



FINANCE COMMITTEE AGENDA

February 5, 2024 – 4:00 pm | Council Chambers, City Hall

1. **Call meeting to order.**
2. **Approval of Minutes.**
 - a. September 5, 2023
 - b. October 2, 2023
 - c. November 6, 2023
 - d. December 4, 2023
 - e. January 11, 2024
3. **Public Comment** - *Limit to three minutes per person.*
4. **New Business.**
 - a. January 12-15 Callout Fee Relief – Jordan
 - b. Police Department Budget and Overtime Review – Chief Smith
5. **Continued Business**
 - a. None
6. **Committee Comments or Concerns:**
7. **Announcement of next meeting.**
 - a. Regular Meeting: Monday, March 4, 2024, at 4:00PM
8. **Adjournment.**

Finance Committee

Members

Gordon Pierson (Chair) | Rob Kersch | Greg Larkins

CITY OF DEER LODGE

FINANCE COMMITTEE MEETING MINUTES

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

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

1. Call Meeting to Order:

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

2. Approval of Minutes:

- a. Regular Meeting: July 10, 2023 – Not approved as Member Callahan was not present.
- b. Regular Meeting: August 7, 2023 – Chairman Bauman motioned to accept the minutes. Member Pierson seconded. 2 Ayes, 0 Nos. Minutes approved.
- c. Budget Meeting: August 23, 2023 – Chairman Bauman motioned to accept the minutes. Member Pierson seconded. 2 Ayes, 0 Nos. Minutes approved.

3. Public Comment:

- a. None

4. New Business:

- a. Solid Waste Rates – Jordan

Current rates leave the city \$19,000 in the red every year. The garbage service can only operate about 2 more years this way. If the City wants to keep a viable garbage service for the community the garbage rates will need to go up.

Year 1 – up the garbage rate by \$1.39 a month.

Year 2 – up the garbage rate by \$0.50 a month.

Year 3 – up the garbage rate by \$0.50 a month.

These raised rates will allow the city to set aside enough money to purchase a new garbage truck or start building up a reserve account.

Jordan recommended the Finance Committee consider the \$1.39 raise starting immediately. Adding a \$0.50 raise the following year followed by another \$0.50 raise the following year.

Chairman Bauman recommended that if the Finance Committee recommend the rate increases, it be advertised in the paper.

Chairman Bauman motioned to approve the solid waste rate increase by \$1.39 for year one, followed by \$0.50 increases for the next two years, as well as to advertise a public hearing for the Council. Member Pierson seconded the motion. 2 Ayes, 0 Nos. Motion passed.

b. Lane Widening Missouri Ave – Trent

In March, Steve Guggenheimer, owner of the Elk Tips building, discussed with City staff the potential of widening Missouri Avenue and adding curb and gutter next to his building. The asphalt will be covered entirely by Steve, as it was damaged by the building renovation. The total cost of the widening is \$25,740 the city will cover \$12,870. This proposal was recommended to the Finance Committee by the Public Works Committee.

Member Pierson motioned to move this proposal forward to the City Council. Chairman Bauman seconded the motion. 2 Ayes, 0 Nos. Motion carried.

c. Review and Sign August Claims – Stan/Jordan

Claims from the month of August were reviewed and signed by the Committee.

5. Continued Business:

a. Budget Review:

The expenditure budgets for the following accounts were reviewed:

Recreation

Library

Street Maintenance District #4

Maverick Lane Maintenance District

It was determined to set the Recreation fund without department head recommendation as the Committee had not been furnished a budget request from the department head. Budget was set the same as the prior Fiscal Year.

The Finance Committee agreed with and recommended the Library budget as requested by Cindy Grieshaber at the Library. The budget is approximately 5% higher than last year due to staff raises.

The primary discussion of the Street Maintenance District was the funding of three separate Street Maintenance Projects: the remaining work for the 2022 Project, the 2023 Project, and the 2024 Project. The large increase in Gas Tax funding, as well as the closing out of the Gas Tax Special Fund, were discussed.

6. Committee Comments or Concerns:

Chairman Bauman commented on the Senior Center funding and how the City should consider providing funding to the Senior Center.

Jordan stated the City should consider that the only additional General Fund obligation over previous years was the Powell County Museum and Arts Foundation. The City has been asked for

money from the Chamber of Commerce, the Senior Citizen Center, Powell County Museum and Arts Foundation. He stated that, in addition to the funding already obligated to the Museum Foundation, the Finance Committee should prioritize funding to the Senior Center.

Chairman Bauman stated the City doesn't want to see the Senior Center shut down again. The Senior Center Executive Director, Greg Larkins, came to the Mayor and Jordan in June to request funding to avoid additional closures. They could only afford to buy food or pay salaries. They choose to pay the salaries, and this caused the closure in June.

7. Announcement of Next Meeting:

a. Regular Meeting: Monday, October 2, 2023, at 4:00PM

8. Adjournment:

The meeting was adjourned at 5.00pm.

Prepared by: City Clerk-Temp

Dick Bauman, Chairperson

Date

Finance Committee Members

Dick Bauman (Chair) | Joseph Callahan | Gordon Pierson

CITY OF DEER LODGE

FINANCE COMMITTEE MEETING MINUTES

October 2 , 2023 – 4:00 pm | Council Chambers, City Hall

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

1. Call Meeting to Order:

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

2. Approval of Minutes:

- a. Deferred until next meeting

3. Public Comment:

- a. Mary Kay Streitz "I'm just curious as to what the thing was on the pickleball courts."
Jordan replied, "We will be discussing the general fund parks budget today, pickleball court is on the agenda. "

4. Continued Business:

- a. None

5. New Business:

- a. Task Order 4- Morrison & Maierle Ongoing WWTP Services – Trent
Item was brought to the September 26, 2023 Public Works Committee and was recommended to Finance and City Council for approval.

Morrison & Maierle, as the engineering firm that designed the Wastewater Treatment Plant, provides the City with ongoing professional services when the operators need assistance. The City has continually budgeted \$5,000 annually for services provided by this task order. If the services are not needed, the funding rolls over.

Recommend to City Council approval of Task Order 4 for continued professional services at the Wastewater Treatment Plant.

Chairman Bauman motioned to approve the agenda item to the council's action for the later evening meeting. Member Pierson seconded. 2 Ayes, 0 Nos, 1 Absent. Motion Passed.

b. Review and Sign September Claims – Stan/Jordan

Claims were reviewed and signed.

c. General Fund – Jordan

Discussion on Planning/Facilities Administration/Cemetery Services/Insect Parks Maintenance/Economic Development

Overview of the general fund was presented by Jordan. The city has a lot of expenditures this year. Most large expenditures are funded through grants. There is about \$130,000 that the City needs to match for 2 house purchases from FEMA. \$72,000 match for the City Hall Historic Preservation Grant. This city is sitting around 1 million dollars for grant money, and the city is responsible for \$130,000 of that 1 million. With needing funding for things like raises, double audit, police travel funds, sprinklers and lawn care costs – there isn't much for a pickleball court.

There was discussion of the decent fiscal position in the general fund. Monitoring some of the bigger expenditures is needed. A huge part of the general fund is with Beast Mowed and the sprinklers needed for the parks. There is little room for pickleball court; at the moment the full cost is not something the City can do without outside funding. The pickleball court is estimated to cost around \$60 - \$80 thousand to tear up the current concrete and put new concrete down. Nothing over \$20,000 could be budgeted for the pickleball court at this time. The city will look into grants for the pickleball court. The city would need letters of support from members of the community and clubs, showing that there is a huge interest to have something like this put into our community.

Discussion on a pickleball court continued. Citizen voiced that they tried applying for a grant a couple of years ago, and they were denied because there wasn't a facility to play in. There is a pickleball club located in Phillipsburg and the club consists of around 70 members. They played in Missoula two weeks ago for a three-day long tournament.

Jordan recommended that the community starts a parks maintenance district and start raising funding for the parks. Funding is a necessity at this point to make anything happen.

Discussion on sprinklers through JC park occurred, sprinklers are also expected to go up in the West Side Park as well.

Discussion on putting off the sprinklers at West Side Park and free up the \$19,000 that was set aside in the budget for the sprinklers. This would allow more funding for JC Park to receive a pickleball court. The city needs to put some focus on the seniors of the community.

Discussion on setting \$30,000 will be set aside for sprinklers at JC park, and \$20,000 will be set aside for a pickleball court. This discussion will be discussed further.

Committee decided to put \$20,000 into the park's maintenance outlay fund for a pickleball court.

Elections: \$1,300 for publicity, \$4,000 for other purchases

Planning: Professional Services \$40,000 Growth Policy with a \$30,000 reimbursement to the general fund.

Legal Services: This is split between five entities. Council factored in \$400 in professional services.

Facilities Administration: Approximately 1 million dollars is budgeted, this includes the FEMA project and the City Hall Preservation Restoration Grant.

Cemetery Services: Trent

Repair and Maintenance Supplies - \$7,000 has been budgeted for this year.

Fuel - \$4,000 budgeted for this year

Tools \$500 budgeted this year

Gas and Electric \$1,300 budgeted this year

Professional Services - \$0.00

General Repair and Maintenance – this is the inmate pay - \$1,500 budgeted for this year.

Special Assessment - \$1,000 budgeted for this year

Insect Parks Maintenance:

Mosquito Spray and pesticides - \$5,000 budgeted for this year

Repair and Maintenance Supplies - \$1,500 budgeted for this year

Fuel - \$350 budgeted for this year

Publicity subs and dues - \$300 budgeted for this year

Travel Training - \$500 budgeted for this year

Buildings - \$0

Parks Maintenance:

Publicity Subs and Dues - \$2,000 budgeted for this year

Gas and Electric - \$3,500 budgeted for this year

Professional Services - \$3,000 budgeted for this year

Repair and Maintenance - \$1,000 budgeted for this year

Skate Park - \$30,000 budgeted for this year, move the sprinklers budget from West Side Park to JC park for pickleball court \$20,000

Economic Development:

Supplies - \$0.00 budgeted for this year

Professional Services - \$500 budgeted for this year

Grants Contributions - \$13,000 budgeted for this year

Soil Conservation - \$30,000 budgeted for this year

Social Assessments – this is water rights legal help

Operation Transfer Funds out - \$20,000 for pickleball

Fire Department Outlay - \$20,000 budgeted for this year

Police Vehicle - \$15,000 budgeted for this year

Member Pierson motioned to recommend the budget to City Council for first review, Chairman Bauman seconded the motion. 2 Ayes, 0 Nos, 1 Absent. Motion carried.

6. Committee Comments or Concerns:

Chairman Bauman asked how the city is planning on helping the senior center.

Jordan: We would like to put some of the ARPA funding towards a garbage truck, whatever is needed and put some towards the senior citizens center. We would have to see what the council thinks about that, and also how much funding could be used for those items. There is some funding left over in the account.

Trent needs to get a quote on a garbage truck, so there can be a discussion at the next finance meeting, so the council can discuss how much needs to be set aside for a garbage truck, and how much could be set aside for the senior citizens.

Chairman Bauman: based on an estimated quote for a garbage truck at \$375,000 there's the potential ability to make a partial disbursement towards the senior citizens center.

7. Announcement of Next Meeting:

a. Regular Meeting: Monday, November 6, 2023 at 4:00PM

8. Adjournment:

The meeting was adjourned at 5:07PM.

Prepared by: City Clerk-Temp

Dick Bauman, Chairperson

Date

Finance Committee Members

Dick Bauman (Chair) | Joseph Callahan | Gordon Pierson

CITY OF DEER LODGE

FINANCE COMMITTEE MEETING MINUTES

November 6, 2023 – 4:00 pm | Council Chambers, City Hall

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

1. Call Meeting to Order:

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

2. Approval of Minutes:

a. Deferred until next meeting

3. Public Comment:

a. None

4. Continued Business:

a. None

5. New Business:

a. In Control Renewal – Trent

Annual renewal of the Cities Automation and Cybersecurity Service Plan (ACSP) from Control Inc., the Cities water and sewer SCADA system integrator. The renewal shall include annual subscriptions that support WatchGuard’s Total Security Suite 24/7 firewall monitoring, AUTH point Multi-Factor Authentication (MFA), and Real VNC Remote Access software. This does not include the WIN -911 mobile subscription.

Recommendation:

Approval of proposal for the renewal of the Cities annual ACSP in the amount of \$7,268.00 which can be invoiced quarterly for \$1,817.00.

Chairman Bauman motioned to carry proposal to City Council to decide. Member 4.41 seconded the motion. 2 Ayes, 0 Nos. Motion carried.

b. Review and Sign October Claims – Stan/Jordan
Claims have been signed with recommendation to City Council.

6. Committee Comments or Concerns:

- a. Chairman Bauman: as a council, start thinking about the parks. More specifically we need to find a way to finance our parks. Jordan stated, a Maintenance Levy is the most consistent in long term ways.
- b. Chairman Bauman: suggest that as a council we consider trails, and the golf course should be considered in the Maintenance Levy. As they have struggled to keep up, mainly from a management problem, from Wards being changed every year or so often.

7. Announcement of Next Meeting:

a. Regular Meeting: Monday, December 4, 2023 at 4:00pm

8. Adjournment:

The meeting was adjourned at 4:07 PM.

Prepared by: City Clerk-Temp

Dick Bauman, Chairperson

Date

Finance Committee Members

Dick Bauman (Chair) | Joseph Callahan | Gordon Pierson

CITY OF DEER LODGE

FINANCE COMMITTEE MEETING MINUTES

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

Members Present:	Dick Bauman, Gordon Pierson
Members Absent:	Joseph Callahan
Mayor:	None
CAO:	Jordan Green
Staff:	Trent Freeman, Stan Glovan
Guests:	See sign in sheet

1. Call Meeting to Order:

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

2. Approval of Minutes:

- a. Deferred until next meeting.

3. Public Comment:

- a. None

4. Continued Business:

- a. None

5. New Business:

- a. 120 Water Renewal – Trent

We need to renew our annual software subscription for the Lead and Copper Service Line Inventory. The quote is at \$4,938.50

Chairman Bauman asked a question of clarification on what constitutes a lead line. For example, if the line is all lead or if only sections of it are, does that make it a lead line?

Trent clarified that any pipe that contains any piece of lead would be classified as a lead line.

Chairman Bauman motioned to approve the proposal; Member Pierson seconded the motion. 2 Ayes, 0 Nos. Motion passed.

- b. Internship Opportunity for Ava Hoffman – Jordan

Ava Hoffman, a sophomore at the University of Michigan, approached Jordan about the possibility of an internship for the month of May 2024. She will be in town during that month. She is interested in understanding public policy and implementation. Jordan believes she would be an asset to the City and provided several ideas of what she could work on.

The Mayor and Jordan presented a pay amount of \$3,000 a month, which translates to around \$17 an hour.

Member Pierson motioned to approve the proposal. Chairman Bauman seconded the motion. 2 Ayes, 0 Nos. Motion passed.

- c. Montana Coal Endowment Program Application for Stormwater PER – Jordan
Stahly Engineering is working on an application for a Planning Grant to the Montana Coal Endowment Program (MCEP) for Stormwater Management System Preliminary Engineering Report (PER). We have previously applied through FEMA and are waiting to hear back on that grant. Match will be \$10,000 for a \$40,000 grant.

Jordan recommended that the Finance Committee recommend that the City Council passes Resolution 2023-R-12, obligating \$10,000 in matching funds and authorizing the City to submit the application.

Member Pierson motioned to recommend approval of the Resolution 2023-R-12. Chairman Bauman seconded the motion. 2 Ayes, 0 Nos. Motion passed.

- d. Stahly Task Order for CCIP Plan – Jordan
The City has not updated its Comprehensive Capital Improvements Plan (CCIP) since 2017. This document guides capital expenditures and investments over the next 5 years. Stahly has provided a task order to apply for a Montana Coal Endowment Grant for the CCIP update, as well as the cost of the CCIP update. Jordan recommended that the Finance Committee recommend to the City Council to approve the task order to have Stahly begin working on the MCEP application for a CCIP.

Member Pierson motioned per staff recommendation. Chairman Bauman seconded the motion. 2 Ayes, 0 Nos. Motion passed.

- e. Stahly Task Order for Comprehensive Subdivision Regulations Update – Jordan
The City of Deer Lodge has subdivision regulations that were adopted in 2018 which dictate application materials, processes, and guidelines for major and minor subdivisions. The 2023 Legislative Session passed several bills that require substantial changes to subdivision regulations for all cities and counties in Montana. Stahly has provided a task order for a comprehensive update to our subdivision regulations to align with state statute and changing conditions.

Member Pierson motioned to recommend the task order be approved by the City Council. Chairman Bauman seconded the motion. 2 Ayes, 0 Nos. Motion passed.

- f. Agricultural Property Street Maintenance Assessment Relief – Jordan
David Phillips, owner of approximately 2 acres west of the Clark Fork, approached the Economic Growth and Development Committee at their meeting on September 6th, 2023 to request relief from the approx. \$2,500/year street maintenance district assessments for his property. The land is zoned Agricultural and currently is vacant. Mr. Phillips wishes to be exempt from the assessment in order to make the land viable for use – specifically a community garden.

David's proposal is that the council take a look at the possibility of exempting agriculturally zoned properties that currently do not have structures on them. The City would lose only \$2,500 if the decision to exempt the agriculturally zoned properties as David's are the only ones that are not as of now.

Chairman Bauman: I'm currently on the Economic Development Committee and I made the motion that we forward with a favorable recommendation to the Finance Committee, and it was discussed pretty thoroughly. And I agree with Mr. Phillips, and we should exempt these two parcels.

Trent: If you were to sell these parcels later in the future for any reason, and the purchaser decided to build a home on these parcels. Can we go back and change the land to be taxed, and un-accept the exemption if it passed.

Chairman Bauman: Yes, the council can resume the tax if a house is built.

Jordan: I think it would require a conversation with the treasurer to figure out how we can track the property being built on. I can't really see any other way of identifying it unless you have some kind of deed restriction or something that follows the title. Or we would have to keep an eye on it.

Chairman Bauman: Tax documents would keep track of which parcel is taxed and which parcels are not. I think we could use that document to track for future reference.

Chairman Bauman motioned to forward a positive recommendation to the Council. Member Pierson seconded the motion. 2 Ayes, 0 Nos. Motion passed.

- g. Review and Sign November Claims – Stan/Jordan
Claims were reviewed and signed. No comments were made.

6. Committee Comments or Concerns:

a. None

7. Announcement of Next Meeting:

a. Regular Meeting: Monday, January 8, 2024 at 4:00pm

8. Adjournment:

The meeting was adjourned at 4:37PM.

Prepared by: City Clerk-Temp

Dick Bauman, Chairperson

Date

Finance Committee Members

Dick Bauman (Chair) | Joseph Callahan | Gordon Pierson

CITY OF DEER LODGE

FINANCE COMMITTEE MEETING MINUTES

January 11 , 2024 – 4:00 pm | Council Chambers, City Hall

Members Present:	Rob Kersch, Gordon Pierson, Greg Larkins
Members Absent:	None
Mayor:	None
CAO:	Jordan Green
Staff:	None
Guests:	None

1. **Call Meeting to Order:**
 - a. Interim Chairman Kersch called the meeting to order at 4:00PM.
2. **Approval of Minutes:**
 - a. Deferred until next meeting.
3. **Public Comment:**
 - a. None
4. **Continued Business:**
 - a. None
5. **New Business:**
 - a. Elect a Committee Chairperson.
Member Kersch motioned Gordon Pierson be elected as Finance Chairperson. Member Larkins seconded the motion. 3 Ayes, 0 Nos. Motion passed.
 - b. Review and Sign December Claims – Jordan
Claims were reviewed and signed by committee with recommendations to Council.
6. **Committee Comments or Concerns:**
 - a. Member Larkins asked about 5 year committee goals and do we need to revamp them or create new ones?
7. **Announcement of Next Meeting:**
 - a. Regular Meeting: Monday, February 5, 2024 at 4:00pm
8. **Adjournment:**

The meeting was adjourned at 4:18PM.

Prepared by: Cyndi Thompson, City Clerk

Gordon Pierson, Chairperson

Date

Finance Committee Members

Gordon Pierson (Chair) | Rob Kersch | Greg Larkins