



City of Sidney, MT
City Council Regular Meeting
September 16, 2024 6:30 PM
115 2nd Street SE | Sidney, MT 59270

The City Council meetings are open to the public attending in person, with masks encouraged when social distancing cannot be accomplished. If the public does not wish to participate in person, they are also invited to participate via a Zoom meeting. You can participate via phone:

Meeting ID: 713 080 5898 Passcode: 4332809 Call: 1-346-248-7799

1. **Call to Order**

Mayor Norby called the regular meeting of the Sidney City Council to order at 6:30pm.

2. **Pledge of Allegiance**

The Pledge of Allegiance was stated by all present.

3. **Aldermen Present**

Christensen, Godfrey, Stevenson, Koffler, Rasmussen (via Zoom) and DiFonzo.

4. **Correction or Approval of Minutes**

a. **September 3rd, 2024 Regular Meeting Minutes**

Motion was made to approve.

Motion made by Alderwoman Christensen, Seconded by Alderman Koffler.

Voting Yea: Alderman Koffler, Alderwoman Rasmussen, Alderman DiFonzo, Alderman Stevenson, Alderwoman Godfrey, Alderwoman Christensen

5. **Visitors**

a. **Richland Youth Hockey-Hockey Dome Parking Lot**

JC Youngquist, Dustin Haralson, Justin Verhasselt and Tonya Garsjo.

Mr. Verhasselt stated they are coming before the City Council to discuss the parking lot at the hockey dome. He stated two summers ago they added gravel and evened out the unpaved side of the lot and also fixed the draining, but when the City did the water main project the contractor

staged there and pushed gravel down and now it is a mud hole. He stated he is not sure if more gravel would help but maybe if it was graded first. PWD Hintz stated it was on COP Construction's punch list to get it restored, and he will talk to Interstate to have this reviewed specifically when the entire punch list is reviewed so it is taken care of.

Mr. Verhasselt stated the asphalt part is getting worse and worse and they fear it will eventually have to be gravel also. PWD Hintz stated the City patched some last summer but the integrity of entire lot is done and it is not holding up anymore. He stated it should be tore out and started over but it is a question of funds. Alderman DiFonzo asked who paved it originally and PWD Hintz stated he is not sure and that it could have been a joint effort with City and County but he will look into it. Alderman Koffler asked if the City can fix more pot holes in the meantime and PWD Hintz stated yes as they have some mix left over. Mayor Norby stated he looked at the lot prior to the meeting and it is sinking and will be a lot to fix and PWD Hintz stated he will get on it.

b. Other Visitors:

Sidney High School: Ryleigh Kleinke, Hallie Schantz, Zoey Garsjo, Rhett Rossol, Samara Anderson

Via Zoom: Jake Holley (Sidney Herald), Dianne Swanson (Round-up)

6. Public Hearing

a. HB 355-SLIPA Grant Public Hearing for Proposed Projects

Mayor Norby opened the public hearing for the SLIPA Grant Proposed Projects at 6:35 pm.

Clerk/Treasurer Chamberlin stated the City Council previously did a public hearing to get public input on projects for the SLIPA Grant, but due to the top two projects not being allowed because they are new buildings, they are once again seeking public input on proposed projects. She stated the current project list includes City Shop Facilities Improvements, downtown street improvements, and rehabbing the bike path and SMV Trails. She stated when Mayor Norby calls for proponents or opponents they are not only seeking input on the current list of proposed projects, abut any other projects the public may also want to see added to the list.

Mayor Norby called for any opponents to the SLIPA grant projects, three times, with none coming forward.

Mayor Norby called for any proponents to the SLIPA grant projects, three times, with none coming forward.

Mayor Norby closed the public hearing at 6:37pm.

7. Mayor Norby

a. Update:

Nothing.

8. Committee Meeting Work

Nothing.

9. Alderman Requests and Committee Reports

Parks and Recreation – Chairman DiFonzo – Christensen, Stevenson | **Water and Sewer** – Chairman Koffler – Godfrey, Christensen

Street and Alley – Chairman Christensen– DiFonzo, Rasmussen | **Sanitation** – Chairman Rasmussen – Koffler, Stevenson

City Buildings & Street Lighting – Chairman Stevenson– Koffler, Godfrey | **Police and Fire** – Chairman Godfrey, DiFonzo, Rasmussen

Budget and Finance – Chairman Christensen – DiFonzo, Koffler

Nothing.

10. Unfinished Business

Nothing.

11. New Business

a. HB 355-SLIPA Grant-Prioritizing Projects

Clerk/Treasurer Chamberlin stated now that the projects have been established it is up to the City Council to get prioritize the projects. She stated things to keep in mind are that the 25% is required for the entire project, not just the grant amount and the projects must be for maintenance or improvements of current facilities or property.

Alderwoman Godfrey asked about adding the Hockey Parking lot and PWD Hintz stated he can figure out the cost. Alderwoman Godfrey asked if there was timing constraints that would affect adding this project to the priority list and Clerk/Treasurer Chamberlin stated if the City crew was going to do the work, the contract would be with ourselves and could be completed prior to the deadline.

Clerk/Treasurer Chamberlin stated one of the issues that they found when making the new project list is that the project must be engineered, gone to bids and under contract prior to December 31st, 2024. She stated this restricted many of the projects the City would have liked to pursue. Alderman DiFonzo asked if 22nd Ave was considered and Clerk/Treasurer Chamberlin stated it was but due to engineering and being under contract not being able to be done by the deadline is why it was not pursued.

Alderman DiFonzo stated that if the parking lot is added he still wants to find find out if any others should be contributing and Clerk/Treasurer Chamberlin stated that it could be added to the list as top priority under the City Shop project and if it is feasible to move forward they would apply for less on shop, and the match could be contributed by an outside source.

Motion was made to add the hockey dome parking lot to the project list and have it and the shop improvements be the top two priorities.

Motion made by Alderman Stevenson, Seconded by Alderwoman Rasmussen.

Voting Yea: Alderman Koffler, Alderwoman Rasmussen, Alderman DiFonzo, Alderman Stevenson, Alderwoman Godfrey, Alderwoman Christensen

b. ClearGov Budgeting Software

Clerk/Treasurer Chamberlin stated she was approached by and did a webinar with ClearGov who provides budgeting software for local governments, including the Sidney School District and the City of Williston. She stated that although she was skeptical going into the training, she feels this would be a good option for the City to look into. She stated one of the hardest parts of the budgeting process for herself is managing many spreadsheets that have many pages that all have to tie together. She stated she she has to retie all of the sheets together every year, but also if she resaves the sheet or has any type of finger error it can cause her to have to retie them again. She stated this happened 3 times this budget year. She stated she also has to rely on her fingers typing correctly for inputting the data from the previous year and then inputting the approved budget into their accounting software. She stated this budgeting software would be integrated with their accounting software and she would be able to load from accounting into ClearGov, but also from ClearGov into accounting. She stated she will also be able to save drafts as she works that will enable her to be able to track changes. This software also integrates the work of the other department heads who will access only to their portions of the budget and can request changes, to have final approval by herself, but also to make notes. She stated the council would also have access to view only to watch the progress of the budget, take their own notes or get updates.

Clerk/Treasurer Chamberlin stated the reason she is coming to the City Council and asking for direct approval instead of doing an in depth dive with a committee is because if it is approved prior to October 1st, ClearGov is waiving the one time set-up fee. She further stated that they have 4 edits or modules, but at this time she is only recommending moving forward with the payroll and operations modules. She stated the capital improvements module would be helpful if we where a bigger municipality that was planning, saving and carrying out more projects at one time. She stated the Digital Budget Book component is another way to relay the information to the public with graphs and such, something that she feels is not necessary at this time.

Alderman DiFonzo stated the new system seems to be a better way and asked if this is a more than one year contract. Clerk/Treasurer stated it is a 3 year contract that would have the first year starting October 1st be prorated. She stated moving forward the annual contract would go with the fiscal year of July 1st . Alderman DiFonzo stated he has no issue with it if it makes the operation smoother. Alderwoman Godfrey asked if this will open up more opportunity for cross training within City Hall and Clerk/Treasurer Chamberlin stated yes in many ways including the practicing of making budgets and Deputies being in charge of sections of the budgets with the Department Heads, while still making all final changes rest with herself. Alderwoman Godfrey asked where this would be budgeted from and Clerk/Treasurer Chamberlin stated it would be evenly split among all of the funds out of the purchased services.

Motion was made to approve the operations and payroll modules.

Alderman Stevenson asked if Clerk/Treasurer Chamberlin felt they could use the full amount of modules and she replied no, she feels it would be a waste of money for the full at this time.

Motion made by Alderman DiFonzo, Seconded by Alderman Koffler.

Voting Yea: Alderman Koffler, Alderwoman Rasmussen, Alderman DiFonzo, Alderman Stevenson, Alderwoman Godfrey, Alderwoman Christensen

12. City Planner

Nothing.

13. City Attorney

a. Resolution No. 3499-Approving the Capital Improvement Plan

Clerk/Treasurer Chamberlin apologized as the agenda has the resolution number wrong, the agenda in the packet is correct with Resolution Number 3944. City Attorney Kalil read Resolution No. 3944 out loud, approving the Capital Improvement Plan.

Motion made by Alderman Koffler, Seconded by Alderwoman Godfrey.

In discussion, Alderman DiFonzo asked if the projects can be switched as priorities change and Clerk/Treasurer Chamberlin stated yes and if he is asking specifically about the 22nd Ave project, City Planner Sanderson stated plainly that it is top priority for all including himself and that he is already working on pursuing grants on behalf of the City. Alderman DiFonzo stated he feels it should be number 1 for safety.

Voting Yea: Alderman Koffler, Alderwoman Rasmussen, Alderman DiFonzo, Alderman Stevenson, Alderwoman Godfrey, Alderwoman Christensen

14. Chief of Police

a. August 2024 Police Department Report

Chief Kraft provided the August 2024 Police Department Report. He stated they are close to filling their last open position, a number of officers have been attending trainings and the newest officer should be on her own soon.

15. Public Works Director

a. August 2024 Public Works Department Report

PWD Hintz provided the August 2024 Public Works Report. He stated they started assisting the MDT with the 9th Avenue and truck route improvements and will also be doing a short block on

5th street for drainage issues. He stated they completed an alley restoration that was destroyed during a project. He stated the pool has been sandblasted and is currently being painted.

b. August 2024 Compliance Officer Report

PWD Hintz provided the August 2024 Compliance Report.

c. Anderson Subdivision Drainage Project-Contract Award and Agreement

PWD Hintz provided the Anderson Subdivision Drainage Project Contract agreement with Strata out of Williston for approval.

Motion was made to approve.

Motion made by Alderman Koffler, Seconded by Alderman Stevenson.

Voting Yea: Alderman Koffler, Alderwoman Rasmussen, Alderman DiFonzo, Alderman Stevenson, Alderwoman Godfrey, Alderwoman Christensen

16. Fire Marshal/Building Inspector

a. August 2024 Fire Run Report

Clerk/Treasurer Chamberlin provided the August 2024 Fire Run Report on behalf of FM/BI Rasmussen.

17. City Clerk/Treasurer

a. July 2024 JV Report

Clerk/Treasurer Chamberlin provided the July 2024 JV Report for approval.

Motion was made to approve.

Motion made by Alderwoman Christensen, Seconded by Alderwoman Rasmussen.

Voting Yea: Alderman Koffler, Alderwoman Rasmussen, Alderman DiFonzo, Alderman Stevenson, Alderwoman Godfrey, Alderwoman Christensen

b. August 2024 JV Report

Clerk/Treasurer Chamberlin provided the August 2024 JV Report for approval.

Motion was made to approve.

Motion made by Alderman Stevenson, Seconded by Alderman Koffler.
Voting Yea: Alderman Koffler, Alderwoman Rasmussen, Alderman DiFonzo, Alderman Stevenson,
Alderwoman Godfrey, Alderwoman Christensen

c. August 2024 Treasurer's Report

Clerk/Treasurer Chamberlin provided the August 2024 Treasurer's Report, stating this is the first of the fiscal year that has the approved budget information on it.

18. Consent Agenda

Motion was made to approve the claims and building permits.

In discussion Alderman DiFonzo asked if Ace Hardware has a fence building permit or a variance as it seems to be higher than 6 feet. Clerk/Treasurer Chamberlin stated they do not currently have a building permit to be approved, but she will look into it and report back.

Motion made by Alderman Koffler, Seconded by Alderman Stevenson.
Voting Yea: Alderman Koffler, Alderwoman Rasmussen, Alderman DiFonzo, Alderman Stevenson,
Alderwoman Godfrey, Alderwoman Christensen

a. Claims to be approved: \$ 740,0152.18

b. Building Permits to be approved: RC2025-08, 2025-22 and 2025-23, 2025-25

19. Adjournment

at 7:10pm.