



# FINANCE COMMITTEE AGENDA

**Monday, September 7, 2021 – 3:00 pm | Council Chambers, City Hall**

1. **Call meeting to order.**
2. **Approval of Minutes.**
  - a. Meetings: July 6<sup>th</sup>, July 12<sup>th</sup>, July 26<sup>th</sup>, & August 2<sup>nd</sup>, 2021
3. **Public Comment** - Limit to three minutes per person.
4. **Continued Business.**
  - a. None
5. **New Business.**
  - a. 2021 Street Maintenance Project Final Pay Estimate Approval – Trent Freeman
  - b. Brookside Sewer Project Pay Estimate Approval– Trent Freeman
  - c. JC Park Trails Project Final Pay Estimate Approval – Trent Freeman
  - d. iWorQ Software – CAO Green **(3:30pm 5-10 Min Zoom Demo)**
  - e. Drug Free Communities Grant Writer ARPA Expenditure – CAO Green/Amanda Bohrer
  - f. Clerk Collective Bargaining Agreement – CAO Green
  - g. Police Department Computers – CAO Green
  - h. Review & Sign August Claims – Judi Whitney
6. **Committee Comments or Concerns:**
7. **Announcement of next meeting.**

October 4, 2021, at 3PM
8. **Adjournment.**

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## Finance Committee

### Members

Dick Bauman (Chairperson) | Mary Hathaway | Rob Kersch

# CITY OF DEER LODGE

## FINANCE COMMITTEE MEETING MINUTES

Monday, July 6, 2021 – 2:00pm | Council Chambers, City Hall

**Members Present:** Dick Bauman, Mary Hathaway, & Rob Kersch  
**Members Absent:** None  
**Mayor:** Diana Solle  
**CAO:** Jordan Green  
**Staff:** Trent Freeman, Judi Whitney & Cyndi Thompson  
**Guests:** None

### 1. Call Meeting to Order:

Chairperson Bauman called the meeting to order at 3PM.

### 2. Approval of Minutes:

June 7th, June 14th, June 21st & June 28th, 2021.

Approved as amended through unanimous consent.

### 3. Public Comment:

None.

### 4. Continued Business:

#### a. Rural Fire Department Contract – CAO Green

Rural Fire Department Contract was discussed, member Kersch motioned to reinstate the equipment credit and table the contract till further review. Member Hathaway seconded the motion. The vote was unanimous.

#### b. Budget Review – Committee reviewed and completed the following sections of the budget.

1. 430550 #940 – Add on Trench Box in the amount of \$21,860 split cost between water & sewer. 2. 430550 #940 – Add on Trench Roller in the amount of \$40,000, split cost between water & sewer. 3. 460400 #110 – Discussed salary & wages for groundskeeper with new wages at \$16.00 hourly and groundskeeper helper at \$10.00 hourly, 9 months' work instead of 7 months.	4. 4. 430630 #360 – Brookside from \$1,375,000 to \$1,425,000.00. 5. 430640 Sewer Treatment Disposal (cont..) 6. 430670 Sewer Accounting 7. 431300 Central Shop Services 8. 490500 Other Debt Service Payments 9. 510300 Other Unallocated Costs 10. 521000 Interfund Operating Transfer
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Mayor Solle stated she was giving a slight pay increase to city staff 3% for all admin employees and 3% additional to Treasure and wanted that additional increase to the Treasurer for a certification she had received back in 2018 and did not receive a pay increase at that time. There was discussion about the certification amongst the committee, Mayor and the CAO. No one could recall if there was an increase to the Treasure, but the Committee did recall the Treasure receiving the acknowledgment of the certification. Chairperson Bauman asked the Treasure if she could research this and let the Committee know what she finds out on any additional pay increase that would have taken place from the Treasures Certification in 2018.

**5. New Business:**

a. Brookside Pay Estimate – Trent Freeman

Approval of the first payment estimate of \$26,804.25 for sewer main replacement Brookside Blvd. Asking for Finance recommendation to Council for payment. Member Kersch motioned to approve the first payment of \$26,804.25 for Brookside Blvd. with a favorable recommendation to Council. Member Hathaway seconded the motion. The vote was unanimous.

b. Sludge Drying Beds – Trent Freeman

A task order/scope of service was presented from Morrison-Maierle for Preliminary Design, Design, and Construction Services of Sludge Drying Beds at the Powell County Landfill. The estimated fee schedule of \$43,290.

Member Kersch was hesitant about going with Morrison-Maierle for the project and asked if Stahly Engineer could do the project. Mr. Freeman stated, this is not possible as Stahly does not have the appropriate staff for this project.

Member Kersch asked, could we bid this project out? Mr. Freeman stated the Committee has the right to choose that option if that is what they decide. Putting this out to bid is not advisable: would cause confusion with contractors thinking we were looking for a new engineering firm. Getting bids may not be reliable.

Member Hathaway motioned to approve Morrison-Maierle task order with a recommendation to Council. Chairperson Bauman seconded the motion. The vote was 2 Yea's, 1 No. Motion Passed. *Check recording for more information of this conversation.*

c. Review & Sign June Claims

June claims were approved and signed with unanimous consent.

**6. Committee Comments or Concerns:** None.

**7. Announcement of Next Meeting:**

- a. Special Finance Meeting July 12, 2021, at 3:00PM-Approved unanimously.
- b. Regular scheduled meeting August 2, 2021, at 3:30PM

**8. Adjournment:**

The meeting was adjourned at 5:00pm.

Prepared by: Cyndi Thompson, City Clerk

\_\_\_\_\_  
Dick Bauman, Chairperson

\_\_\_\_\_  
Date

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### **Finance Committee Members**

Dick Bauman (Chair) | Mary Hathaway | Rob Kersch

# CITY OF DEER LODGE

## FINANCE COMMITTEE MEETING MINUTES

Monday, July 12, 2021 – 3:00pm | Council Chambers, City Hall

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

**Members Absent:** None

**Mayor:** Diana Solle

**CAO:** Jordan Green

**Staff:** Trent Freeman, Judi Whitney & Cyndi Thompson

**Guests:** None

4th  
Special Finance  
Meeting

### 1. Call Meeting to Order:

Chairperson Bauman called the meeting to order at 3PM.

### 2. Approval of Minutes:

Deferred to August 2,2021

### 3. Public Comment:

None.

### 4. Continued Business:

- a. Budget Review – Committee reviewed and completed the following sections of the budget. Budget review completed at 4:15pm.

1. 410100 Legislative Services	17. 490100 General Obligation Bonds
2. 410200 Executive Services	18. 490500 Other Debt Service Payments
3. 410360 City Court	19. 420100 Law Enforcement Services
4. 410400 Administrative Services	20. 411100 Legal Services
5. 410410 Chief Administrative Officer	21. 430830 Solid Waste Collection
6. 410500 Financial Services	22. 430870 Solid Waste Accounting
7. 410530 Audit	23. 431300 Central Shop Services
8. 410600 Elections	24. 510300 Other Unallocated Costs
9. 420180 Code Enforcement/Animal Control	25. 410000 General Government
10. 420400 Fire Protection & Control	26. 420000 Public Safety
11. 420500 Building Inspector	27. 430000 Public Works
12. 460100 Library Services	28. 430200 Road & Street Services
13. 420600 Civil Defense	29. 440000 Public Health
14. 430210 Administration	30. 460000 Culture and Recreation
15. 430263 Street Lighting	
16. 521000 Interfund Operating Transfer	

Judi Whitney asked, could we review the Finance section, at the last meeting it was talked about the additional 3% increase to the Treasure for her certification and wanted to clear that up.

Member Kersch stated if we are going to discuss wages, we should have the person we are discussing about leave the room. as I thought we discussed at the last meeting we were going to do some investigation. Member Kersch continued saying he did his own investigation and spoke with Caleb, Rex, and Brian.

Mayor Solle stated, if you're going to bring it up, then I am going to fight for more money, \$1,000 a year isn't enough.

Chairperson Bauman asked Ms. Whitney, did you hear that? It was asked that you step out of the room while we discuss that.

Ms. Whitney asked, I don't have a say?

Chairperson Bauman stated, we want to have an open discussion.

Ms. Whitney asked, so this is a closed meeting?

Member Kersch stated, no we are just asking the person whose salary we are discussing to leave the room and we'll let you know what we decide. I don't think it's a good practice to talk salary about that person that's in the room.

Chairperson Bauman, but we've already done that.

Member Kersch, I know we've done that, I don't think it's a good way to do business. We can get better discussions without that person. I guess that's up to the rest of the committee.

Member Hathaway stated, I don't have a problem with the increase. I just want to make sure it is documented of what happen in the past. I know I had some questions to, but Rob said he was able to find specific information, so we show documentation about this.

Member Kersch stated, so if we want to have an open discussion then I'll just talk about how my research went. In my research Mary remembered that Judi included a raise to herself with no explanation last year and in todays' meeting she mentioned that Caleb gave her a raise, not because of her certification. Rex remembered Judi received a larger raise than anyone else because of her certification, but that was 2 years ago, and thinks she got the percentage that all other employees got. Except what the union negotiated with the City crew and got a dollar more on top of that. Caleb said, we gave her a raise when we changed her job description and made knowledge at City Council.

Mayor Solle asked, when was that?

Member Kersch, I don't know.

Mayor Solle, ok.

Member Kersch, you mentioned that we didn't give any acclamations or anything for the certification? Caleb remembered us giving it at City Council.

Judi stated, I can print a report to show you the increase and extras.

Member Kersch, So Caleb said that you and he had crunched numbers to determine whether or not your regular wage plus overtime made it worthwhile for you to become salary.

Judi, that is correct, he wanted me to become exempt salary employee, so we looked at what I was making plus my overtime and that's what my salary became.

Member Kersch, so if we looked at your wage, then we wouldn't see that much of an increase? Probably?

Mayor Solle, that wasn't a raise that was change in job from hourly to salary.

Member Kersch, yes but I think that was also the anticipation of the certification as well. That's what they thought.

CAO Green, Sounds like what they may have been remembering was the change from hourly to salary which came with an increase. The certification was later that year.

Member Kersch, I believe that salary increase was anticipation of certification was our discussion.

CAO Green, I thought it was because of the addition of hourly plus overtime that was averaged out from what she was doing in overtime and that was used to determine her pay to salary.

Member Kersch, I don't think so. I'm not opposed to giving some raise, the regular 3%, but based on what I am seeing, because I think we've already paid for part of that certification. That's my point.

Mayor Solle, I never should have said anything about the certification. My point is, she is not being paid for the work she is doing.

Member Kersch stated, Brain said that she was removed from supervision of the utility billing clerk from her responsibilities as well. I'm not opposed to her raise; I just want to make sure our decision is based on what we believe to be.

CAO Green, I see the work that people do around the office even in my time here, I see the wages and I see what Judi does and I agree with the Mayor that we are arguing over smaller amounts that I think that she even deserves. She is one of the most vital employees we have here in terms of just keeping us on the books and keeping us paying what we need to pay.

Member Kersch, I'm not arguing that I just want to make sure we have a clear record of why we are making that decision.

CAO Green, I say we give her a raise because she's one of the most viable employees we have regardless of the certification.

Member Kersch, I'll agree with that.

Member Hathaway, her certification was in 2018, this is 2021, why did it go so long?

CAO Green, Rob made it clear that there was discussion about that in the past that was brought up in 2018. Regardless I think it is still justified to give her that raise.

Mayor Solle stated, Judi had nothing to do with this increase. I was the one that was asking for this.

CAO Green, for documentation, we are giving Judi a 6% raise, 3% average standard raise plus an extra 3% we feel she deserves due to her time she puts into the City. The committee agreed by unanimous vote.

**5. New Business:**

None

**6. Committee Comments or Concerns:**

- a. Member Kersch stated, I think staff needs to remember that in a committee the committee is in charge of the meetings. So, if we recommend something like, people step out of the meetings so we can discuss options, we don't need to be bullied to just present without them. I think you guys need to think about that. So, when I asked Judi to step out of the meeting, I think that was an appropriate request. You guys need to think about the future.

Mayor Solle, I feel that we were being bullied, because you called all these past people on a salary that was already approved at the last meeting.

Member Kersch, I don't remember approving it at the last meeting.

Mayor Solle, when Dick went through the budget, Dick went over that section and stated, that's ok... that's ok and the only reason we came back to it is because Judi had a question. It was not brought up when we were at that section of the budget.

- b. CAO Green – Did meet with Rural Fire District again to discuss with Brant, got a little more clarity about some of the things they were talking about. I had invited him to August meeting to discuss changes to the contract. They agreed they were advocating from the position of helping the county, it really wasn't going to affect the Fire Department in any way beside giving them a little bit more money to free up and purchase more equipment that in the end will benefit the City but will also benefit the county by both entities using the equipment.

**7. Announcement of Next Meeting:**

- a. Regular scheduled meeting August 2, 2021, at 3:00PM

**8. Adjournment:**

The meeting was adjourned at 4:43pm.



Prepared by: Cyndi Thompson, City Clerk

\_\_\_\_\_  
Dick Bauman, Chairperson

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Date

## **Finance Committee Members**

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Dick Bauman (Chair) | Mary Hathaway | Rob Kersch

# CITY OF DEER LODGE

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## FINANCE COMMITTEE MEETING MINUTES

Monday, July 26, 2021 – 3:30pm | Council Chambers, City Hall

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

**Members Absent:** None

**Mayor:** Diana Solle

**CAO:** Jordan Green

**Staff:** Judi Whitney & Cyndi Thompson

**Guests:** None

5th  
Special Finance  
Meeting

### 1. Call Meeting to Order:

Chairperson Bauman called the meeting to order at 3:30PM.

### 2. Approval of Minutes:

Deferred to August 2, 2021

### 3. Public Comment:

None.

### 4. Continued Business:

- a. Budget Review and Recommendation to Council.

Committee received the final budget draft of Expenditures and Revenue. Committee also received separately a wage and salary sheets from 2018 to 2021.

CAO Green, should we approve and recommend this to Council today, we will notice it for 2 weeks and it will be on the August 16<sup>th</sup> agenda which will give us time based on the states requirements for when the budget is due.

Chairperson Bauman asked the Treasure, Judi. When will the budget go into effect after it is approved for the pay increase to the Council Members?

Judi stated, it will be effect July 1, 2021, but it will not go into the payroll system until its approved by Council and then there will be back pay.

Member Hathaway motioned that we accept the 2021/2022 budget with a recommendation to Council. Member Kersch seconded the motion. Unanimous vote.

**5. New Business:**

None

**6. Committee Comments or Concerns:**

**7. Announcement of Next Meeting:**

a. Regular scheduled meeting August 2, 2021, at 3:00PM

**8. Adjournment:**

The meeting was adjourned at 4:22pm.

Prepared by: Cyndi Thompson, City Clerk

\_\_\_\_\_  
Dick Bauman, Chairperson

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Date

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**Finance Committee Members**

Dick Bauman (Chair) | Mary Hathaway | Rob Kersch

# CITY OF DEER LODGE

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## FINANCE COMMITTEE MEETING MINUTES

Monday, August 2, 2021 – 2:00pm | Council Chambers, City Hall

<b>Members Present:</b>	Dick Bauman, Mary Hathaway, & Rob Kersch
<b>Members Absent:</b>	None
<b>Mayor:</b>	Diana Solle
<b>CAO:</b>	Jordan Green
<b>Staff:</b>	Judi Whitney & Cyndi Thompson
<b>Guests:</b>	None

### 1. Call Meeting to Order:

Chairperson Bauman called the meeting to order at 3:01PM.

### 2. Approval of Minutes:

July 6, 2021, July 12, 2021, July 26, 2021 & August 2, 2021. Meeting minutes were deferred due to extra clarification needed due to a grievance.

### 3. Public Comment:

None.

### 4. Continued Business:

#### a. Rural Fire Department Contract – CAO Green

I have been in communication with Troy and Brant. The reasoning behind why they want to renew the contract is there have been some properties in DL that have been annexed and the Fire Department was looking at trying to free up some money for future projects and/or equipment.

The one concern from the Fire Chief was that we continue to put in the same amount of money towards the Fire Department Capital Outlet Fund as we do right now. Because he has it figured out for every 10-years purchasing a new fire truck with that fund.

If we were to choose to go with the ideas of the rural fire department, whatever funds they pay for that fire truck payment into our fund, we might have to put a little more out of general fund to cover that capital outlet cost or look at reducing his budget in other areas besides that funding of that capital outlet.

After speaking with Troy and Brant and the impacts of the annexation, it would be my recommendation to move forward on that kind of percentage change based on the taxable value.

I did get a letter with the new taxable value between 2020 and 2021 for the rural fire department district and it dropped in that time period \$140,000 due to the annexations that happened. However, Mayor did make a good point earlier, that doesn't take into account all the new housing developments that's going on in the county within the rural fire district.

It would be my recommendation we counter propose we would accept the percentage of taxable values and propose to not have the tanker equipment credit. I would speak with Troy to see if he had any justification for bringing back any sort of equipment credit and looking in the future when they do purchase more equipment for the city with their increased funding, we would look at potential credits at that point for the future.

With the equipment credits I'd like to work with Peter as well as the rural fire department to see what the most equitable way is of doing that equipment credit. Right now, in the contract it states that any equipment that's purchased by the rural fire department is allowed to receive equipment credit, it does not specify what that credit is or how much it's going to be. So, at this next step in negotiations work with and get some questions answered with Troy and what the Fire Department wants with that equipment credit. I'd like to clarify that in the contract. I think it would be equitable to accept the percentage in taxable value.

The rural fire department district taxable value for 2020 to 2021 decreased from \$1.244 to \$1.104 because of the annexations the City did. Mayor and I are confident that it's because of the assessments that's happening.

I wanted your permission to counter propose with that percentage change that they requested and then talk about the equipment credits. I did not want to reenter negotiations without getting some feedback from Finance about that percentage of taxable value.

The Finance Committee agreed with the CAO on the negotiations of the Rural Fire Department Contract, and all agreed for the CAO to move forward with a counter proposal.

## **5. New Business:**

### **a. I & I Task Order Approval -CAO Green**

A task order was presented from Stahly to survey, design, prepare bid documents, submittal for approval to Montana Department of Environment Quality, bidding assistance, and construction administration for the improvements to reduce inflow and infiltration in the wastewater collection system. This is the project that we have \$625,000 in grants for and have been submitted for an additional \$637,000 in competitive ARPA

funding. Stahly is asking for approval of time and materials in the amount of \$233,430 for those services that will come out of that grant.

Chairperson Bauman feels that \$233,430 is a substantial amount of money for the I&I project. We have very little information presented to us, only this letter from Stahly which does not provide enough information on the project.

Member Hathaway remembers Stahly coming and presenting a power point to us outlining the whole project.

CAO Green, we have funding set aside through grants and ARPA and I think it's time for us to move forward on this project.

Chairperson Bauman, I agree it's time to move forward, it just seems like a huge amount of money.

Member Hathaway motioned to approve the \$233,430 I&I Task Order from Stahly with a recommendation to Council. Member Kersch seconded the motion. Unanimous vote.

b. Cottonwood Avenue Task Order Approval -CAO Green

The task order from Stahly Engineering is to survey, design, prepare bid documents, bidding assistance, and limited construction administration for the road reconstruction and stormwater improvements in Cottonwood Ave between Main and Second Street.

They are requesting approval of a time and materials task order in the amount of \$39,000. This has already been approved by finance in the budget.

Member Hathaway motioned to approve the \$39,000 Cottonwood Ave Task Order from Stahly with a recommendation to Council. Member Kersch seconded the motion. Unanimous vote.

c. Treasurer Compensation -Mayor Solle

I asked Judi to go into the accounting system and print out a history of her audited salary/wages. The spreadsheet I'm presenting to you are all audited numbers.

Member Kersch, I just remember part of her wages in 17/18, 18/19 & 19/20 part of her wages was overtime.

Mayor Solle, Yes, I am aware of that, and it shows on the spreadsheet (mayor Solle ran thru the numbers for the previous years shown on the spreadsheet 2016 to present). I appreciate that you approved the 6%, I think that she should be awarded an additional \$4,051 for the time that she had lost by not being credited the certificate of a Certified Public Finance Administrator (CPFA). We found nothing in the minutes of Finance or Council stating she received this.

CAO Green, I did find in the Council minutes she was congratulated at a City Council meeting. There is nothing besides the raises that all the administrative staff received. Plus, from when she switched from hourly to salary, she got the exact increase of what her overtime for the previous year was. All of that has been accounted for. Nothing showing a further increase because of a certification.

Member Hathaway asked if there was anything in the job description noting a certificate increase.

Chairperson Bauman, I'm satisfied by the extra 3% as we discussed for Judi. So, you have presented to the Finance Committee for an additional four thousand dollars, not salary just bonus, as a onetime bonus?

Member Kersch went over the budgeted numbers, not actual.

Ms. Whitney clarified that Mr. Kersch was looking at worksheets, they are not actual numbers. What we did was go into the payroll program to get the actual numbers.

CAO Green, What the Mayor was basing her numbers off was out of the Black Mountain software that has as actual payroll numbers.

The Committee continued to discuss the presented spreadsheet and discussed looking at the Treasures job description making sure in the job description an increase for a certification is listed in there and defined.

Member Hathaway motioned that we backpay our City Treasure \$4,051 with the standards being changed and the job description being updated to make sure that the future certification percentages are included in administration.

Member Kersch wanted to revisit the dollar amounts and percentages on the spreadsheet the mayor presented.

Member Kersch, he is agreement but would only do the 3 years and not the 4 years. As member Hathaway asked member Kersch what his thoughts were.

Member Hathaway, I would like to restate my motion to pay Judi the \$4,051 from the previous fiscal years that was due to her. Moving forward to not have any increase in percentage unless its written down in the job description specifically with details for all the administration. Chairperson Bauman seconded the motion. 3 Yea's, 0 No's Motion passed.

- d. Review & Sign July Claims  
Finance Committee Reviewed and signed July Claims.

**6. Committee Comments or Concerns:** None.

- a. CAO Green gave an update on the new City Code Enforcement Officer that will be starting August 9<sup>th</sup> at the base pay rate.

**7. Announcement of Next Meeting:**

Tuesday September 7, 2021, at 3:00pm. Monday September 6<sup>th</sup> City Holiday.

**8. Adjournment:**

The meeting was adjourned at 4:20pm.

Prepared by: Cyndi Thompson, City Clerk

\_\_\_\_\_  
Dick Bauman, Chairperson

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Date

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**Finance Committee Members**

Dick Bauman (Chair) | Mary Hathaway | Rob Kersch