

## November 17, 2014

1. **CALL TO ORDER:** The regular meeting of the City Council was called to order by Mayor Rick Norby at 6:30 pm.
2. **PLEDGE OF ALLEGIANCE:** The pledge of allegiance was stated by all in attendance.
3. **ALDERMEN PRESENT:** Smith, Gartner, Koffler, Gilbert, and Sergeant; Absent-Christensen
4. **CORRECTION OR APPROVAL OF MINUTES:**
  - a. **November 3, 2014:** Motion to approve the minutes from November 3, 2014 regular council meeting was made by Alderwoman Sergeant, and seconded by Alderman Gartner. All council present voted aye.
5. **VISITORS:**
  - a. Thorvall Carney JR
  - b. Bud Bloom
  - c. Bill Vanderweele
  - d. Lowell Cutshaw, Adam Smith: **Interstate Engineering**
  - e. **Recreation Center: Dave Gates, Byron Stahly, Troy Kelsey (Tahly Engineering); Angie Olson, Lisa Gorder, Ben and Julie Brodhead, Ross Hall, and Jessica Davies (RCCC); Mrs. Gorder and others attended the regular meeting of the city council to present the proposed plans for the Richland County Community Center that they hope to move forward on to bring more health, wellness and opportunities to the City of Sidney and Richland County. After a presentation of a video and the plans that are proposed at the moment Mrs. Gorder stated that at the moment they are looking for the support of the council in the project, to which Mayor Norby stated that on behalf of the Council they do support the project.**
6. **PUBLIC HEARING:** Nothing
7. **MAYOR NORBY:** Nothing
8. **COMMITTEE WORK:**
  - a. **Street and Alley-City Code 10-2-6:** Alderwoman Gilbert stated that she is reporting for the Street and Alley Committee on behalf of Chairwoman Christensen, and that they met multiple times to discuss the issue of speeding in mobile home parks, as was brought to the council's attention by a citizen at a previous meeting. She stated that during the meetings Chief DiFonzo provided updates and revisions to City Code 10-2-6 that establishes the speed zones for the City of Sidney. Those revisions were put into Ordinance 557 that would have its first reading at the meeting.
  - b. **Water and Sewer**
    - i. **Ordinance 556:** Alderman Smith stated that the Water and Sewer Committee met to discuss Ordinance 556, during which it was decided that the change of meter inspector to operator would be made, and that the water and sewer committee recommend approving the Ordinance 556 with that change.
9. **ALDERMEN REQUESTS AND COMMITTEE REPORTS:** Nothing
10. **UNFINISHED BUSINESS:** Nothing
11. **NEW BUSINESS:** Nothing
12. **CITY PLANNER HOW:**
  - a. **Right of way request for Richland County Housing Authority:** City Planner How stated that the City previously approved the preliminary plat for the boundary line relocation, but in that the right of way decreased so an additional 10 feet has been acquired, but the RCHA is concerned about the existing buildings and setback laws with the additional 10 feet. He stated that the City would grandfather existing buildings to address these concerns, but all future buildings would have to abide setback laws. Motion with the recommendation of City Planner How to approve the Right of way request by Alderwoman Sergeant, and seconded by Alderman Koffler. All council present voted aye.
  - b. **Blake's first add Preliminary Plat approval:** City Planner How stated that the Amended Plat has conditions outlined in the staff report that would need to be met before the Final Plat would be approved for the Blake's 1<sup>st</sup> Addition. Motion was made with the recommendation of City Planner How to approve the preliminary plat for the Blake's 1<sup>st</sup> Addition subdivision was made by Alderman Koffler, and seconded by Alderwoman Sergeant. In discussion City Planner How stated that any further questions can be addressed before the final plat is approved. All council present voted aye.
  - c. **KLJ contract renewal:** City Planner How stated that previously the Council approved starting a new Master Services Agreement that would correspond with the City of Sidney's budget cycle instead of adding amendments to the current KLJ City Planner Contract, and he wanted to make sure that it was still the avenue that the council wanted to pursue. It would be renewed yearly at budget time to allow for easier planner budget prep. It was the general consensus to have KLJ draft a master services agreement.
  - d. **CTAP technical assistance request:** City Planner How told the Council that City Clerk Redfield will be taking a training on this on Friday November 21, 2014. It is grant funding at no cost to the City provided by the Department of Commerce. Currently City Staff suggest using the help for updating the development standards, the zoning ordinances, and the planner procedures. City Attorney Navratil asked City Planner How if had already been working on these, and how much is completed. City Planner How stated that the zoning code is approximately 50% complete and the development standards are about 75% complete, but these grants would help offset the costs of updating. It was the General Consensus of the council to have City Planner How continue with the CTAP Technical Assistance Request, for which he stated he would draft a letter this week.
13. **CITY ATTORNEY NAVRATIL:**
  - a. **Ordinance 556- Amendment to Meter Testing Charge:** Ordinance 556 amending the meter testing charge was read aloud by City Attorney Navratil. Motion to pass the first reading was made by Alderman Smith, and seconded by Alderwoman Sergeant. In discussion Alderwoman Gilbert asked if it was going to be a set dollar amount that is charged and what it will be. Alderman Smith stated that it will be set amount that includes the cost of the city employees wage and other costs. City Clerk Redfield stated that the change to operator's time was because that is a set amount set in other current contracts that the City of Sidney is in. The voting went as follows:  
**Ayes: Smith, Gartner, Koffler and Sergeant**  
**Nays: Gilbert**  
**Absent: Christensen**
  - b. **Ordinance 557- Updating City Code 10-2-6:** City Attorney Navratil read the first reading of Ordinance 557 updating the City Code 10-2-6. Motion to pass the first reading of Ordinance 557 was made by Alderwoman Gilbert, and seconded by Alderman Koffler. The voting went as follows:  
**Ayes: Smith, Gartner, Koffler, Gilbert, Sergeant**  
**Nays: None**  
**Absent: Christensen**
  - c. **Land Solutions, Dave DeGrandpre: Impact Fee Review final contract:** City Attorney Navratil presented the Council with the final contract of Land Solutions and Dave DeGrandpre to do the Impact fee review, as the council approved retaining his services previously. Motion was made to approve Mayor Norby signing the Land Solutions, Dave DeGrandpre contract by Alderman Smith, and seconded by Alderman Koffler. All council present voted aye.
14. **CHIEF OF POLICE DIFONZO:** Nothing
15. **PUBLIC WORKS DIRECTOR HINTZ:**
  - a. PWD Hintz informed the Council that he will be going to Glendive on Wednesday November 19, 2014 for training provided by CTAP for the Capital Improvement Project that the City of Sidney is working on.
16. **COMPLIANCE OFFICER MEAD:** Compliance Officer Mead stated that they held the abandoned vehicle auction on November 17, 2014 at 2pm. All 23 vehicles were sold at the auction.
17. **CITY TREASURER:** City Treasurer Dey explained to the council that 3 bills were not on their detailed claims list, as they were paid prior to the council meeting because of impending due dates. They were

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City Treasurer Dey also presented the dilemma to the City Council that sometimes bills come into the City, specifically MDU, that are not received in time to have on the claims list but are due before the next claims cycle would be approved. The City has been assessed late fees for these, and although they are not an exuberant amount of money, she still feels they should not need to exist. Alderman Smith asked Treasurer Dey if we could contact MDU and get them to change due dates or the when they mail the bills. Treasurer Dey responded that she has already done this, and they would not change anything, our procedures need to change according to them. Alderwoman Gilbert asked if there was set procedure or policy for claims needing to be approved. City Clerk Redfield stated that the Montana Code establishes the protocols for paying bills in local governments. Alderwoman Gilbert then asked if a special meeting should be called to approve these bills, to which Mayor Norby and Clerk Redfield responded that the cost to hold a special meeting too high to be held regularly. City Attorney Navratil stated that he will investigate this issue and get back to the council and Treasurer Dey.

**18. CITY CLERK REDFIELD: consent agenda**

- a. **GENERAL JOURNAL VOUCHERS:** e-mailed November 14, 2014
- b. **Claims to be approved:** \$ 178,511.26
- c. **Building Permits to be approved:**


Richland County	2 <sup>nd</sup> St NW and 2 <sup>nd</sup> Ave NW	Demolition	L3, B44, Original
Trinity Lutheran Church	214 4 <sup>th</sup> Ave SW	Ramp for Handicap	L15, B6, Wagon Wheel
Brad Jones	535 33 <sup>rd</sup> Ave NW	Man. Home	L5, B1, CR Barta
Francisco Aguilar	805 S. Lincoln	4 Plex	L80 \$ 81, B9, S. Meadow
Chris Qually	1425 Sunflower Lane	Man. Home	L9 & 10, B4, Wagon Wheel
Chris Qually	1331 4 <sup>th</sup> St NW	Man Home	

A motion to approve the consent agenda was made by Alderwoman Sergent and seconded by Alderman Gartner. All council voted Aye.

Meeting was adjourned at 7:30 pm

ATTEST:

  
Yessica Redfield  
CITY CLERK

  
MAYOR NORBY  
November 15<sup>th</sup>, 2014  
DATE SIGNED