



City of Sidney, MT
Budget and Finance Committee Meeting 3-10-26
March 10, 2026 5:30 PM
115 2nd Street SE |Sidney, MT 59270

Committee meetings are open to the public attending in person. If the public does not wish to participate in person, they are also invited to participate via a Zoom meeting or via phone:

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

1. Call to Order

They Budget and Finance Committee was called to order at 5:30pm.

2. Pledge of Allegiance

The Pledge of Allegiance was stated by all present.

3. Committee Members Present

Christensen, DiFonzo, Buxbaum and Skinner

Others Present:

Mayor Norby, PWD Hintz, Clerk/Treasurer Chamberlin, Deputy Clerk/Treasurer Schmierer

4. Correction or Approval of Minutes

a. February Budget and Finance Committee Meeting Minutes

Motion was made to approve.

Motion made by Buxbaum, Seconded by DiFonzo.

Voting Yea: Christensen, DiFonzo, Buxbaum

b. February RFQ Meeting Minutes

Motion was made to approve.

Motion made by DiFonzo, Seconded by Buxbaum.

Voting Yea: Christensen, DiFonzo, Buxbaum

5. Visitors

None.

6. Monthly Reports

a. February 2026 Treasurer's Report

Clerk/Treasurer Chamberlin and Deputy Clerk/Treasurer Schmierer provided the February 2026 Treasurer's Report. Clerk/Treasurer Chamberlin stated there are still no anomalies to be concerned with, but with a second draw and the closing for the second phase of the water tower project coming at the next meeting, you will start to see massive movement within the Water Utility Fund budget.

7. New Business

a. FY24-25 Audit Meeting

Alderwoman Christensen stated they met with the Auditor and it was fantastic news, once again there were no issues and findings and the audit has the highest standards. Clerk/Treasurer Chamberlin stated there are three recommendations they have given her she will be reviewing and will be providing the draft documents.

b. Assistant Public Works Director Job Description

The Budget and Finance Committee reviewed the proposed Assistant Public Works Director Job Description and requested changes and additions, such as clarification on work experience equivalent will be excepted instead of, not required in addition to a college degree, they must have or attain their CDL certification, and it would be preferred they had CAD, GIS and surveying skills.

Clerk/Treasurer Chamberlin stated next steps will be to approve the job description and then at next months Budget and Finance Committee meeting, she will have enough information to start the payroll budget for next fiscal year, where the committee can discuss the filling and wages of the position.

Motion was made to recommend approval of the updated Assistant Public Works Director Job Descriptions.

Motion made by DiFonzo, Seconded by Buxbaum.

Voting Yea: Christensen, DiFonzo, Buxbaum

c. Financial Policies: Financial Governance Framework

Clerk/Treasurer Chamberlin stated this is a summary for the upcoming policies, it will change as the policies change and does not need approval. She further stated that Chief Kraft has reviewed the policies and has no issues or requests for changes. She stated she is requesting all of these policies be approved now but not be active until the next fiscal year, except the Vacancy Savings and Unbudgeted Expenditure Policy, which should be implemented right away for end of fiscal year.

d. Financial Policies: Procurement and Purchasing Policy

The Budget and Finance Committee reviewed the Procurement and Purchasing Policy and recommended all policies be amended to be reviewed yearly, prior to the budget cycle.

Motion was made to recommend approval.

Motion made by Buxbaum, Seconded by DiFonzo.
Voting Yea: Christensen, DiFonzo, Buxbaum, Skinner

e. Financial Policies: Contract Approval Authority Policy

The Budget and Finance Committee reviewed the Contract Approval Authority Policy and recommended no changes.

Motion was made to recommend approval.

Motion made by Buxbaum, Seconded by DiFonzo.
Voting Yea: Christensen, DiFonzo, Buxbaum

f. Financial Policies: Capital Asset & Equipment Purchase Policy

The Budget and Finance Committee reviewed the Capital Asset and Equipment Purchase Policy and recommended "Definition of Capital Assets" have contracts, subscriptions, etc. be added to the list. Also they recommended under the "Budgeted Capital Purchases" section, the Mayor and City Administrator be able to approve up to \$10,000 with anything else exceeding that threshold to come to Council for approval. This will alleviate a backlog of the Council for approvals and allow for routine purchases to be more easily, but the Procurement Policy will still need to be followed. Lastly a 30 day requirements for recording capital asset changes was added to the "Asset Tracking and Inventory" section.

Motion was made to recommend approval.

Motion made by DiFonzo, Seconded by Buxbaum.
Voting Yea: Christensen, DiFonzo, Buxbaum

g. Financial Policies: Budget Authorization & Expenditure Authorization Policy

The Budget and Finance Committee reviewed the Budget Authorization and Expenditure Policy and recommended no changes.

Motion was made to recommend approval.

Motion made by DiFonzo, Seconded by Buxbaum.
Voting Yea: Christensen, DiFonzo, Buxbaum

h. Financial Policies: Vacancy Savings & Unbudgeted Expenditure Policy

The Budget and Finance Committee reviewed the Vacancy Savings and Unbudgeted Expenditure Policy and recommended under the "Council Approval Threshold" the Mayor and City Administrator be allowed to approve unbudgeted expenditure purchases as long as they are a trade for currently budgeted expenditure of the same type and does not increase the budget by more than \$15,000. If a change requires or could require a budget amendment, it must be requested to the Council, no matter the circumstances.

Clerk/Treasurer Chamberlin reminded the Committee this is the policy that she is recommended be approved for immediate implementation.

Motion was made to recommend approval.

8. Unfinished Business

a. Local Government Review:

City Administrator Position

The Budget and Finance Committee reviewed the City Administrator position that was part of the Local Government Review meetings, including the last meeting held March 5th. The Local Government Review committee does not have any election ballot items and recommended the City Council continue discussion and review internally for City Hall staff restructuring. The Budget and Finance Committee inquired if the position restructure would need to be posted as an open position or if it can be filled internally with the current staff and asked City Staff to reach out to City Attorney Kalil and MMIA.

The Budget and Finance Committee reviewed the changes to the City Administrator job description and recommended more specific wording be added pertaining to being the HR officer duties. The process moving forward will be to approve the job description and then at next month's Budget and Finance Committee meeting start the payroll budgeting process, looking into the feasibility of the restructuring.

The Budget and Finance Committee made a motion to recommend approval of the City Administrator Job Description.

Motion made by DiFonzo, Seconded by Buxbaum.
Voting Yea: Christensen, DiFonzo, Buxbaum, Skinner

9. Comments and Questions from the Committee

None.

10. Adjournment

at 6:46pm.