



City of Sidney, MT  
City Council Regular Meeting 12-1-2025  
December 01, 2025 6:30 PM  
115 2nd Street SE | Sidney, MT 59270

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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, Buxbaum, Larson, Koffler, Rasmussen and DiFonzo

**4. Correction or Approval of Minutes**

**a. November 17th, 2025 Regular Meeting Minutes**

Motion was made to approve.

Motion made by Alderwoman Buxbaum, Seconded by Alderwoman Rasmussen.

Voting Yea: Alderman Koffler, Alderwoman Rasmussen, Alderman DiFonzo, Alderwoman Buxbaum, Alderwoman Christensen, Alderwoman Larson

**5. Visitors**

James Falcon (Zoom-Sidney Herald), Evelyn Gonzalez, Madison Kapp, Joe Kauffman, Carter Hassem, Itzel Piedra, Kaulynn G. Paul D., Rylan J., Sophie Pust.

**6. Public Hearing**

Nothing.

**7. Mayor Norby**

a. Update

Mayor Norby announced the Chamber has rescheduled the Parade of Lights for this Friday at 6:30pm.

It was the general consensus of the City Council to allow the parade as planned before this Friday.

8. Committee Meeting Work

Nothing.

9. Alderman Requests and Committee Reports

Budget and Finance – Chairman Christensen – DiFonzo, Koffler. Police and Fire– Chairman DiFonzo – Rasmussen, Larson. Parks and Recreation – Chairman Christensen – Larson, Rasmussen. Water and Sewer – Chairman Buxbaum – Christensen, DiFonzo. Street and Alley – Chairman Rasmussen – DiFonzo, Koffler. Sanitation– Chairman Larson – Koffler, Buxbaum. City Buildings & Street Lighting – Chairman Koffler – Buxbaum, Christensen

Nothing.

10. Unfinished Business

Nothing.

11. New Business

a. City Council Powers and Duties Update

Clerk/Treasurer Chamberlin stated under #2 the final sentence should also read "shall preside if both the mayor and president" not vice president, and thank you to Alderwoman Larson for finding this mistake. She further stated it has been requested to update the section under #7 the standing committees to be amended to state the Mayor can appoint no more than one non-voting private individual to each committee.

Alderman DiFonzo stated he feels if members of the public want to help on the committees it could be a great asset but we should ask them who wants, possibly using the TextMyGov to ask for interested parties. He stated adding one additional at large citizen for each committee could bring outside perspectives but limiting them to a term for 1 or 2 years could also give more opportunity to others in the public, offering it out every year and we can renew if no other interested parties come forward. The other Council members agreed with Alderman DiFonzo. Alderwoman Buxbaum stated the wording should be non-voting city residents instead of of private individuals.

Motion was made to amend the City Council Powers and Duties Article II. #2 to state president not vice president in the final sentence and in #7 to state the Mayor can appoint no more than one non-voting city resident to each committee for a one year term.

Motion made by Alderwoman Rasmussen, Seconded by Alderwoman Larson.  
Voting Yea: Alderman Koffler, Alderwoman Rasmussen, Alderman DiFonzo, Alderwoman Buxbaum, Alderwoman Christensen, Alderwoman Larson

**12. City Planner**

Nothing.

**13. City Attorney**

a. Update

City Attorney Kalil stated they are remaining busy in City Court with the police department remaining busy keeping the community safe.

**14. Chief of Police**

a. Update

Chief Kraft stated the most recent hire will be completing thier field training tonight and able to go solo, stilld own 3 posotions, interviews next week. Parade, berm out wednesday, biggest contention for the parade adn safety to put floats to close to the people.

**15. Public Works Director**

a. Update

Moving snow and continuing rest of this week, with more coming. Meadow storm water project substantially completed by Friday, sometimes like landscaping in the spring because of snow. Detention pond nearly finished, hauling top soil and will seed in spring.

**16. Fire Marshal/Building Inspector**

Nothing.

**17. City Clerk/Treasurer**

**a. Black Mountain Time Card Module \$2,550**

Clerk/Treasurer Chamberlin stated the current process for time cards is employees track their times on time cards or sheets, these are then turned in and reviewed and entered into spreadsheets for tracking hours by type of work done by time types or codes. After this is done, the time cards for the public works department are turned in to her department weekly and entered into a spreadsheet for payroll, tracking hour types. The police department track their hours and turn them in monthly at the time of payroll. When payroll time comes around, the information from the public works timecards auto-populates onto a summary spreadsheet and they then enter the police monthly summary onto that sheet. They then take that sheet and enter it into the Black Mountain payroll module and actually process payroll. At the end of the year, she and PWD Hintz look at the time codes for the employees and use that to estimate what

department employees work in, since so many employees cross departments, for budgeting the next fiscal year. She stated with this Black Mountain Time Card Module, the employee will login, enter their time directly into the module, the department head will review and send it to payroll, her department will review and make corrections as needed and it will automatically be uploaded into the software. She estimates this could save upwards of 20 hours of manpower a month, not to mention the more times information is entered, the higher the chances of mistakes. This module will also give the employees direct access to their time cards, paystubs, PTO Hours and they can check their information to make sure it is up to date. She stated all three department heads reviewed this at the management meeting and are recommending approval with the implementation process likely not being fully live for all employees until the new fiscal year to ensure it is 100% right before having the employees start to use it.

Motion made by Alderwoman Buxbaum, Seconded by Alderwoman Larson.

Voting Yea: Alderman Koffler, Alderwoman Rasmussen, Alderman DiFonzo, Alderwoman Buxbaum, Alderwoman Christensen, Alderwoman Larson

b. Update

Clerk/Treasurer Chamberlin reminded everyone that at the next Council meeting the oaths of office will be issued for Mayor Norby and Aldermen DiFonzo, Kauffman and Alderwomen Rasmussen and Larson. She stated at this meeting it will also be the election of the Council President and Vice President so the discussion around the new committee assignments can be decided prior to the January 5th City Council meeting and meeting dates established.

**18. Consent Agenda**

Motion was made to approve the claims and building permits.

Motion made by Alderman Koffler, Seconded by Alderwoman Rasmussen.

Voting Yea: Alderman Koffler, Alderwoman Rasmussen, Alderman DiFonzo, Alderwoman Buxbaum, Alderwoman Christensen, Alderwoman Larson

**a. Claims to be approved: \$53,487.00**

Intermediary Claims: (\$1131.16)

USPS            \$1131.16

**b. Building Permits to be approved: RC2026-17 and RC2026-18**

**19. Adjournment**

at 6:50pm.