



CITY COUNCIL OPERATIONS AGENDA

March 14, 2022 – 5:00 PM | Council Chamber, City Hall

1. **Call Meeting to order**
2. **Approval of Minutes**
 - a. February 14, 2022
3. **Public Comment** – (Limit to three minutes per person)
4. **Old Business** (Public Comment period prior to each topic)
 - a. None
5. **New Business** (Public Comment period prior to each topic)
 - a. E-mail Scam Review - Jordan
 - b. Cyber Security Awareness - Rob
 - c. Codification Progress Update - Jordan
 - d. Council Meeting Guidelines and Conduct - Rob
6. **Staff or Committee Member Concerns or Comments:**
7. **Announcement of the Next Meeting**
 - a. Monday, April 11, 2022, at 5PM
8. **Adjournment**

City Council Operations Committee

City Code | Council Bylaws and Policy

Members

Rob Kersch (Chair) | Dick Bauman | Curt Fjelstad

CITY OF DEER LODGE

City Council Operations MINUTES

February 14, 2022, | Council Chambers, City Hall

Members Present: Rob Kersch, Dick Bauman & Curt Fjelstad

Members Absent: None

Mayor: Absent

CAO: Jordan Green

Staff: Cyndi Thompson

Public: None

1. Call Meeting to Order:

- a. Meeting called to order at 5:10PM

2. Approval of Minutes:

- a. December 13, 2021 – No January meeting, MSU Local Government Training
Member Bauman motioned to approve minutes as presented

3. Public Comment - Limit to three minutes per person.

- a. None.

4. Old Business

- a. None

5. New Business

- a. Council Ops Committee Chairperson election – Jordan
Member Bauman motioned to elect Rob Kersch as Council Ops Chairperson. Member Fjelstad seconded the motion. 3 Ayes, 0 Nos. Motion passed.
- b. Council Ops Committee Bylaws Review and Approval – Jordan
Member Bauman motioned to approve Council Ops Bylaws. Member Fjelstad seconded the motion. 3 Ayes, 0 Nos. Motion passed.

- c. Sign-ups for City Services Tour – Trent was absent – Jordan.
Signup tour sheet to be provided with 2 separate dates and times for Council to select the best one to fit their schedule. No motion required.
- d. Conflict of Interest Forms – Cyndi
City Clerk Thompson gave an update on signed and completed forms. No motion required.
- e. Status of Committee Bylaws Adoption – Jordan
City Clerk Thompson gave an update on signed and completed Committee Bylaws. No motion required.
- f. New Member Checklists Completions – Jordan
- g. Existing Member Annual Checklist Completions – Jordan
Items (f) and (g) were discussed together. Existing members complete annual member checklist and update members tablets with new City Code.
- h. City Form of Government Document Review – Jordan
Reviewed City Form of Government document and discussed how this document is created along with a discussion of how a charter might alter this.

6. Staff or Committee Comments/Concerns:

- a. Spam email discussion and presenting this to Council.

7. Announcement of Next Meeting:

Monday, March 14, 2022, at 5:00 PM.

8. Adjournment:

- a. The meeting was adjourned at 6:01PM by consensus.

Prepared by: Cyndi Thompson, City Clerk

Rob Kersch, Chairperson

Date

**City Council Operations Committee
Members**

Rob Kersch (Chair) | Dick Bauman | Curt Fjelstad