

Budget and Finance Committee Meeting

Minutes

July 28th, 2021

5:15 PM

1. APRA Funds

a. Resolution 3860-Budget Amendment for receiving ARPA Funds:

Clerk/Treasurer Chamberlin presented the Budget and Finance with Resolution 3860, which she stated is required for receiving the ARPA funds. She stated this resolution is 3 fold, it creates the fund in the budget for the ARPA funds, it amends the FY20-21 budget to include this revenue and it officially accepts the funds. **Motion was made to recommend approval of Resolution 3860 by Alderwoman Rasmussen and Alderwoman Christensen seconded. With no further discussion, all present voted aye.**

b. Project:

Clerk/Treasurer Chamberlin stated PWD Hintz is attempting to get a quote/estimate for the architect for the City Hall remodel but depending on the cost part of that might have to come out of ARPA funds and not just oil and gas, to maintain cash balances in the oil and gas fund. She further stated they have officially received notification that these ARPA funds can be used for Storm Water projects, but with having submitted 2 grants for these they are still wanting to wait for decision on how to use these funds. PWD Hintz stated they can also pursue FEMA Grant funds for the storm water projects.

2. Website Update

a. Municode's Website and Meetings:

Clerk/Treasurer Chamberlin provided the Budget and Finance with the quote for Municode's Website and Meetings, being a onetime \$6,200 design fee and a \$2,400 yearly hosting/maintenance fee for the website and an additional \$3,800 yearly fee for hosting/maintenance for the meetings and agenda management website option. Clerk/Treasurer showed the Budget and Finance Madison County, Virginia and Wolf Point, Montana's websites, which were created and managed by Municode. Chief Kraft stated Richland County uses Civic Plus, which costs \$6,800 per year and they are not happy with their customer service. He stated he talked to Laurel, who uses Municode and they are very happy with their customer service and website. Clerk/Treasurer Chamberlin stated the one time and annual costs would be spread throughout the entire budget, similar to how the Audit is paid for, it will take 3-4 months for the website to be designed and active and they are recommending moving forward with both the website and the meetings application. **Motion was made to recommend approval of moving forward with the Municode's Website and**

Meetings by Alderwoman Rasmussen and Alderwoman Christensen seconded. With no further discussion, all present voted aye.

3. FY20-21 Budget Amendments-tentative

Clerk/Treasurer Chamberlin stated after doing a preliminary review of the FY2020-21 budget, there is two anticipated budget amendments needed, subject to change after closing the year. They are: Oil and Gas Fund (2890)-increase expenditures by \$32,032.57 because of the Storm Water Master Plan and Curb and Sidewalk Fund (4075)-increase expenditures by \$3,181.47 because of Sidewalk Replacement. She stated once this is finalized she will report back with accurate amendments and the resolution.

4. Covid Hours-FY2021-22

Mayor Norby stated the Resolution the City Council passed for the additional Covid Hours has expired and the City Council needs to decide if they would like to renew it. It was the general consensus of the Budget and Finance Committee to table this to see what happens in the future.

5. Sidney Svarre Municipal Pool Sponsorships

Clerk/Treasurer Chamberlin stated Interstate Engineering's sponsoring the pool, by charging them the admission fee per person who attended last Friday and Saturday that did not have a pass, ended up costing \$1,700, not the \$400-\$500 the City was anticipating. She stated this is because they based their estimate off usual use of the pool, not planning for extreme increases in use because of the advertising and it being free. PWD Hintz stated the pool was at capacity for this. Clerk/Treasurer Chamberlin stated there are other businesses who are interested in sponsoring the pool through the Chamber of Commerce, but it might be a better idea to charge a flat rate than per person, so that the businesses can appropriately budget. In discussion there was several items brought up such as the unfairness of people getting in for free now when others have purchased passes, if this is routine will the pass purchases go down in future years, should this be done as often as businesses are willing to sponsor or should limits be set, the increase in costs at the pool due to staffing for the pool being more busy than usual, and many other things. The Budget and Finance Committee discussed possible options for next year, including sponsoring passes instead of days. After much discussion, Christensen made a motion to recommend charging \$225.00 per day to sponsor the pool, the dates allowed to be sponsored to be determined. Alderwoman Rasmussen seconded the motion and all present voted aye.

6. Update

Clerk/Treasurer Chamberlin stated she hopes to have the FY21-22 tentative budget ready to send out by the end of the week. She stated she should be getting the taxable valuation anytime next week, at which point she will need another Budget and Finance Committee Meeting to review the budget in detail, along with a Water and Sewer Committee Meeting to

review the utility budgets. The Budget and Finance Committee set their next meeting for August 9th, 2021 at 5:15pm.

Meeting was adjourned at 6:23 pm.

Jessica Chamberlin City Clerk/Treasurer

Janet Sergent, Committee Chair