



# **ECONOMIC GROWTH & DEVELOPMENT COMMITTEE**

## **AGENDA**

**Thursday, March 11, 2021 – 12 PM | Council Chambers, City Hall**

1. Call meeting to order
2. Approval of Minutes
  - a. January 7, 2021 (February 4<sup>th</sup> meeting was cancelled)
3. Public Comment – Limit to three minutes per person
4. Continued Business:
  - a. North Gateway Sign--no update
  - b. Tourism Grant--no update
5. New Business:
  - a. Successful Deer Lodge update--Randy Carpenter
  - b. Chamber Report--Bridgett Herrick, President
  - c. Discover Deer Lodge Report--Amber Brown
  - d. Working with our City entities--discuss
  - e. EG&D Bylaws--review
6. Committee Comments or Concerns
7. Announcement of the next meeting
  - a. April 1<sup>st</sup> at 12:00pm
8. Adjournment

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**Economic Growth & Development Committee**  
**Members**

Amanda Bohrer | Mary Hathaway | John Henderson

# CITY OF DEER LODGE ECONOMIC GROWTH & DEVELOPMENT COMMITTEE

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## MINUTES

**Meeting: Thursday, January 7, 2021 at 12pm | Council Chambers, City Hall.**

**Members Present:** Mary Hathaway, Amanda Bohrer, & John Henderson

**Members Absent:** None

**Mayor:** Diana Solle

**Council Members:** None

**Staff:** Interim CAO Trent Freeman and Cyndi Thompson

**Guests:** Alisa Etzel, Stahly Engineering

### **1. Call Meeting to Order**

Chairperson Hathaway called the meeting to order at 12:00pm

### **2. Approval of Minutes** – December 3rd passed with unanimous consent.

### **3. Public Comment** – Members of the audience may comment on any non-agenda item. State Statute prohibits the Economic Growth & Development from discussing any introduced item. The Committee limits each person to three minutes to ensure there is sufficient time for all comments. The Committee respects all comments and will have staff follow up any questions.

### **4. New Business:** (The Committee accepts public comment at the end of each item.)

**Investigate the feasibility of implementing a Tax Increment Financing Program to fund economic development initiatives. – (Discussion Only)** Mary Hathaway - Discussion on the two TIF informational documents presented. This is the 2nd presentation on this subject. There is a lengthy process, and we should research while waiting for new CAO who can lead the process. Mayor Solle stated we have potential clean industrial businesses desiring to move into Deer Lodge. Terry Jennings and Amber Brown, gave a presentation concerning TIF to the Finance Committee January 4<sup>th</sup>, 2021.

**5. Continued Business:** (The Committee accepts public comment at the end of each item.)

- a. **North Gateway Sign – Update** – Mary Hathaway/Trent Freeman & Speaker Alisa Etzel Stahly Engineering. The Committee members reviewed and discussed the proposed quotes from Yesco, and Fastsigns with Trent Freeman and Alisa Etzel. The Committee will have a special meeting on January 12<sup>th</sup> at 5pm to select a manufacturer.
- b. **Successful Deer Lodge– Community Assessment Project.** – Update Mary Hathaway.  
(Discussion only no action item)
- c. **Tourism Grant – Update – Trent Freeman** – Interim CAO Trent Freeman stated no update on the Grant. Waiting on approval.
- d. **Review of 2020 Committee Goals** – Mary Hathaway – Discussion only (2020 Goals attached)

**6. Announcement of the next meeting:**

February 4th at 12pm

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

**8. Adjournment:** Meeting was adjourned at 1:10pm

Prepared by: Cyndi Thompson, City Clerk

\_\_\_\_\_  
Mary Hathaway, Committee Chairperson

\_\_\_\_\_  
Date

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**Economic Growth & Development Committee**  
**Members**

Mary Hathaway | Amanda Bohrer | John Henderson

# ByLaws

## Economic Growth & Development Committee

### ARTICLE I - NAME

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#### 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

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#### 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**

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#### **Section One. Meetings: Time and Place**

- A. A regular monthly meeting shall be held on the **First Thursday** of the **Month at 12:00PM** 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**

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#### **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**

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#### **Section One. Council Approval**

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

#### **Section One. Amendments**

- A. These bylaws may be amended at a regular noticed meeting of the Committee by the affirmative majority vote of the members present, provided that the proposed amendments have been submitted in writing at a previous meeting.

**Section One. ByLaws Approval**

- A. Approved by the Economic Growth & Development Committee:

_____	_____
Committee Chairperson	Date

- B. Approved by the City Council by Resolution \_\_\_\_\_:

_____	_____
Mayor	Date