



# FINANCE COMMITTEE AGENDA

September 5, 2023 – 4:00 pm | Council Chambers, City Hall

1. **Call meeting to order.**
2. **Approval of Minutes.**
  - a. Regular Meeting: July 10, 2023 – Can only approve if Member Callahan is present.
  - b. Regular Meeting: August 7, 2023
  - c. Budget Meeting: August 23, 2023
3. **Public Comment** - *Limit to three minutes per person.*
4. **New Business.**
  - a. Solid Waste Rates – Jordan
  - b. Review and Sign August Claims – Stan/Jordan
5. **Continued Business**
  - a. Budget Review – Jordan
6. **Committee Comments or Concerns:**
7. **Announcement of next meeting.**
  - a. Regular Meeting: Monday, October 2, 2023, at 4:00PM
8. **Adjournment.**

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## Finance Committee

### Members

Dick Bauman (Chair) | Joseph Callahan | Gordon Pierson

# CITY OF DEER LODGE

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## FINANCE COMMITTEE MEETING MINUTES

July 10, 2023 – 4:00pm | Council Chambers, City Hall

**Members Present:** Dick Bauman, Joe Callahan

**Members Absent:** Gordon Pierson

**Mayor:** None

**CAO:** Jordan Green

**Staff:** Trent Freeman, Stan Glovan,

**Guests:** See sign in sheet

**1. Call Meeting to Order:**

a. Chairperson Bauman called the meeting to order at 4:00PM.

**2. Approval of Minutes:**

a. Regular Meeting: June 5, 2023

Meeting minutes were deferred till next meeting due to committee members not all present to approve.

**3. Public Comment:**

a. None

**4. Continued Business:**

a. None

**5. New Business:**

a. Water Rights Attorney Retainer – Jordan and Trent

Discussed in June about a firm coming in to do some Water Rights research for the City. City Council and City Attorney recommended moving forward with looking at an attorney. Scope of Information of Representation from Parsons, Behle & Latimer Law was presented outlining the retainer rate of \$1,000.00, billing rate at \$300.00 per hour, Law Assistant rate at \$250.00 per hour.

Member Callahan motioned approve as presented with recommendation to City Council. Chairman Bauman seconded the motion. 2 Ayes 0 Nos, 1 Absent. Motion passed.

b. Emery Road Pasture Lease Bid Program – Jordan

Discussed at the last Council meeting with a couple interested parties for the pasture lease it should go out to bid. Sent to Finance to discuss what the minimum bid would be for the pasture.

Member Callahan motioned Emery Road Pasture Lease minimum bid at \$1,200.00 for a 2-year lease of 32.3 acres and recommendation to City Council. Chairman\\ Bauman seconded the motion. 2 Ayes 0 Nos, 1 Absent. Motion passed.

- c. Grants and Legislation Update – Jordan  
Gave updates on Grants and provided a 2023 State Legislator Summary. Discussion only.
- d. Review and Sign June Claims – Stan/Jordan  
Claims reviewed and signed by committee with recommendation to Council.

**6. Committee Comments or Concerns:**

- a. None

**7. Announcement of Next Meeting:**

- a. Regular Meeting: Monday, August 7, 2023, at 4:00PM – Unless a meeting is called to start budget review.

**8. Adjournment:**

The meeting was adjourned at 4:26pm.

Prepared by: Cyndi Thompson, City Clerk

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

\_\_\_\_\_  
Date

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**Finance Committee Members**

Dick Bauman (Chair) | Joseph Callahan | Gordon Pierson

# CITY OF DEER LODGE

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## FINANCE COMMITTEE MEETING MINUTES

August 7, 2023 – 4:00pm | Council Chambers, City Hall

<b>Members Present:</b>	Dick Bauman, Gordon Pierson
<b>Members Absent:</b>	Joe Callahan
<b>Mayor:</b>	Jim Jess
<b>CAO:</b>	Jordan Green
<b>Staff:</b>	Cyndi Thompson, Trent Freeman, Stan Glovan, Chief of Police Smith, Fire Chief Pierson,
<b>Guests:</b>	See sign in sheet

**1. Call Meeting to Order:**

- a. Chairperson Bauman called the meeting to order at 4:00PM.

**2. Approval of Minutes:**

- a. Regular Meeting: June 5, 2023  
Member Pierson motioned to approve as presented. Chairman Bauman seconded the motion.  
2 Ayes, 0 Nos, 1 Absent. Motion passed.
- b. Regular Meeting: July 10, 2023  
Meeting minutes were deferred till next meeting due to committee member Callahan not present at meeting to approve.

**3. Public Comment:**

- a. None

**4. Continued Business:**

- a. None

**5. New Business:**

- a. Chamber of Commerce Marketing Position – Jordan/Julie Schroder  
Finance Committee tabled this item and forwarded it to Economic Growth & Development Committee for their consideration.

Member Pierson motioned to table and forward to EG&D Committee. Chairman Bauman seconded the motion. 2 Ayes, 0 Nos. 1 Absent. Motion passed.

- b. Old Ladder Fire Truck – Jordan/Brant



1993 Pierce Firetruck donated by Sherm Anderson with the understanding if the Fire Department ever upgraded, the 1993 Pierce Firetruck will be returned to Sherm Anderson. Fire Test on the fire truck will run approximately \$500-\$700 and is in line with his budget.

Member Pierson motioned to approve as presented with recommendations to Council. Chairman Bauman seconded the motion. 2 Ayes, 0 Nos. 1 Absent. Motion passed.

c. City Attorney 2023-2025 Contract – Jordan

Contract presented at Finance reflecting an effective date of contract July 1, 2023. A 10% increase for the 2 year contract at a rate of \$5,075 per month for attorney services and \$250.00 (service fees) per month for out of pocket expenses which are specifically and directly attributable to City matters.

Member Pierson motioned to approve as presented with recommendations to Council. Chairman Bauman seconded the motion. 2 Ayes, 0 Nos. 1 Absent. Motion passed.

d. Non Union Wage Raises – Jordan/Mayor Jess

Chief of Police: Previous rate of pay \$59,000 annually, requesting recommendation to City Council by the Finance Committee an increase rate of pay to \$70,000 annually.

Member Pierson motioned to approve as presented with recommendations to Council. Chairman Bauman seconded the motion. 2 Ayes, 0 Nos. 1 Absent. Motion passed.

Code Enforcement Officer: Previous rate of pay \$16.55 hourly, requesting recommendation to City Council by the Finance Committee an increase rate of pay to \$21.00 per hour.

Member Pierson motioned to approve as presented with recommendations to Council. Chairman Bauman seconded the motion. 2 Ayes, 0 Nos. 1 Absent. Motion passed.

Public Works Superintendent: Previous rate of pay \$73,160 annually, requesting recommendation to City Council by the Finance Committee an increase rate of pay to \$78,160 annually.

Member Pierson motioned to approve as presented with recommendations to Council. Chairman Bauman seconded the motion. 2 Ayes, 0 Nos. 1 Absent. Motion passed.

Chief Administrative Officer: Previous rate of pay \$75,000 annually, requesting recommendation to City Council by the Finance Committee an increase rate of pay to \$80,000 annually.

Member Pierson motioned to approve as presented with recommendations to Council. Chairman Bauman seconded the motion. 2 Ayes, 0 Nos. 1 Absent. Motion passed.

e. Well Project Change Order #1 – Trent

Change Oder #1 for the amount of \$8,396.00 for additional depths for the new Well. The original contract price was \$207,300.00 with the increase change order #1 of \$8,396.00 bringing contract price to \$215,696.00.

Member Pierson motioned to approve as presented with recommendations to Council. Chairman Bauman seconded the motion. 2 Ayes, 0 Nos. 1 Absent. Motion passed.

- f. 2022 Street Project Change Order – Trent  
2022 Street Maintenance change order #2. The project increased quantities totaling \$4,103.40. This is the final pay application with total amount owing \$102,375.53.

Member Pierson motioned to approve as presented with recommendations to Council. Chairman Bauman seconded the motion. 2 Ayes, 0 Nos. 1 Absent. Motion passed.

- g. Budget Review – Jordan  
Finance Committee reviewed and completed the following sections of the budget.

- a. 410100 Legislative Services
- b. 410200 Executive Services
- c. 420100 Law Enforcement Services
- d. 420400 Fire Protection and Control

- h. Review and Sign July Claims – Stan/Jordan  
Claims reviewed and signed by committee with recommendation to Council.

**6. Committee Comments or Concerns:**

- a. None

**7. Announcement of Next Meeting:**

- a. Budget Meeting: Wednesday, August 23, 2023, at 4:00PM
- b. Regular Meeting: Tuesday September 5, 2023, at 4:00PM – Unless a meeting is called to start budget review. Monday September 4, 2023 holiday.

**8. Adjournment:**

The meeting was adjourned at 5:31pm.

Prepared by: Cyndi Thompson, City Clerk

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

\_\_\_\_\_  
Date

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**Finance Committee Members**

Dick Bauman (Chair) | Joseph Callahan | Gordon Pierson

# CITY OF DEER LODGE

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## FINANCE COMMITTEE MEETING MINUTES

August 23, 2023 – 4:00pm | Council Chambers, City Hall

**Members Present:** Dick Bauman, Gordon Pierson, Joe Callahan  
**Members Absent:** None  
**Mayor:** None  
**CAO:** Jordan Green  
**Staff:** Cyndi Thompson, Trent Freeman  
**Guests:** See sign in sheet

**1. Call Meeting to Order:**

a. Chairperson Bauman called the meeting to order at 4:00PM.

**2. Approval of Minutes:**

a. Regular Meeting: Deferred till regular scheduled meeting September 5, 2023

**3. Public Comment:**

a. None

**4. Continued Business:**

a. Budget Review – Jordan

Finance Committee reviewed and completed the following sections of the budget for Water, Sewer, and Solid Waste.

Member Callahan motioned to approve the budget for Water, Sewer, and Solid Waste. Member Pierson seconded the motion. 3 Ayes, 0 Nos. Motion passed.

- a. 430530 Water Source of Supply and Pumping
- b. 430540 Water Purification and Treatment
- c. 430550 Transmission and Distribution
- d. 430570 Water Accounting
- e. 431300 Central Shop Services
- f. 510300 Other Unallocated Costs
- g. 521000 Interfund Operating Transfer Out
- h. 430630 Sewer Collection and Transmission
- i. 430640 Sewer Treatment and Disposal
- j. 431300 Central Shop Services
- k. 490500 Other Debt Service Payments
- l. 430830 Solid Waste Collection
- m. 430870 Solid Waste Accounting

**5. New Business:**

a. None

**6. Committee Comments or Concerns:**

a. None

**7. Announcement of Next Meeting:**

a. Regular Meeting: Tuesday September 5, 2023, at 4:00PM – Monday September 4, 2023 holiday.

**8. Adjournment:**

The meeting was adjourned at 5:44pm.

Prepared by: Cyndi Thompson, City Clerk

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Dick Bauman, Chairperson

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Date

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**Finance Committee Members**

Dick Bauman (Chair) | Joseph Callahan | Gordon Pierson