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# CITY OF DEER LODGE

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## City Council Operations

# MINUTES

**Monday, March 9, 2020 – 5 PM | Council Chambers, City Hall**

**Members Present:** Rob Kersch, Mary Hathaway, Dick Bauman

**Other Committee Chairpersons Present:**

**Members Absent:** None

**Staff:** Brian Bender

**Mayor:** Absent

**Public:** None

- 1. Chairperson Kersch called the meeting to order at 5:00 PM**
- 2. Approval of Minutes:**
  - a. February 10 minutes were approved unanimously.
- 3. Public Comment**
  - a. None.
- 4. New Business (Public Comment Prior to Each Topic)**
  - a. 2020 Goal Review – Rob Kersch
    1. Quick review of committee goals after goal making agenda.
      - a. Short Term Goals (Six Months to a Year); Completion of the City Code Review; Maintain and Incorporate Updates into the Financial Calendar
      - b. Middle Term Goals (One to Three Years); Maximize Website; Upload City Code Online
      - c. Long Term Goals (Four to Five Years): Develop a Training Plan
      - d. Wish List, Objective Wanted to be Accomplished: None
    - b. Committee Minutes Discussion – Mayor
      1. City Clerk will take minutes for all minutes. The following were discussed.
        - a. Keep meetings to 1 ½ hour.
          - i. Front load meetings with shorter topics. If lengthy discussions are to be included, load towards end of agenda so clerk can leave if necessary.
          - ii. The City Clerk can flex hours as needed and take off time during the week to minimize overtime.
            1. Chairperson Kersch stated that the City Clerk should not have to work more than 40 hours if she flexes her time.
          - iii. Diana, Brian, and Peter discussed options.
            1. Mayor indicated that Council President would not attend meetings to discuss. Council President expressed that he was not aware that they were meeting.
            2. Mayor would like a truce with Council President. Stated that she thinks that they are not working well together and need to meet and work things out. Council President Kersch stated that he thought that they had already done that a few weeks ago.
          - iv. Kim has organized upstairs very well.

- v. Brian stated that statutes trump bylaws.
- c. Council Committee Chairperson Training – Rob Kersch
  - 1. Mayor started out topic by challenging as to how he was qualified to give this training.
    - a. Chairperson Kersch responded that he has been on the council for a number of years, chairing two committees for almost as long as he has been a council member. He has attended training with the Montana State University Local Government Center, reviewed materials from the Montana Municipal Officials Handbook concerning municipal operations along with the City Clerk portion of the handbook as well as training for the County Government Study Commission. Additionally, he has served as the City Council Operations Committee and participated greatly in the generation of the current City Council Bylaws which is the base document for this training. Professionally he has been part of and chaired numerous committees while employed by the Department of Corrections as a Business Analyst and as the Statistics and Data Quality Unit Manager.
    - b. This topic was designed to train Council Chairpersons in attendance on proper governance of committee meetings. Part of this effort is to attempt to minimize meeting times in order to reduce the amount of time the City Clerk is required to be in attendance.
    - c. Covered the following topics:
      - i. Agenda Definition and Purpose
      - ii. Agenda Finalization and Posting
      - iii. Agenda Format
      - iv. Adjusting the Order of Business
      - v. Consent Items
      - vi. Placing Items on Agendas (Council and Committee)
      - vii. Public Comment on Non-Agenda Items
      - viii. Time Control
      - ix. Committee Quorums
        - 1. Included a reminder not to vote in work sessions.
      - x. Ex-Parte Discussions
        - 1. Caution to members/chairpersons that if ex-parte discussions are held that they are disclosed in writing. - Rob
        - 2. Encourage the person to attend the meeting or submit requests/discussion point in writing - Amanda
      - xi. Things to Consider When Creating a Committee Agenda
      - xii. Discussion
        - 1. Chairperson discussion on how to handle a variety of topics such as getting members to perform assigned tasking. An example of Little League/Softball fields was used as an example by Council Member Bohrer
          - a. Let committee know who is in charge or ask someone else to do the requested assignment – Rob
          - b. Assign tasks through Brian or the Mayor or it could get lost in the cracks – Brian.
          - c. Take a vote of importance on tasks to see if they really need to be accomplished. – Rob
          - d. Discussion of who the Recreation Manager reports to. Mayor currently, but Brian wants the position to be reassigned to him. Mayor would like him to report at council meetings.
        - 2. Public Discussion on non-agenda items follow up
          - a. Make sure to follow up before the next meeting with the person with the question. Check with staff to ensure follow up was done so that the person does not come back to the next meeting with a complaint that no follow up

was done. If it is important enough for the person to bring it up, we need to follow up with due diligence. – Rob

b. Keep it so discussions are not made without public knowledge of topic – Brian

3. Things to consider:

a. Let CAO know with enough lead time to invite guests, have himself or staff prepare materials. CAO prefers that chairs send agenda topics to him and he will compose the agendas and send out drafts for approval. - Brian

b. Mayor would like monthly communications with chairpersons to discuss agenda topics, direction of committees. Her hours are Monday – Friday 9 – 12 – Mayor

c. Early agenda submission may help attendance

**5. Old Business** (Public Comment period prior to each topic)

a. Title 11 – Rob will try to give Brian an updated copy within the next couple weeks. Mayor asked if Brian had a copy of city code. Rob stated that it is on the server.

**6. Staff or Committee Member Concerns/Comments**

a. For City Code Codification we will need an RFP for the Budget. Should try to get an RFP out by May.

**7. Announcement of the Next Meeting**

a. April 13, 2020 at 5:00 P.M.

**8. Adjournment**

Chairperson Kersch adjourned the meeting, by consensus, at 6:10 P.M.

Prepared By: \_\_\_\_\_ Date \_\_\_\_\_  
Rob Kersch, Chairperson

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Rob Kersch, Chairperson Date

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**City Council Operations Committee  
Members**

Rob Kersch (Chairperson) | Dick Bauman | Mary Hathaway