



City of Sidney, MT
Special Budget and Finance Committee Meeting 4-1-26
April 01, 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
2. Pledge of Allegiance
3. Committee Members Present
4. Correction or Approval of Minutes
5. Visitors
6. Monthly Reports
7. New Business
 - [a.](#) Process for hiring the Interim City Administrator
 - [b.](#) Terms of Interim City Administrator Position
8. Unfinished Business
9. Comments and Questions from the Committee
10. Adjournment



STAFF REPORT

Staff Report

To: Mayor and City Council

From: Karmen Schmierer, Deputy Clerk/Treasurer

Date: April 1, 2026

Re: Internal Hiring Process – Single Applicant Consideration

Background

The City recently conducted an internal recruitment process for a posted position and received a single qualified applicant. While only one application was submitted, it remains important that the City follow a consistent, fair, and well-documented hiring process to ensure transparency, accountability, and alignment with City policy and best practices.

Purpose

The purpose of this report is to outline the recommended process for evaluating and potentially appointing a single internal applicant, ensuring the process reflects the same level of diligence as a competitive recruitment.

Recommended Process

1. Candidate Evaluation

The applicant should be evaluated against the established job description, including required qualifications, skills, and experience. Any gaps or areas for development should be identified and documented.

2. Formal Interview Process

A structured interview should be conducted using standardized questions appropriate to the position. When possible, a panel approach is recommended to ensure balanced evaluation and input.

3. Internal Reference and Performance Review

As an internal candidate, the applicant's personnel file, past performance evaluations, attendance records, and any relevant disciplinary history should be reviewed. Input from the current supervisor should also be considered.

4. Determination of Candidate Readiness

Based on the evaluation process, one of the following determinations should be made:

- **Qualified:** Candidate meets all requirements and is recommended for appointment.
- **Conditionally Qualified:** Candidate may be appointed with a defined training plan, performance expectations, and/or probationary period.

The City of Sidney is an equal opportunity employer and provider.

- **Not Qualified:** Candidate does not meet minimum requirements; the position may be reposted internally or opened to external applicants.

5. Documentation of Hiring Decision

A written record should be maintained outlining:

- The recruitment process
- Number of applicants received
- Evaluation steps taken
- Rationale for selection or non-selection

This documentation supports transparency and provides a clear audit trail.

6. Required Approvals

All necessary approvals should be obtained in accordance with City policy. This may include approval from the Mayor, City Council, and/or budget confirmation, depending on the position.

7. Formal Offer of Employment

If approved, a formal offer or appointment letter should be issued outlining:

- Position title and reporting structure
- Compensation
- Start date
- Probationary or trial period (if applicable)
- Performance expectations and evaluation timeline

8. Internal Communication

Following the hiring decision, internal communication should be provided to staff indicating the position has been filled. Communication should remain professional and neutral, reinforcing that a fair and consistent process was followed.

Fiscal Impact

The fiscal impact of filling the position will be consistent with the approved budget for the role. Any changes to compensation or classification will be addressed through standard budgetary processes.

Recommendation

Staff recommends proceeding with the outlined evaluation and selection process to ensure a fair, consistent, and transparent approach to internal hiring, even when only one applicant is received.



STAFF REPORT

To: Mayor and Budget and Finance Committee
From: Karmen Schmierer, Deputy Clerk/Treasurer
Date: April 1, 2026
Re: Interim City Administrator – Appointment and Terms of Employment

Recommendation

Staff recommends that the City Council review the terms for the appointment of an Interim City Administrator in the proposed Employment Terms document and authorize the Mayor to execute the agreement.

Background

The City of Sidney operates under the Mayor–Council form of government pursuant to Montana Code Annotated (MCA Title 7, Chapter 3, Part 4). Under this structure, the Mayor serves as the chief executive officer, with administrative responsibilities supported by City staff. As the City continues to evaluate organizational structure, workload demands, and long-term administrative needs, the creation of an interim City Administrator position provides an opportunity to:

- Support day-to-day administrative coordination across departments;
- Improve operational efficiency and communication;
- Evaluate the appropriate scope and structure of a potential permanent City Administrator role;
- Identify opportunities for process improvement, policy alignment, and long-term planning.

This interim approach allows the City to assess the role in practice prior to making a permanent structural decision.

Purpose of Interim Appointment

The interim position is intended to serve both operational and evaluative functions, including:

- Assisting the Mayor with implementation of Council policy and direction;
- Coordinating departmental activities and administrative functions;
- Identifying efficiencies and organizational improvements;
- Developing recommendations regarding the long-term structure, duties, and expectations of a City Administrator position.

Key Terms of Employment

The City of Sidney is an equal opportunity employer and provider.

The proposed terms of employment establish clear expectations and governance alignment, and need to be established and documented including:

- Start Date
- Term
- Compensation
- Reporting Structure
- Authority Limitations
- Personnel Authority
- Job Description
- Performance Tracking
- Final Evaluation

Future Recruitment

At the conclusion of the interim period, the City Council will evaluate whether to formally establish a permanent City Administrator position. If established, the position will be formally posted in accordance with City policy and applicable law.

Financial Impact

Funding for this position will be incorporated within the City's adopted budget. The interim nature of the position allows the City to evaluate long-term financial impacts prior to establishing a permanent role.

Policy / Legal Considerations

This approach remains consistent with Montana law governing the Mayor–Council form of government and does not transfer or diminish statutory authority of elected officials. The interim structure provides administrative support while maintaining compliance with established governance roles and responsibilities.

Alternatives

1. Do not establish an interim position and continue with the current administrative structure;
2. Establish a permanent City Administrator position immediately without an interim evaluation period;
3. Modify the proposed terms and conditions of the interim appointment.

Conclusion

The interim City Administrator position provides a structured and measured approach to evaluating administrative needs while maintaining the City's current governance framework. It allows for real-time assessment, operational support, and informed decision-making prior to establishing a permanent position.



INTERIM CITY ADMINISTRATOR – TERMS OF EMPLOYMENT

Date: April 1, 2026
To: Jessica Chamberlin
From: Rick Norby, Mayor
Cc: City Council

RE: Appointment as Interim City Administrator

Dear Jessica Chamberlin,

The City of Sidney is pleased to offer you appointment to the position of Interim City Administrator, subject to the following terms and conditions. This interim appointment is intended to support the City's operational needs while evaluating the structure, scope, and long-term implementation of the City Administrator role.

1. Appointment and Start Date

Your appointment as Interim City Administrator will begin on [Start Date].

2. Term of Interim Appointment

This appointment is temporary and will remain in effect for a period of one (1) year, concluding on [End Date], unless extended or concluded earlier by the City. The City reserves the right to modify the duration of this interim appointment based on organizational needs or direction from the Mayor and City Council.

3. Compensation

You will be compensated at a rate of \$[amount] [per year / per hour], payable in accordance with the City's standard payroll practices. Compensation may be reviewed or adjusted by the City Council.

4. Position Status and Authority

The Interim City Administrator serves under the direction of the Mayor within the Mayor–Council form of government, consistent with Montana law. This position does not alter statutory authority of the Mayor or City Council. The role supports day-to-day operations, implements policy, and coordinates departments. Routine personnel supervision and discipline

The City of Sidney is an equal opportunity employer and provider.

may be administered; however, hiring decisions require mayoral approval and terminations must be escalated to the Mayor.

5. Duties and Job Description

Duties will align with the adopted job description. The job description may be modified during the interim term. Additional responsibilities may be assigned by the Mayor.

6. Performance Expectations, Tracking, and Review

The employee will establish goals with the Mayor, track accomplishments, and provide regular reports. Performance reviews will occur quarterly, with a final summary report at the conclusion of the interim period.

7. Recruitment for Permanent Position

At the conclusion of the interim term, the City may establish a permanent position, which will be formally posted. The interim administrator may apply and will be considered alongside other candidates.

8. Work Hours and Expectations

This position is exempt and requires a minimum of 40 hours per week. Work outside normal hours is expected as needed. Time must be tracked in accordance with City policy.

9. At-Will Status

This appointment is at-will and may be concluded at any time, consistent with applicable law.

10. Compliance

The employee must comply with all City policies and applicable laws.

Accepted by:

Jessica Chamberlin

Date: _____

Approved by:

Rick Norby, Mayor

Date: _____

The City of Sidney is an equal opportunity employer and provider.