

## Budget and Finance Committee Meeting

### Agenda

June 23rd, 2021

5:00 PM

Present: Janet Sergent, Tami Christensen, Kysa Rasmussen

Absent: None

Visitors:

Mayor Norby, Clerk/Treasurer Chamberlin, PWD Hintz, Deputy Clerk/Treasurer Shanks, Chief Kraft, Paul Casten

**APRA FUNDS:** City Clerk/Treasurer Chamberlin presented to the Budget and Finance Committee some information she has received from Montana League of Cities and Towns and the U.S Treasury regarding APRA Funds spending. City Clerk/Treasurer Chamberlin state that the city has already received half of Pot A which was \$788,413.47 on June 17<sup>th</sup>, 2021, and the other payment should arrive sometime next fiscal year. City Clerk/Treasurer Chamberlin said there are direct allocations to local governments and four different ways to spend the funds:

1. To response to the public health emergency.
2. To response to workers performing essential work.
3. For the provision of government services to the extent of the reduction in revenue.
4. To make necessary investments in water or sewer infrastructure.

City Clerk/Treasurer Chamberlin stated that the funds are not allowed to increase pension funds or to increase the loss of tax revenue, City Clerk/Treasurer Chamberlin heard that they are not allowing storm water to be included for infrastructure. City Clerk/Treasurer Chamberlin mentioned there is a limited number of ways the city could use the APRA Funds:

1. To paying of essential employees, up to \$13.00 an hour to an addition to the wages they have received while working through the pandemic, up to \$25,000.00.
2. Water and sewer infrastructure projects.
3. Prevention or improvements to buildings.

City Clerk/Treasurer Chamberlin mentioned that she has talked with other department heads at the city, and everyone agrees to remodeling city hall would be the best option, City Clerk/Treasurer Chamberlin stated the only other way the city could pay to remodel City Hall would be through property taxes being a GO Bond, or through the general fund cash. City Clerk/Treasurer Chamberlin stated there is zero capability to social distance at city hall, and city hall does not have the proper technology for virtual meetings, and the front office does allow for proper social distancing or proper ventilation. City Clerk/Treasurer wanted to bring all this information forward for the council members/staff to start thinking on how the city is going to spend this money next fiscal year, City Clerk/Treasurer Chamberlin stated that projects can be divvied up between other projects, City Clerk/Treasurer Chamberlin said that she created a new fund for revenue and expenditures for better tracking purposes.

Mayor Norby stated he and PWD Hintz discussed possibly having an architecture come in and give the city an idea on how much the cost of remodeling city hall would be, Mayor Norby stated it could cost the city upwards to \$15,000.00 for this estimate. Mayor Norby said that this is something that the city could budget out of oil/gas funds and pay cash for, City Clerk/Treasurer Chamberlin mentioned since the APRA Funds are so specific the city could use these funds for infrastructure of city hall but, when it comes to design and outfitting city hall those funds would come out of the city hall CIP fund. PWD Hintz said that A&E out of Billings, MT did the architect design for a building in Sidney at a very low cost, and PWD Hintz would like to reach out to them again. PWD Hintz mentioned that the city would have to put the project out for solicitations, Mayor Norby said he would like Stevenson's to come in and design the remodel since they are around the Sidney area more often and they are already familiar with the layout of the old firehall and new firehall and city hall.

City Clerk/Treasurer Chamberlin said this is not anything that the Budget and Finance Committee needs to decide right now, City Clerk/Treasurer Chamberlin said the city needs to have the money incumbered by December of 2024 and spent by December of 2026. City Clerk/Treasurer Chamberlin mentioned the reason why the city is not using the APRA pot A Funds for water and sewer projects is because, the water/sewer departments the rates are currently in place are looking great. City Clerk/Treasurer Chamberlin stated that the city will be receiving \$1.1 million in pot b funding for water/sewer projects, and she said the city may be able to use the funds for some projects that are already engineered. Alderwoman Christensen said she likes the idea of remodeling city hall when it is much needed but, is wondering why the city can not use the funds for storm water projects. City Clerk/Treasurer Chamberlin said that that everyone is unaware on why cities and towns can not use storm water, City Clerk/Treasurer Chamberlin said she heard it could be because storm water does not need to be treated, PWD Hintz said he cannot get a square answer from anyone regarding storm water.

Alderwoman Rasmussen stated she would like to see the city do something appreciate for all the city employees since it has been a rough past year with COVID, City Clerk/Treasurer Chamberlin is recommending the Budget and Finance Committee to budget for architect designs for city hall out of the oil/gas fund and then re-evaluate once the city knows the estimate. Chief Kraft stated asked if the APRA Funds could be used for technology improvements like for a new City of Sidney website, Chief Kraft said with a new city website it could possibly attract for applicants for the Sidney Police Department. City Clerk/Treasurer Chamberlin said that is something the city could possibly take out of the CIP Fund to cover that cost along with getting some new programs to become more virtual and up to date with technology. Chief Kraft mentioned he would not like to wait for the remodel to be complete before starting to get a new website, City Clerk/Treasurer Chamberlin said that is something that could come out of next year budget. Chief Kraft stated he just started looking at website developers but, nothing set in stone yet. Chief Kraft stated that he would like to do something for the Sidney Police Department employees since they were out on the frontlines every day and every shift as a token of appreciation, Alderwoman Rasmussen thought maybe at the end

of summer the city could host a BBQ for all city employees full time and seasonal time. Alderwoman Sergent said maybe the city could do a flat bonus of \$5,000.00 for every employee, and City Clerk/Treasurer Chamberlin stated that she has investigated it and the public works department did swing shift for a couple of weeks and the Sidney Police Department worked full time hours, and the city hall staff worked shift work for a week. City Clerk/Treasurer Chamberlin stated if the city could justify the employees' hours to where a flat \$5,000.00 is not more than \$13.00 per hour for every hour they worked, City Clerk/Treasurer Chamberlin said the city can not pay any employees hours that they did not work during COVID. City Clerk/Treasurer Chamberlin said all employees got their full salary even if they worked or not, Alderwoman Christensen said that this is something the Budget and Finance Committee needs to think about some more.

Meeting was adjourned at 5:34 pm.

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BreeAnn Shanks, Deputy City Clerk/Treasurer

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Janet Sergent, Committee Chair