

# Budget and Finance Committee Meeting

## Agenda

June 8<sup>th</sup>, 2020

6:00 PM

(or directly following the Street and Alley Committee meeting)

Present: Janet Sergent, Tami Christensen, Bryan Gartner

Absent: None

Visitors:

Mayor Norby, Clerk/Treasurer Redfield, PWD Hintz, Chief Kraft, BI/FM Kale Rasmussen, Larry Christensen, Adam Smith

- 1. FY19-20 Budgeted Transfers Approval (\$663,500 out of \$838,500 budgeted):** City Clerk/Treasurer Chamberlin presented the Budget and Finance Committee the budgeted transfers for FY2019-20, all of which come from the general fund. She stated she is recommending to do all transfers as budgeted except for the transfer to Streets Construction, as that transfer is not needed with current expenditures. Motion was made to recommend approval to do the FY2019-20 transfers as presented by Alderwoman Christensen and Alderman Gartner seconded the motion. With no further discussion, all present voted aye.
- 2. JV to correct revenues in Street Maintenance and Snow Removal:** City Clerk/Treasurer Chamberlin stated that with the way the snow removal and street maintenance assessments were combined on the property taxes, the revenue was also combined. She stated that for this reason there needs to be a JV to correct all of the revenue going into the streets fund with none going into the snow removal. She presented that \$124, 036.44 of revenue should be transferred into the snow removal fund. City Clerk/Treasurer Chamberlin further stated that in her detailed review of the budget for fiscal year end she discovered some coding errors in the claims that need to be corrected also, and she reviewed them with the Budget and Finance Committee. Motion was made to recommend approval of the corrections as presented by Alderman Gartner and Alderwoman Christensen seconded the motion. With no further discussion, all present voted aye.
- 3. Review FY19-20 Budget:** City Clerk/Treasurer reviewed the FY2019-20 budget as of today. She stated there is no budget amendments needed at this time and that she does not anticipate needing to do any.
- 4. FY20-21 Budget**
  - a. Tablets for Council Meetings:** City Clerk/Treasurer Chamberlin presented the Budget and Finance Committee the cost estimate and details for purchasing 9 Fire HD 8 tablets with cases and screen protectors, totally \$1,288.38. Se stated this would replace the need for paper packets at City Council meetings, instead each member attending will have a tablet to review documents/agenda items. She stated she is looking into if a program will be used for this, or just the City Emails and that app. She stated this purchase would be out of the general fund in next fiscal year. Alderwoman Christensen stated they do this for the Boys and Girls Club Board and it works out very well. Mayor Norby stated the same for the Montana League of Cities and Towns Board meetings. Motion was made to recommend approval of the tablets for Council meetings by Alderwoman Christensen and Alderman Gartner seconded the motion. With no further discussion, all present voted aye.

- b. Fire Department Budget:** City Clerk/Treasurer Chamberlin presented the Fire Department budget. She stated the only change besides payroll is to increase the purchased services to \$45,000 from \$40,000. She stated that in FY19-20 there was MDU expenditures for the old fire hall/city hall that came out of the Fire Department purchased services that should have come out of facilities, but with both being in the general fund she does not feel a coding correction is needed. She stated with that in mind, and knowing that the second half of 2019 runs have not been paid to the Firefighters, they will be sitting right at the \$40,000 expended that was budgeted, but with fire runs being an unknown, she recommends increasing it just in case.
- c. Building Department Budget:** City Clerk/Treasurer Chamberlin presented the Building Department budget. She stated she is recommending no changes to this budget except the payroll update. She stated that although only approximately \$25,000 was expended of the \$40,000 budgeted in purchased services, she does not feel it should be reduced. She stated this is where Kyle Harlan is paid out of for plan review, and that is something that varies drastically.

Motion was made to recommend approval of the Fire Department and Building Department budgets as presented by Alderman Gartner and seconded by Alderwoman Christensen. With no further discussion, all present voted aye.

City Clerk/Treasurer Chamberlin stated she will be meeting with Chief Kraft and PWD Hintz this week for their budgets and would like the Budget and Finance to meet again to review those budgets. It was the general consensus the Budget and Finance Committee would meet on June 25<sup>th</sup>, 2020 at 5:30pm to continue to review the fiscal year 2020-2021 budget.

Meeting was adjourned at 6:44 pm.

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Jessica Chamberlin, City Clerk

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Janet Sergent, Committee Chair