

## Budget and Finance Committee Meeting

### Agenda

January 11<sup>th</sup>, 2021

5:00 PM

Due to the current COVID-19/Coronavirus pandemic and rising cases in Richland County, the December 7<sup>th</sup>, 2020 meeting of the Sidney City Council will be **HELD VIRUTALLY ONLY**. The public is invited to participate via a Zoom meeting. You can participate with via by video or phone:

**Meeting ID: 933 9850 7299      Passcode: 556086      Or by calling: 1-253-215-8782**

**Rules of the Meeting:** The Committee Chair will take roll call at the beginning of the meeting, if you join after this has happened please announce you are present for official minutes. The Committee Chair will call for public comment, then Committee member comment, then ask for a motion on each agenda item. Please announce your name prior to making comment, do not speak over or at the same time as others, and keep your phone/video on mute when not making comment.

Present: Janet Sergent, Tami Christensen, Bryan Gartner

Absent: None

Visitors:

Mayor Norby, Clerk/Treasurer Chamberlin, PWD Hintz, Chief Kraft

#### **Additional Emergency Leave for COVID-19 Policy:**

Clerk/Treasurer Chamberlin stated the federal additional emergency leave for COVID-19 has expired and was not renewed. She stated the continuance or renewal of this would be up to the City Council to set a policy for and she provided an email from Angela Simonson, Human Resource Consultant from MMIA. Chief Kraft stated he is in favor of continuing this as it has been very helpful for employees, including officers, who have had to quarantine. Clerk/Treasurer Chamberlin pointed out that it might not be able to be known if an employee has contracted COVID-19 while on duty or not, and there is no additional benefits they can get even if it is contracted while on duty. Chief Kraft stated he felt this could be reevaluated once the vaccine is readily available, and Clerk/Treasurer Chamberlin stated the Council will need to establish a specific policy on vaccinations when that time comes. Alderwoman Christensen stated Edward Jones is extending theirs until the end of May 2021, which she agrees with as she struggles making it available through the end of the year with how quickly things are changing. Mayor Norby stated through the MLCT they are seeing most Cities/Towns establish policy's extending this but only through the fiscal year. Alderwoman Sergent stated not all employers are extending/renewing this. Clerk/Treasurer Chamberlin stated these hours should only be available if the employee is unable to telework, such as their job is not capable or they are not ill, just quarantined. Alderman Gartner made a motion to recommend the extension of the 80-hour COVID-19 hours, with the Federal guidelines already established, until the end of FY20-21. Alderwoman Christensen seconded the motion, and with no further discussion, all present voted aye.

#### **Comp Time Policy Review and Update:**

Clerk/Treasurer Chamberlin provided the current comp time policy (employee handbook policy 4.15) and stated they would like to see changes made under the Non-Exempt Compensatory Time. She stated the current max accrual is currently 480 hours for public safety and seasonal activities employees and

240 hours for all other non-exempt employees. She stated those are the Montana State and Federal maximums for comp accruals, but the City Council can elect to do less, which is what they are recommending. She stated 240 hours is the max vacation accrual for employees who are within the first 10 years of employment with the City, and to double that number increases the Cities liabilities exponentially. She stated the other area under this section they would like changed is the automatic payout of any unused in December. She stated they would like to see the option of continuing the accrual over the calendar year. Clerk/Treasurer Chamberlin stated the following towns shared their comp policies: Troy (no cash out, clerk the only one who receives minimal comp), Glasgow (max of 40 hours, payout unused in July), Fairview (max 40 hours, payout unused in December), Whitefish (Union-max 60 hours, cash out up to 40 hours, one time per year), and Kalispell (Union-max federal/state, cash out up to 40 hours one time per year). Chief Kraft stated what brought this to his attention is paying for trainings. He stated he hosted a 19-hour training in December on death investigations, which he had as many officers attend as possible. He stated he would have preferred to allow them to accrue comp time for that 19-hour training, but because they would have been paid out the same month, they accrued it, he had basically no choice but to pay them all overtime. Alderwoman Christensen asked how many comp time hours the City currently has on the books and Clerk/Treasurer Chamberlin stated for non-exempt employees in the public works there is currently around 10-20 hours total and there is none for the Police Department. Alderwoman Christensen stated the max needs to be addressed and would like to see 60 hours, and Chief Kraft agreed. He further stated if they had the option to cash out 40 hours one time per year would be preferable. Clerk/Treasurer Chamberlin stated by changing to a one-time payout option, the accruals would automatically roll over and once they hit the max hours they would either be paid OT or the employee could request to cash out 40 of those hours. Alderwoman Christensen made a motion to recommend approval of amending Sidney Employee Handbook Policy 4.15 under non-exempt employees to have a max accrual of 60 hours and to allow a onetime per year cash of 40 hours. Alderman Gartner seconded the motion. Clerk/Treasurer Chamberlin stated the policy should include that to cash out comp hours they must give written notice to their department head a minimum of 1 week prior to that month's payroll or it will be paid out the next payroll. With no further discussion, all present voted aye.

#### **Use of City Property for solicitors and vendors application and process:**

Clerk/Treasurer provided rules City Attorney Kalil drafted for food vendors to be on City property. She stated that to finish the rules and process they need guidance from the City Council. She stated they need to know if the rules currently do not address generators, which could be ran around the clock for heat or refrigeration, garbage services and if there is a charge for the services, if there is a cost for utilizing the property, possibly to offset the cost of use of garbage, and does the City Council want final say in the matter. She stated the charging for garbage and use of the lot can be tricky, given if they are local, they could be paying property taxes already, which puts them already contributing for these, but if they do not pay property taxes, they are not. She stated for garbage, there is also the difference of paying for residential services at their home and having a food truck downtown. PWD Hintz stated he feels unless it is related to a specific event, food vendors should not be allowed to utilize space in public parking lots. He stated that when they take up permanent residence, they hurt local restaurants that contribute to the community and pay appropriate property taxes. Clerk/Treasurer Chamberlin stated by restricting it events only, all the questions/issues presented that needed to be resolved go away and the rules established by City Attorney Kalil are all that is needed currently. Motion was made to recommend

approval of allowing food vendors on City property only if it relates to events with the rules provided by City Attorney Kalil by Alderwoman Christensen and Alderman Gartner seconded. With no further discussion, all present voted aye.

**Anchor Drilling Lease and Environmental Assessment of Property:**

PWD Hintz presented the Committee with the lease agreement between the City of Sidney and Anchor Drilling. He stated they were leasing the property next to the City Shop grass pile but they have been bought out and now the company that purchased them is filing bankruptcy. He stated before the City of Sidney releases their contract, he would like to look into doing an environmental review of the property, which would cost at least \$10,000. Clerk/Treasurer Chamberlin stated they are supposed to pay \$1,200 every month until the lease is terminated, but they have not paid since March of 2020, which means they are 10 months or \$12,000 behind. Alderman Gartner stated they stored inverted mud at that location, meaning a diesel fuel based mud used for drilling that soaks into the ground if spilled. Clerk/Treasurer Chamberlin suggested having the City Attorney look into the contract for feasibility of them paying for the environmental study on top of the lease payments due before much more tax payer money is lost. It was the general consensus of the Budget and Finance Committee to have City Attorney Kalil investigate this matter more and report back to the committee.

Meeting was adjourned at 5:59 pm.

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Jessica Chamberlin, City Clerk

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Janet Sergent, Committee Chair