neighborhood. **Planning Department recommends that the Planning Board send a recommendation of approval to the Commission for Gary Chilcott to receive an MDP to construct and operate a 124-site RV Resort on the four lots of land he is purchasing from ALDC.**

Permit approval may include the following condition(s):

- 1. The petitioner abides by all representations, testimony, and materials submitted during the application and hearing processes, to the extent those items were not negated by the

Planning Board, as well as they are not inconsistent with the spirit or letter of explicit conditions to the Development District Map Amendment.

2. Prior to conducting business, petitioner shall submit copies of all required permits from the State.
3. Petitioner contact ADLC weed coordinator, Mike Marker, to determine if a vegetation management plan is required.
4. Permit is valid for two years from the effective date for the applicant to construct and begin operating the RV Resort.
5. Pay any remaining fees, including public hearing notice, notice to adjacent landowners, or any consulting fees.

Exhibits & Attachments:

All mapping exhibits and application attachments are available in the document center on the ADLC website ([linked](https://www.adlc.us/DocumentCenter/Index/126)). <https://www.adlc.us/DocumentCenter/Index/126>

Or one can view all documents at the Planning Department office at 800 Main Street in Anaconda, MT 59711.



ANACONDA-DEER LODGE COUNTY
ADMINISTRATIVE DEVELOPMENT APPLICATION (ADP)

(Please Fill Out Entire Application)

**ABSOLUTELY DO NOT BEGIN PROJECT UNTIL ALL PAPERWORK IS FINALIZED AND
PHYSICAL PERMIT HAS BEEN OBTAINED**

Date of Application: 08/26/2020 Admin. Development Permit #: _____
Permit Received By: Gayla Hess, ADLC Planning Dept. Date of Receipt: 08/26/2020

PROPERTY OWNER CONTACT INFORMATION

Property Owner: GARY W. CHILCOTT
Mailing Address: 745 CHILCOTT LANE City: DEER LODGE State: MT Zip: 59722
Phone/Mobile #: (406)-490-9768 E-Mail: chilcottgary9@gmail.com
Physical Address of Project Property: TBD, LOCATED AT POLK STREET & DEER LODGE DRIVE

CONTRACTOR/DEVELOPER/PERSON DOING THE WORK CONTACT INFORMATION

CONTRACTOR MUST HAVE AN ACTIVE BUSINESS LICENSES IN ANACONDA-DEER LODGE COUNTY

DOES CONTRACTOR HAVE A BUSINESS LICENSE IN ADLC: Yes: ___ No: ___

Year License Last Renewed: ___ License #: ___

Contractor: GARY W. CHILCOTT Self: X
Mailing Address: 745 CHILCOTT LANE City: DEER LODGE State: MT Zip: 59722
Phone/Mobile #: (406)-490-9768 E-Mail: chilcottgary9@gmail.com

General Project Description: A LUXURY RV PARK FEATURING 93 FULL SERVICE RV SPACES,
14 CASITA CABINS, 17 TENT SITES, A CAMP LODGE, AND CARETAKERS' RESIDENCE

More Than One (1) Cu Yd. of Soil Disturbed: Yes X No ___

More than Five (5) Cu Yds of Soil Disturbed: Yes X No ___

Anticipated Start Date: OCTOBER 1ST, 2020 Anticipated Completion Date: MAY 15TH 2021

I do hereby acknowledge that all information on this application and on the attached plans is true and correct, and that the activity or development permitted will be conducted in full compliance with all ordinances of Anaconda-Deer Lodge County, as well as all state and federal laws. The activity or development will be in full compliance with any and all conditions imposed on the approval of this permit and that the permit and conditions imposed are binding on future owners of the subject property and on future building permits issued for this site.

DocuSigned by:
[Signature]
Property Owner

9/9/2020

Date



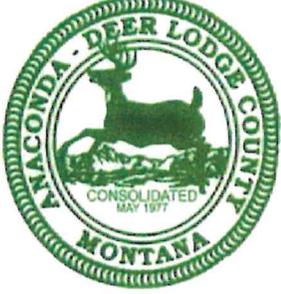
**ANACONDA-DEER LODGE COUNTY
ADMINISTRATIVE DEVELOPMENT APPLICATION (ADP)**
(Please Fill Out Entire Application)

**ABSOLUTELY DO NOT BEGIN PROJECT UNTIL ALL PAPERWORK IS FINALIZED AND
PHYSICAL PERMIT HAS BEEN OBTAINED**

PROJECT DESCRIPTION CHECKLIST

DESCRIPTION	YES	NO	ADDITIONAL COMMENTS/REMARKS
Demolition			
Buildings		X	
Infrastructure (Driveways, Sidewalks, Etc.)	X		DEMO OF POLK STREET AFTER DEER LODGE DRIVE
Trees/Shrubs	X		EXISTING APPLE TREE MAY NEED TO BE REMOVED
Excavation			
Footings	X		
Foundation	X		
Posts/Poles	X		
Install/Repair Water Line	X		
Install/Repair Well		X	
Install/Repair Sewer	X		
Install/Repair Septic System		X	
Install/Repair Electric Service	X		
Install/Repair Gas Line	X		
Install/Repair Telephone Line (Land Line)	X		
Other: _____			
Grading			
Access Road	X		
Driveway	X		
Sidewalks	X		
Parking Lot	X		
Landscaping			
Revegetation	X		
Sod	X		
Trees/Shrubs	X		
Garden for Food		X	
Irrigation System	X		
Fencing			
Removed/Installed/Both	X		INSTALLED ONLY
Ground Signs			
Removed/Installed/Both	X		INSTALLED ONLY
Soils			
Will Soil Be Removed From Site?	X		
If So, Where Will This Be Discarded?			SOIL REPOSITORY
How Much Soil Will Be Removed?			100CU.YD. +/-DEPENDING ON SPOILS FROM UTILITIES
Will Soil Be Brought To Site?	X		
If So, Where Will This Be Obtained?			COUNTY PIT, S&N PIT, GRADING CONTRACTOR TBD
How Much Soil Will Be Brought In?			PAVEMENT =2,205 CU. YD / ROAD BASE =6,620 CU. YD
Additional Comments:			NON STRUCTURAL FILL =135 CU. YD.

ns
[Signature]



ANACONDA-DEER LODGE COUNTY
ADMINISTRATIVE DEVELOPMENT APPLICATION (ADP)

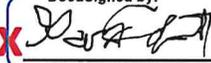
(Please Fill Out Entire Application)

**ABSOLUTELY DO NOT BEGIN PROJECT UNTIL ALL PAPERWORK IS FINALIZED AND
PHYSICAL PERMIT HAS BEEN OBTAINED**

CONSENT FOR ACCESS TO PROPERTY FOR THE PURPOSE OF ENVIRONMENTAL SAMPLING

In support of Anaconda-Deer Lodge County's (ADLC) Interim Institutional Controls Program, ADLC would like your consent to collect samples on your property. Please fill out the information below and return with your Administrative Permit Application.

I, GARY W. CHILCOTT (printed name), **property owner** of the property located at POLK STREET & DEER LODGE DRIVE, Anaconda, MT 59711, give my consent for employees and/or representatives of ADLC to access my property for the purpose of collection of soil samples. **I understand that these actions are undertaken by EPA pursuant to its responsibilities under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 U.S.C. 9601 et seq (also known as Superfund).**

DocuSigned by:

DE4DD04668B04A3...
Property Owner

9/9/2020
Date



**ANACONDA-DEER LODGE COUNTY
ADMINISTRATIVE DEVELOPMENT APPLICATION (ADP)**

(Please Fill Out Entire Application)

**ABSOLUTELY DO NOT BEGIN PROJECT UNTIL ALL PAPERWORK IS FINALIZED AND
PHYSICAL PERMIT HAS BEEN OBTAINED**

ADMINISTRATIVE REVIEW (Staff Use Only)

Legal Description of Property: _____

Geocode: _____

Assessor: _____

This permit will also require:

Building Permit: X

Demo Permit: X

Driveway Approach Permit: X

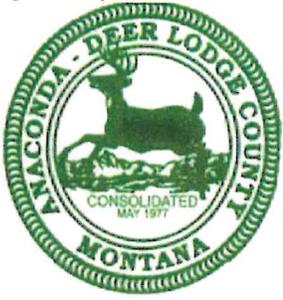
Well Permit: _____

Septic Permit: _____

Fee Paid: _____

Receipt and/or Check #: _____

Payment Taken By: _____



**ANACONDA-DEER LODGE COUNTY
ADMINISTRATIVE DEVELOPMENT APPLICATION (ADP)**

(Please Fill Out Entire Application)

**ABSOLUTELY DO NOT BEGIN PROJECT UNTIL ALL PAPERWORK IS FINALIZED AND
PHYSICAL PERMIT HAS BEEN OBTAINED**

**ANACONDA-DEER LODGE COUNTY SMELTER SUPERFUND SITE
INSTITUTIONAL CONTROLS/COMMUNITY PROTECTIVE MEASURES PROGRAM**

For Your Information

Incidental Mine Waste Notice

Residents and property owners in Anaconda-Deer Lodge County need to be aware that the area includes many historic mining districts that may contain hazardous waste. These sites include the Anaconda Smelter Superfund and Georgetown Railroad Superfund sites as well as many other abandoned mined areas in the county. If during excavation and development activities you locate potential mine waste or suspicious materials, ADLC recommends you do the following:

- Cease all activities which might expose yourself, others, or your animals to potential waste until an investigation by a qualified professional is conducted and the site is determined to be safe.
- Contact the ADLC Superfund Department at (406) 563-7476 or the ADLC Planning Department at (406-563-4010). In the event, ADLC does not have jurisdiction of the site, you will be directed to the appropriate agency.
- Common smelting waste includes black slag and cinders, pale yellow and orange tailings, white/gray powdery ash material, and rocks with a scaly green deposit on the surface.

If you require further assistance, please contact the ADLC Planning Department at (406) 563-4010. ADLC's Superfund experts as well as other county staff will do their best to either assist you or direct you to the appropriate party for assistance.

Superfund Soil Repository

Some projects in Anaconda-Deer Lodge County may involve contaminated soil that may need to be placed in the Superfund Soil Repository. After reviewing your application, the county and Superfund will determine if special soils handling is required and you will be given written instructions by Superfund on how to handle the soils and they will guide you through the process.

Placement of soil in the repository must be part of an approved Administrative Development Permit and Institutional Controls Work Plan. The Superfund Coordinator (406) 563-7476, must be contacted at least 24 hours in advance of beginning excavation. The repository is generally open Monday through Friday, 7 a.m. to 4 p.m. and some seasonal hours may apply.

Only Superfund-related contaminated soil, mining millings, or smelting waste material may be placed in the repository.

A pre-entry briefing is required prior to placing soil and the Superfund Coordinator must be notified at the beginning and the end of each day's hauling activities.

Personal safety equipment is required for all drivers and passengers.

September 9, 2020

To Whom It May Concern:

My purpose for writing is to request consideration for one of the community membership positions on the Anaconda Deer Lodge County Economic Development Board. It is my desire to assist the Anaconda Deer Lodge County Commissioners, the Chief Executive, and our community as a member of this board. I am an Anaconda native who has lived in various communities across the county and have recently relocated back to Anaconda. I am passionate about my hometown, Anaconda and want to contribute to Anaconda's continued long-term success.

Thank you for your consideration.

Sincerely,

Colleen M. Riley

1906 Ogden Street

Anaconda, MT 59711



James Davison <jameshdavison@gmail.com>

ADLC Economic Development Advisory Council

11 messages

James Davison <jameshdavison@gmail.com>

To: Lori Sturm <lsturm@adlc.us>

~~Thu, Jul 16, 2020 at 11:30 PM~~

Cc: Heather Edwards <hedwards@adlc.us>

Dear Anaconda Deer Lodge County Commission,

I would like to take this means to put forth my name as a citizen member at large for the proposed Economic Development Advisory Board.

I believe I have the background, experience and education that would contribute to the endeavours of the advisory board.

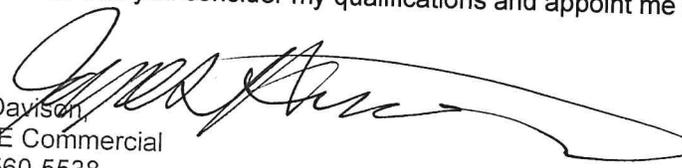
As a practitioner in economic development for over 37 years I understand how projects work and what is needed to bring them to success. I understand the working of attracting business to our community as well as working hard to keep existing business alive and thriving. Helping home grown business expand and start up new enterprise was a key element of my career.

As executive director of ALDC I treated the operation as a small business. The development of several industrial areas and building gave me first hand knowledge of what it takes to open the doors every day and make payroll. I understand the development of infrastructure and how it takes time to work through the systems to achieve a successful plan.

I have a strong working knowledge of finance programs and what is required to leverage private funds with scarce public funds to encourage business development. I also know that we must challenge the businesses we work with to perform and set appropriate expectations.

I have expanded my degree in Business Management with many courses and certification programs in finance, loan development, business plan evaluation, project review the art and science of structuring a fair deal for all parties are among my numerous educational efforts.

I would ask that you consider my qualifications and appoint me to the board.

--

Jim Davison,
609 E Commercial
406 560-5538

8/6/2020

Stefanie Thompson

706 E. Park Ave.
Anaconda, MT 59711
406-533-5017

August 26, 2020



Dear Mr. Everett,

My name is Stefanie Thompson, I am a lifelong resident of Anaconda as well as a business owner of two Anaconda businesses. I have, for the last few years, served as a board member for the ALDC and have enjoyed being a part of that group. I am extremely interested in doing what I can to be an active member of the community as the real change and success of our community and businesses depends on involvement. I have worked very hard over the years to be successful in my businesses and have found that is a big driving force for me to want our community to grow and prosper.

I am very much interested in joining the economic board to continue my service and to provide experience and input as a business owner and resident of our community.

Sincerely,



Stefanie Thompson

John L. Stoppler
312 Fairview Street North
Anaconda MT 59711

August 25, 2020

Lori Sturm
Clerk of the Commission
Anaconda Deer Lodge County
800 Main Street
Anaconda, MT 59711

Anaconda County Commissioners and Bill Everett Chief Executive

I would like to take this opportunity to express my interest in serving on the ADLC Economic Development Board. I have a strong passion for seeing the community of Anaconda once again as a strong and robust community where families want to live, work and play and where our business community thrives.

As a local business entrepreneur currently operating my own small business, I have a Bachelor of Science degree in economics and received my Law degree from the University of San Diego. My experience includes working in the corporate world for over 25 years for several Fortune 500 corporations as part of their Executive Leadership teams. I have an extensive background in analyzing and drafting contracts, legal documents, negotiating multi-billion-dollar settlements and managing and creating budgets and staffing analysis.

I am looking forward to serving our community in these exciting next steps in our economic redevelopment. Thank you for considering me for one of the board positions. If you have any questions or need any additional information, please feel free to contact me.

Sincerely,



John L. Stoppler

406-560-7062

John.stoppler@gmail.com

Heather Edwards

From: Bill Everett
Sent: Wednesday, August 26, 2020 2:37 PM
To: Heather Edwards
Subject: Fwd: Community Economic Development Funding Committee

Get [Outlook for iOS](#)

From: Pat Gallagher <Pat@mlfpllc.com>
Sent: Wednesday, August 26, 2020 2:36:27 PM
To: Bill Everett <beverett@adlc.us>
Subject: Community Economic Development Funding Committee

Bill,

I am interested in being a member of the economic development funding committee. I have been an Anaconda Deer Lodge Resident most of my 52 years leaving only shortly for college and law school. I have practiced law in Anaconda for the last 25 years. I am excited to help on the funding committee to determine where future economic development funds should be spent in our community. Please consider this my request to be a member of that board. Thank you,

Patrick T. Gallagher
Wall, McLean & Gallagher, PLLC
A Montana Law Firm with offices in Helena and Anaconda
117 Main Street
P.O. Box 1413
Anaconda, MT 59711
Phone: 406-563-8409
Fax: 406-563-8400
pat@mlfpllc.com
www.mlfpllc.com

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141 Anavista Rd.
Anaconda, MT 59711

September 3, 2020

Lori Sturm
Clerk of the Commission
Anaconda Deer Lodge County
800 Main Street
Anaconda, MT 59711

Dear Lori:

Please accept this letter as an official application for appointment to the Anaconda Deer Lodge County Economic Development Advisory Board. As a 40-year resident of this county, I have a passion for seeing this area become a thriving community where people want to live, work and play, and I believe this board will play a pivotal role in facilitating this vision.

My background includes a college degree in business, over four decades of working in the business world and experience in opening and running two small businesses in Anaconda. I have been an active community volunteer for more than 35 years, serving on a variety of boards and committees including the Planning Board, Superfund advisory boards, the AWARE board, the Anaconda Community Hospital Foundation, Montana Ambassadors, the Southwest Montana Federal Credit Union Board, Old Works Golf Course Board and the local Food Bank. I have extensive experience in managing multi-million-dollar budgets and staffing to support operations.

Thank you for taking the time to consider me for one of the Citizens at-Large positions. If you have any questions or need additional information, please contact me.

Sincerely,

Con Malee
406-660-2444
Cmalee21@gmail.com

Lori Sturm

From: Bill Everett
Sent: Thursday, September 03, 2020 4:12 PM
To: Lori Sturm; Heather Edwards; County Commissioners
Subject: FW: Economic Development Board

From: Kristy McKay <KMckay@glacierbank.com>
Sent: Thursday, September 3, 2020 3:58 PM
To: Bill Everett <beverett@adlc.us>
Subject: Economic Development Board

Bill,
I am interested in serving on the Economic Development Board. I have 20 plus years in the financial industry. I am very passionate about seeing Anaconda thrive and hope to serve in any way I can. Thank you for your consideration

Kristy McKay



Kristy McKay

VP, Branch Manager

Office: 406.497.7108 | Fax: 406.563.5210

307 East Park Ave | Anaconda, MT 59711

kmckay@glacierbank.com | www.glacierbank.com



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406 East Park Avenue, Suite 2
Anaconda, Montana 59711
(406) 563-2700
Fax: (406) 563-2701

September 11, 2020

Anaconda Deer Lodge County Commission
800 Main Street
Anaconda, MT 59711

RE: Bid Results – ADLC – Union Ave. and Fillmore St. Roadway Improvements

Anaconda Deer Lodge County (ADLC), with the assistance of Copper Environmental Consulting (Copper), conducted a Bid Opening for the Willow Glen Pavement Project on September 10, 2020 outside of the Anaconda Local Development Center. Bids were due by 2:00 pm in the Chief Executive's office. After 2:00 pm, Mike Johnson from Copper transported the sealed bid to the Anaconda Local Development Center where they were publicly opened and read aloud as specified in the published Invitation to Bid.

Copper has reviewed the bid package prepared by the lowest bidder, Mungas Company Inc. (Mungas) and found it to be complete and in conformance with the bid requirements. Copper has reviewed the Bidder Qualification Statement submitted by Mungas and found it to be complete and the responses to be acceptable. Mungas is a local contractor that has performed multiple projects throughout the county in recent years. Mungas is looking to change their concrete subcontractor to a more reputable company with capacity for this project. Based on the information contained herein, Copper acknowledges that Mungas has met the requirements of the lowest, responsible, responsive bidder and is eligible to receive award of the contract, in the amount of \$639,405.00, by ADLC, should ADLC choose to make such award to them.

In support of the Commission's decision, the Tabulation of the Bids, a Notice of Award, and an Agreement are attached to this letter. Once Copper receives a completed and signed copy of the Notice of Award and Agreement from ADLC, the executed documents will be sent to the selected contractor for their execution and return and the contracting process will begin. If you have any questions, please feel free to contact us at your earliest convenience.

Sincerely,

Mike Johnson, PE, Project Manager
Copper Environmental Consulting

ADLC - Union Ave. Fillmore St. Roadway Improvements
 Tabulation of Bids

Item No.	Description	Estimated Quantity	Unit	Engineer's Estimate Unit Price	Engineer's Estimate Estimated Total	Hoffman BAM Unit Price	Hoffman BAM Estimated Total	RS Johnson Unit Price	RS Johnson Estimated Total	MJD Contracting Unit Price	MJD Contracting Estimated Total	Unit Price	Estimated Total	Mungas Co. Unit Price	Estimated Total
101	Mobilization-Demobilization	1	LS	\$ 32,316.00	\$ 32,316.00	\$ 40,000.00	\$ 40,000.00	\$ 36,000.00	\$ 36,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 18,000.00	\$ 18,000.00
102	Taxes, Bonds, and Insurance	1	LS	\$ 40,395.00	\$ 40,395.00	\$ 16,155.00	\$ 16,155.00	\$ 22,500.00	\$ 22,500.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 24,000.00	\$ 24,000.00
103	General Requirements	1	EA	\$ 40,395.00	\$ 40,395.00	\$ 7,700.00	\$ 7,700.00	\$ 47,850.00	\$ 47,850.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 17,500.00	\$ 17,500.00
104	Site Exploration - Extra Work	84	LF	\$ 30.00	\$ 2,520.00	\$ 30.00	\$ 2,520.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
105	Remove concrete Curb and Gutter	1	EA	\$ 9,985.00	\$ 9,985.00	\$ 9,985.00	\$ 9,985.00	\$ 9,985.00	\$ 9,985.00	\$ 9,985.00	\$ 9,985.00	\$ 9,985.00	\$ 9,985.00	\$ 21.00	\$ 21.00
106	Install 8" x 8" PVC Water Main	1,556	LF	\$ 27.00	\$ 42,012.00	\$ 45.00	\$ 70,020.00	\$ 28.00	\$ 43,568.00	\$ 28.00	\$ 43,568.00	\$ 28.00	\$ 43,568.00	\$ 31.00	\$ 48,392.00
107	Install 8" x 8" HDPE Storm Drain	3	EA	\$ 1,432.00	\$ 4,296.00	\$ 1,432.00	\$ 4,296.00	\$ 1,432.00	\$ 4,296.00	\$ 1,432.00	\$ 4,296.00	\$ 1,432.00	\$ 4,296.00	\$ 1,432.00	\$ 4,296.00
108	Install New 8-inch Gate Valves for Hydrants	3	EA	\$ 1,753.00	\$ 5,259.00	\$ 2,500.00	\$ 7,500.00	\$ 1,150.00	\$ 3,450.00	\$ 3,000.00	\$ 9,000.00	\$ 3,000.00	\$ 9,000.00	\$ 2,500.00	\$ 7,500.00
109	Install 8-inch Gate Valve	6	EA	\$ 750.00	\$ 4,500.00	\$ 725.00	\$ 4,350.00	\$ 512.50	\$ 3,075.00	\$ 600.00	\$ 3,600.00	\$ 600.00	\$ 3,600.00	\$ 2,500.00	\$ 7,500.00
110	Install 8-inch fittings (brands, reducers, etc.)	3	EA	\$ 1,000.00	\$ 3,000.00	\$ 825.00	\$ 2,475.00	\$ 532.00	\$ 1,596.00	\$ 650.00	\$ 1,950.00	\$ 650.00	\$ 1,950.00	\$ 1,000.00	\$ 3,000.00
111	Install 8 X 8-inch Tee	3	EA	\$ 5,020.00	\$ 15,060.00	\$ 5,000.00	\$ 15,000.00	\$ 3,125.00	\$ 9,375.00	\$ 4,000.00	\$ 12,000.00	\$ 4,000.00	\$ 12,000.00	\$ 3,100.00	\$ 9,300.00
112	Install New 8-inch Fire Hydrant Assembly	5	EA	\$ 3,500.00	\$ 17,500.00	\$ 2,000.00	\$ 10,000.00	\$ 1,975.00	\$ 9,875.00	\$ 3,200.00	\$ 16,000.00	\$ 3,200.00	\$ 16,000.00	\$ 2,100.00	\$ 10,500.00
113	Install Domestic Service Line	5	EA	\$ 2,500.00	\$ 12,500.00	\$ 3,000.00	\$ 15,000.00	\$ 2,125.00	\$ 10,625.00	\$ 3,000.00	\$ 15,000.00	\$ 3,000.00	\$ 15,000.00	\$ 2,100.00	\$ 10,500.00
114	Install Fire Water Service Line	1	EA	\$ 1,400.00	\$ 1,400.00	\$ 3,500.00	\$ 3,500.00	\$ 775.00	\$ 775.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 800.00	\$ 800.00
115	Connect to Existing 8-inch Water Main	166	LF	\$ 39.50	\$ 6,557.00	\$ 57.00	\$ 9,462.00	\$ 19.00	\$ 3,154.00	\$ 30.00	\$ 4,980.00	\$ 30.00	\$ 4,980.00	\$ 31.00	\$ 5,146.00
116	Install 12-inch HDPE Storm Drain	729	LF	\$ 78.50	\$ 57,218.65	\$ 75.00	\$ 54,675.00	\$ 23.35	\$ 17,022.15	\$ 45.00	\$ 32,805.00	\$ 45.00	\$ 32,805.00	\$ 35.00	\$ 25,515.00
117	Install 12-inch HDPE Storm Drain	470	LF	\$ 92.00	\$ 43,240.00	\$ 79.00	\$ 37,130.00	\$ 31.25	\$ 14,687.50	\$ 2,500.00	\$ 11,750.00	\$ 2,500.00	\$ 11,750.00	\$ 2,040.00	\$ 9,540.00
118	Install 24-inch HDPE Storm Drain	5	EA	\$ 2,900.00	\$ 14,500.00	\$ 3,000.00	\$ 15,000.00	\$ 2,975.00	\$ 14,875.00	\$ 2,800.00	\$ 14,000.00	\$ 2,800.00	\$ 14,000.00	\$ 3,100.00	\$ 15,500.00
119	Install 36" Storm Drain Drop Inlet	2	EA	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00	\$ 2,975.00	\$ 5,950.00	\$ 3,500.00	\$ 7,000.00	\$ 3,500.00	\$ 7,000.00	\$ 4,250.00	\$ 8,500.00
120	Install 48" Storm Drain Manhole	4	EA	\$ 5,000.00	\$ 20,000.00	\$ 8,000.00	\$ 32,000.00	\$ 3,975.00	\$ 15,900.00	\$ 5,000.00	\$ 20,000.00	\$ 5,000.00	\$ 20,000.00	\$ 16.00	\$ 64.00
121	Install 48" Storm Drain Manhole	1,321	LF	\$ 28.00	\$ 37,188.00	\$ 25.00	\$ 33,025.00	\$ 8.75	\$ 11,562.50	\$ 20.00	\$ 26,420.00	\$ 20.00	\$ 26,420.00	\$ 16.00	\$ 21,136.00
122	Install 48" Storm Drain Manhole	8	EA	\$ 600.00	\$ 4,800.00	\$ 500.00	\$ 4,000.00	\$ 310.00	\$ 2,480.00	\$ 350.00	\$ 2,800.00	\$ 350.00	\$ 2,800.00	\$ 200.00	\$ 1,600.00
123	Install 48-inch Sewer Manhole	789	LF	\$ 60.00	\$ 47,340.00	\$ 57.00	\$ 44,919.00	\$ 21.00	\$ 16,569.00	\$ 30.00	\$ 23,670.00	\$ 30.00	\$ 23,670.00	\$ 25.00	\$ 19,725.00
124	Install 48-inch Sewer Manhole	5	EA	\$ 3,500.00	\$ 17,500.00	\$ 6,000.00	\$ 30,000.00	\$ 3,185.00	\$ 15,925.00	\$ 5,000.00	\$ 25,000.00	\$ 5,000.00	\$ 25,000.00	\$ 4,000.00	\$ 20,000.00
125	Connect to Existing Sewer Main	0	EA	\$ 6,775.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
126	Rigid Insulation Board	200	LF	\$ 27.00	\$ 5,400.00	\$ 35.00	\$ 7,000.00	\$ 27.00	\$ 5,400.00	\$ 15.00	\$ 3,000.00	\$ 15.00	\$ 3,000.00	\$ 21.00	\$ 4,200.00
127	Impermed Baseline Material	2,409	CV	\$ 27.50	\$ 66,247.50	\$ 27.50	\$ 66,247.50	\$ 27.50	\$ 66,247.50	\$ 27.50	\$ 66,247.50	\$ 27.50	\$ 66,247.50	\$ 27.50	\$ 66,247.50
128	Crushed Base Course	7,420	SY	\$ 6.40	\$ 47,488.00	\$ 7.50	\$ 55,650.00	\$ 7.75	\$ 57,502.50	\$ 6.00	\$ 44,520.00	\$ 6.00	\$ 44,520.00	\$ 4.70	\$ 31,164.00
130	Asphalt Pavement	5,315	SY	\$ 31.50	\$ 167,377.50	\$ 22.75	\$ 120,846.25	\$ 19.75	\$ 104,971.25	\$ 23.00	\$ 122,245.00	\$ 23.00	\$ 122,245.00	\$ 19.60	\$ 104,174.00
131	Concrete Curb and Gutter	2,342	LF	\$ 28.00	\$ 65,576.00	\$ 22.75	\$ 53,280.50	\$ 20.00	\$ 46,840.00	\$ 22.00	\$ 51,524.00	\$ 22.00	\$ 51,524.00	\$ 18.00	\$ 42,156.00
132	Concrete Sidewalk	217	SY	\$ 86.00	\$ 18,662.00	\$ 69.00	\$ 14,973.00	\$ 64.00	\$ 13,888.00	\$ 65.00	\$ 14,105.00	\$ 65.00	\$ 14,105.00	\$ 55.00	\$ 12,043.50
133	Concrete Sidewalk-Driveway Approach	120	SY	\$ 90.00	\$ 10,800.00	\$ 85.50	\$ 10,260.00	\$ 77.50	\$ 9,300.00	\$ 80.00	\$ 9,600.00	\$ 80.00	\$ 9,600.00	\$ 72.00	\$ 8,640.00
134	Install ADA Ramp	2	EA	\$ 2,100.00	\$ 4,200.00	\$ 1,500.00	\$ 3,000.00	\$ 2,675.00	\$ 5,350.00	\$ 2,700.00	\$ 5,400.00	\$ 2,700.00	\$ 5,400.00	\$ 500.00	\$ 1,000.00
135	Pavement Markings	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 1,575.00	\$ 1,575.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 200.00	\$ 200.00
136	Site Painting	1	EA	\$ 2.00	\$ 2.00	\$ 4.00	\$ 4.00	\$ 3.75	\$ 3.75	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 2.00	\$ 2.00
137	Site Painting	1	EA	\$ 1,500.00	\$ 1,500.00	\$ 800.00	\$ 800.00	\$ 475.00	\$ 475.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 1,225.00	\$ 1,225.00
138	Tropical and Seeding	1	EA	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 325.00	\$ 325.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 3,500.00	\$ 3,500.00
139	Utility Crossing	1	EA	\$ 685.00	\$ 685.00	\$ 900.00	\$ 900.00	\$ 325.00	\$ 325.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 753.00	\$ 753.00
140	Posthole Existing Utility	4	EA	\$ 356.00	\$ 1,424.00	\$ 3,600.00	\$ 14,400.00	\$ 900.00	\$ 3,600.00	\$ 450.00	\$ 1,800.00	\$ 450.00	\$ 1,800.00	\$ 4,550.00	\$ 4,550.00
141	Water Quality Control	1	EA	\$ 7,700.00	\$ 7,700.00	\$ 8,000.00	\$ 8,000.00	\$ 6,750.00	\$ 6,750.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00
142	Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 1,275.00	\$ 1,275.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00
Subtotal of Water Items					\$ 152,487.00		\$ 151,095.00		\$ 89,877.00		\$ 104,905.00		\$ 105,812.00		\$ 44,997.00
Subtotal of Sewer Items					\$ 65,838.00		\$ 76,659.00		\$ 34,622.25		\$ 40,884.00		\$ 44,997.00		\$ 54,355.00
Subtotal of Unit Price Items					\$ 609,156.65		\$ 759,518.00		\$ 576,953.80		\$ 691,731.50		\$ 670,731.50		\$ 839,405.00
Total Cost					\$ 964,982.65		\$ 866,372.00		\$ 717,877.00		\$ 837,120.50		\$ 839,405.00		\$ 1,000,000.00

9/11/2020
 MICHELLE
 9/11/2020

Mike Johnson
 Copper Environmental Consulting
 9/11/2020

The Bid Tabulation is believed to be a true and correct representation of the bid received September 10, 2020. RS Johnson had one bid item in discrepancy. It is highlighted red.

ARTICLE 1 - GENERAL

Agreement Date: Date of Last Signature
Owner: Anaconda Deer Lodge County
800 Main Street, Anaconda, MT 59711
Engineer: Copper Environmental Consulting
406 East Park Avenue, Suite 2, Anaconda, MT 59711
Contractor: Mungas Company, INC
PO Box 236, Philipsburg, MT 59858

Note: Above addresses are to be used for giving any required notice.

Project Name: ALDC Roadway Improvements – Union Ave. and Fillmore St.

The Owner and Contractor as defined above, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 2 - WORK

Contractor shall complete all work, as specified or indicated in the Contract Documents. Project generally includes, but is not limited to the following:

- Installation of 1556-LF of 8-inch PVC water mains along currently proposed sections of Union Ave.;
- Installation of 787-LF of 8-inch sanitary sewer main along currently proposed sections of Union Ave.;
- Installation of 729-LF of 18- inch HDPE storm drains along Union Ave.;
- Installation of 470-LF of 24- inch HDPE storm drains along Union Ave.;
- Installation of 5 new gate valves;
- Installation of 3 fire hydrant assemblies;
- Installation of 5 water service line and curb stops;
- Installation of 6 storm drain manholes;
- Installation of 1 sanitary sewer tap;
- Installation of 5 sanitary sewer manholes;
- All associated fittings and connections;
- Excavation and handling of potentially contaminated material for utility installation and road construction.
- Backfill of contaminated areas with approved materials such as pipe bedding and structural backfill
- Subgrade preparation, road construction, asphalt, sod, and seed surface restoration; and
- Provisions for traffic control and for temporary water supply.

ARTICLE 3 - ENGINEER

The Engineer and will act as Owner’s representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with completion of the work in accordance with the Contract Documents.

ARTICLE 4 - CONTRACT TIME

4.01 Time of the Essence

All the time limits for milestones, if any, substantial completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 Days to Achieve Substantial Completion and Readiness for Final Payment

The work shall be completed within two construction seasons starting in the fall of 2020 and ending in the spring of 2021. Construction sequencing to align with construction and opening of the Forge Hotel needs to be coordinated. Work shall be complete and ready for final payment (in accordance with paragraph 14.07 of the General Conditions) by May 31, 2021.

4.03 Liquidated Damages

A. Owner and Contractor recognize that time is of the essence of this Agreement, and that Owner will suffer financial loss if the Work is not complete within the time specified in paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that, as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner One Thousand Dollars (\$1,000.00) for each day that expires after the time specified in paragraph 4.02 for Substantial Completion until the work is substantially completed.

B. After Substantial Completion is granted by the Owner, if Contractor neglects, refuses or fails to complete the remaining Work within the Contract Time or any extension thereof granted by Owner, Contractor shall pay Owner One Thousand Dollars (\$1,000.00) for each day that expires after the time specified in paragraph 4.02 for completion and readiness for final payment until the Work is completed and ready for final payment.

ARTICLE 5 - CONTRACT PRICE

Owner shall pay Contractor for completion of the work in accordance with the Contract Documents an amount equal to the sum of the established unit price for each separately identified item of Unit Price Work times the quantity of that item that is constructed and accepted. Unit Prices are those listed in Table 1 - Unit Price Schedule of the Bid Form attached as Exhibit B to this Agreement. Estimated quantities used for bidding purposes are not guaranteed. Payment will be for actual quantities as determined by Engineer in accordance with paragraph 9.07 of the General Conditions. Unit Prices have been completed as provided in paragraph 11.03 of the General Conditions.

ARTICLE 6 - PAYMENT PROCEDURES

6.01 Submittal and Processing of Payments

The Engineer, based on Signed Daily Quantity Sheets, with the Contractor, will generate the monthly Progress Payment. The Progress Payment will be agreed to and signed by the Engineer and Contractor prior to submission to the Owner for final approval.

6.02 Progress Payments Retainage

Owner shall make progress payments in accordance with Article 14 of the General Conditions, as recommended by Engineer once each month during construction as provided below. All progress payments will be on the basis of the progress of the Work measured by the number of units of each bid item completed times the bid unit price in the Unit Price Schedule of the Bid Form for that item. Prior to Substantial Completion, progress payments will be made in an amount equal to the sum of the unit price items less the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amount as Engineer may determine or Owner may withhold, in accordance with paragraph 14.02 of the General Condition's.

A. The Owner shall retain five percent (5%) of the amount of each payment until final completion and acceptance of all work covered by the Contract Documents.

B. Retainage will be five percent (5%) of materials and equipment not incorporated in the Work (but delivered, insured, suitably stored and accompanied by documentation satisfactory to Owner as provided in paragraph 14.02 of the General Conditions).

C. Upon Substantial Completion and at the Owner's discretion, the amount of retainage may be further reduced if requested by the Contractor.

6.03 Gross Receipts Tax

In accordance with Title 15, Chapter 50 MCA, the Owner will withhold, in addition to other amounts withheld as provided by law or as specified herein, one percent (1%) of all payments due the Contractor and shall transmit such moneys to the Montana Department of Revenue.

6.04 Final Payment

Upon final completion and acceptance of the Work in accordance with paragraph 14.07 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by the Engineer as provided in said paragraph 14.07.

ARTICLE 7 - INTEREST

All moneys not paid when due as provided in Article 14 of the General Conditions shall bear interest at the maximum rate allowed by law at the place of the project.

ARTICLE 8 - CONTRACTOR'S REPRESENTATIONS

In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

A. Contractor has examined and carefully studied the Contract Documents (including all Addenda) listed in Article 9 and the other related data identified in the Bidding Documents.

B. Contractor has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the work.

C. Contractor is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress, performance and furnishing of the work.

D. Contractor has carefully studied all:

1. Reports of explorations and tests of subsurface conditions at or contiguous to the site, if any, and all drawings of physical conditions in or relating to existing surface or subsurface structures at or

contiguous to the site (except underground facilities) which have been identified in the Supplementary Conditions as provided in paragraph 4.02 of the General Conditions, and

2. Reports and drawings of a Hazardous Environmental Condition, if any, at the site which has been identified in the Supplementary Conditions as provided in paragraph 4.06 of the General Conditions. Contractor acknowledges that such reports and drawings are not Contract Documents and may not be complete for Contractor’s purpose. Contractor acknowledges that Owner and Engineer do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Contract Documents with respect to Underground Facilities at or contiguous to the site.

E. Contractor has obtained and carefully studied (or assumes responsibility for having done so) all such additional supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface, and Underground Facilities) at or contiguous to the site or otherwise, which may affect cost, progress, performance or furnishing of the Work or which relates to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by Contractor including applying the specific means, methods, techniques, sequences and procedures by the Contractor, and safety precautions and programs incident thereto.

F. Contractor does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the performance and furnishing of the Work at the Contract Price, within the Contract Times and in accordance with the other terms and conditions of the contract Documents.

G. Contractor is aware of the general nature of work to be performed by Owner and others at the site that relates to the Work as indicated in the Contract Documents.

H. Contractor has correlated the information known to Contractor observations obtained information from visits to the site, reports and drawings identified in the Contract Documents and all additional examinations, investigations, exploration tests, studies and data with the Contract Documents.

I. Contractor has given Engineer written notice of all conflicts, errors, ambiguities or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

J. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

ARTICLE 9 - CONTRACT DOCUMENTS

A. The Contract Documents consist of the following:

1. This Agreement;
2. Performance Bond;
3. Payment Bond;
4. General Conditions;
5. Supplementary Conditions;
6. Wage Rates;
7. Technical Specifications as listed in Table of Contents of the Project Manual;
8. Drawings beginning with and as listed on Sheet G-1;
9. Addenda listed on the bid form;
10. Exhibits to this Agreement:
 - a. Notice of Award;
 - b. Contractor’s Executed Bid Form;
 - c. Bid Bond;
11. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
 - a. Notice to Proceed;
 - b. Field Orders;

c. Work Change Directives;

d. Change Orders

B. The documents listed in paragraph 9.A. are attached to this Agreement (except as expressly noted otherwise above.)

C. There are no Contract Documents other than those listed above in this Article 9.

D. The Contract Documents may only be amended, modified or supplemented as provided in paragraphs 3.04 of the General Conditions.

ARTICLE 10 - MISCELLANEOUS

10.01 Terms

Terms used in this Agreement, which are defined in Article 1 of the General Conditions, will have the meanings indicated in the General Conditions.

10.02 Assignment of Contract

No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically, but without limitation, moneys that may come due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 Successors and Assigns

Owner and Contractor each binds itself, its partners, successors, assigns and legal representative to the other party hereto, its partners, successors, assigns and legal representatives in respect of all covenants, agreements and obligations contained in the Contract Documents.

10.04 Severability

Any provision of part of the Contract Documents held to be void or unenforceable under Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

ARTICLE 11 - CERTIFICATION AND SIGNATURES

IN WITNESS WHEREOF, Owner and Contractor have signed 6 copies of Agreement. Two (2) counterparts have been delivered to Owner, three (3) to Contractor and one (1) to Engineer. All portions of the contract Documents have been signed or identified by Owner and Contractor or by Engineer on their behalf.

Owner

Anaconda Deer Lodge County

Contractor

Mungas Company, Inc.

By:

Signature

By:

Signature (Attach Power of Attorney)

Name:

Bill Everett

Name:

Title:

Chief Executive Officer

Title:

Date:

Date:

Phone: (406) 563-4000

Phone: _____

Fax: (406) 563-4001

Fax: _____

Attest: _____
Signature

Attest: _____
Signature

Title: _____

Title: _____



Notice of Award

Date of Issuance: September 11th, 2020
Owner: Anaconda Deer Lodge County
Bidder: Mungas Company, Inc.
Engineer: Copper Environmental Consulting Engineer's Project No.: 195522
Project: ADLC Roadway Improvements – Contract Date: TBD
 Union Ave. and Fillmore St.

Bidder's Address: PO Box 256
 Philipsburg, MT 59858

You are notified that your Bid dated September 11, 2020 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for

The Contract Price of your Contract is Six Hundred Thirty Nine Thousand Four Hundred and Five Dollars and zero Cents (\$ 639,405.00).

6 copies of the Drawings accompany this Notice of Award.

3 sets of the Conformed Contract Documents will be delivered separately or otherwise made available to you once they are complete.

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner [6] fully executed counterparts of the Contract Documents.
2. Deliver with the executed Agreement the Bonds and Insurance specified in the Instructions to Bidders, General Conditions, and Supplementary Conditions.
3. Other conditions precedent:

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

RECOMMENDED:	AUTHORIZED:	RECEIVED:
By: _____ Engineer (Authorized Signature)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: Mike Johnson	Title:	Title:
Date:	Date:	Date:

DRAFT AIA® Document B105™ – 2017

Standard Short Form of Agreement Between Owner and Architect

AGREEMENT made as of the « 9 » day of « September » in the year « 2020 »
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

« Adam » « Pohl »
« CourseCo Inc. »
« 559.765.8276 »

and the Architect:
(Name, legal status, address and other information)

« Johnston » « Architects »
« 100 NE Northlake Way »
« Seattle, WA 98105 »
« 206.523.6150 »

for the following Project:
(Name, location and detailed description)

« Old Works Golf, LLC »
« 1205 Pizzini Way »
« Anaconda, MT 59711 »

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

ELECTRONIC COPYING of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following consulting services, if any:

« »

During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a design, which shall be set forth in drawings and other documents appropriate for the Project. Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect shall assist the Owner in filing documents required for the approval of governmental authorities, in obtaining bids or proposals, and in awarding contracts for construction.

During the Construction Phase, the Architect shall act as the Owner's representative and provide administration of the Contract between the Owner and Contractor. The extent of the Architect's authority and responsibility during construction is described in AIA Document A105™-2017, Standard Short Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A105-2017, those modifications shall not affect the Architect's services under this Agreement, unless the Owner and Architect amend this Agreement.

ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints, and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. The Owner shall furnish consulting services not provided by the Architect, but required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.

ARTICLE 3 USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the construction of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A105-2017, Standard Short Form of Agreement Between

Owner and Contractor. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

Total architectural fee for the project is \$50,000.

Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid Thirty (30) days after the invoice date shall bear interest from the date payment is due at the rate of five percent (5%), or in the absence thereof, at the legal rate prevailing at the principal place of business of the Architect.

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; providing services necessitated by the Contractor's failure to perform; and the extension of the Architect's Article 1 services beyond eight (8) months of the date of this Agreement through no fault of the Architect.

ARTICLE 7 OTHER PROVISIONS

Please find attached the Fee Analysis for this project.

« »

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

« »« »

(Printed name and title)

ARCHITECT (Signature)

« »« »

(Printed name, title, and license number, if required)

Old Works GC Fee Analysis

August 5, 2020

ITEM	PROPOSED	FINAL	EXPENDED	COMMENTS
ARCHITECTURAL BASIC SERVICES				
Schematic Design	\$ 10,000			
Permit /100% Construction Docs	\$ 30,000			
Construction Admin Allowance	\$ 10,000			CA would be billed time and Materials not to exceed
TOTAL ARCHITECTURE	\$ 50,000	\$ -	\$ -	
ENGINEERING AND SUB-CONSULTANT ALLOWANCES (INCLUDING REIMBURSABLES)				
<i>Note:</i> These budgets are best value from recent projects and as such are allowances. Engineering can be included in the architectural contract	BUDGETED TARGET	PROPOSAL	EXPENDED	COMMENTS
CIVIL ENGINEERING	NA			These are allowances based on recent experience.
CIVIL (SIP Engineering)	NA			
SURVEY	NA			
Arborist	NA			
STRUCTURAL ENGINEERING	\$ 5,000			
MECH Design + ENERGY	NA			
ELEC Design-Build ASSIST	NA			
ENVELOPE	NA			
TRAFFIC	NA			
GEOTECH	NA			
LANDSCAPE	NA			
TOTAL ENGINEERING AND SUB-CONSULTANTS	\$ 5,000	\$ -		
	total	total		
GRAND TOTAL: ARCHITECTURAL, REIMBURSABLES, AND ENGINEERING ALLOWANCES	\$ 55,000	\$ -		
Project Size:	2,000	\$ 250	\$ 500,000	Estimates
Percent Architectural Fee	10.00%			
Percent Architectural and Engineering	11.00%			

Application Review Criteria

1. Community Needs and Objectives

Proposed service area and location where services will be delivered.

Anaconda-Deer Lodge County Head Start (ADLC Head Start), which currently provides HS to 3- and 4-year-old children, proposes to develop and implement a Non-partnership EHS Expansion program within Deer Lodge County, a federally designated Rural County. Located in southwestern Montana, Deer Lodge County is comprised of six small unincorporated communities—Georgetown Lake, Lost Creek, Opportunity, Fairmont, Galen and Warm Springs, as well as the larger town of Anaconda, the county seat. Deer Lodge County operates a consolidated city-county charter government within the town of Anaconda, which is administered by five elected county commissioners. Deer Lodge County encompasses 741 square miles, making it one of the smallest counties in Montana. The population of Deer Lodge county is 9,140, which represents less than 1% of Montana’s total population.¹

Deer Lodge was one of the original nine counties that comprised Montana Territory when it was established in 1864. Historically, Anaconda was a smelting community, supporting a booming copper-smelting business that started in the late 1800s, processing copper from the Butte mines. In 1980, the smelter, which was the county’s largest employer, closed, followed by the designation of a large federal Superfund site.

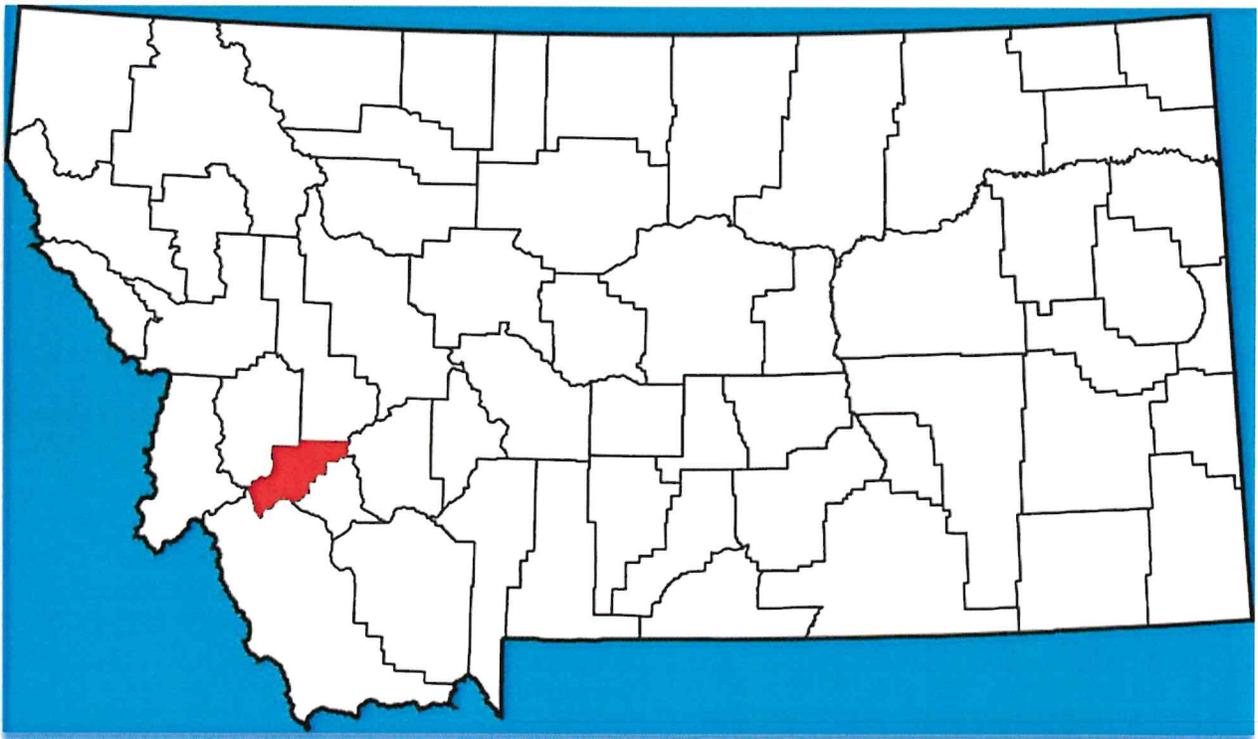
The Anaconda Smelter Superfund site covers over 300 square miles of land, 40% of the service area. Nearly 100 years of milling and smelting resulted in contamination of soils, surface water, and ground water, primarily through airborne emissions and disposal from smelting operations. The primary contaminants are arsenic, cadmium, copper, lead, and zinc. Thus, while

¹ U.S. Census, 2018.

the service area includes many beautiful natural amenities such as the Anaconda-Pintler Wilderness, it also has struggled to address the impacts of severe environmental pollution and economic distress.

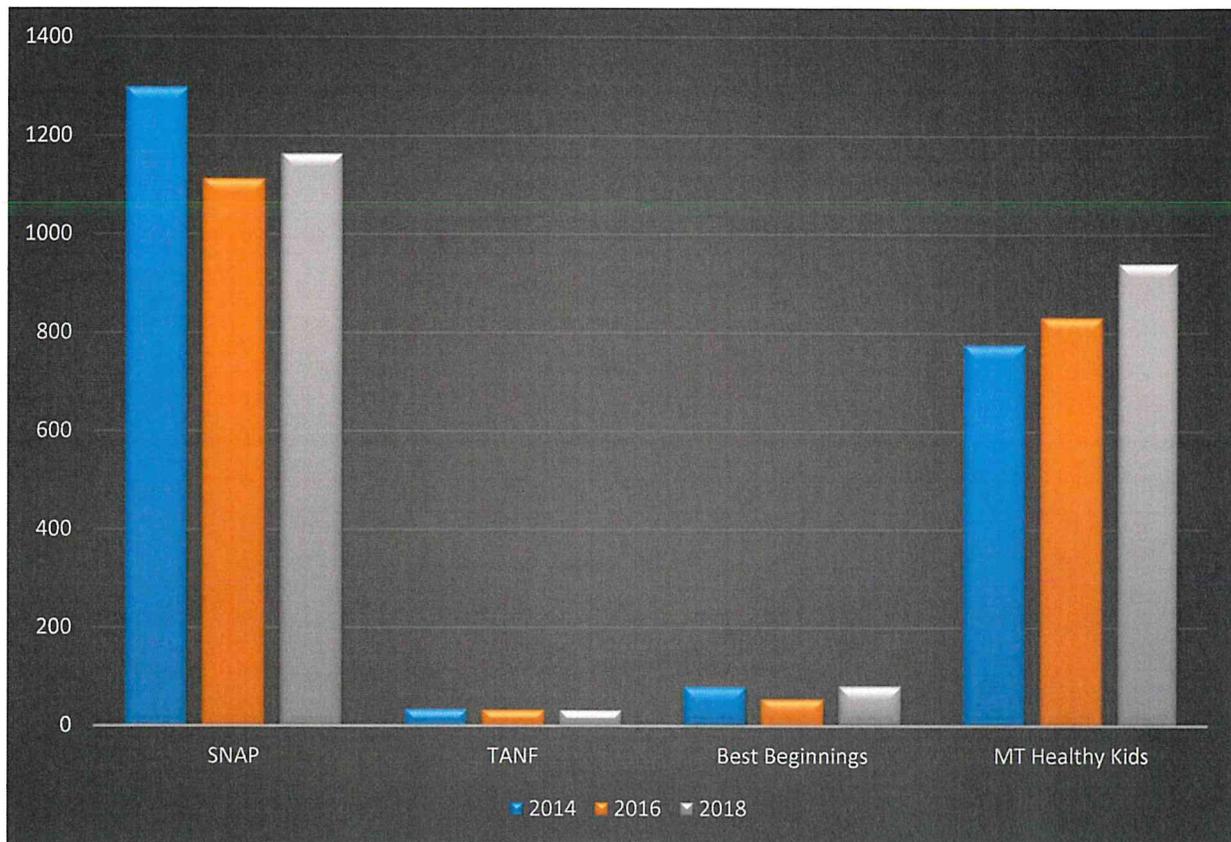
Proposed EHS expansion services will be provided along with our Head Start services at 1601 Tammany Anaconda, MT 59711.

The map below shows Deer Lodge County's location within Montana.



The service area is impoverished with a high number of low-income working families who will benefit from the proposed EHS expansion program. The table below indicates the number of recipients receiving social/financial services in Deer Lodge County from 2014-2018, according to the Montana Kids Count Data Book.²

² Best Beginnings is Montana's child care subsidy program, and MT Healthy Kids is Montana's CHIP program.



Other indicators that show a need for EHS throughout the service area include:

Economic Conditions:

- Wages in Deer Lodge County are well below the national average.
- Following a peak in Covid-19 pandemic-related unemployment in April 2020, the current unemployment rate in the service area is 5.1% in July 2020.³
- Median Household Income in Deer Lodge County is \$41,783, which is \$18,510 below the national average in 2018.

Poverty & Low-Income Status:

- 62.3% of families qualified for free or reduced school lunches in 2019.
- The poverty rate in Deer Lodge County is 20.8%

³ Unemployment Rate Not Seasonally Adjusted, MT Labor Market Information, MT Department of Labor and Industry, August 2020. Montana currently has the lowest unemployment rate in the nation, due to its early Covid-19 mitigation efforts and low number of Covid-19 cases.

- Poverty rate for children by poverty level 2014-18 in Deer Lodge County:
 - ✓ Under 100%, 23.7%
 - ✓ Under 150%, 51.2%
 - ✓ Under 200%, 56.6%
- Housing Authority has 170-units, and all are full with a waitlist of 24 families.

Health Insurance:

- Percentage of children in Deer Lodge County enrolled in Medicaid or CHIP: 67.3%

Behavioral Health:

- Suicide rates in our service area are among the highest in Montana, a state that for the past 35 years has had one of the highest suicide rates in the nation.

Youth & Child Well-Being:

- Drug and alcohol abuse are very prevalent in our service area. This causes children and youth to be at a higher risk of underachievement and future poverty cycling.
- Graduation rates for economically disadvantaged youth are significantly lower than the general student population.⁴

Homelessness:

21% of the children enrolled in ADLC Head Start for the 2018-2019 school year were categorized as homeless per McKinney Vento. These children are at a higher risk of trauma than those with a stable home environment. We are serving such a high number of homeless families due to two major factors. First, the area's wages are extremely low. Thus, many families can't

⁴ Data in this section are drawn from the U.S. Census, MT Kids Count, or the Anaconda Deer Lodge County Community Needs Assessment, 2019.

afford to live on their own even if one or both parents are working, so they are living with their parents to cut expenses. Second, we are serving a high number of grandparents raising grandchildren.

How EHS resources will be directed to the geographic area(s) of greatest need and children and families most in need of EHS services.

ADLC Head Start's most recent community needs assessment, conducted in 2019, determined that residents located throughout Deer Lodge County meet EHS eligibility criteria. The key facts and findings contained in this assessment, along with the County's small population, support our proposal to direct services to eligible families residing throughout the service area.

We will use a Priority Score Sheet to ensure that children and families most in need of EHS services are prioritized for enrollment...more info/details [See Selection Criteria](#)

In addition, we currently collaborate closely with an array of social service/health agencies via the Anaconda Connect group, Public Health Department, as well as Anaconda Public Schools, and the county's Child Protective Team to create the relationships necessary to have most if not all eligible children in our service area on our radar to make sure that they are receiving early childhood educational services either through Head Start or the public schools. If one of our collaborating agencies becomes aware of a child not receiving early childhood educational services we work as a group to determine the best way to approach the family regarding available services with the goal of finding the best placement for them based on their needs. Our collaboration with the County's CPT team assists us in directing services to children and families with the greatest needs. Our affiliation with the Anaconda Connect and the Public

Health Department allows us to locate children with disabilities, pregnant women, the homeless population and children in foster care.

We will recruit children/families most in need of services via a year-round process. We are constantly looking at the data to inform us of any changes that we may need to make to ensure 100% enrollment. We place flyers and pamphlets in all the pediatric offices in town, the public health department, the housing authority and the public boards at the grocery stores. We have a website so that people who look up services in our area are directed there. We've also started utilizing social media and have found that to be one of our biggest avenues to recruitment.

We have an MOU in place with Family Outreach for Part C services and with Anaconda Public School District to locate, recruit and enroll children with disabilities, children experiencing homelessness and children in foster care into the Head Start program. We also have an MOU in place with the Public Health Department for pregnant women seeking a placement for their child once they are born. We also work closely with the Montana Department of Public Health and Human Services (DPHHS) and the Public Health Department in our community.

One of the challenges that we face is locating children and families that either are part of a home-schooled family or a family that chooses to stay off grid. One advantage of being a small rural community, however, is that we often find out about these families by word of mouth. We then try to recruit and enroll when possible.

We are also on the list to receive all data from the state on eligible children in our community. We make every effort to ensure that all children in our community are enrolled in

pre-k services and will do the same for EHS services. We do everything in our power to accommodate families' enrollment efforts; if families are unable to get here for the application or print one off our website, we will deliver one to them.

There are approximately 39 children age 0-3 in the service area who are income-eligible for EHS.⁵ ADLC Head Start follows all Head Start Program Performance Standards, including enrolling children who meet eligibility requirements that are independent of income. Children who are in foster care, living with kinship caregivers, or with other special circumstances may score higher on our Selection Criteria Sheet, which determines selection for enrollment. For this reason, and due to the significant increase in children entering state care in recent years due to the substance abuse crisis in our state,⁶ the 39 eligible children that we have noted is likely an undercount of the total children in this age cohort who will qualify for our proposed EHS services.

The rationale for which ages of children are proposed to be served, including the estimated number of eligible pregnant women, infants and toddlers, by program type and geographic location(s).

We propose to serve children 0-3 in a center-based program type located at 1601 Tammany St, Anaconda, MT 59711. We conducted a community needs assessment in 2019, which showed a high need for 0-3 early childhood services. There are six daycares operating in the Anaconda-Deer Lodge service area. Each one of them has 12 slots with 4 additional overlap slots and each has a 1-2-year waitlist of 10-12 children. In gathering data, we found that most of the children enrolled in daycare and waitlisted are children 0-3 years of age.⁷ This shows a high need for 0-3 Early Head Start in the community. Does this also show a higher number of 0-3

⁵ Anaconda Deer Lodge County Community Needs Assessment, 2019.

⁶ Kids Count Montana, 2018 notes that 52% of the children entering the foster care system are in the 0-5 range.

⁷ Ibid.

children who would be eligible for EHS, and therefore you could increase the number of children you plan to serve?

According to the Montana Kids Count, 2019, there are 318 children 0-4 in the service area. There are 39 children in the service area who are income eligible for EHS.⁸

Data for these children indicate that approximately 93% are white, 3% are American Indian, 2% are Latino or Hispanic and 2% are other. English is the predominant language in our service area with less than 1% speaking another language.⁹

There are 79 pregnant women receiving OB services in Anaconda, not including any pregnant women residing in the Anaconda-Deer Lodge service area that may be receiving OB services in adjacent counties.¹⁰ Given the high rate of poverty in the service area, particularly for families with children, we can assume that a large number of these women are income-eligible for EHS services.

How the proposed program option (center-based, home-based, family child-care, services to pregnant women, locally designed option, or EHS-CC Partnership) best meets the needs of the local community. Does the justification use information that describes the applicant's process for engaging other entities in the community in making this determination?

We propose to provide age-specific services to infants and toddlers in separate areas located within the same classroom with the same teachers in a Center-based program. This model will provide infants with continuity of care in the same classroom and with the same teacher through age 3. These children will then be able to continue their enrollment in classes

⁸ Anaconda Deer Lodge County Community Needs Assessment, 2019.

⁹ Ibid.

¹⁰ Anaconda Deer Lodge County Community Needs Assessment, 2019.

for older children located in the same facility, located in Anaconda where most parents work and where the county's schools are located. We will continue to follow the Anaconda School District #10's school schedule for all of our EHS and HS classes, as this is most convenient for parents.

We currently operate Head Start for 3- and 4-year-old children in 4 classrooms, 6 hours per day, 5 days a week. All classrooms operate 1020 hours per year. We offer two different start times, 8:30 a.m., and 9:30 a.m., for each age group to meet the needs of families' work/school schedules. The classrooms operate from late August to early June of each year.

We will provide EHS services to infants and toddlers in 4 classrooms of 8 children each, 6 hours per day, 5 days a week, year-round, providing a minimum of 1,380 hours per year. We will observe holidays and breaks that coincide with our Head Start program year to provide consistency for the families. Having Early Head Start and Head Start services in the same building and on the same scheduled days off, will provide families with the convenience needed to pick up and drop off children at the same location and save time.

Our research shows that there is a greater demand for center-based services than for home-based services. There are always waitlists for child-care centers across our region, while home-visiting programs struggle to maintain enrollment for both infants/toddlers and expectant mothers. This may be due to the wide-spread home-visiting services currently available in our region provided through the state-facilitated Maternal and Early Home Visiting (MEHV) program. Our data shows that working, low-income families are requesting center-based programming and that there are simply not enough center-based early childhood programs to meet the need.

Anaconda Deer Lodge County Public Health Department currently offers multiple services for pregnant women. They offer WIC, a lactation consultant, Parents as Teachers and the car seat program. We will have an MOU in place with them, as a referral program for the pregnant mothers once they give birth, we will be able to enroll eligible babies into any spots that are available. We will also be able to refer all pregnant women to them for services.

We developed the proposed service model after gathering input from the community needs assessment, 2019; from our current Head Start Policy Council members; from our Board of Directors; from the child-care operators in the service area; and from the public schools.

The analysis of access to other early childhood education programs and services, including the estimated number of EHS eligible children who are receiving child-care subsidy, in the geographic area.

As noted above, access to other early childhood education programs and services is limited in the service area, with many children 0-3 on waiting lists. The cost of center-based child-care is a barrier to access to higher quality care in Montana, as shown in the table below.

Center-Based Child Care as a Percentage of Income, Montana¹¹	
Married Family – Infant Care	12.5%
Married Family with Two Children	23.5%
Single Parent – Infant Care	45%
Single Parent with Two Children	84%
Married Family with Two Children, at the Poverty Line	70%

_____ of the 39 children who are income-eligible for EHS in the service area are receiving child care subsidies.

The analysis of the quality of other early childhood education programs and services in the geographic area.

¹¹ Child Care Aware, Montana Fact Sheet, 2016.

Until 2015, ADLC Head Start was the only program with preschool services in the service area. That year, Anaconda School District #10 was awarded a Montana Pre-School Development Grant and started providing preschool services for 3- and 4-year old children. Therefore, the services in our area for the 3-5 age group are of high quality. However, there are no early childhood education programs and services for the 0-3 age cohort in the service area that meet EHS quality standards.

Our proposed EHS expansion program will use an evidence-based curriculum to establish/measure school readiness goals that are aligned with state early learning guidelines. It will provide directly or through referral, early, continuous, intensive, and comprehensive child development and family support services that will enhance the physical, social, emotional, and intellectual development of participating children in the key domains of physical development and health; social and emotional development; approaches to learning, language, and literacy; and cognition and general knowledge. Our program will support parent engagement in their roles as their children's teachers and advocates, and help parents move toward self-sufficiency. None of the other child-care programs currently operating in our service area meet these standards.

As part of the Child Care Development Fund (CCDF), child-care organizations in Montana may opt-in to participate in the Quality Rating Improvement System (QRIS) known as STARS. Of the center-based programs in Montana, only 59 of 255 participate in the STARS program. Children who are enrolled in non-QRIS centers are less likely to receive quality early childhood education, and also tend to be low-income, since unlicensed, lower quality child-care tends to be less expensive. Many of these children are EHS eligible.

ADLC Head Start is currently at a STARS Level II and is taking the 2020-2021 school year to become a STARS Level III provider. We are one of three STARS rated child-care centers in the service area...or other details about how many child care centers in the service area have the STARS rating. We will extend our STARS participation to the proposed EHS expansion program.

The plan to effectively leverage available funding streams including child-care subsidies.

Montana is one of four states that do not provide regular public funding to pre-Kindergarten programs. Thus, we have had to seek other sources of funding to support our programming. Describe other sources of funding you have received, including community donations, in-kind support, etc.

In Montana, the child-care subsidy through the Child Care and Development Fund (CCDF) program is called Best Beginnings. In Deer Lodge County, the number of children receiving the Best Beginnings scholarship is on average [redacted] per month. In order to receive this subsidy in Montana, a household must earn income no more than 150% of the FPL. Further, parents must be working or enrolled in school.

There is a significant overlap between children who are eligible for Early Head Start and those who are also eligible for the Best Beginnings scholarship. Per national EHS and HS ERSEA expectations, all children that are enrolled in our program are guaranteed continuous enrollment until they age-out of our program and are appropriately transitioned into other services; this will apply to our EHS expansion program as well. While the Best Beginnings scholarship does not guarantee ongoing eligibility or continuity of services to children, our EHS program will guarantee ongoing eligibility and continuity of services even if they lose their scholarship.

We will encourage enrollment in the Best Beginnings program for eligible EHS families.

We will also adjust our Priority Score Sheet to allocate more points for those families who are dropped from Best Beginnings, so that they will have priority in securing an EHS spot in our program.

Despite the limited availability of external funding sources, we are proactive in our efforts to secure any additional funding as it is made available.

The plan to enroll children with disabilities.

Historically, our HS enrollment has exceeded 10% of children with identified disabilities, and the number of children with disabilities that we serve has been increasing. In the 2019-2020 program year, 17% of the children enrolled in our HS program had an IEP and received early intervention services from the Part C provider in our region of the state (Family Outreach). We have an MOU in place with the Anaconda Public School District for part B services and with Family Outreach for Part C services. These are updated annually. We have collaborative meetings with both agencies to ensure that children are receiving the best services in the least restricted environment.

Disabilities Services include the provision of a Speech Therapist, OT Therapist or PT Therapist to a child enrolled in the program that has been diagnosed with a special need. Also as part of our collaboration with Anaconda Public School District, we participate in trainings and meetings with their Autism Specialist for kids on the spectrum.

We anticipate that 10% or more of the infants and toddlers served in our EHS expansion program will be children who need services for disabilities, since it is a significant point of consideration on our Selection Criteria Score Sheet for enrollment selection. When screening eligible children for enrollment, we allot points to children with an IFSP/IEP, children with a

diagnosed (documented) disability, and children where there is a significant developmental concern but where the child may not yet be diagnosed or connected to support services. We have tailored our selection criteria, to be responsive to the greatest needs of the community, as indicated by our most recent community assessment and the best available data. Our coordinated approach to early identification and intervention services for infants and toddlers will be a priority for our programs. Families are engaged, upon enrollment, in screening and assessment of their child's rapidly changing development. Our formal agreement and close working relationship with Family Outreach, in combination with our family-centered approach to child development, provides timely referral and evaluation services. We currently strive to obtain developmental screenings for all children no later than December of their enrollment year and will continue this practice in our EHS expansion program.

If applicable, how the proposed delegate agency is identified, including the communities in which the applicant will operate, the number of children to be served by age of child and their proposed program option(s).

N/A

Evidence of community engagement in the proposed geographic locations that is designed to improve service delivery, increase access to services, and prevent duplication.

ADLC Head Start has been an integral part of the proposed service area since 1967. We have a strong community engagement process in place that helps us design and improve our service delivery, increase access to services, and prevent duplication. We coordinate services and have agreements with an array of community service providers that prevents duplication, and we will extend this process to the proposed EHS program as well. Community partners include list. We gathered information from our community partners and other members of the community through our Community Assessment, which helped inform our program design for

this proposal. We also involved our Head Start Policy Council in the program planning for this application and they have approved of the application. See their approval in the Appendix.

Our staff will work with the families who are enrolled in the EHS program to assist them in accessing community services such as financial assistance via TANF, SNAP, WIC, and through referrals and follow up to assist them in obtaining services to address health, nutrition, mental health, housing, transportation, and other needs to ensure their stability and well-being.

2. Program Design and Approach

The curriculum or set of curricula and teaching practices proposed that promote progress toward school readiness goals.

We will use Creative Curriculum for Infants, Toddlers and Two's in our proposed EHS classes. Within Creative Curriculum, which is a research-based curriculum, all components are based on the developmental scope and sequence. Children learn at their developmental level. Teachers observe the child's progress through ongoing authentic observations in the following areas: social-emotional, physical, language, cognitive, literacy, and mathematics. This allows the teachers to individualize learning to the child's age and development level. It is inclusive of children with disabilities, children who are English language or dual language learners, and children who demonstrate competencies beyond typical developmental expectations. It has detailed guidance for providing intentional, responsive care. It also has supports for routine times and guidance for engaging children in daily experiences.

The Head Start Early Learning Outcomes Framework (ELOF) Framework has the following competencies: social and emotional development, language and literacy, cognition, perceptual, motor and physical development. Creative Curriculum has 38 research-based objectives that are in alignment with ELOF. These include objectives in each of the following

categories: social-emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies, the arts and English language acquisition. In addition to the ELOF requirements, Creative Curriculum provides exposure in the following areas: science and technology, social studies and the arts. This will also create a smooth transition for the children into the Head Start program as Creative Curriculum is also the curricula used.

The process for establishing and measuring school readiness goals. Do those school readiness goals reflect the ages of children that the applicant proposed to serve in the program, and are they culturally and linguistically appropriate?

Change this section to reflect your plans? Do you use TS Gold for your assessments?

We will use Teaching Strategies Gold to establish and measure school readiness goals within our Early Head Start program. It is recognized as one of the best available early childhood assessment-based curricula in the industry, is structured to establish goals that reflect the infant/toddler age cohort, is aligned with the Head Start Early Learning Outcomes Framework, and supports ongoing monitoring of developmental progress and learning. In Montana, HELP meets and exceeds the expectations of Montana's Early Learning Standards. HELP will enable us to show measurable gains in improving school readiness skills across the five domains of early learning. We will be able to aggregate the child outcomes from individualized HELP assessments that are completed on children three times a year and entered into the Kindercharts' reporting system. Aggregated Kindercharts' reports will be generated programmatically two times a year and analyzed for continuous program improvement.

Include a table with School Readiness Goals for 0-3?

Do the school readiness goals reflect the ages you plan to serve (infants/toddlers).

Are they culturally and linguistically appropriate.

If the school readiness goals were or will be established in consultation with the parents of children who will be participating in the program.

We will work in partnership with families to establish individualized school readiness goals for all enrolled children. Each child's school readiness goals are included on the Family Partnership Agreement, which is a working document developed throughout the program year that guides the families' interactions at home to support targeted learning goals in the classroom. Individualized child assessment reports document skills and progress across all stages of development and are shared with families and utilized for school readiness planning on the Family Partnership Agreement. We utilize these for families to identify strategies to support their home learning goals.

How the applicant will meet the needs of infants and toddlers with disabilities.

ADLC Head Start has an established MOU with Family Outreach, the IDEA Part C provider in our service area, and we will extend this MOU to include the children we enroll in the Early Head Start program. At least 10% of the children we enroll in our EHS program will be children with disabilities as defined by the LEA requirements under IDEA Part C. In order to identify children with potential disabilities, and meet their needs, we will begin comprehensive screening processes within 45 days of the child's enrollment in our program. All infants and toddlers whom we suspect may be showing signs of a developmental, physical, behavioral, or other disability 0-36 months will be referred promptly to Family Outreach for further screening and services. Any children older than 36 months in our EHS program, will be referred as appropriate to the Anaconda School District with whom we have a formal agreement for IDEA services.

We will adapt our programming, in collaboration with suggestions from Family Outreach to support learning and development inside our classrooms and within the child's home. This

may mean that specialists visit children on-site at our center to provide direct services and support during the program day. We will work collaboratively with all specialists and support professionals to ensure that our practices inside the classroom best support development for each child.

Children who are dual language learners will be supported in our center and at home. We will provide translation services to parents in order to ensure that they are engaged and feel a central part of their child's progress. We encourage children from different cultures to bring their own holiday celebrations into the classroom and share their own unique culture and heritage.

All the infant/toddler classrooms will develop individualized education plans for each child, including those with disabilities and/or those identified through the IEP process. Education staff will plan and implement developmentally appropriate activities to meet each child's skill level. Assessments will be used to support each child's ongoing developmental needs.

The plan to meet the needs of the applicant's targeted population in the child welfare system, dual language learners, homeless children, and pregnant women.

Outreach/Identify for Services. We work closely with _____ agencies/collaboratives to identify infants/toddlers who are involved in the child welfare system, dual language learners, or homeless. Our Selection Criteria Sheet considers infants and toddlers living in a family that is homeless to be categorically eligible, and homeless families are immediately assigned 40 priority points. **Pregnant women?**

To assess the needs of this population of children and pregnant women, we will _____

The plan to develop a unified birth-to-school-entry continuum of care and education through linkages with home visiting programs, Head Start, and other preschool programs.

We are committed to ensuring a unified birth-to-school-entry continuum of care for our EHS children and families. We operate within the birth to 5 model and have a well-established network of community service providers that we will draw upon to meet this goal. We will develop agreements/MOUs with these community partners who will assist us in providing continuum of care services. Partners include our Head Start program, the Public Health Department, WIC, Parents as Teachers, the Public School’s preschool program, and add others.

Babies born to pregnant women who are enrolled in our prenatal home visiting program will be automatically enrolled in our center-based programming at birth, ensuring that there is no gap in continuum of care for mothers and infants.

When families have been assessed to be in need of continuum of care services or are seeking other options for early childhood education, (specific staff) will (steps to ensure they receive these services). We make every effort to support families in obtaining seamless services throughout their children’s early years, by providing access to information and resources, including providing information and support in enrolling in the Best Beginnings Scholarship Program. Add any retention data for your current program?

How the applicant will meet the health, mental health, nutritional, and oral health needs of program participants.

Oral Health – We will work closely with the local dental providers to meet the 100% dental requirement set forth in the HSPPS. All children, even those without dental insurance, will be, at a minimum, able to receive their dental screenings within the providers in our community. If follow up care is required after the initial screening, the health coordinator will work closely with

the families to support the process. If the family is experiencing any challenges the Health Coordinator will work with them to remove those barriers, so the children can get the care they need. Children will brush teeth twice a day in each of the classrooms and be provided good oral cleaning learning opportunities from the Health Coordinator and teachers. Through our parent engagement process, we will provide oral health educational opportunities for parents and children. With parental consent, fluoride will be given two times per week. When working with families regarding oral health, we will ensure that all cultural beliefs are respected. If there is a language barrier, we will work with the families to overcome that barrier by finding an interpreter. We will work with our families that have developmental delays to remove any barriers that may exist. We will make certain all oral health services are met to ensure that children can grow and learn and be successful in school.

Nutrition - We participate in CACFP, which helps us to provide and maintain high nutritional standards, and this will be extended to the proposed EHS program. Our nutrition staff will shop locally and prepare all meals from scratch. We will utilize an eight-week menu cycle that supports variety and culturally diverse food options. We will utilize the Community Hospital of Anaconda's Dietician to ensure our menu meets USDA nutritional guidelines. We will also work closely with families whose children have any special dietary needs based on religious, cultural, or medical restrictions. We will consult with the dietician to make certain all special dietary needs also meet the guidelines. We will include nutritional studies within our curriculum, that engage the children. Through our parent engagement process, we will provide nutritional educational opportunities. We will collaborate with the county extension office to provide cooking classes to our families. If special accommodations are needed to feed a child with a disability, we will work with an occupational therapist to meet these needs. A child's

nutritional health impacts their ability to learn and grow, so we will ensure that they receive a healthy diet at our program.

Health Status – The Health Coordinator will meet with each family at the beginning of the school year to learn about and support each family’s medical history and needs. Health data will be tracked and monitored through the Child Plus database by the Health Coordinator. She will ensure that ongoing care and follow up is taking place and connect families with any resources as needed. When working with families, we will respect that there may be cultural differences in treatment and follow-up care. The Health Coordinator will ensure that the program is meeting the 30, 45- and 90-day health requirements as stated in the HSPPS. Health and wellness practices will be taught to the children and families in the classrooms and through our parent engagement process. If any requirements are not met, the Health Coordinator will conduct follow up phone calls, reminders and letters to ensure we are meeting the requirement. We will work with families and providers to make sure their needs are being met and if any barriers arise, we will work through them. We will coordinate with the public-school nurse to send information home when there are outbreaks in our community. Our health advisory committee meets twice a year and is comprised of parents, community professionals and other volunteers from the community; and EHS parents will be invited to participate. This committee addresses community health issues, dietary needs, food allergies and any other issues identified through the community assessment.

Mental Health – We will contract with a mental health consultant for services. She will support classrooms and children experiencing challenging behaviors by assisting staff and families in developing guidance strategies for successful child outcomes in the classroom and at home. We will use Conscious Discipline as our behavior model tool. All staff, as well as our mental health

provider, will be trained to provide classroom support. We also will use the Conscious Discipline Parenting Curriculum to provide consistency between school and home. We will utilize a multi-tiered system of social-emotional support that gives foundational support for the program, universal support that each classroom participates in, and when needed offers strategic and intensive support to children in need. The Family Service Coordinator will work closely with the mental health consultant and the families to ensure that their needs are being met. Our program will ensure that each child has the social-emotional tools necessary to be school ready.

Pregnant Women – The program will meet the needs of pregnant women by _____ (could be through partnership with another program, such as home visiting, or through your program).

How the applicant describes a plan for observing teacher practice, including teacher-child interactions.

We will employ a full-time instructional coach (match this job title to whatever title is used in staffing section below) to support teachers as they implement Creative Curriculum in their classrooms. This is accomplished through continuous walk throughs, weekly coaching using reflective supervision and bi-weekly professional development. Walk throughs will be supported by the Creative Curriculum fidelity checklist. Coaching will be focused around instructional practices. Bi-weekly professional development will be focused on curriculum knowledge. Teachers will be able to attend trainings pertaining to curriculum implementation. At the beginning of each school year, all staff will complete a professional development plan based on individually identified needs. Staff will be supported at the program level to accomplish their PD goals through coaching, mentoring and funding for necessary trainings.

The process for obtaining required screenings, including developmental hearing and vision, and referring for further evaluation as necessary.

Check for accuracy.

Children enrolled in our EHS program will be comprehensively screened within 45 days of their enrollment, as stipulated by the HSPPS. We will utilize best practices for sensory screening, using the PlusOptix vision and the OAE auditory for health screenings, Ages and Stages Third Edition for development screenings, and DECA for behavioral screenings.

If a child is struggling, or is not meeting age-appropriate benchmarks, we will work closely with families to facilitate referrals through Family Outreach as appropriate. This reflects best practices for 0-3 early childhood intervention strategies for identifying children with disabilities, and further ensures our compliance with IDEA Part C and with all national standards outlined in section 645A(b)(11) of the Head Start Act.

The process for selecting the specified assessment tool. The plan to use child assessment data to individualize the instruction and learning for each child and, as necessary, refer for additional evaluation and intervention; and to aggregate and analyze child-level assessment data.

Update for Infants/Toddlers. We plan to use the [redacted] assessment tool in our EHS program. We selected this assessment tool [redacted]. We use the data we gather [redacted].

This is one of the areas in which we have created a strong collaboration with Anaconda Public School. Three to four weeks into each school year we coordinate a child find with them. Together, we take two days to assess all the children enrolled in Head Start and any other children in the community that parents would like to have assessed. We use Dial-4 for this assessment and have a public-school teacher and head start teacher at each station. Dial-4 screens 5 areas: motor, concepts, language, self-help and social emotional development and determines potential for possible development delays. While the children are going through the assessment process, we take time with the parents to fill out a social emotional assessment on their child. We also use the DECA assessment for identifying key social and emotional strengths

and weaknesses for each child. We administer these two times per school year and the assessments support our behavior model tool Conscious Discipline to effectively offer strategies that align them both. The teachers also utilize TS Gold which is an ongoing observational assessment. Parents sit down with teachers to go over goals and objectives for their child's development and learning, teachers then work throughout the school year to meet these goals for each child. These selected goals and objectives are working towards school success in the areas of literacy and numeracy. All the assessment tools we use are research based, standardized developmental screening instruments. They are age, developmentally, culturally, and linguistically appropriate for children with disabilities.

The plan to coordinate with public and private entities to assist the program in providing child health and developmental services and program management services.

Make sure this fits for the 0-3 age cohort. I have no idea what they mean by program management services. Should we just say that you provide program management services in-house?

We have a strong community partnership with the Public Health Department, which assists in providing an array of child health and developmental services. We will continue this partnership in the proposed EHS program. The Public Health Department will provide iron and hemoglobin screenings for us during our Child Find. They will provide flu shots to parents and children at our program once a year. The Public Health Department also administers the Parents as Teachers program, WIC, breast feeding coalition, and the asthma home visiting program. This partnership allows us to refer all families with any needs in these areas.

We also will work closely with the Anaconda Public School District. We will conduct our Child Find with them, kindergarten readiness, any children on IEP's, and partner with them to use space for our Christmas and Graduation Programs.

The City/County of Anaconda Deer Lodge County is also a partner. We will partner with them to do field trips of the courthouse and fire station. We will have officer appreciation lunches and have city/county employees, police officers and fire fighters come and read to the children. These are all great community partnerships that have many benefits. Currently, we do not have any challenges in this area. We have worked very hard on our community partnerships and collaborations and find it has been a benefit to all involved.

The system proposed to deliver services to enrolled women post-pregnancy, including how the newborn infant and family will transition into the appropriate program option at the appropriate time.

Pregnant Women Services. Need more information about who will provide services to pregnant women, what those services will be, and how they will be continued post-pregnancy.

How the applicant will ensure that infants, toddlers, and their families participating in the program will have the opportunity to receive Head Start or other appropriate preschool services.

Infants, toddlers, and their families participating in the program will be prioritized to age into our Head Start classrooms. If there are not enough HS slots to accommodate all of the currently enrolled toddlers who are eligible, or if a family prefers, we will work with the public schools to enroll the child in its preschool.

The plan to facilitate the meaningful engagement of parents in activities designed to help them become full partners in the education of their children. Barriers to parent participation should be discussed.

Our program will promote parent involvement, not only for better child outcomes but for better parent outcomes. We will start each school year with home visits, where the teacher and parent can discuss any and all concerns for each child individually, because we believe that the parent knows the child the best. We also believe that if the parents are comfortable with the program, then the child will experience better success. After the home visits, we will have a parent orientation, where we invite all families to come and learn what our program and family

expectations are. At the parent orientation, we will talk about all the committees that we have in our program, in which parents can be involved, and have sign-up sheets for them to sign up for committees that may be of interest to them. We will also discuss all the volunteer options that we have available for them as parents. We will offer a Conscious Discipline Parenting Curriculum class once a month for seven months that each of the families will be encouraged to participate in. This helps them to understand and learn what behavior model tool we use and gives them tools to support them at home as well. We will have one Read-and-Feed and one Noodles-and-Numbers family night each school year. At these events we will give families ideas for literacy and numeracy that they can be working on with their child at home.

Engagement Activities – Each of the classrooms will have multiple parent activities on their calendar each month. These range in scope from art projects, to dance parties, to playground time, to cooking projects, so families have a variety of opportunities to engage in different activities. We will also send home monthly activities that coincide with the monthly lesson plan so parents can have intentional projects at home to work on with their children. We will have parent engagement events throughout the school year that allow families to engage with their children and not have to worry about dinner for the evening. Each teacher will meet four times per year with families to determine goals and objectives for the development of the child. The parents will pick areas where they would like to see some improvement. The teachers will work on those goals in the classroom and take weekly notes on the child's progress. The next time the teachers meet with the parents, they will discuss progress made on the goals that were set and then determine what new goals they would like to work on. It is an ongoing effort to help the child succeed. We will do read-and-feed with our families, which is a night where the teacher reads a book to the families and children, they do a corresponding project, and each child gets to

take a book home. The classrooms will make frequent visits to the local library and families are always invited to go. If we have families that need support in literacy, we will connect them with the library and the adult education program. If a child attends the program from another culture, we will include activities and supplies that relate to their culture. This will include labels, classroom supplies and directions in their home language. Literacy is another area in which we will send home information through our parent engagement process monthly.

Parenting Curriculum – This is our third year that we have used the Conscious Discipline Parenting Curriculum for our HS parents; we will continue to use this curriculum for infants/toddlers in the proposed EHS program. When determining which parenting curriculum we were going to choose, we pulled data from parent surveys, family in-take and parent goals. The overwhelming area of greatest concern was child behavior. Research has shown Conscious Discipline Parenting Curriculum supports parent’s knowledge in managing their child’s challenging behaviors, improves their emotional understanding of their child and gives them greater parenting knowledge and skills. It is a research-based program that helps adults stay calm enough to see misbehavior and upset as a signal to teach instead of punish and provides effective strategies for teaching social-emotional and life skills to parents and children. It also will allow us to engage the parents in the same techniques that we are using in the classrooms.

Family Assessment – After the initial application process and the child is enrolled into the program, the Family Service Coordinator will meet one-on-one with the family for the intake process. At this meeting, a family assessment will be completed to determine the family’s strengths, interests, concerns and any other supports that the family may need. At the same time, family goals will be developed, and support staff will determine the best ways to proceed and meet desired outcomes of the goals using PFCE strategies.

Tracking Progress – The Child Plus database will be used to track progress of family goals. The Family Service Coordinator will assess family goals at least four times per school year. She will contact the families to see where they are with their goals, support them in any way to meet their goals and make new goals if applicable. She can use her community partnerships and resources to help families in a multitude of areas including, help with housing, job searching, energy assistance, child care, food support, parent support groups, educational opportunities, etc. She will monitor progress and update goals accordingly in Child Plus.

Policy Council and Parent Committee – We provide formal processes for parents to become involved with decision-making and leadership within our organization, and this will be extended to the proposed EHS program as well. We will develop a stand-alone EHS Policy Council whose roles and responsibilities will be the same as the current Policy Council for older children. The EHS Policy Council will share governing responsibilities with the Board, as described in detail under Organizational Infrastructure and Management below. All Policy Council members will be elected by parents of children currently enrolled in the program. Parents may also volunteer to participate on the Parent Committee, which provides staff with input on . Parent representatives are members of the safety committee, education committee, ADA committee and the menu planning committee. All of these committees provide valuable input from the parent’s perspective.

Barriers to Parent Participation—

3. Staffing

The plan to ensure all teaching staff will meet the qualification requirements.

ADLC Head Start will continue to provide high quality service delivery in accordance with HSPPS by ensuring that all staff meet required qualifications.

As required by the Early Head Start Performance Standards, we will ensure that all Early Head Start teachers have a minimum of the Infant Toddler Child Development Associate (CDA) credential. We will ensure that, as a licensed child care center, we will have all of the EHS program staff enrolled and current on the Montana Early Childhood Practitioner Registry. This registry tracks the career path and professional development of early childhood practitioners in the state. The practitioner registry requires annual completion of training hours, as does state child care licensing. Many of these trainings are provided by Child Care Resources, the regional Resource & Referral agency, and online at childcaretraining.org, administered by the MT DPHHS Early Childhood Services Bureau. Child Care Resources offers an Infant Toddler Caregiving course that provides 50% of the required training for the infant toddler CDA. In addition, all of the on-line training at childcaretraining.org meets additional CDA training competency requirements that are required for primary caregivers under licensing. Our program will purchase additional online CDA training from Care Courses, Inc., which provides high quality nationally approved CDA training for completion of the Infant Toddler CDA.

Evidence of the proposed program director and proposed key program staff's ability to meet the required qualifications to administer an EHS program, complex social service program, or early education services.

We have a strong leadership and management staff with [redacted] years of experience in developing and implementing Head Start programming. Describe program director's qualifications.

The staff positions for the proposed EHS program are as follows: List each with title, FTE, if filled with a current staff or will be hired, qualifications, responsibilities. Clarify if some staffing will be provided to the EHS expansion program via staff paid for with other funds, i.e., HS staff.

Child Development Specialist, 1.0 FTE, open position. Qualifications: **Responsibilities:** The Child Development Specialist will support EHS teachers and provide training and ongoing support and oversight for developmentally appropriate and research-based curriculum implementation and fidelity. This position will also fulfill the coaching requirement in the HSPPS and provide necessary training and support in research-based instructional strategies. This will include using The Pyramid Infant Toddler Observation Scale to evaluate and guide support for research-based teaching practices and implementation of individualized Responsive Lesson Planning, which are linked to the HELP assessments that we plan to use. This position will have in-depth knowledge of Montana child care licensing regulations and requirements of state subsidies through the Child Development Block Grant. This position will work as part of the existing management team with shared oversight for compliance with comprehensive service delivery in the EHS program.

EHS Education and Disabilities Manager, 1.0 FTE, open position. Qualifications: B.S. in Early Childhood Education. **Responsibilities:** The Education and Disabilities Manager will provide monitoring and oversight of all education and disability services in the EHS program.

Health Coordinator, 1.0 FTE, open position. Qualifications: Health related B.S. **Responsibilities:** This position will conduct and coordinate screenings and ensure the health, nutrition, oral health, and safety requirements of the HSPPS. This position also will maintain an updated contract with a registered dietician to provide consultation as needed.

Mental Health Coordinator, 1.0 FTE, open position. Qualifications: **Responsibilities:** This position maintains updated contracts and coordination with licensed Mental Health Consultants.

Family Service Coordinator, 1.0 FTE, open position. Qualifications: B.S. degree in Human Services. **Responsibilities:** This position

Teachers, 1.0 FTE, 4 open positions. Qualifications: Responsibilities:

Assistant Teachers, 1.0 FTE, 4 open positions. Qualifications: Responsibilities:

Other paraprofessionals....

The plan to attract, train, and retain qualified staff with the ability to implement a high-quality program.

We will ensure that there is adequate staff in all classrooms and throughout the center, to meet Early Head Start and licensing standards. Teacher and teacher assistants will be assigned a classroom for the entire school year to provide continuity of care for the children. There will be one teacher assistant floater, to provide additional support to the education department.

Management staff will ensure that education staff receive a break for self-care when needed. We will hire qualified substitute caregivers who will provide staff with release time for training.

Further information about our plan to attract, train and retain qualified staff is detailed below under Planning and Implementation.

How the applicant proposed to provide career development opportunities for professional, paraprofessional, and other staff, including family child care providers.

All of the EHS program staff will receive ongoing professional development and annual staff evaluations. Friday afternoons will be set aside for staff professional development and classroom prep. There is funding in the budget that allows for individual training and higher education courses for professional, paraprofessional, and other staff.

Our Training and Technical Assistance Plan details multiple scheduled trainings throughout the year on a wide array of topics. We also have two scheduled weeks of training per year to promote a broader knowledge base and to ensure that staff have an up-to-date understanding of the most current topics in early childhood development. All teachers will be trained using the Responsive Lesson Planning training module. They also will receive support from the EHS Education and Disabilities Manager as they implement HELP as a high-quality early education assessment tool. All EHS teachers will receive practice-based coaching with the Pyramid Model Infant Toddler Teaching Practices guide. These strategies ensure that staff are supported in their career development and prepared to provide evidence-based instruction.

All newly hired staff will have a probationary period, during which they receive a mid-point review focused on reflective feedback on performance and any areas for improvement. We will attempt to correct any issues early on, but after a probationary period ends, managers will conduct regular annual performance reviews so that all staff are continually improving, and any issues are managed as they arise. Through these formalized systems, we will provide detailed feedback to individuals, as well as work to identify individual strengths, weaknesses, and areas for targeted professional development.

All staff will be encouraged to develop professional skills that are relevant to their field. We support staff in progressing along a career path in early childhood development and as part of our efforts to incentivize higher credentials, we have tied our compensation plan to levels of education and qualifications obtained.

If the plan to evaluate job applicants, including existing grantee staff, to determine which applicants are most capable of implementing a high-quality, comprehensive program is realistic.

We will continue to recruit and train an adequate number of highly-qualified staff, using the same process we currently use for our HS program. Our existing strategies already tap into the most highly qualified applicants in the service area, and we will continue to advertise job postings widely and throughout the community, on internal and external platforms. We have a rigorous selection procedure that we apply prior to any new hiring, which includes inviting parents of currently enrolled children to participate in the screening process and give input on potential hires. We conduct interviews, verify references and conduct all required background checks. Per HSPPS, all new hires are approved by the Board and Policy Council.

Need more about how you will evaluate existing staff for new positions.

4. Planning and Implementation

Implementation Plan and Timeline:

This plan is taken from the RFP and all of these activities are required. Complete.

Start-Up Implementation Plan and Timeline		
Activity	Person Responsible	Timeline
Negotiating and implementing contracts/MOUs with partners to provide service such as health, mental health, family support, nutrition		
Incorporating the new EHS program into the current organizational structure to support provision of comprehensive services to children and families		
Hiring qualified staff, including back ground checks, and developing professional development plans for each staff.		
Providing training and professional development activities for new staff, including training as required by HSPPS, state licensing requirements, other regulations		
Developing plans to ensure high-quality group care environments, including assessing and improving settings to ensure the safety, well-being, and developmental		

appropriateness for children, staff, and families.		
Developing plans to lessen barriers such as lack of transportation.		
Developing management, fiscal, and facilities plans.		
Developing service plans that include a schedule for screening and ongoing assessment and the selection and implementation of an evidence-based curriculum.		
Developing plans to implement and facilitate a coordinated system of care that will assist in meeting the needs of the children and families, including partnership with the local Part C (of the Individuals with Disabilities Education Act) intervention agency that coordinates services for infants and toddlers with disabilities.		
Developing systems of ongoing oversight and monitoring to ensure quality.		
Recruiting and enrolling children.		
Planning for and providing access to safe, developmentally appropriate outdoor environments that allow children to grow and thrive in the natural environment.		

State and local licensing requirements, the length of time required to obtain licensure for early childhood learning environments, and the impact on the proposed implementation plan for the timely provision of services.

ADLC Head Start currently meets or exceeds the expectations of Montana state and local licensing requirements for child care providers. Therefore, additional time to accomplish all required licensing is not applicable to our application.

The availability of appropriate facilities for proposed program models, and the anticipated timelines for completing any construction, renovation, or adaptation of space to meet requirements.

We plan to be able to fully implement the proposed EHS program within 11 months of the grant award. **Details and timeline for what needs to be done to the facility to be ready for full implementation.**

As applicable, plans for alternative service provision during start-up, until contracts are in place and facilities are fully operational to ensure full enrollment not later than 12 months from the date of award.

N/A What, if anything, do you want to do about alternative service provision during start up?

Where facilities are not available, a plan to acquire facilities in accordance with federal Head Start regulations.

N/A

The ability to recruit, hire, and train qualified staff to support the proposed start date of EHS operations.

To support the proposed start date of EHS operations, we will need to hire and train **_____** staff. We do not anticipate that recruiting, hiring, and training these staff will be a challenge. We are a well-recognized agency within the early child care field in the service area; our affiliation with the nationally known Head Start program underscores our commitment to a quality program and best practices in early childhood education, which will attract qualified candidates for the new staff positions. We provide benefits such as health insurance, paid time off, and **_____**, which are often unavailable for these kinds of positions in the service area.

We will coordinate with the local Job Service, University of Montana Early Childhood Education program, and others in our network to advertise all positions widely. Position vacancies will also be posted in our center, in order to make positions available to parents and family members of currently enrolled children. Additionally, we will include staff professional development and training in our implementation plan, in keeping with our current practices. We have allocated the time and planning needed and have included funding within our T/TA budget line item to support this effort.

The plan for recruiting eligible children and families, and maintaining enrollment.

The demand for center-based child care in our service area far exceeds the availability. We anticipate being able to enroll eligible infants and toddlers quickly, and reaching full enrollment without difficulty. We will examine our current waitlists for families that may be eligible for the Best Beginnings Scholarship. We will also adjust our Priority Score Sheet to increase point allotment to those children enrolled in Best Beginnings. **Anything else to say about recruiting and maintaining enrollment, especially pregnant women?**

5. Organizational Infrastructure and Management Systems

The capacity of the senior executive managers and governing board to:

- **Exercise effective oversight of program operations and accountability for federal funds;**
- **Include the Policy Council in the planning and decision-making process;**
- **Ensure representation of the diverse community served;**
- **Set and monitor overall agency priorities and operational systems; and**
- **Conduct community assessment, annual self-assessments, and ongoing monitoring.**

Anaconda-Deer Lodge County Head Start is a stand-alone program that is administered by the Anaconda-Deer Lodge County Commissioners; the County Commissioners are the grantee and serve as the agency's governing board. The governing board, in conjunction with program management staff, has provided effective oversight of program operations and accountability for federal funds since ADLC Head Start's inception in 1967 as a summer program. ADLC Head Start has steadily grown in capacity since 1967, currently employing 23 staff with a funded enrollment of 66 children and an annual budget of \$682,042 and a match of \$170,510. Program management staff and the governing board have extensive experience in managing the agency's Head Start grant and other federal funding sources, via oversight and accountability mechanisms described in detail below that will also be applied to the proposed EHS program.

Program management staff includes, Mandy Boyer, the program director. Ms. Boyer....include details of her experience, expertise, credentials here. Add the same for any other management staff. Try not to duplicate what was said above under Staffing.

ADLC Head Start has established a monthly, ongoing, monitoring system that includes all service areas as well as budget and finance. Designated staff compile program information, including all child data, program data and all program instructions, communications received from OHS and the Regional Offices, and these reports are compiled by the Director. This information is then input into the “Monthly Monitoring Report.” The Monthly Monitoring Report includes monthly credit card statements, USDA information, attendance and enrollment data. The report is shared with management staff, Policy Council and the Board. The Board is kept informed of budgetary and program information through reports at regular meetings, written and electronic communication, and annual reporting results.

Anaconda-Deer Lodge County Head Start has an ongoing and systematic process of program planning that includes an assessment of our community needs, strengths and resources that is conducted every five years, as well as annual self-assessments. The Community Assessment is a key factor in the development of grant applications including program goals, budget, program options, and training plans. The management team facilitates the planning process, which includes soliciting input from the Policy Council and Board. The agency’s process ensures that parent, community, staff, and Board have input into program planning and delivery. Members of the Policy Council and Board are actively involved and integral to the program self-assessment, community assessment, and grant development process each year to ensure that all goals, program standards and regulations are being met.

The management team meets weekly to address overall program issues and set direction for the program. General staff meetings are held quarterly (all staff attends) for program updates and training. Monthly Monitoring Reports are compiled and distributed to the Board of Commissioners to keep them informed of the status of required monitoring, enrollment and any challenges or accomplishments occurring in each component.

The Policy Council is comprised of parents and is representative of the diverse communities we serve. It is elected.....details about how members are chosen. It meets once a month to go over all program details.

The Parent Committee is comprised ofand meets no less than once a month; at these meetings the Policy Council gives parents program updates. Any questions or concerns that Parent Committee members might have will also be addressed by the Policy Council members and/or staff members at these meetings.

All staff members have open-door policies and encourage parents to come in at any time with questions or concerns. Staff support the Parent Committee by organizing the meeting, providing child care and providing program information. Parent representatives are members of the safety committee, education committee, ADA committee and the menu planning committee. All of these committees provide valuable input from the parent's perspective.

The Policy Council and Board each receive an annual training on their roles and responsibilities. This training includes ERSEA, interpretation of monthly reports to include fiscal information, active participation with program planning and implementation of goals, Head Start overview and a summary of their responsibilities. This is completed for both groups annually when members are seated.

Board members are elected officials and as part of their swearing in process, they must sign a conflict of interest statement. Policy Council members sign a conflict of interest statement annually. Both Board and Policy Council members are required to disclose any potential conflict and recuse themselves from any discussion or vote related to the potential conflict.

A Board representative sits on the Policy Council and serves as a liaison between the Board and the Policy Council, sharing information between the two groups. The Director shares Policy Council voting information and decisions with the Board when applicable. This includes details of the Policy Council discussion regarding their decisions. Board minutes are publicly posted, and Policy Council minutes are shared with the Board.

The ability to plan, constitute, and train a governing body in compliance with Head Start regulations. If applicable, an applicant can describe how its current governance structure would change to meet the requirement of the Head Start Act.

As noted above, we provide an annual training to the Policy Council and Board that includes information regarding compliance with Head Start regulations. We plan to use the same structure for oversight, monitoring, and community/parent inclusion in our proposed EHS program. We will develop a separate EHS Policy Council and Parent Committee from families enrolled in our EHS program. These new entities will be structured the same as our current HS Policy Council and Parent Committee.

The existence of management systems for program planning, internal and external communication, record keeping, issuance of internal and external reports, and program self-assessment and monitoring.

Through our monthly monitoring report, self-assessments will be made based on program data. Data will be analyzed in each component of the program and any necessary changes or corrections will be made to ensure progress towards program goals are being met. A program self-assessment will be conducted each year and from that data, small department goals and

program goals will be developed. Department goals will be tracked on the monthly monitoring report for each department and updated monthly. Self-assessment goals and reports will be updated on a regular basis. Management will review departmental goals weekly and program goals as needed. The Policy Council and Board will review progress on goals monthly.

CLASS will be administered once per year and data will be analyzed to help determine classroom goals for the education staff. TS Gold data will be analyzed three times per year, and teachers and staff will use the results to individualize educational goals for specific children and classrooms. There are systems in place for doing daily classroom and playground safety checks that will be utilized in the proposed EHS program as well. Safety practices will be implemented in the classrooms to include sterilization of toys, visual child health check, emergency drills that are practiced monthly, classroom expectations and self-care practices.

We will engage in continuous program improvement as follows: Program goals will be developed through data. Action steps will be developed and implemented based off the goals. Progress will be tracked and action steps will be updated as needed. Staff professional development goals will be determined by utilizing previous goals and data as well as current data. Then action steps will be developed with staff and supervisors. Supervisors will monitor progress and provide support to ensure individual goals are being met. All staff PD plans will be supported by coaching at the management level.

Anaconda-Deer Lodge County Head Start has an ongoing and systematic process for our financial and property management. Checks and balances regarding grant funds are a multi-tiered process. The bookkeeper checks all timesheets and then gives them to the director to sign off on them. The same process is done with bills to be paid. Once the director has signed off,

the bookkeeper processes payroll checks, liabilities and vendor checks. She then calls in the draw down amount to the Treasurer at the County and he is the one who is responsible for the draw down transaction. The bookkeeper then makes two sets of copies as well as preparing the originals to be mailed. One copy and the originals are put together, verified by the director again, then taken to the Board to review and sign all checks. The second copy is placed on file at the center. After all checks have been signed, the last step is for the Deputy Clerk to verify that all match and have been signed, before mailing the originals and keeping a copy in our county file.

Month-end financial statements and monthly monitoring reports, as well as anything else that needs to be given to the Policy Council and Board, are provided to them monthly. The information given to both Policy Council and the Board includes but is not limited to: financial cover sheet, profit & loss for the month, profit & loss budget vs. actual for the grant year to date, non-federal share reports YTD, credit card expenditures, USDA reimbursement worksheet, semi-annual, annual and final 425 reports when applicable, monthly enrollment, disability and attendance data, child development and health data, as well as disabilities and mental health data, nutrition, record keeping and program governance data.

6. Budget and Budget Justification