



ECONOMIC GROWTH & DEVELOPMENT COMMITTEE

AGENDA

February 2, 2022, 3:00PM | Council Chambers, City Hall

1. **Call meeting to order**
2. **Approval of Minutes**
 - a. December 1, 2021
3. **Public Comment** – Limit to three minutes per person
4. **Continued Business:**
 - a. Committee Chair Appointment – Jordan
 - b. Review and Approve Bylaws – Jordan
 - c. Prior Project Update – Jordan
 - d. Committee Goals – Jordan
5. **New Business:**
 - a. None
6. **Committee Comments or Concerns**
7. **Announcement of the next meeting**
 - a. March 2, 2022, at 3:00pm
8. **Adjournment**

Economic Growth & Development Committee
Members

John Molendyke | Dick Bauman | John Henderson

CITY OF DEER LODGE ECONOMIC GROWTH & DEVELOPMENT COMMITTEE

MINUTES

Meeting: December 1, 2021, at 1pm | Council Chambers, City Hall.

Members Present: Mary Hathaway, John Henderson

Members Absent: Amanda Bohrer

Mayor: Diana Solle

CAO: Jordan Green

Staff: Cyndi Thompson

Guests: See sign in sheet

1. Call Meeting to Order

Chairperson Hathaway called the meeting to order at 1:03PM

2. Approval of Minutes – November 3, 2021

Member Henderson motioned to approve minutes as presented. Chairperson Hathaway seconded the motion. 2 Ayes, 0 Nos, 1 Absent. Motion passed.

3. Public Comment

- a. Member of the public at 701 2nd Street asked about any grants or beautification grants to help assist her in the expenses she occurred from her sidewalk remodel. Jordan Green replied with some information to the resident she could reach out to certain organizations. Jordan will send her that information via email.

4. Continued Business:

- a. Arrowstone Park Billboards – CAO Green
Jordan stated that he spoke to Bob Rase with the Parks Board, and they decided to keep the smaller billboard and if the city is interested, we can use the larger billboard, our cost would be the vinyl and installation. A few design ideas were discussed amongst the

committee. City Clerk Cyndi will provide a couple billboard graphic samples to view at the next meeting. No motion, only discussion.

- b. Growth Policy Discussion – CAO Green
No update, I reached out on the CDBG grant application just confirm they received it, and they did. We should have an answer by the end of December. Discussed a steering committee for the growth policy update process. No motion, only discussion.
- c. Grant Updates (if any) – CAO Green
Stahly graphic designer is to reach out to Jordan to discuss the kiosk design. No further update. Brownfield grant is in process and should have an answer back soon. No motion, discussion only.
- d. Successful Deer Lodge Update (if any) – CAO Green
No current update from Randy Carpenter.

5. New Business:

- a. None

6. Committee Comments or Concerns:

7. Announcement of the next meeting:

January 5, 2022, at 1pm

8. Adjournment:

Meeting was adjourned at 1:49pm

Prepared by: Cyndi Thompson, City Clerk

_____, Chairperson

Date

Economic Growth & Development Committee
Members

Mary Hathaway (Chair) | Amanda Bohrer | John Henderson

ByLaws

Economic Growth & Development Committee

ARTICLE I - NAME

Section One. Name

- A. The official name of the organization shall be "Economic Growth & Development Committee" hereinafter referred to as "The Committee."

Section Two. Purpose

- A. The Committee Provides guidance for the Economic Growth and Development for the City.

ARTICLE II - MEMBERSHIP

Section One. Membership

A. Members

- 1. The Committee shall consist exclusively of a minimum of three council members.
- 2. Members are appointed by the Council President at or after the second meeting in January following a municipal general election.

B. Officers

- 1. The Committee shall have one elected officer consisting of a Chairperson.

C. Secretary of the Committee

- 1. Deer Lodge's City Clerk shall serve as Secretary to the Committee.

Section Two. Election of the Chairperson

- A. Election of the Chairperson shall be made at the first Committee meeting of the year.
- B. The Chairperson must be a member of the Committee.
- C. If the members cannot reach consensus on the election, then a nominee receiving a majority vote of those present at the meeting shall be declared the Chairperson.
 - 1. In the event that a Committee Chairperson cannot be selected by the Committee, the Council President shall appoint a Committee Chairperson.

Section Three. Terms of the Chairperson

- A. The Chairperson shall assume the responsibility immediately upon appointment and shall serve for a term of one year.

Section Four. Vacancy of the Chairperson

- A. Vacancy in the term shall be filled immediately by the procedure described in Article II, Section Two for the un-expired portion of the term.

Section Five. Duties of Officers

A. Chairperson

- 1. The Chairperson shall preside at all meetings of the Committee.
- 2. The Chairperson shall sign the minutes of meetings, and all documents involving the authority of the Committee.
- 3. The Chairperson shall compose meeting agendas after seeking input from the Chief Administrative Officer and Committee members.
- 4. The Chairperson has the responsibility to advise the Mayor and the City Council of items discussed by the Committee.
- 5. The Chairperson shall have all the duties normally conferred by parliamentary rules on such officers and shall perform such other duties as may be ordered by the Committee except as otherwise provided in these rules, in other Committee resolutions, or in City resolutions.

B. Absence of the Chairperson

- 1. In the absence of the Chairperson, the Committee may elect a temporary Chairperson by a majority vote of those present at a called meeting, who shall assume the duties of the Chairperson.

Section Six. Duties of the Secretary

- A. Deer Lodge's City Clerk shall perform the duties of the secretary for the Committee.
- B. The Secretary shall keep the minutes of all meetings and materials allied with the Committee.
- C. The Committee has the responsibility of approving such minutes.
- D. The Secretary shall post agendas according to practices agreed upon by the City Council.
- E. The Secretary shall maintain a file of all studies, plans, reports, recommendations and official records of the Committee and perform such other duties as the Committee may determine.

Section Seven. Order of Meetings

- A. The following is the order that meetings will follow:
 - 1. Call Meeting to Order
 - 2. Approval of Minutes
 - 3. Public Comment
 - 4. New Business
 - 5. Old Business
 - 6. Staff or Committee Member Concerns/Comments
 - 7. Announcement of the Next Meeting
 - 8. Adjournment
- B. The Chairperson may allow deviations from the described Order of Meetings to accommodate special circumstances or events.

Section Eight. Discussion Procedures

- A. Chairperson introduces the topic with all supporting materials.
 - 1. Committee members have the opportunity to ask any questions or contribute any items of information.
- B. The Committee may ask staff and/or consultants to provide technical analysis, review considerations and basic policies, offer possible alternatives, and make recommendations, if any.
 - 1. Other interested parties are allowed to comment briefly or make inquiries.
- C. Proponents and or opponents in the audience are given opportunity to speak in favor of or against application. Information submitted should be factual, relevant and not merely duplication of previous presentation.
 - 1. A reasonable time shall be allowed.
 - 2. Each person speaking shall give name, address and nature of interest in matter.
- D. Brief rebuttal for proponents and opponents heard separately and consecutively, with presentation limited to their spokesperson.
- E. The Committee will take the opportunity to deliberate before rendering a recommendation for the benefit of the Mayor and the City Council.

Section Nine. Quorum

- A. A majority of the members of the Committee shall constitute a quorum for the transaction of business and the taking of official action.

Section Ten. Motions

- A. Motions shall be restated by the Chairperson before a vote is taken.
- B. The name of the members making and seconding a motion shall be recorded in the minutes of the meeting.

Section Eleven. Voting

- A. The concurring vote of two members of the Committee shall be necessary to reverse any order, requirement, decision, or determination of any such administrative official; to decide in favor of the applicant on any matter upon which it is required to pass under any such resolution; or to effect any variation in such resolution.

Section Twelve. Reports

- A. On all matters considered by the Committee, the reports, findings and recommendations, if any, are presented to the Committee and shall be recorded in the minutes of the meeting.

Section Thirteen. Parliamentary Procedure

- A. Except as otherwise prescribed by these rules, the Committee meetings shall be guided by Robert's Rules of Order (the most recent edition).
- B. At the Chairperson's discretion or at the discretion of two members, the Committee may modify the proceedings after consultation with the City Attorney.
- C. If any questions arise as to procedure, the ruling of the Chairperson shall be final unless reversed by a vote of at least two members.

Section Fourteen. Public Nature of Meetings and Records

- A. All meetings, hearings, records, findings, and accounts shall be open to the public.

ARTICLE III - MEETINGS

Section One. Meetings: Time and Place

- A. A regular monthly meeting shall be held on the **First Wednesday** of the **Month at 3:00PM** in the Council Chambers, unless a different time and/or place is posted at the City Hall at least forty-eight (48) hours prior to the meeting.
- B. Members shall receive meeting materials via email at least two (2) days, forty-eight (48) hours prior to the meeting.
 - 1. Alternatively, members may request to receive a hard copy of the materials.
- C. Meetings should be kept to an hour and a half or shorter, if possible.
 - 1. If a lengthy topic is anticipated, the agenda should be kept at a minimum.
- D. If a lengthy topic is to be discussed, a work session should be considered.

Section Two. Recessed Meetings

- A. Any regular or special meeting may be recessed to a definite time and place by a majority vote of the members present at the meeting.

ARTICLE IV – SUB COMMITTEES

Section One. Purpose of Sub Committees

- A. Sub Committee purpose shall be clearly defined.
- B. Sub Committees may be established to facilitate complex topics that would be better handled outside of the normal Committee.

Section Two. Establishment of Sub Committees

- A. Sub Committees are:
 - 1. Short Term
 - 2. One Topic
 - 3. May only provide recommendations to the Committee
- B. Sub Committee membership should include at least one committee member, and any additional council members or members of the public as necessary for the task.
- C. Sub Committees must be established by majority vote of the Committee.

ARTICLE V – COUNCIL APPROVAL AND AMENDMENTS

Section One. Council Approval

- A. These bylaws must be approved by a majority vote of the Committee Council.

COMMITTEE GOALS

ECONOMIC GROWTH AND DEVELOPMENT

FEBRUARY 2022

SIX MONTH GOALS:

ONE YEAR GOALS:

LONG-TERM GOALS: