

# February 4<sup>th</sup>, 2019

1. **CALL TO ORDER:** The regular meeting of the Sidney City Council was called to order by Mayor Norby at 6:30 pm.
2. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was stated by all present.
3. **ALDERMEN PRESENT:** Christensen, Smith, Gartner, Koffler, Rasmussen, and Sergent
4. **CORRECTION OR APPROVAL OF MINUTES:**
  - a. **January 22<sup>nd</sup>, 2019 Regular Council Meeting Minutes:** Motion was made to approve the minutes from the January 22<sup>nd</sup>, 2019 regular Council Meeting minutes by Alderwoman Sergent, and seconded by Alderwoman Rasmussen. With no changes or corrections, all present voted aye.
5. **VISITORS:**
  - a. Jason Schrader
  - b. Naomi Schrader
  - c. Chris Luinstra
  - d. Michelle Stagl
  - e. Allan Stagl
6. **PUBLIC HEARING: Nothing**
7. **MAYOR NORBY:**
  - a. **Reappoint Zoning/Board of Adjustments Members to 3 year terms-Jeff Hintz, Adam Smith, Justin Jones, and David Seitz:** Motion was made to approve the reappointment of Jeff Hintz, Adam Smith, Justin Jones, and David Seitz to 3 year terms to the Zoning Board/Board of Adjustments by Alderman Smith, and Alderwoman Christensen seconded the motion. With no further discussion, all present voted aye.
  - b. Mayor Norby announced that he and City Clerk/Treasurer Redfield will be going to Helena February 12<sup>th</sup> to 15<sup>th</sup>. He stated that he has the Executive Meeting on the 13<sup>th</sup>, there are several bills that are planned to be in committee at that time, the 14<sup>th</sup> is Local Government Day at the Capital and there is an Infrastructure Coalition meeting that day also.
8. **COMMITTEE WORK: Nothing**
9. **ALDERMEN REQUESTS AND COMMITTEE REPORTS:**
  - a. Alderwoman Rasmussen stated that the Park and Recreation Board are still working on the Park Agreements, and that she will be recommending that some of them come before the Park and Recreation Committee for approval at the next meeting.
10. **UNFINISHED BUSINESS: Nothing**
11. **NEW BUSINESS:**
  - a. **2019 Committee Assignments:** Alderwoman Christensen stated that unless any of the Council members would like to change what committee they sit on, she is recommending they remain the same. Motion was made to keep the committee assignments the same for 2019 by Alderman Smith, and Alderwoman Rasmussen seconded the motion. With no further discussion, all present voted aye.
  - b. **Appoint Jason Schrader to the Planning Board:** Motion was made to approve the appointment of Jason Schrader to the Planning Board by Alderwoman Rasmussen, and Alderwoman Christensen seconded the motion. Mr. Schrader stated that he came to Sidney in 2011 for an oil field job, with the plan to make money and leave. He now has moved his family here, has a church he attends, has bought a home, and plans to retire in Sidney. He stated he loves Sidney and its unity and traditions, and how it takes care of its people when they are in need. He stated he has been attending City Council Meetings and wants to get involved in the community and give back. He stated that he hopes to bring a new outlook to the Planning Board, and looks forward to being involved in the City. With no further discussion, all present voted aye.
12. **CITY PLANNER SANDERSON: Nothing**
13. **CITY ATTORNEY:**
  - a. City Attorney Kalil stated that he will have a draft of the changes to the vehicle use policy requested at the previous meeting the next day, to be ready for approval at the next Council meeting.
14. **CHIEF OF POLICE DIFONZO:**
  - a. **January 2019 Police Report:** Chief DiFonzo provided the City Council with the January 2019 Police Report.
15. **PUBLIC WORKS DIRECTOR HINTZ:**
  - a. **January 2019 Public Works Report:** PWD Hintz provided the City Council with the January 2019 Public Works Report.
  - b. **WWTP Phase 3 Draw #4 for \$50,719.56:** PWD Hintz provided the City Council with the Waste Water Treatment Plant Phase 3 Draw #4, and City Clerk/Treasurer stated that this draw is all from City cash reserves. Motion was made to approve the WWTP Phase 3 Draw #4 for \$50,719.56 by Alderwoman Rasmussen, and Alderman Koffler seconded the motion. With no further discussion, all present voted aye.
  - c. **Call for Water/Sewer Committee for East Holly Water Project Western Municipal Draw:** PWD Hintz stated that Jordan Mayer of Interstate Engineering is requesting a Water and Sewer Committee meeting to review the final pay application of Western Municipal Construction for the East Holly Water Project. City Clerk/Treasurer Redfield stated that this is not technically the final draw, as the City is withholding funds until final inspection of the project. It was the general consensus of the City Council to have a Water and Sewer Committee meeting to review the Western Municipal pay application for the East Holly Water Project on Monday February 11<sup>th</sup>, 2019 at 5:15pm.
  - d. **Public Works unbudgeted purchase of City GIS Mapping Equipment:** PWD Hintz stated that he, Water Commission Elletson and Utilities Manager Anderson have been looking into getting this for 3-4 years. He stated it is a Global Information System, and the equipment will be approximately \$7,000, but that he has not collected all of the information he needs to make a proper presentation, which he hopes to do before the City Council in March or April. PWD Hintz state that this system would be similar to Montana Cadastral and would be used to track all manholes, hydrants, curb stops, etc. He further stated that it is their hope to start surveying all of this information this spring. Alderwoman Christensen asked if there was money available in the budget, and PWD Hintz stated that these costs would be shared by the water, sewer, and streets departments. Mayor Norby asked for total cost, not just the equipment cost, and PWD Hintz stated he did not know that yet, but that there is cost saving ways. Mayor Norby asked if

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the City will need to hire a consultant to input all the survey information, and PWD Hintz stated that they would not as the new equipment does the drafting immediately for you, but that the entire process could take up to a year to complete. City Clerk/Treasurer Redfield asked how much the reoccurring fee's for this would be, and PWD Hintz stated he believed it would be about \$700 for software. Mr. Schrader asked if this system could be shared with the Fire Department or other emergency services, and PWD Hintz stated it would. Mr. Luinstra asked if it would do everything including sewer taps, and PWD Hintz stated they would try to include as much items as possible including property pins if found and building permit information, so make everything in one place.

**16. Fire Marshal/Building Inspector Rasmussen:**

- a. **January 2019 Fire Department Report:** FM/BI Rasmussen stated he will have the January 2019 Fire Department Report at the February 19<sup>th</sup>, 2019 meeting.

**17. CITY TREASURER REDFIELD:**

- a. **January 2019 Treasurer's Report:** City Clerk/Treasurer Redfield provided the City Council with the January 2019 Treasurer's Report.
- b. **January 2019 Journal Voucher Report:** City Clerk/Treasurer Redfield provided the City Council with the January 2019 Journal Voucher Report. She stated there was 2 coding correction journal vouchers, the first to correct the coding for two Pine Cove, the Cities IT Consultants, claims and the other to fix the coding for two audit claims. She stated that the reason these were coded incorrectly was that they were coded per the breakdown for the previous fiscal year, not the current fiscal year, so this takes them out of the correct accounts in the general fund. She stated that all of the other journal vouchers are the normal utility billing and payroll journal vouchers. Motion was made to approve the January 2019 Journal Voucher report by Alderwoman Christensen, and Alderman Koffler seconded that motion. All present voted aye.
- c. **Water/Sewer Bank Transfer of \$495,341.71:** City Clerk/Treasurer Redfield provided the City Council with the water/sewer bank transfer of \$495,341.71. She stated the reason the transfer is so high is because it not only includes January 2019 payroll for the water and sewer departments, but also the City's portion of the WWTP Phase 3 Draw #3 that was out of cash reserves. Motion was made to approve the water/sewer bank transfer of \$495,341.71 by Alderman Koffler, and Alderman Smith seconded the motion. With no further discussion, all present voted aye.

**18. CITY CLERK REDFIELD:**

**Consent agenda**

- a. **GENERAL JOURNAL VOUCHERS:** to be reported and approved monthly
- b. **Claims to be approved: \$ 38,161.58**

**No Building Permits to be approved**

Motion was made to approve the consent agenda by Alderman Smith, and Alderwoman Rasmussen seconded the motion. With no further discussion, all present voted aye.

Meeting was adjourned at 6:58 p.m.

ATTEST:

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MAYOR NORBY

\_\_\_\_\_  
CITY CLERK

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DATE APPROVED