

April 2nd, 2018

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 Sergeant
4. **CORRECTION OR APPROVAL OF MINUTES:**
 - a. **March 19th, 2018 Regular Council Meeting Minutes:** Motion was made to approve the minutes from the March 19th, 2018 regular Council Meeting by Alderwoman Christensen, and seconded by Alderwoman Rasmussen. With no changes or corrections, all present voted aye.
 - b. **March 22nd, 2018 Budget and Finance Committee Meeting Minutes:** Motion was made to approve the minutes for the March 22nd, 2018 Budget and Finance Committee Meeting by Alderwoman Sergeant, and seconded by Alderman Gartner. With no changes or corrections, all present voted aye.
 - c. **March 26th, 2018 Police and Fire Committee Meeting Minutes:** Motion was made to approve the March 26th, 2018 Police and Fire Committee Meeting minutes by Alderman Smith, and seconded by Alderman Koffler. With no changes or corrections, all present voted aye.
5. **VISITORS:**
 - a. **Susan Joy-Sidney Area Chamber of Commerce-waive \$25.00 Pavilion Use Fee for Sunrise Festival of the Arts:** Mrs. Joy stated she is requesting to the City Council to waive the \$25.00 pavilion use fee for the Sidney Area Chamber of Commerce for the Sunrise Festival of the Arts. She stated that there is a concert on Friday July 13th, which is co-hosted by the Foundation of Community Care and will be an acapella group, and the Sunrise Festival of the Arts is all day Saturday July 14th, 2018. Motion was made to approve the waiving of the \$25.00 pavilion use fee for the Sunrise Festival of the Arts by Alderwoman Christensen, and seconded by Alderman Koffler. After no further discussion, all present voted aye.
 - b. **Elaine Stedman-Boys and Girls Club-Donation of Building Permit Fees for new location:** Mrs. Stedman stated that the Boys and Girls Club are getting starting on their new remodel project in the Methodist Church, which will start next month with two phases, the first being demolition, and the second being construction. She stated that she is before the City Council to ask them to waive the building permit fees associated with this project for the Boys and Girls Club. City Clerk/Treasurer Redfield stated that due to the new contact with Kyle Harlan, the City Council cannot waive the fees, as he will be paid the 75% of the building permit and plan review fees no matter what. She stated that the City Council can decide to donate the fees to the Boys and Girls Club. City Clerk/Treasurer Redfield provided the City Council with a spread sheet, showing the current and anticipated revenue and expenditures for the Building Department account in the General Fund. She stated that the revenues are higher than anticipated, but due to the contract changes mid fiscal year, the expenditures will be over, which was expected. She stated that with including the outstanding building permits, the revenues will be up approximately \$20,000, and the expenditures will be over approximately \$3,000. She further stated that these numbers include the donation of the fees to the Boys and Girls Club while still paying Mr. Harlan, but do not include any building permits that might be issued that have not been approved yet. City Clerk/Redfield stated that the combination of the extra revenue, and the already anticipated over spent expenditures being less than those revenues, and the large contributions the Boys and Girls Club have in the Sidney Area community, she would recommend approval of the donation of the building permit and plan review fees. Motion was made to approve the donation of the building permit and plan review fees of the Boys and Girls Club Methodist Church remodel by Alderwoman Sergeant, and seconded by Alderwoman Rasmussen. Alderwoman Christensen abstained from the vote, and with no further discussion, all others present voted aye.
 - c. **Stephanie Ridl-City Parks Superintendent**
 - d. **Katy DeMangebere-RCHD**
 - e. **Ashley VandeBossche-RCHD**
 - f. **Joe Kauffman-Big Sky Surveying**
 - g. **Jordan Mayer-Interstate Engineering**
6. **PUBLIC HEARING: Nothing**
7. **MAYOR NORBY:**
 - a. **Montana Infrastructure Coalition Meeting on March 20, 2018:** Mayor Norby stated that he and Alderwoman Christensen participated in the Montana Infrastructure Coalition Meeting on March 0th, 2018 via phone. He stated that the discussions right now are very broad, but will narrow as they move ahead into the legislative session, and that he will keep the City Council informed.
8. **COMMITTEE WORK:**
 - a. **Budget and Finance**
 - i. **Building Inspector Contract with Kyle Harlan:** Alderwoman Sergeant stated the Budget and Finance Committee met with Building Inspector Harlan and City Attorney Crosby about the contract between him and the City of Sidney. She stated that at the end of the meeting, Mr. Harlan stated he would be coming to Sidney the following Monday and will have his revisions to the contract to City Attorney Crosby before he left. City Clerk/Treasurer Redfield stated that Mr. Harlan had a personal issue and was unable to come to Sidney on Monday, but did come on Thursday. She stated that he had not gotten the contract revisions to City Attorney Crosby, so the new plan is to have a meeting with Mr. Harlan at City Attorney Crosby's office this week to get the contract finalized, but that Mrs. Crosby is out for vacation, so they had not been able to set a date and time yet.
 - b. **Police and Fire**
 - i. **American Tree Service Solicitors License:** Alderwoman Sergeant stated that the Police and Fire Committee met with the gentlemen from the American Tree Service about their solicitor's license. She stated that after discussion, the Police and Fire Committee decided not to approve the solicitor's license, and the item died in committee.
9. **ALDERMEN REQUESTS AND COMMITTEE REPORTS: Nothing**
10. **UNFINISHED BUSINESS: Nothing**
11. **NEW BUSINESS:**
 - a. **Kids to Park Day by Parks Superintendent Stephanie Ridl:** Parks Superintendent Ridl stated that May 19th is national Kids to Parks Day. She stated that this falls during a very busy time for the Parks

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Department with the Re-tree Workshop, Bike Workshop, and sign event for the Sherry Arnold Path, so they wanted to a way to get kids and adults into the parks without holding an actual event. She provided the City Council with a list of questions she created that will run in the newspaper and be at various locations around Sidney for people to answer about the parks in Sidney. She stated that their plan is to have people answer the questions and turn their answers in. She said that anyone who turns in the questions, whether all are answered or are correct, will be entered into a drawing for candy, small gift cards, and possibly chamber bucks, all of which has been donated. Alderwoman Rasmussen stated that the questions provided are very difficult, and asked if they could be revised to be more kid friendly. Parks Superintendent Ridl stated that the questions don't have to be answered correctly, and are mostly to create awareness of what all is offered in the City Parks.

- b. **Records Disposal Approval:** Deputy Clerk/Treasurer Messer provided the City Council with records disposal reports, specifically 3 RM60 and 2 RM88 reports. The RM60 reports require City Council approval, and then the forms are sent to the State to be put on a list for 60 days to see if anyone has any issues, if not then they will issue approval of the disposal. The RM88 reports were the same as previously approved and only need City Council approval. Deputy Clerk/Treasurer Messer also informed the City Council that Records Management Disposal came and disposed the previously approved documents, filling 6 64 gallon garbage cans. Motion was made to approve the records disposal of the 3 RM 60 forms and 2 RM88 forms by Alderwoman Christensen, and seconded by Alderman Koffler. After no further discussion, all present voted aye.
- c. **Dorsey-Dan Simmons-Bond Council Contract for WWTP Phase 3 Bonding:** City Clerk/Treasurer Redfield stated that for bonding of Phase 3 of the Waste Water Treatment Plant it is required to hire bond council. Dan Simmons of Dorsey has been the bond council for Phases 1 and 2 of this project, and works closely with the DNRC on such projects. She further stated that he will be working with Interstate Engineering on any sewer and water rate increases, to ensure that they are done completely legal, as they will have to be the ones to sign off on the processes for the bonding. Motion was made to approve the bond council contract for the Waste Water Treatment Plant Phase 3 bonding with Dan Simmons of Dorsey by Alderwoman Christensen, and seconded by Alderwoman Rasmussen. After no further discussion, all present voted aye.

12. CITY PLANNER SANDERSON:

- a. **Knaff Boundary Line Relocation:** Mr. Kauffman stated that this is a boundary line relocation to put the Quonset on separate lot, and that City Planner Sanderson recommended approval. Motion was made to approve the Knaff boundary line relocation by Alderman Smith, and seconded by Alderwoman Sergent. After no further discussion, all present voted aye.
- b. **Jensen Lot Aggregation:** Mr. Kauffman stated that the City of Sidney recommended the lot aggregation of Mr. Jensen to build a garage, and that City Planner Sanderson recommended approval. Motion was made to approve the Jensen lot aggregation by Alderman Koffler, and seconded by Alderwoman Christensen. After no further discussion, all present voted aye.
- c. **Olvera Lot Aggregation:** City Clerk/Treasurer Redfield stated this is a lot aggregation, as prepared by Interstate Engineering, for George and Deann Olvera in Kenoyer's First Addition Subdivision, and City Planner Sanderson recommended approval. Motion was made to approve the Olvera lot aggregation by Alderwoman Sergent, and seconded by Alderman Koffler. After no further discussion, all present voted aye.

13. CITY ATTORNEY:

- a. **Resolution No. 3770-BARSSA Distribution Request 2018 (Table at March 19th, 2018 Meeting):** Motion was made to un-table Resolution No. 3770 by Alderman Koffler, and seconded by Alderman Smith. Mayor Norby read Resolution No. 3770, the BARSAA Distribution Request for 2018, out loud. PWD Hintz stated that the project will be new curb and gutter in the district outlined in the provided map west of Central Avenue, and that the approximate \$47,000 distribution for 2018 will be used to engineer the project, which will be done by Interstate Engineering. He stated the project will be done in phases over the next 4 to 5 years, utilizing this new gas tax funds each year. Motion was made to approve Resolution No. 3770, the BARSAA Distribution Request for 2018, by Alderwoman Christensen, and seconded by Alderwoman Rasmussen. After no further discussion, all present voted aye.

14. CHIEF OF POLICE DIFONZO:

- a. **Report March 2018:** Chief DiFonzo stated that he will have his March 2018 report at the April 16th, 2018 City Council Meeting.

15. PUBLIC WORKS DIRECTOR HINTZ:

- a. **Report March 2018:** PWD Hintz provided the City Council with the Public Works March 2018 report. He further stated that the street department is out crack sealing the streets that were wither over-layed last year, or will be this year.
- b. **Morrison Maierle Contract Amendment #3 to Task Order 7B for \$6,929.50 for additional engineering withheld from Western Municipal Construction:** PWD Hintz stated that this contract amendment is for liquidated damages accrued by Western Municipal Construction, and that this is at no cost to the City of Sidney, as Western Municipal Construction has paid it. Motion was made to approve the Morrison Maierle Contract Amendment #3 to Task Order 7B for \$6,929.50 by Alderman Smith, and seconded by Alderman Koffler. After no further discussion, all present voted aye.
- c. **WWTP Draw #18 for \$35,648.70:** PWD Hintz presented the Waste Water Treatment Plant Phase 2 Draw #18 for \$35,648.70. City Clerk/Treasurer Redfield stated the \$195.62 amount is from an invoice from Draw #15 that was sent to the City of Sidney for posting on the agenda prior to accounting review and approval, and some hours had not been accounted for in the invoice for Morrison Maierle, so this portion of the draw is to pay the rest of the invoice. Motion was made to approve the WWTP Draw #18 for \$35,648.70 by Alderman Koffler, and seconded by Alderwoman Rasmussen. After no further discussion, all present voted aye.

16. CITY TREASURER REDFIELD:

- a. **Water/Sewer Bank Transfer- \$ 99,325.12:** City Clerk/Treasurer Redfield provided the City Council with the water/sewer bank transfer, and stated that this transfer includes the March 2018 payroll. Motion was made to approve the water/sewer bank transfer of \$99,325.12 by Alderwoman Rasmussen, and seconded by Alderwoman Sergent. After no further discussion, all present voted aye.

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- b. **Treasurer's Report March 2018:** City Clerk/Treasurer Redfield provided the City Council with the March 2018 Treasurer's Report.

17. CITY CLERK REDFIELD:

- a. **Bounce House Exclusion and Park Permit-City Attorney Approval:** City Clerk/Treasurer Redfield stated that MMIA sent out the provided bulletin on bounce houses in City Parks. She stated that the City of Sidney has not allowed bounce houses in the City Parks without liability insurance, but with the new mandates set out by MMIA more is needed. She stated that she is seeking City Council approval for the City Attorney to work on creating a set policy for bounce houses and other related items, and to work with the City Attorney and the Park and Recreation Board on park use permits, as they will now be necessary for reserving the parks. Motion was made to approve the City Attorney creating the policy and City Clerk/Treasurer Redfield working with the City Attorney and the Park and Recreation Board to create a park use permit and application by Alderman Smith, and seconded by Alderman Koffler. After no further discussion, all present voted aye.
- b. **Police and Fire Committee Meeting for Fire Marshal Position:** City Clerk/Treasurer Redfield asked for the Police and Fire Committee to schedule a meeting to discuss the still open Fire Marshall Position, and the possibility of changes. The Police and Fire Committee agreed to meet on Wednesday April 11th, 2018 at 5:00pm.

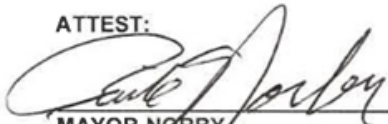
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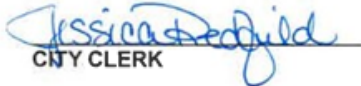
- c. **GENERAL JOURNAL VOUCHERS:** e-mailed
- d. **Claims to be approved:** \$ 73,515.83

A motion to approve the consent agenda was made by Alderman Koffler and seconded by Alderwoman Rasmussen. After no discussion, all council voted aye.

Meeting was adjourned at 7:05 p.m.

ATTEST:


MAYOR NORBY


CITY CLERK

April 16th 2018
DATE SIGNED