

RESOLUTION NO. 3935

A RESOLUTION APPROVING A LETTER OF ENGAGEMENT WITH KADRMAS, LEE & JACKSON, INC., FOR FUNDING ASSISTANCE RELATED TO THE CUSTER COUNTY MILES CITY FLOOD PROTECTION PROJECT.

WHEREAS, the City of Miles City requires funding assistance and public education coordination services in connection with the Custer County Miles City Flood Protection Project, and wishes to engage Kadrmas, Lee & Jackson, Inc. (KLJ), a City of Miles City retained engineering firm, for assistance.

AND WHEREAS, KLJ has agreed to provide such funding assistance services pursuant to the terms of a certain Letter of Engagement;

NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:

1. The Letter of Engagement between the City and KLJ for funding assistance and public education coordination services related to the Custer County Miles City Flood Protection Project, as set forth in Exhibit "A", attached hereto and made a part hereof, is hereby approved and adopted by this Council.

2. The Mayor of the City of Miles City is hereby empowered and authorized to execute said document on behalf of the City of Miles City, and bind the City of Miles City thereto.

3. The Mayor of the City of Miles City is hereby empowered and authorized to execute such further documents as are necessary to carry out the terms of said document.

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, AT A REGULAR MEETING THIS 28th DAY OF JUNE, 2016



John Hollowell, Mayor

ATTEST:



Lorrie Pearce, City Clerk

June 15, 2016

City Council of Miles City and County Commission of Custer County, MT
1010 Main Street
Miles City, MT 59301

Re: Letter of Engagement

Dear Council Members and Commissioners:

KLJ's Government Relations Group looks forward to having the opportunity to continue to provide Miles City and Custer County with Government Relations Services. If you agree to the proposal outlined below, this letter shall serve as a Letter of Engagement between Miles City, Custer County and KLJ.

Becky Bey will serve as the primary Government Relations Consultant and shall perform services contracted for in this manner, with times and places that we deem appropriate to meet this agreement. Becky may from time to time utilize the services of additional KLJ staff members to perform the contracted services.

SCOPE:

KLJ will work in concert with Miles City, Custer County and their designees to coordinate stakeholders, and identify and pursue various funding opportunities for the Custer County Miles City (CCMC) Flood Protection Project (Project). This contract will function in three phases:

FUNDING ASSISTANCE

At the request of the City and County, KLJ will continue to identify potential funding resources for the Project. KLJ will also maintain a funding matrix, funding timeline and detailed next steps required to move the funding of the Project forward. The report will continue to be provided to the City, County and its designees. Should the City and County decide to pursue an opportunity, as requested, KLJ will develop a funding application checklist to outline the process and timeline for completing the application. KLJ will then host a pre-application conference call with the City, County and its designees to go over the application checklist and answer any questions that the City or County may have. KLJ will also lead or assist in application development at the request of the City and County.

KLJ will not be held responsible for deadlines missed by CCMC's designees that could impact the completion of the application or delivery of the application by program deadlines.

AGENCY COORDINATION

KLJ will facilitate the agency coordination and related CCMC subcommittees that are anticipated while pursuing high level, complex funding sources and related partners for this Project. At the City and County's request, coordination services could also include the



preparation of supporting materials such as briefing documents, newsletters, event initiations, and letters of support as well as meeting coordination and facilitation.

PUBLIC EDUCATION COORDINATION

KLJ will continue to develop and maintain the Project's public education strategy to include: coordination and development of associated materials for public education and input sessions, managing social media and website content, letters to the editor, press releases and a traveling display to showcase the project. KLJ will also prepare routine project updates for the steering committee and the community at large.

FEE:

To implement this Letter of Engagement, KLJ's compensation will be an amount equal to the cumulative hours charged to the project by each employee class times standard hourly rates for each applicable class, which typically ranges from \$95-\$120 per hour, plus reimbursable expenses and Engineer's consultants' charges, if any. It is anticipated that Government Relations staff from Billings and Bismarck, ND will travel to Miles City for the Project.

TERMINATION:

KLJ is proposing that this agreement shall be effective from July 1, 2016 through June 30, 2017. This agreement may be terminated upon 30 days of written notice by either party. At termination, both parties agree to confidentiality regarding the business dealings during the term of this contract.

DISPUTES:

Disputes will be addressed under the provisions of Montana law.

If you agree to these terms, please sign the designated area below and return a copy to me.

KLJ looks forward to working with Miles City and Custer County.

Sincerely,


KLJ


A handwritten signature in cursive script that reads "Molly Herrington".

Molly Herrington
KLJ Government Relations Manager

cc: Jason Strouf, Samantha Malenovsky

AGREEMENT

Agree to by (Signature): 
Printed name: JOHN HOLLOWELL
Title: MAYOR
Organization: CITY OF MILES CITY
Date: 7-5-16

Agree to by (Signature): 
Printed name: LORRIE PEARCE
Title: CITY CLERK
Organization: CITY OF MILES CITY
Date: 7-6-16