



## Montana's Sunrise City

115 2nd Street S.E., Sidney, Montana - 406-433-2809

City Council Regular Meeting 6/15/2026

June 15, 2026 6:30 PM

City Council meetings are held in a hybrid format, allowing both in-person and Zoom participation. Councilmembers will attend in person unless remote attendance is necessary. Consistent with the Montana Constitution's Right of Participation and Right to Know, the City is committed to open and accessible meetings. Public participation via Zoom or phone is available using the information below:

### Zoom

Link: <https://us06web.zoom.us/j/7130805898?pwd=tJpmtgBdGbsjBXS0EAU50ANb4u7h3l.1&omn=89009717174>

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

1. Call to Order
2. Pledge of Allegiance
3. Aldermen Present
4. Correction or Approval of Minutes

[a. June 1st, 2026 Regular Meeting Minutes](#)

5. Public Comment/ Visitors

Your opportunity for the public to address the Council on items not included on the agenda, no action will be taken during this time.

6. Public Hearing

a. June 18th, 2026 Local Government Review Board on their Tentative Report

7. Public Hearing
8. Mayor Norby
9. City Council Comments
10. Committee Meeting Work

**Budget and Finance** – Chairman Christensen – DiFonzo, Buxbaum, Skinner

**Public Works** – Chairman DiFonzo – Larson, Christensen, Harris

**Public Safety** – Chairman Buxbaum – Rasmussen, Kauffman, Creek

- a. Budget and Finance Committee: FY25-26 Budgeted Transfers
- b. Budget and Finance Committee: 2026 Employee Handbook Update
- c. Budget and Finance Committee: Employee Evaluation Policy 2026
- d. Budget and Finance Committee: FY26-27 Payroll (Superintendent positions Exempt, 2.9% COLA, No Merit Increase, No Drug Task Force Officer Position)
- e. Budget and Finance Committee: Update and Report

**11. Chief Administrative Officer Update/ Report**

**12. Department Head Comments/ Reports**

**13. Unfinished Business**

- a. Fireworks 2026
- b. Ordinance 605-Update to Garbage Code (Final Reading)

**14. New Business**

- a. Waive Building Permit Fee of \$16,708.75 and Plan Review Fee of \$5,848.06 for Savage Fire Hall
- b. Resolution 3970-FY2026-27 Payroll
- c. SLIPA Draw #3 for \$183,597.88
- d. MichelettoLarson Variance Request
- e. Skin Satin MD, LLC Conditional Use Request

**15. Consent Agenda**

- a. Claims to be approved: \$446,501.71  
Intermediary Claims: Montana DEQ \$210.00
- b. Building Permits to be approved: City 2026-45, 2026-58, 2026-59, 2026-60, 2026-61, 2026-62  
County RC2026-36, RC2026-33, RC2026-35, RC2026-36, RC2026-37, RC2026-38, RC2026-39, RC2026-40

**16. Adjournment**

## Meeting Guidelines

- We ask that all participants be respectful and courteous.
- Please direct comments to the Council as a whole.
- When speaking, please state your name for the record.
- Be mindful of others by keeping comments concise and avoiding repetition.
- The presiding officer may guide speaking time to help the meeting run smoothly.
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**Call:** 1-346-248-7799 **Meeting ID:** 713 080 5898 **Passcode:** 4332809

### 1. Call to Order

Mayor Norby called the City Council meeting to order at 6:30pm.

### 2. Pledge of Allegiance

The Pledge of Allegiance was stated by all present.

### 3. Aldermen Present

Christensen, Buxbaum, Larson, Kauffman, Rasmussen, and DiFonzo.

### 4. Correction or Approval of Minutes

#### a. May 18th, 2026 Regular Meeting Minutes

Motion was made to approve.

Motion made by Alderwoman Christensen, Seconded by Alderwoman Larson.

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

### 5. Public Comment/ Visitors

Your opportunity for the public to address the Council on items not included on the agenda, no action will be taken during this time.

Visitors: Shannon Wicks (Sidney Area Chamber of Commerce Executive Director), Larry Christensen (Sportsman Club), Ryan Laqua (Tiger Shark Swim Team), Stephanie Ridl (Sidney City Parks Superintendent), Devan Leo and Rick Marburger (Aero Spray), Kelsey Hart (Sunrise City

Association), Justin Verhasselt (Sidney Volunteer Fire Department), FM/BI Rasmussen, Curtis McGrady (McGrady Construction), Tom Kalil (City Attorney, via Zoom), and James Falcon (Sidney Herald, via Zoom).

Kelsey Hart, representing the Sunrise City Association, requested permission to close the first block of East Main Street for sidewalk sales events scheduled for June 19 and July 21, 2026 from 10am to 6pm. The closure would allow vendors and pedestrian activities to safely utilize the area.

A motion was made to approve both street closures dates.

Motion made by Alderwoman Rasmussen, Seconded by Alderwoman Buxbaum.

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

a. Tiger Sharks Swim Team-2026 Swim Meet

Ryan Laqua, Board President of the Sidney Tiger Sharks, requested permission to use the Sidney Pool and surrounding facilities for the annual swim meet scheduled for June 20-21, 2026. The request included closure of Sixth Street Southwest adjacent to the pool, camper parking in designated areas at Moose Park, use of the baseball outfield for tent camping, and temporary suspension of irrigation in the area during the event. Mr. Laqua noted that the event would operate under the same arrangements approved in previous years.

Council discussed coordination with baseball activities and parking arrangements. Following discussion, a motion was made to approve.

Motion made by Alderman DiFonzo, Seconded by Alderwoman Rasmussen.

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

b. Sportsman Club Car Show in Moose Park June 25th

Larry Christensen of the Sidney Sportsman's Club requested to move the annual car show from July 18 to July 25, 2026 (not June 25th as posted on the agenda) due to a scheduling conflict with the Old Timers Reunion in Fairview. The Sportsman's Club indicated that they had coordinated with the baseball association and anticipated no conflicts with use of the parking lot area.

A motion was made to approve.

Motion made by Alderwoman Buxbaum, Seconded by Alderwoman Larson.

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

c. Devan Leo-Mosquitos

Devin Leo and Rick Marburger addressed the Council regarding mosquito and vector control services. The presenters provided information regarding mosquito populations, West Nile Virus cases in Montana, and mosquito control programs currently operating in neighboring

communities. They discussed surveillance, trapping, larvicide and adulticide applications, and potential costs associated with implementing a mosquito control program.

Council discussed funding options, service levels, costs, and potential implementation timelines. The council expressed interest in further evaluating the concept but indicated additional information and cost estimates would be necessary before proceeding. Motion was made to add to the Public Works Committee agenda for further review.

Motion made by Alderman DiFonzo, Seconded by Alderwoman Rasmussen.

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

d. Chamber of Commerce-Relocation of Nutter Statue

Shannon Wicks, Executive Director of the Sidney Area Chamber of Commerce and Agriculture, presented a proposal regarding relocation of the Governor Nutter statue within Veterans Memorial Park as part of the ongoing Veterans Memorial Pillars Project. She further explained that relocating the statue would create a more cohesive layout within the park while improving visibility and preserving the statue's prominence. The Chamber of Commerce will pay all cost of the project and McGrady Construction will be the contractor.

A discussion occurred regarding the history of the statue, visibility from Central Avenue, sidewalk connections, landscaping, and preserving the significance of Governor Nutter's legacy. Council members expressed support for maintaining the statue in a highly visible location while providing a dedicated sidewalk connection and improved setting.

A motion was made to authorize relocation of the statue subject to placement in a visible location a few feet to the southeast with a dedicated sidewalk connection and a sidewalk to surround the statue.

Motion made by Alderman DiFonzo, Seconded by Alderwoman Christensen.

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

e. Kiwanis Pie Social 2026-Closing of 5th St SW by Middle School July 10th

Interim CAO Chamberlin, speaking on behalf of the Sidney Kiwanis Club, requested permission to close Fifth Street Southwest adjacent to the middle school for the annual Kiwanis Pie Social on July 10, 2026. The request included use of additional garbage cans and tables consistent with previous years. She also noted a partnership with Jitterbugs for an additional fundraiser during the event.

A motion was made to approve the request.

Motion made by Alderwoman Rasmussen, Seconded by Alderman Kauffman.

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

## 6. Public Hearing

## 7. Public Hearing

### a. Reappoint David Seitz-Zoning/Board of Adjustments (3 year Term)

Motion was made to approve reappointment of David Seitz to the Zoning/Board of Adjustments (3 year term).

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

## 8. Mayor Norby

Mayor Norby encouraged all eligible voters to participate in the upcoming election and reminded residents that polls would be open from 7:00 a.m. to 8:00 p.m. at the Richland County Event Center.

## 9. City Council Comments

No council members had comments for the record.

## 10. Committee Meeting Work

**Budget and Finance** – Chairman Christensen – DiFonzo, Buxbaum, Skinner

**Public Works** – Chairman DiFonzo – Larson, Christensen, Harris

**Public Safety** – Chairman Buxbaum – Rasmussen, Kauffman, Creek

### a. Public Works Committee: Update and Report

Interim CAO Chamberlin provided a summary of the May 20th Public Works Committee meeting.

### b. Public Safety Committee: Update and Report

Alderwoman Rasmussen provided a summary of the May 26th Public Safety Committee meeting.

### c. Public Safety Committee: Fireworks 2026

The Public Safety Committee also reviewed firework restrictions and drought conditions. No recommendation was made at this time pending additional information and future county action.

Fire Marshal Rasmussen and Fire Chief Verhasselt provided historical information regarding fireworks-related fire responses and discussed fire department preparedness for the upcoming holiday season.

## 11. Chief Administrative Officer Update/ Report

### a. LGRB Tentative Report

Interim CAO Chamberlin reported that the Local Government Review Commission had released its tentative report. The report recommends placing two questions before voters: a change to the

City Council representation structure and adoption of self-governing powers. A public hearing on the tentative report is scheduled for June 18, 2026.

Interim CAO Chamberlin also reported that Fire Marshal Rasmussen would be conducting fire extinguisher training, provided an update on Montana Tourism Development Grant activities, and noted that the Budget and Finance Committee would oversee implementation of the tourism grant. She also reported that all four on-call engineering and planning contracts had been fully executed and available for future task orders.

Interim CAO Chamberlin announced her election as MMIA Board Treasurer, Finance Chair, and Audit Chair.

## 12. Department Head Comments/ Reports

City Attorney Kalil reported that he would be presenting the garbage code ordinance later in the meeting but had no additional items for discussion.

Chief Kraft reported that the Police Department would be conducting another round of testing and interviews to fill an open officer position. He also noted that a recently hired officer was nearing completion of field training and remained scheduled for academy attendance.

Interim Clerk/Treasurer Lange had no report.

PWD Hintz reported that street paving activities were anticipated to begin shortly, weather permitting. He also noted that the Public Works shop remodel project was nearing completion.

## 13. Unfinished Business

None.

## 14. New Business

- a. Update to Traffic Control Signs: 5th St SW & 14th Ave SW, 10th Ave SW & 4th St SW, 10th Ave SW & West Main

Chief Kraft presented proposed traffic control sign updates including installation of yield signs at Fourth Street Southwest and 10th Avenue Southwest, as well as West Main Street and 10th Avenue Southwest. He also discussed the prior relocation of yield signs at Fifth Street Southwest and 14th Avenue Southwest to better align with MUTCD standards.

Council discussed the history of the intersection and concerns regarding the changes. Following discussion, a motion was made to approve the traffic control sign updates.

Motion made by Alderman Kauffman, Seconded by Alderwoman Christensen.

Voting Yea: Alderman Kauffman, Alderwoman Rasmussen, Alderwoman Buxbaum, Alderwoman Christensen, Alderwoman Larson

Voting Nay: Alderman DiFonzo

- b. NPWTR Draw #3 for \$1,077,563.00

Council reviewed Draw Request No. 3 for the North Park Water Tower Replacement Project in the amount of \$1,077,563.00.

A motion was made to approve.

Motion made by Alderwoman Christensen, Seconded by Alderwoman Larson.

Voting Yea: Alderman Kauffman, Alderwoman Rasmussen, Alderman DiFonzo, Alderwoman Christensen, Alderwoman Larson

Voting Abstaining: Alderwoman Buxbaum

- c. Meadows Drainage Improvement Project Pay Application #3 for Western Municipal for \$120,381.05

Council reviewed Pay Application No. 3 for the Meadow Village Drainage Improvement Project in the amount of approximately \$120,381.05. This would likely be the final contractor payment for the project.

Motion was made to approve the pay application.

Motion made by Alderwoman Buxbaum, Seconded by Alderman Kauffman.

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

- d. Interstate Engineering On-Call MSA TO#1-Water GIS \$30,000

Council reviewed Interstate Engineering Task Order No. 1 for Water GIS Survey work in the amount of \$30,000. Interim CAO Chamberlin explained the work would assist with finalizing the City's GIS mapping system.

A motion was made to approve the task order.

Motion made by Alderwoman Rasmussen, Seconded by Alderwoman Larson.

Voting Yea: Alderman Kauffman, Alderwoman Rasmussen, Alderman DiFonzo, Alderwoman Christensen, Alderwoman Larson

Voting Abstaining: Alderwoman Buxbaum

- e. Senior Swim Pass \$40

Council discussed creation of a discounted senior swim pass for residents age 55 and older. Interim CAO Chamberlin explained that senior citizens generally have limited access to pool programming and that a reduced fee could encourage participation.

A motion was made to establish a Senior Swim Pass at a cost of \$40.

Motion made by Alderman DiFonzo, Seconded by Alderwoman Rasmussen.

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

- f. Waive BP Fee for Veteran's Memorial Pillars of \$818.75 and Plan Review of \$286.57

Council considered waiving building permit and plan review fees associated with the Veterans Memorial Pillars Project. The fee waiver totaled approximately \$1,105.32.

Motion was made to approve.

Motion made by Alderwoman Buxbaum, Seconded by Alderwoman Larson.

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

g. Ordinance 605-Update to Garbage Code (1st Reading)

City Attorney Kalil presented an ordinance updating the City's garbage code. The revisions provide additional property classifications to better align garbage collection rates with actual service demands and establish provisions for multiple garbage containers. The Public Safety Committee has recommended approval.

Following discussion, a motion was made to adopt the first reading of Ordinance 605, updating the Garbage Code.

Motion made by Alderman DiFonzo, Seconded by Alderwoman Christensen.

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

## 15. Consent Agenda

Interim Clerk/Treasurer Lange presented claims in the amount of \$194,884.42, one intermediary claim to the United States Postal Service for water and sewer bill postage, and three building permits for approval.

Motion was made to approve claims for payment and the three building permits.

Motion made by Alderman Kauffman, Seconded by Alderwoman Buxbaum.

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

a. Claims to be approved: \$194,884.42

Intermediary Claims: USPS \$1142.39

b. Building Permits to be approved: 2026-53, 2026-55, and 2026-57

## 16. Adjournment

at 7:56pm.

### Meeting Guidelines

- We ask that all participants be respectful and courteous.
- Please direct comments to the Council as a whole.
- When speaking, please state your name for the record.

- Be mindful of others by keeping comments concise and avoiding repetition.
- The presiding officer may guide speaking time to help the meeting run smoothly.
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## Fiscal Year 2025-26 Budgeted Transfers

### From Oil and Gas Fund to General Fund (Budgeted a transfer of \$185,000):

JV#	Transferring:	\$	185,000.00			
From O&G	D	\$	185,000.00	2890	521000	820
To Cash	C	\$	185,000.00	2890	101000	
From Cash	D	\$	185,000.00	1000	101000	
To General Fund	C	\$	185,000.00	1000	383000	

### From Oil and Gas Fund to Tennis Courts (Budgeted a transfer of \$115,000):

JV#	Transferring:	\$	115,000.00			
From O&G	D	\$	115,000.00	2890	521000	820
To Cash	C	\$	115,000.00	2890	101000	
From Cash	D	\$	115,000.00	2062	101000	
To Tennis Court	C	\$	115,000.00	2062	383000	

### From Oil and Gas Fund to Nuisance Fund (Budgeted a transfer of \$25,000):

JV#	Transferring:	\$	25,000.00			
From O&G	D	\$	25,000.00	2890	521000	820
To Cash	C	\$	25,000.00	2890	101000	
From Cash	D	\$	25,000.00	2869	101000	
To Nuisance	C	\$	25,000.00	2869	383000	

### From Oil and Gas Fund to SID 104 Fund (Budgeted a transfer of \$10,000):

JV#	Transferring:	\$	10,000.00			
From O&G	D	\$	10,000.00	2890	521000	820
To Cash	C	\$	10,000.00	2890	101000	
From Cash	D	\$	10,000.00	3604	101000	
To Nuisance	C	\$	10,000.00	3604	383000	

### From Oil and Gas Fund to Pool CIP Fund (Budgeted a transfer of \$45,000):

JV#	Transferring:	\$	45,000.00			
From O&G	D	\$	45,000.00	2890	521000	820
To Cash	C	\$	45,000.00	2890	101000	
From Cash	D	\$	45,000.00	4011	101000	
To Pool CIP	C	\$	45,000.00	4011	383000	

### From Oil and Gas Fund to Parks CIP Fund (Budgeted a transfer of \$65,000):

JV#	Transferring:	\$	65,000.00			
From O&G	D	\$	65,000.00	2890	521000	820
To Cash	C	\$	65,000.00	2890	101000	
From Cash	D	\$	65,000.00	4015	101000	
To Parks CIP	C	\$	65,000.00	4015	383000	

### From Oil and Gas Fund to Parks Facility CIP (Budgeted a transfer of \$98,000):

JV#	Transferring:	\$	98,000.00			
From General	D	\$	98,000.00	2890	521000	820
To Cash	C	\$	98,000.00	2890	101000	

From Cash	D	\$	98,000.00	4016	101000
To Parks Facility	C	\$	98,000.00	4016	383000

**From Oil and Gas Fund to St. Const. CIP Fund (Budgeted a transfer of \$40,000):**

JV#	Transferring:	\$	40,000.00		
From O&G	D	\$	40,000.00	2890	521000 820
To Cash	C	\$	40,000.00	2890	101000
From Cash	D	\$	40,000.00	4030	101000
To Police Inv. CIP	C	\$	40,000.00	4030	383000

**From Oil and Gas Fund to Fire Equip CIP Fund (Budgeted a transfer of \$50,000):**

JV#	Transferring:	\$	50,000.00		
From O&G	D	\$	50,000.00	2890	521000 820
To Cash	C	\$	50,000.00	2890	101000
From Cash	D	\$	50,000.00	4040	101000
To Police Inv. CIP	C	\$	50,000.00	4040	383000

**Total Transfers:** \$ **633,000.00** (out of \$633,000 budgeted)

**Transfer from St. Maint to Snow Removal for Tax Revenue**

JV#	Transferring:	\$	219,780.00		
From St. Maint	D	\$	219,780.00	2565	363010
To Cash	C	\$	219,780.00	2565	101000
From Cash	D	\$	219,780.00	2566	101000
To Snow Rem.	C	\$	219,780.00	2566	363010

Karmen Lange Clerk/Treasurer

Date Completed

# CITY OF SIDNEY, MONTANA

## EMPLOYEE HANDBOOK (2026 EDITION)

Effective Date: \_\_\_\_\_

This handbook supersedes all prior versions of the City of Sidney Personnel Policy and Procedure Manual.

It serves as a general guide for employees and does not constitute a contract of employment.

If any provision conflicts with State or Federal law, those laws shall take precedence.

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**- Preface -**

This manual provides policies, rules and regulations to be followed as an employee of the City of Sidney. Some aspects of employment with a governmental entity such as the city are also controlled by specific Federal and State statutes and by City Ordinances. Great effort has been made to harmonize this manual with those various laws. In any case of conflict, the Federal and State law and City Ordinances shall take precedence over this manual. As an example, many rules and regulations of the city police department are derived directly from State statutes and those statutes control. Otherwise, this manual shall govern all employees of the City of Sidney, Montana. Although the Mayor is the Chief Executive Officer of the City and

has final decision-making authority in personnel matters, the Chief Administrative Officer (CAO) administers the City's day-to-day operations under the direction of the Mayor. All employees shall direct questions and concerns regarding their employment or the policies contained in this manual to their supervisor first. Please note all references herein to "supervisor" may include the Chief Administrative Officer (CAO) or the Mayor if the employee is under their direct supervision.

### **- Exemptions -**

The disciplinary procedures outlined in this manual do not apply to the police department. In addition, certain police personnel policies or policies related to safety sensitive functions may differ from this manual. The City of Sidney recognizes that sworn members of the Police Department are governed by a set of rules, regulations, policies, procedures, directives, and disciplinary guidelines, some of which may be statutorily provided for. Therefore, it is intended that the policies contained in this manual shall act in conjunction with those Department rules, regulations, policies, procedures, directives and disciplinary guidelines as established and shall apply to any areas of employment by the City of Sidney, not specifically covered by Department rules, regulations, policies, procedures, directives, and disciplinary guidelines.

All such personnel should contact their supervisor for copies of the applicable personnel and disciplinary policies. Fire department personnel, being volunteers, are not employees and are not covered by this handbook. The Fire Marshall, who is a paid employee of the city, is covered by this manual. City/County Library personnel are not employees of the city and are not covered by this handbook.

## **SECTION 1 – WELCOME & OVERVIEW**

### **1.1 Welcome Statement**

Welcome to the City of Sidney! You have joined a dedicated team of professionals committed to serving our community with integrity, accountability, and pride. This handbook provides a practical overview of your rights, responsibilities, and benefits as a City employee. It is intended to help you understand how City government operates and what is expected of you in your role.

Nothing in this handbook constitutes an employment contract. The information provided here serves as general guidance and may be modified as required by law or City Council action.

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## 1.2 Mission Statement

### The City of Sidney exists to:

- Serve the citizens of Sidney, Montana.
  - Assist citizens in receiving an excellent quality of life from City government, consistent with our resources and their willingness to provide those resources.
  - Ensure that citizens are free to act and live their own lives consistent with the laws of the United States and the State of Montana.
  - Provide leadership, communication, and delivery of cost-effective services that are responsive to the people's needs and geared to the future of Sidney.
  - Provide a climate that fosters economic growth, recognizing that people are the key to our success.
  - Cooperate with other government entities to serve and protect the rights of our citizens.
- 

## 1.3 Purpose of the Handbook

This handbook provides uniform personnel policies for all City of Sidney employees. It ensures compliance with applicable federal and Montana laws, promotes fair and consistent treatment, and supports efficient operations throughout City departments.

If a conflict arises between this handbook and State or Federal law, those laws take precedence. Department-specific procedures may supplement these policies but must be at least as restrictive and consistent with this handbook.

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## 1.4 Management Rights

The City retains all customary management rights necessary to conduct municipal operations, including (but not limited to):

- Hiring, training, promoting, assigning, and evaluating employees;
- Establishing work schedules and job classifications;
- Determining budgets and staffing levels;
- Implementing and enforcing rules for workplace safety and conduct; and
- Taking appropriate disciplinary or administrative action when required.

Except where otherwise provided by law or collective agreement, City employment is governed by applicable Montana and federal law. During any probationary period, employment may be terminated at any time. After completion of probation, employment actions will be taken in accordance with City policy and applicable law.

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## 1.5 Questions and Policy Revisions

Questions about this handbook or specific personnel issues should be directed to your immediate supervisor, department head, Chief Administrative Officer (CAO), as applicable.

The City Council reserves the right to amend, repeal, or replace any portion of this handbook at any time. When changes occur, employees will be notified and are responsible for reviewing and complying with all updated policies. Holders of the copies of the rules shall be responsible for inserting changes as they are issued and for keeping their respective copies of the policies current.

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## SECTION 2 – EMPLOYMENT BASICS

### 2.1 Employment Definitions

To ensure clarity and consistency, the following terms apply to all City employment:

- **Full-Time Employee:** Regularly scheduled to work 40 hours per week.
- **Part-Time Employee:** Regularly scheduled to work fewer than 40 hours per week.
- **Permanent Employee:** Has successfully completed a probationary period and occupies an ongoing position.
- **Temporary Employee:** Hired for a specific, limited duration not to exceed 12 months; not eligible for permanent status without a competitive process.
- **Seasonal Employee:** Performs duties interrupted by seasons and may be recalled without loss of rights or benefits.

- **Short-Term Employee:** May not work more than 90 days in a continuous 12-month period; not eligible for benefits.
- **Exempt Employee:** Excluded from overtime pay under the federal Fair Labor Standards Act (FLSA).
- **Non-Exempt Employee:** Covered by FLSA overtime provisions.

## 2.2 Equal Employment Opportunity (EEO)

The City of Sidney is an equal-opportunity employer. Employment decisions are based on merit, qualifications, and business needs. Discrimination or harassment based on race, color, national origin, ancestry, religion, creed, sex (including pregnancy, gender identity, and sexual orientation), age, disability, genetic information, marital status, political belief, or veteran status is strictly prohibited.

All employment practices—including recruitment, compensation, promotion, transfer, training, and termination—shall comply with:

- Title VII of the Civil Rights Act of 1964
- Montana Human Rights Act (MCA Title 49)
- Equal Pay Act of 1963
- Age Discrimination in Employment Act (ADEA)
- Americans with Disabilities Act (ADA)
- Pregnant Workers Fairness Act (2023)
- Genetic Information Nondiscrimination Act (GINA)

Employees who believe they have been subjected to discrimination should report concerns immediately to their supervisor, department head, or the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. Retaliation for making or supporting a complaint is prohibited.

## 2.3 Harassment and Discrimination Prevention

The City is committed to a professional environment free from harassment or hostility.

### Prohibited Conduct:

Unwelcome conduct based on any protected characteristic—including sexual harassment—violates City policy and the law. This includes, but is not limited to:

- Unwanted physical contact, advances, or sexual comments;
- Derogatory jokes or slurs;
- Display or circulation of offensive images or material;
- Threats, intimidation, or retaliation.

### Reporting Procedure:

Employees who experience or witness harassment must promptly report it to a supervisor,

department head, or the Chief Administrative Officer (CAO, as applicable. Reports will be handled confidentially to the extent possible, promptly investigated, and corrective action taken if necessary.

Supervisors who observe or receive a report of harassment must act immediately and document their response. No employee will be retaliated against for filing or participating in a complaint when their actions are taken in good faith.

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## **2.4 Genetic Information Nondiscrimination (GINA) Policy**

The City prohibits discrimination in employment decisions and benefits on the basis of genetic information, in compliance with the Genetic Information Nondiscrimination Act of 2008 (GINA). Genetic information includes family medical history and genetic test results. The City will not request, require, or use genetic information in any aspect of employment, except as permitted by law.

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## **2.5 Disability and Pregnancy Accommodation**

The City complies with the Americans with Disabilities Act (ADA), the Montana Human Rights Act, and the Pregnant Workers Fairness Act (2023). Qualified individuals with disabilities or pregnancy-related limitations may request reasonable accommodation to perform essential job duties, unless doing so would impose an undue hardship or pose a safety risk.

Requests should be submitted to the department head or Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable in writing. The City will engage in an interactive process to identify effective accommodations.

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## **2.6 Nepotism and Conflict of Interest**

In compliance with MCA 2-2-302 and 2-2-303, no City official or employee may hire, supervise, or otherwise influence employment decisions involving a relative within the second degree by blood or marriage.

Employees must avoid conflicts of interest that could impair impartiality in their official duties. Any potential conflict or relationship must be disclosed to the City Council so that appropriate safeguards can be established.

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## **2.7 Recruitment and Selection**

The City strives for fair, competitive, and transparent hiring practices.

- Job openings are posted internally and externally as appropriate.

- Veterans' and disability preference points are applied per MCA 39-29-102 and 39-30-201.
  - Selection is based on qualifications, experience, and the needs of the department.
  - Background or driving-record checks may be required for certain positions.
  - All employment offers are contingent on completion of required pre-employment steps, which may include a physical examination or drug test where applicable.
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## **2.8 Physical Examination**

The City of Sidney may require a post-offer, pre-employment physical or medical examination for certain positions, consistent with federal and state law. A conditional offer of employment may be made prior to requiring any medical examination.

Any required examination will be job-related and consistent with business necessity, and the cost of the examination will be paid by the City. All applicants receiving a conditional offer for the same position will be required to undergo the same examination.

Medical examinations will be used solely to determine whether an individual can perform the essential functions of the position, with or without reasonable accommodation, in compliance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act.

The City will provide reasonable accommodations to qualified individuals with disabilities, unless doing so would impose an undue hardship.

The City will not request or use genetic information in employment decisions and will comply with the Genetic Information Nondiscrimination Act of 2008 (GINA).

All medical information obtained through examinations or inquiries will be kept confidential and maintained in files separate from personnel records, as required by law.

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## **2.9 Probationary Period**

All new employees must complete a twelve (12)-month probationary period. During this time, the employee's performance, reliability, and suitability for the position will be evaluated.

The probationary period may be extended for up to six (6) additional months if performance concerns exist.

Employees who transfer to a different position or department within the City will be required to serve a new trial period for the new position. The length of the trial period will be one year, unless otherwise approved by the City. During the trial period if the employee does not meet the expectations of their new position they can be returned to their prior position, but not terminated.

During any probationary period, the employee may be terminated at any time and is not eligible to use the grievance process. Completion of a prior probationary period does not waive the trial

requirements of a new position. Serving a new probationary period does not affect previously accrued benefits or length of service, unless otherwise provided by policy or law.

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## **2.10 Performance Evaluation and Job Descriptions**

Employees shall receive a written performance evaluation at least annually in accordance with the City's Employee Evaluation Policy. Annual evaluations are typically completed no later than June 15 of each year. Additional evaluations may be conducted as needed for probationary review, performance improvement, promotion consideration, or other employment-related purposes.

Evaluations will be completed by the employee's designated supervisor or reviewing authority in accordance with the City's evaluation structure and may include review by Department Heads and/or the Chief Administrative Officer, as applicable.

Performance evaluations shall include review of job performance, accomplishments, strengths, areas for improvement, and establishment of measurable goals for the upcoming evaluation period. Certain supervisory and leadership positions may also be subject to mid-year goal progress reviews in accordance with City policy.

Completion of a performance evaluation does not guarantee a wage adjustment, promotion, or merit increase. Compensation decisions remain subject to City budget approval and applicable compensation policies.

Job descriptions are reviewed periodically to ensure accuracy and organizational alignment. Employees may request review of their job description when duties substantially change.

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## **2.11 Personnel Records and Confidentiality**

The City maintains an official personnel file for each employee under the supervision of the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. Access is limited to authorized personnel. Employees may review their file upon request in the presence of authorized staff and may add written rebuttals to any document.

Medical information and other sensitive records are kept in separate confidential files in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

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## **2.12 Reduction in Workforce**

The City may reduce its workforce due to budgetary constraints, loss of funding, reorganization, changes in service needs, or other legitimate business reasons. A reduction in workforce is not a disciplinary action.

Decisions regarding position eliminations or employee layoffs will be made based on the City's operational needs and may consider factors such as job duties, qualifications, performance history, and the ability to meet current and future service demands.

The City will provide notice of a reduction in workforce when practicable. Employees affected by a reduction in workforce will be informed of benefits, final pay, and any reemployment opportunities in accordance with applicable law and policy.

The City reserves the right to modify, delay, or discontinue any reduction in workforce decision based on operational needs.

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### **2.13 Worksite Breastfeeding and Lactation Accommodation**

The City of Sidney supports employees who are breastfeeding and will provide reasonable break time and appropriate accommodations for employees to express breast milk during the workday, in compliance with applicable federal and state law.

Employees who need to express breast milk will be provided reasonable break time as needed. Break time may run concurrently with existing paid breaks where possible; otherwise, additional unpaid break time may be provided as required by law.

The City will provide a private, non-bathroom space that is shielded from view and free from intrusion for expressing breast milk. The space may be a permanent or temporary location, provided it meets privacy and safety requirements.

Employees are responsible for safely storing expressed breast milk. The City is not responsible for the security or refrigeration of expressed milk.

Employees should notify their supervisor or Human Resources to arrange accommodations. The City will make reasonable efforts to accommodate requests unless doing so would impose an undue hardship.

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### **2.14 City Credit Card and Fuel Card Use**

The City of Sidney may issue credit cards and fuel cards to authorized employees for official City business only. Use of City-issued cards is a privilege and not an entitlement.

#### **Authorized Use**

City credit cards and fuel cards may be used only for:

- Approved City purchases
- Fuel and vehicle-related expenses for City-owned vehicles

- Other expenses expressly authorized by City policy or supervisory approval

Personal use is strictly prohibited, except where explicitly permitted by policy or agreement.

### **Cardholder Responsibilities**

Employees issued a City credit card or fuel card must:

- Use the card only for authorized purposes
- Safeguard the card and account information
- Submit itemized receipts and required documentation in a timely manner
- Reconcile charges in accordance with City procedures
- Comply with all terms of applicable credit card and fuel card agreements approved by the City

### **Prohibited Use**

City cards may not be used for:

- Personal purchases
- Cash advances
- Alcohol, unauthorized gifts, or other unapproved items
- Purchases intended to circumvent purchasing or approval limits

### **Monitoring and Compliance**

The City will monitor card usage and may audit transactions at any time. Unauthorized or improper charges must be repaid by the employee and may result in disciplinary action, up to and including termination.

Misuse of City-issued cards may also result in revocation of card privileges and possible criminal or civil liability.

## **2.15 Drug and Alcohol-Free Workplace**

The City of Sidney is committed to maintaining a safe, healthy, and productive work environment. Employees are prohibited from using, possessing, distributing, selling, or being under the influence of alcohol, illegal drugs, or controlled substances while on duty, on City premises, operating City vehicles or equipment, or conducting City business.

Employees must report to work fit for duty and free from impairment that could affect job performance or safety.

### **Testing**

Drug and alcohol testing may be required where permitted by law, including but not limited to:

- Pre-employment
- Reasonable suspicion
- Post-accident

- Return-to-duty or follow-up testing

Employees in safety-sensitive or CDL positions are subject to drug and alcohol testing in accordance with U.S. Department of Transportation (DOT) and FMCSA regulations, as applicable.

### **Prescription and Over-the-Counter Medications**

Employees are responsible for ensuring that any legally prescribed medication, over-the-counter medication, unregulated substance, or toxic substance does not impair their ability to safely and effectively perform job duties. This includes substances lawfully obtained but known to have intoxicating, sedating, mind-altering, or performance-impairing effects, including but not limited to substances such as kratom, marijuana or other unregulated intoxicating products as defined by applicable Montana law.

Employees may be required to notify a supervisor if use of any medication or substance could affect safety, judgment, alertness, or job performance. Employees may be removed from duty when impairment is reasonably suspected, regardless of whether the substance is legally possessed or consumed.

### **Violations**

Violation of this policy may result in disciplinary action, up to and including termination, in accordance with City policy and applicable law.

### **Compliance**

This policy is intended to comply with all applicable federal and state laws and does not alter the terms and conditions of employment.

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## **2.16 Call-Out / Emergency Call-Back Policy**

### **Purpose**

This policy establishes compensation and response expectations when employees are called back to work outside their regularly scheduled hours to address operational or emergency needs.

### **Definition of Call-Out**

A call-out occurs when an employee is required to return to work outside their regularly scheduled work hours after having completed their normal shift.

### **Minimum Call-Out Compensation**

When an employee is called out to work:

- The employee will be compensated for a minimum of two (2) hours at the applicable overtime rate, even if the actual time worked is less than two hours.
- If the call-out occurs between 10:00 p.m. and 5:00 a.m., the employee will receive a minimum of three (3) hours of overtime pay.

If the employee works longer than the minimum guaranteed time, they will be paid for actual hours worked.

### **Use of Regularly Scheduled Employees**

If regularly scheduled employees are already on duty at the time a call-out is needed:

- The on-call employee will first contact the regularly scheduled employee to respond to the issue as part of their normal duties.
- If the regularly scheduled employee is unavailable or engaged in duties that cannot be delayed, the on-call employee will respond to the call-out.

### **Flex Time Option**

If an employee is called out and chooses to adjust their schedule within the same workweek so that total hours worked do not exceed forty (40) hours:

- The call-out hours may be treated as flex time, and
- The employee will receive additional compensation equal to one-half (½) of their regular hourly rate for the call-out hours, in recognition of the inconvenience.

Flex time arrangements must be approved by the supervisor and must comply with FLSA requirements.

### **Authorization and Documentation**

- Call-outs should be authorized by a supervisor whenever possible.
- All call-out time must be accurately recorded on the employee's time record.
- Misuse or abuse of call-out compensation may result in disciplinary action.

### **Applicability**

This policy applies to non-exempt employees unless otherwise specified by law or written agreement. Exempt employees may be subject to department-specific on-call or compensatory time arrangements approved by the Mayor.

## **2.17 On-Call Duty**

Certain positions may require employees to be available outside of normal working hours to respond to operational needs, emergencies, or service interruptions. When necessary, the City may designate employees to serve in an on-call status.

### **Designation of On-Call Status**

Employees are considered on-call only when they are formally assigned by a supervisor or department head and listed on an established on-call schedule. On-call assignments will be made only when operational needs require after-hours availability.

### **Eligibility**

Only employees whose job duties require after-hours response and who are non-exempt employees under the Fair Labor Standards Act (FLSA) are eligible for on-call assignments under this policy.

### **Scheduling and Rotation**

On-call schedules will be established by the department head or supervisor. When feasible, on-call assignments shall be distributed equitably among all qualified employees within the department to ensure fairness and operational coverage. Supervisors may consider certifications, training, operational needs, and staffing levels when assigning on-call duty. Schedules will typically be prepared in advance and communicated to employees as early as practicable.

### **On-Call Compensation**

Employees who are designated as on-call will receive compensation for the time they are assigned on-call status as follows:

- \$25 per weekday (Monday–Thursday)
- \$50 per day on weekends and recognized City holidays

On-call compensation is provided in recognition of the employee's responsibility to remain available to respond if needed. Time spent actually responding to a call-out, including travel time associated with the response, will be compensated in accordance with the City's Call-Out Policy, overtime policies, and applicable wage and hour laws.

### **Employee Responsibilities While On-Call**

Employees assigned to on-call duty are expected to:

- Be reachable by phone or other designated communication method at all times during the on-call period.
- Be able to respond and report to the work location within thirty (30) minutes of being contacted.
- Remain fit for duty and able to safely perform assigned work if called.
- Respond promptly to call-out requests.

Employees who are unable to serve their assigned on-call shift are responsible for arranging an approved shift swap with another qualified employee, subject to supervisor approval.

### **Failure to Respond**

Failure to respond to an on-call assignment or failure to remain available during an assigned on-call period may result in disciplinary action.

## **Modification of On-Call Assignments**

The City reserves the right to modify on-call schedules or assignments based on operational needs, staffing availability, or emergency circumstances.

### **2.18 Political Activity and the HATCH Act**

Employees of the City of Sidney are encouraged to participate in civic affairs as private citizens. However, certain political activities are restricted by federal and state law.

Under the Hatch Act, employees whose principal job duties are connected to federally funded programs may be subject to additional restrictions on partisan political activities. These employees may not use their official authority or City resources to influence elections, nor may they run for partisan political office, as defined by law. All employees are prohibited from engaging in political activity during work hours or using City property, vehicles, equipment, uniforms, or email systems for partisan political purposes.

Employees with questions regarding political activity or Hatch Act applicability should contact the Chief Administrative Officer (CAO) or City Clerk/Treasurer, before engaging in such activity.

Nothing in this policy prohibits employees from voting, expressing personal political opinions, or engaging in lawful political activity on personal time, provided City resources are not used.

## **SECTION 3 – PAY, TIME & ATTENDANCE**

### **3.1 Hours of Work and Breaks**

The City's business hours are generally 8:00 a.m. to 5:00 p.m., Monday through Friday, with a one-hour unpaid meal period or 7:00 a.m. to 3:30 p.m., Monday through Friday, with a half-hour unpaid meal period. Department heads may adjust schedules as needed for operational efficiency and any changes must be approved by the department heads prior to implementation.

- Employees are expected to report to their work location and be ready to begin work at their assigned start time.
- A paid 15-minute rest break is provided for every four hours worked, subject to supervisor scheduling.
- Rest breaks may not be used to shorten the workday.
- Tardiness, unexcused absence, or leaving work early without approval may result in disciplinary action.
- Employees in public-safety or shift-based operations may have alternate schedules under FLSA § 7(k).

### **3.2 Overtime and Compensatory Time**

Non-exempt employees are covered by the Fair Labor Standards Act (FLSA) and must receive overtime pay at 1½ times their regular rate for all hours worked over 40 in a workweek. Department heads must authorize overtime in advance whenever possible.

Instead of overtime pay, the City may grant compensatory time off (“comp time”) at the same 1½-hour rate, in accordance with FLSA § 207(o) and MCA 39-3-405.

Comp time balances may not exceed 80 hours unless otherwise approved; unused balances will be paid out upon separation.

If authorized by the Mayor, exempt employees may receive compensatory time off for hours worked in excess of 45 hours per week at the rate of one hour for each hour worked in excess of 45. Exempt employees may accrue a maximum of 180 compensatory hours. Exempt employees may use vacation and sick time prior to using compensatory time and 140 hours of unused accrued compensatory time can be requested to be paid out during the fiscal year. Employees must request the payout with the Chief Administrative Officer (CAO) or Clerk/Treasurer a minimum of one week prior to the regular pay cycle. If requested after, the payout will be included in the next pay cycle. All compensatory time must be approved prior by the Chief Administrative Officer (CAO) or Mayor. Nothing in this section alters an employee’s exempt or non-exempt classification under the FLSA. Exempt employees are expected to meet minimum work and time reporting requirements as outlined in Section 3.3

### **3.3 Timekeeping and Payroll**

Accurate time records are required for all employees.

- Time must be recorded daily using the City’s designated time-keeping system or approved time sheet.
- Each employee and supervisor must verify hours before submission.
- Altering, falsifying, or completing another employee’s time record is prohibited.
- Payroll is issued monthly via direct deposit unless otherwise authorized.
- Final pay, including earned leave payout if applicable, is provided in compliance with MCA 39-3-205.

Employees are responsible for notifying the City Clerk/Treasurer of any changes in tax withholding, banking, or mailing information.

### **Exempt Employee Work Expectations and Time Reporting**

Exempt employees are salaried and are expected to fulfill the duties and responsibilities of their positions as defined by their job descriptions and the operational needs of the City.

- Exempt employees are expected to work a minimum of forty (40) hours per workweek.
- If an exempt employee works less than forty (40) hours in a workweek, they must utilize appropriate accrued leave (vacation, sick leave, or other approved leave) to account for the difference, unless otherwise approved by the Mayor.
- Exempt employees are required to accurately track and report time worked, including leave taken, using the City’s designated timekeeping system or approved time sheet.

Due to the nature of exempt and management-level positions:

- Exempt employees are expected to work outside of normal business hours when necessary to meet operational demands, attend meetings, respond to issues, or fulfill leadership responsibilities.
- This may include evenings, early mornings, weekends, or emergency response situations.
- Exempt employees are expected to reasonably track and report additional time worked beyond the standard schedule to support operational awareness, accountability, and any applicable compensatory time policies.

Time reporting for exempt employees is intended to reflect accountability and transparency, not hourly wage calculation, and must be completed in good faith.

Failure to accurately report time or meet minimum work expectations may result in corrective action in accordance with City policy.

Nothing in this section is intended to authorize improper deductions from an exempt employee's salary. Salary deductions will only be made in accordance with the Fair Labor Standards Act (FLSA), and the use of leave banks is intended to account for time away from work, not to alter the employee's salary basis.

### **3.4 Driver's License and CDL Requirements**

Employees who operate City vehicles must:

- Possess a valid Montana driver's license appropriate for the vehicle type;
- Maintain a safe driving record; and
- Immediately report any suspension, revocation, or restriction to their supervisor.

Employees whose positions require a Commercial Driver's License (CDL) must comply with U.S. DOT and Montana Motor Carrier Safety regulations, including random drug and alcohol testing.

Loss or suspension of required driving privileges may result in reassignment or termination.

### **3.5 Travel and Expense Reimbursement**

Employees traveling on authorized City business must use City resources responsibly and follow the City Travel and Expense Policy.

#### **Allowable Expenses Include:**

- Mileage reimbursement when using a personal vehicle at the current IRS rate;
- Lodging and meals at reasonable, state approved rates;
- Registration fees and other approved business expenses.

Employees must submit itemized receipts within five business days after returning. Use of City credit cards must comply with the Credit Card and Fuel Cardholder Agreements. Any misuse may result in reimbursement requirements and disciplinary action.

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## **SECTION 4 – LEAVE & BENEFITS**

### **4.1 Sick, Vacation, and Holiday Leave**

#### **Sick Leave**

- Full-time employees earn 8 hours per month of paid sick leave.
- Part-time employees accrue on a prorated basis.
- Sick leave may be used for personal illness, injury, medical appointments, or the illness of an immediate family member.
- A physician's note may be required for absences exceeding three consecutive days or if abuse of leave is suspected.
- Sick leave is eligible to be used after being employed for 3 months.
- Unused sick leave may be accumulated without limit and is payable at one-fourth ( $\frac{1}{4}$ ) of the unused balance upon separation, per MCA 2-18-618.
- Notification of use of sick leave must be provided to supervisor and/or department head as soon as possible. An Employee Request form must be completed either prior to or after the time is taken.

#### **Vacation Leave**

- Full-time employees earn paid vacation according to the following schedule (MCA 2-18-611):
  - 1–10 years of service: 1.25 working days per month (10 hours)
  - 11–15 years: 1.5 working days per month (12 hours)

- 16–20 years: 1.75 working days per month (14 hours)
- 21+ years: 2 working days per month (16 hours)
- Maximum accrual: Two times the annual rate. Any unused vacation hours above the maximum accrual as of December 31 must be used by March 31<sup>st</sup> of the following year.
- Vacation leave is eligible to be used after being employed for 6 months.
- Vacation requests must be approved at least 48 hours in advance by the supervisor via a completed Employee Request Form.

### **Holidays**

The City observes the following paid holidays:

New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Election Day (Federal Elections only) Thanksgiving Day, 3 hours early leave on Christmas Eve, and Christmas Day.

When a holiday falls on a Saturday, the holiday will be observed on Friday or if it falls on Sunday it will be observed on Monday.

Employees required to work on a holiday receive either compensatory time off or additional pay, per department policy.

### **Holiday Personal (PERS) Leave for Police Officers**

Police Officers who do not work on an observed City holiday must utilize accrued vacation leave to cover the holiday hours.

In recognition of holiday schedules, Police Officers will be granted eight (8) hours of Personal (PERS) Leave for each City-recognized holiday for which they are employed at the beginning of each December for the holidays that fall from December to November. Personal Leave is intended to provide additional paid time off and may be used in the same manner as other accrued PTO, subject to department scheduling and approval requirements.

Any unused Personal (PERS) Leave hours will be automatically paid out in November of each calendar year. Personal Leave does not carry over into the following year.

If employment terminates for any reason, all earned but unused Personal (PERS) Leave will be paid out in the employee's final paycheck, consistent with applicable payroll procedures.

## **4.2 Montana Parental Leave**

Eligible employees may take unpaid, job-protected leave under the Montana Parental Leave Act.

### **Eligibility:**

- Must have worked for the City at least 12 months and 1,250 hours in the previous year.
- Up to 12 weeks of unpaid leave may be used for the birth or adoption of a child.

### **4.3 Military, Jury, Bereavement, and Other Leave**

#### **Military Leave**

The City complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and MCA 10-1-1009. Employees on active duty are entitled to reinstatement and benefits continuation as required by law.

#### **Jury Duty**

Employees serving on jury duty will receive their regular pay and may keep court-issued attendance fees for mileage or expenses.

#### **Bereavement Leave**

The City recognizes that employees may need time away from work due to the death of an immediate family member. For purposes of bereavement leave, immediate family generally includes: Spouse or domestic partner, child, stepchild, or foster child; Parent or stepparent; Sibling; Grandparent or grandchild; Parent-in-law; Any other individual residing in the employee's household.

- Employees are granted one (1) paid day of bereavement leave to attend the funeral or memorial service of an immediate family member.
- Employees may use up to four (4) additional workdays of accrued sick leave or vacation leave, subject to supervisor approval, to address related matters such as travel, family responsibilities, or personal needs.
- If sufficient accrued leave is not available, employees may request leave without pay, subject to approval.

Bereavement leave should be taken as close as reasonably possible to the date of the funeral or memorial service, unless otherwise approved by the supervisor.

The City may request reasonable documentation to support bereavement leave requests.

#### **Voting Leave**

Employees are encouraged to vote before or after work. If this is not possible, reasonable paid time off will be granted.

#### **Administrative Leave**

The Mayor or City Council may approve paid administrative leave in special circumstances such as weather emergencies or public safety closures.

### **4.4 Sick Leave Grant Policy**

#### **Purpose**

The Sick Leave Grant program allows employees to receive donated sick leave hours when they experience a qualifying illness or injury and have exhausted their own available paid leave.

#### **Requesting a Sick Leave Grant**

An employee may request or receive a sick leave grant if all of the following conditions are met:

1. The employee has completed at least three (3) months of employment.
2. The employee's absence qualifies for use of sick leave.
3. Employees are not eligible to receive donated sick leave if they maintain accrued vacation leave in excess of fifty percent (50%) of their maximum allowable vacation accrual at the time of request or at any time while receiving donated sick leave hours.
4. The employee receives approval from their Department Head.
5. A physician's certification is provided.
6. The employee completes the required Sick Leave Grant Request Form.

The Department Head must certify that the employee meets all eligibility requirements before a grant is approved.

### **Maximum Sick Leave Grant**

- An employee may receive up to 240 hours of sick leave through the grant program during any rolling twelve (12)-month period.
- The twelve-month period begins on the first day sick leave grant hours are used.
- Part-time employees will receive sick leave grants proportionate to their regular work schedule.

### **Donating Sick Leave Hours**

Employees may voluntarily donate sick leave hours to an approved recipient under the following conditions:

- Donors must be full-time or part-time permanent employees.
- Donors must have completed at least three (3) months of employment.
- Donors must retain a minimum balance of forty (40) hours of sick leave after donation.
- Donors may contribute no more than twenty-five percent (25%) of their sick leave during any rolling twelve-month period.
- The twelve-month period begins on the first day the donation is made.

### **Administration**

- Donation forms are provided by the Clerk/Treasurer.
- Donor employees complete the donation section and submit it to their supervisor.
- The Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable, verifies eligibility and approves processing of donated hours.
- Approved donated sick leave hours shall be transferred on an as-needed basis, up to the amount designated by the donor, rather than in a lump sum.

### **General Provisions**

- Participation in the Sick Leave Grant program is voluntary.
- Donated sick leave hours may only be used for approved sick leave purposes.
- The City reserves the right to administer the program in accordance with operational needs and applicable law.

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#### **4.5 Health, Life, and Retirement Benefits**

The City provides eligible employees with access to comprehensive benefits including:

- Group medical, dental, and vision insurance;
- Life and accidental death coverage;
- Optional supplemental insurance; and
- Participation in the Montana Public Employees' Retirement System (PERS) or other designated retirement plan.

Details are outlined in the current benefits summary available from the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. Benefit eligibility begins the first of the month following 60 days of employment, unless otherwise stated by the plan provider.

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#### **4.6 Workers' Compensation and Return-to-Work**

Employees injured on the job must immediately report the incident to their supervisor and the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. The City provides coverage through the Montana State Fund.

Employees must complete the "First Report of Injury" form within 24 hours of the incident. The City will make reasonable efforts to provide light-duty or transitional work assignments until medical release. Fraudulent claims or failure to report injuries promptly may result in disciplinary action.

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#### **4.7 Continuation of Coverage (COBRA)**

Employees and dependents who lose health coverage due to separation, reduction in hours, or other qualifying events may continue coverage at their own expense under the Consolidated Omnibus Budget Reconciliation Act (COBRA) when approved by the administering health insurance.

Details regarding duration, cost, and election procedures are available from the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable's Office.

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#### **4.8 Longevity**

Each employee will be paid  $\frac{1}{4}\%$  (.0025) of their base yearly salary multiplied by their number of consecutive years of service with the City of Sidney, to a maximum of \$4,000 per employee per year. Longevity pay will be paid out once a year with the November paycheck. Prior years of service, when a break in service time happens, will not be included in years of service. Years of service will be calculated by the employee's hiring date anniversary for the year in which each bonus is paid out.

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## **SECTION 5 – STANDARDS OF CONDUCT**

### **5.1 Professional Behavior and Ethics**

All City employees are representatives of the community and are expected to perform their duties with honesty, integrity, respect, and professionalism.

Employees shall:

- Treat coworkers and citizens with courtesy and fairness.
- Follow all City policies, state laws, and department rules.
- Avoid behavior that could discredit the City or interfere with operations.
- Promptly report misconduct, conflicts of interest, or misuse of City resources.

Supervisors are responsible for setting a professional example and maintaining a respectful workplace.

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### **5.2 Drug-, Alcohol-, and Smoke-Free Workplace**

#### **Drug-, Alcohol-, and Smoke-Free Workplace**

The City maintains a drug-, alcohol-, and smoke-free environment in compliance with the Drug-Free Workplace Act of 1988, MCA 39-2-313, and all applicable federal and state regulations. This section addresses general conduct expectations. Drug and alcohol testing requirements are governed by the City's separate Drug and Alcohol Testing Policy.

- Possession, use, sale, or being under the influence of controlled substances, marijuana, alcohol, unregulated intoxicating substances, or other impairing substances during work hours or on City property is prohibited.
- Employees in positions subject to U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), Montana CDL, or other state/federal safety-sensitive testing requirements are subject to drug and alcohol testing in accordance with the City's Drug and Alcohol Testing Policy and applicable law.
- Additional testing may be required for other positions were permitted by law and authorized by City policy.
- Violation of this policy or refusal to comply with required testing may result in disciplinary action, up to and including termination.
- Smoking, vaping, and tobacco use are prohibited inside City buildings and vehicles. Designated outdoor areas may be provided.

Employees who voluntarily seek assistance for substance-use issues before a policy violation occurs may be referred to available assistance resources.

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### **5.3 Attendance and Reporting Absences**

Reliable attendance is essential for public service.

Employees must:

- Report to work as scheduled and remain for the entire shift unless excused.
- Notify their supervisor as early as possible, but no later than 30 minutes before the scheduled start time, when an absence or tardiness is unavoidable.
- Provide documentation if required (e.g., doctor's note).

Excessive or unapproved absences may result in progressive discipline.

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### **5.4 Dress Code, Hygiene and Public Representation**

Employees are expected to dress appropriately for their duties and to maintain a neat, clean, and professional appearance, including maintaining appropriate personal hygiene, while on duty or representing the City.

Department heads may establish dress, grooming, and safety standards suited to operational needs, workplace safety, or positions that involve frequent public contact.

Uniforms, if issued, must be worn as required and maintained in a clean and serviceable condition.

Employees should use good judgment when representing the City at meetings, trainings, or community events and present themselves in a manner that reflects positively on the City and the public service profession.

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### **5.5 Use of City Property and Vehicles**

City property, vehicles, tools, and equipment are provided for official use only.

Employees must:

- Operate vehicles and equipment safely and in compliance with laws;
- Report any damage or mechanical issues immediately;
- Refrain from using City resources for personal gain;
- Obtain approval before removing City property from the premises.

GPS or monitoring systems may be used for safety and accountability.

Employees are responsible for any fines or violations incurred during personal misuse.

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## 5.6 Technology and Social Media Use

City technology systems—including computers, phones, email, internet, and cloud services—are the property of the City and intended for business use.

The City reserves the right to monitor activity consistent with applicable law.

Employees must:

- Use professional language and tone in all communications;
- Protect confidential or sensitive information;
- Avoid accessing, downloading, or sharing inappropriate or unauthorized content;
- Not speak on behalf of the City on social media unless authorized;
- Include disclaimers (“opinions are my own”) when identifying themselves as City employees online.

Violations may lead to discipline and loss of access privileges.

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## 5.7 Cell Phone and Electronic Device Use

This policy applies to all cellular phones and electronic devices capable of making or receiving calls, sending texts, accessing the internet, or sending or receiving email, whether City-issued or personally owned.

### Use While Driving

Employees are prohibited from using a cell phone or electronic device while driving when operating a City-owned vehicle, a personal vehicle on City business, or while conducting City business of any kind. This prohibition applies to hands-on and hands-free use and includes calls, texting, email, internet use, and checking messages.

Use of City-owned vehicles or City-issued devices for personal business is prohibited. Employees must comply with all safety policies and applicable laws. Refer also to the City Safety Manual.

### Use in the Workplace

Limited personal use of cell phones during work hours is permitted, provided it does not interfere with job duties, safety, productivity, or meetings. Employees are expected to silence or mute devices during meetings.

Personal cell phone use should generally be limited to break and lunch periods, unless approved by a supervisor. Supervisors may grant reasonable exceptions for essential personal matters, such as childcare or family schedule changes.

### **Earbuds and Headphones**

Employees are prohibited from wearing earbuds, headphones, or similar listening devices while operating vehicles, machinery, tools, or other equipment, or while performing duties where the ability to hear surroundings, warnings, alarms, or verbal instructions is necessary for safety.

Employees must always maintain situational awareness in work environments where safety hazards may be present. Department heads or supervisors may restrict the use of earbuds or headphones in specific work areas or job duties where their use could interfere with safety, communication, or operational needs.

Earbuds or headphones may only be used during breaks or in designated work environments where their use does not create a safety concern and has been approved by the supervisor.

### **City-Issued Cell Phones**

Certain employees may be issued a City cell phone for business purposes. Personal use is limited to de minimis use only.

The City may audit phone records to ensure compliance. Any non-de minimis personal use may result in reimbursement to the City and/or taxable income to the employee, as required by IRS regulations.

### **Employee-Owned Cell Phones**

Employees authorized to use a personal cell phone for City business may be eligible for reimbursement under the City's IRS accountable plan, provided appropriate documentation is submitted in accordance with City procedures.

### **Violations**

Violation of this policy may result in disciplinary action, up to and including termination.

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## **5.8 Press Inquiries**

All media or press inquiries regarding City operations must be referred to the Mayor or Chief Administrative Officer (CAO) or Department Head, as applicable.

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## **5.9 Outside Employment**

Employees may engage in outside employment only if it:

- Does not interfere with City duties or schedules;
- Does not create a conflict of interest; and

- Is disclosed to and approved by the department head and/or Chief Administrative Officer (CAO), as applicable.

If outside work adversely affects performance or availability, authorization may be revoked.

## **5.10 Discipline and Corrective Action**

The City of Sidney uses a progressive discipline and corrective action approach designed to address performance or conduct issues in a fair, consistent, and constructive manner. The goal of discipline is to correct behavior, improve performance, and maintain effective operations, not to punish employees.

### **Determination of Corrective Action**

Before formal disciplinary action is imposed, the City will conduct an appropriate review of the alleged performance deficiency or conduct concern to ensure that corrective action decisions are based on objective facts and applied in a fair and equitable manner.

This review may include, as appropriate:

- Gathering and reviewing relevant documents, records, and other evidence
- Interviewing the employee and any relevant witnesses
- Consulting with the employee's supervisor, department head, City Administrator (if applicable), and/or the Mayor, as appropriate
- Reviewing applicable policies, procedures, and prior performance or disciplinary history

The employee will be informed of the nature of the performance or conduct concern and will be provided an opportunity to respond and provide an explanation before a final disciplinary determination is made, except in circumstances requiring immediate action to protect safety, operations, or public trust.

The City will consider the employee's response, explanation, and any relevant mitigating circumstances when determining whether corrective action is warranted and the appropriate level of discipline. Corrective action decisions will be based on the totality of the circumstances, including the seriousness of the issue, prior corrective actions (if any), and the impact on City operations.

### **Progressive Discipline**

For minor or first-time issues, supervisors may begin with coaching, which may include informal discussions, guidance, or training intended to clarify expectations and support improvement. Coaching is not disciplinary in nature but may be documented at the supervisor's discretion.

Depending on the nature, frequency, and severity of the issue, corrective action may include one or more of the following steps:

1. Coaching or counseling
2. Verbal warning

3. Written warning
4. Suspension (with or without pay)
5. Demotion or reassignment
6. Termination

The City reserves the right to determine the appropriate level of corrective action based on the circumstances and may skip any step or impose immediate discipline, up to and including termination, when warranted by the seriousness of the offense or circumstances.

Serious misconduct may result in immediate disciplinary action, including termination, and may include, but is not limited to: theft, violence or threats of violence, falsification of records, gross insubordination, harassment, misuse of City property, violation of safety rules, or other conduct that jeopardizes employee safety, City operations, or public trust.

### **Authority and Documentation**

Supervisors and department heads are responsible for addressing performance and conduct issues and may administer corrective action consistent with their supervisory authority. Disciplinary actions are subject to oversight and administrative authority as established under the City's Mayor–Council form of government.

Supervisors are responsible for documenting disciplinary actions and providing copies to the Chief Administrative Officer (CAO), as applicable for inclusion in the employee's official personnel file. All Police disciplinary records will remain with the Chief of Police for confidentiality purposes.

## **5.11 Grievance and Complaint Resolution**

The City of Sidney encourages employees to raise work-related concerns promptly and to seek resolution through open and respectful communication. The grievance process is intended to address concerns related to working conditions, supervision, policy application, or other employment matters.

This policy does not apply to disciplinary actions taken during a probationary period or to matters covered by another specific appeal process.

### **Step 1: Informal Discussion**

Employees should first discuss the concern with their immediate supervisor as soon as possible, but no later than ten (10) working days after the issue occurs or becomes known. Many concerns can be resolved quickly through open communication at this level.

### **Step 2: Written Grievance**

If the concern is not resolved at Step 1, the employee may submit a written grievance within five (5) working days to the Department Head or the Chief Administrative Officer (CAO), as applicable. The written grievance should briefly describe:

- The nature of the concern
- Relevant facts or dates
- The requested resolution

The Department Head or Chief Administrative Officer (CAO), as applicable will review the grievance and respond within a reasonable time.

### **Step 3: Review by Mayor or City Council**

If the issue remains unresolved within 15 days, the employee may request further review by the Mayor. If said complaint is against the Mayor, the employee may request further review by the City Council. The reviewing authority may affirm, modify, or overturn prior decisions, or take other action deemed appropriate.

### **Additional Provisions**

- Employees are encouraged to raise concerns in good faith.
  - The City will make reasonable efforts to resolve grievances fairly and promptly.
  - Retaliation is strictly prohibited against any employee who raises a concern or participates in a grievance or investigation.
  - Nothing in this policy alters the City's management rights or limits its ability to take appropriate action.
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## **SECTION 6 – SAFETY & SECURITY**

## 6.1 Workplace Safety Responsibilities

The City of Sidney is committed to providing a safe and healthy workplace for all employees and the public.

Every employee shares responsibility for maintaining a safe environment.

Employees must:

- Follow all safety policies and training requirements;
- Immediately report unsafe conditions, equipment, or practices to a supervisor;
- Use appropriate personal protective equipment (PPE) when required;
- Operate vehicles and machinery safely and in accordance with training; and
- Participate in safety meetings and training sessions.

Supervisors are responsible for enforcing safety rules, reporting hazards, and ensuring compliance with all Occupational Safety and Health Administration (OSHA) standards and applicable Montana Department of Labor and Industry regulations.

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## 6.2 Accident and Injury Reporting

Any work-related accident, injury, or near miss must be reported immediately to the employee's supervisor and to the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. A First Report of Injury form must be completed within 24 hours of the incident.

Prompt reporting ensures timely medical care and eligibility for workers' compensation benefits. Failure to report an injury or falsifying an incident report may result in disciplinary action.

Supervisors must investigate all incidents and recommend corrective measures to prevent recurrence.

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## 6.3 Workplace Violence Prevention

The City strictly prohibits acts or threats of violence in the workplace.

This includes physical harm, verbal abuse, intimidation, or possession of weapons (except as authorized by law).

Employees must report any threat or act of violence immediately to their supervisor, department head, or the Chief Administrative Officer (CAO), as applicable. If imminent danger exists, contact law enforcement by dialing 911 before notifying management.

Employees engaging in violent behavior may be subject to immediate termination and possible criminal prosecution.

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## 6.4 Weapons on City Property

Firearms, explosives, or other weapons are prohibited in City buildings, vehicles, or work sites unless expressly authorized for law enforcement duties or unless expressly authorized by law. This policy complies with MCA 45-8-351 and other applicable laws.

Employees in lawful possession of firearms in personal vehicles must ensure weapons remain secured and out of sight while parked on City property.

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## **6.5 Data Security and Cyber Incidents**

City employees handle sensitive and confidential information that must be protected from unauthorized access or disclosure.

Employees must:

- Use strong passwords and protect login credentials;
- Lock computers and devices when unattended;
- Access only systems and data required for their job duties;
- Report suspected phishing, malware, or security breaches immediately to their supervisor or IT support; and
- Never share sensitive information through unsecured channels.

Violations of this policy, including unauthorized access, sharing, or alteration of City data, may result in disciplinary action and possible legal penalties.

The City reserves the right to monitor network activity to ensure data integrity and security.

# **SECTION 7 – ADMINISTRATIVE INFORMATION**

## **7.1 Record Retention and Disposal**

The City of Sidney follows the Montana Local Government Records Retention Schedule established by the Montana Secretary of State. Personnel, payroll, and benefit records are retained according to the required timelines.

Employees should not destroy or remove official records. Requests for copies of personnel or public records must be submitted through the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable's Office in compliance with MCA Title 2, Chapter 6 (Public Records).

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## **7.2 Separation, Resignation, and Retirement**

Employees intending to resign are encouraged to provide at least two weeks' written notice. Supervisors must immediately notify the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable upon receiving notice so that final pay and benefits can be processed.

Upon separation:

- All City property, keys, equipment, and identification must be returned.
- Accrued leave payouts will be made according to applicable laws and policies.
- Exit interviews may be requested to discuss feedback or final matters.

Retirement planning assistance and PERS forms are available from the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable.

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## **7.3 Return of City Property**

Employees are responsible for the proper care and return of all City-issued property, including but not limited to:

- Keys and access cards
- Identification badges
- Tools, uniforms, or protective gear
- City-issued devices, laptops, or phones

Failure to return property may result in payroll deduction or other collection measures as permitted by law.

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## **7.4 Acknowledgment of Receipt**

All employees are required to sign an acknowledgment form confirming they have received, read, and understand this handbook.

Signed acknowledgments will be placed in the employee's personnel file and serve as evidence of awareness of City policies.

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# APPENDICES

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## APPENDIX A – EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of the City of Sidney Employee Handbook (2026 Edition).

I understand that it is my responsibility to read, understand, and comply with the policies, procedures, rules, and standards contained in this handbook and any subsequent revisions issued by the City.

I understand that this handbook is intended to provide general guidance regarding employment with the City and does not create a contract of employment or guarantee of continued employment for any specific duration. I further understand that employment with the City is governed by applicable federal law, Montana law, City policy, and any applicable personnel policies, ordinances, or agreements.

I understand that the City reserves the right to interpret, revise, modify, suspend, or discontinue policies or benefits described in this handbook, consistent with applicable law.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**APPENDIX B – CONFLICT OF INTEREST DISCLOSURE FORM**

I hereby disclose the following potential conflicts of interest as defined in **MCA 2-2-302** and the City of Sidney Ethics Policy:

- I have no conflicts to disclose.
- I have the following potential conflict(s):

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I certify that the above information is complete and accurate to the best of my knowledge and that I will notify the City of any changes immediately.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head Review:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPENDIX C – DRUG & ALCOHOL TESTING CONSENT FORM**

I acknowledge that I have received and reviewed the City of Sidney’s **Drug-, Alcohol-, and Smoke-Free Workplace Policy** and understand that I may be subject to testing under federal and state regulations.

I consent to testing for controlled substances and alcohol as required for my position and agree to comply with all related procedures.

**Employee Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Supervisor/Witness:** \_\_\_\_\_

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**APPENDIX D – TECHNOLOGY USE POLICY ACKNOWLEDGMENT**

I acknowledge that I have read and understand the City of Sidney’s **Technology and Social Media Policy** and agree to comply with all terms.  
I understand that the City may monitor technology systems to ensure security, compliance, and appropriate use.

**Employee Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

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**APPENDIX E – DECEDENT’S PAYCHECK DESIGNATION FORM**

Pursuant to **MCA 39-3-215**, I designate the following person to receive payment of wages or benefits due in the event of my death:

**Designated Recipient Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Relationship to Employee:** \_\_\_\_\_

**Secondary Designated Recipient Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Relationship to Employee:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_  
**Employee Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## **EMPLOYEE EVALUATION POLICY**

### **Policy Purpose**

The City of Sidney establishes this Employee Evaluation Policy to provide a consistent framework for evaluating employee performance, supporting employee development, establishing measurable performance goals, and documenting performance for personnel administration purposes. This policy supplements the City's Employee Handbook and applies to all regular employees.

### **Annual Evaluation Requirement**

All regular employees shall receive a formal written performance evaluation annually. Annual evaluations shall be completed, reviewed with the employee, and fully signed no later than June 15 of each year to support the City's fiscal year budgeting and personnel planning process. Additional evaluations may be conducted at the discretion of management for probationary review, performance improvement, promotion consideration, or other employment-related purposes.

### **Evaluation Responsibilities**

#### **General Employees**

Superintendents, Sergeants, and direct supervisors shall complete annual evaluations for employees under their supervision.

Evaluations shall include:

- Review of general and position-specific performance factors;
- Discussion of strengths and areas for improvement; and
- Establishment of measurable goals for the upcoming evaluation period.

#### **Superintendents / Sergeants**

Assistant Department Heads or Captains shall complete annual evaluations for Superintendents and Sergeants within their departments.

Evaluations shall include:

- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review with participation from the Department Head and Chief Administrative Officer.

#### **Assistant Department Heads / Captains**

Department Heads, in coordination with the Chief Administrative Officer, shall complete annual evaluations for Assistant Department Heads and Captains.

Evaluations shall include:

- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review with the Department Head and Chief Administrative Officer.

#### **Department Heads**

The Chief Administrative Officer shall complete annual evaluations for Department Heads.

Evaluations shall include:

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

- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review conducted by the Chief Administrative Officer.

### **Chief Administrative Officer**

The Mayor shall complete the annual evaluation of the Chief Administrative Officer.

Evaluations shall include:

- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review conducted by the Mayor.

### **Review and Approval**

All completed evaluations shall be reviewed by the applicable Department Head and Chief Administrative Officer prior to finalization, except for the evaluation of the Chief Administrative Officer.

No evaluation shall be considered complete until signed by:

- The Evaluator;
- Reviewing Department Head, if applicable;
- Chief Administrative Officer, if applicable; and
- Employee being evaluated.

Employee signature acknowledges receipt and discussion of the evaluation and does not necessarily indicate agreement with the contents.

### **Goal Setting and Mid-Year Review**

Each annual evaluation shall include written performance goals for the upcoming evaluation cycle. Goals should be specific, measurable, achievable, relevant, and time-bound whenever practicable. Supervisory and leadership positions identified in Sections 2.2 through 2.5 shall participate in a documented mid-year review of goal progress.

### **Evaluation Meetings**

The evaluator shall meet with the employee in person to review the completed evaluation.

Evaluation meetings shall include:

- Review of performance during the evaluation period;
- Discussion of prior goals and outcomes;
- Discussion of strengths and improvement opportunities; and
- Establishment of goals for the next evaluation period.

All evaluation meetings shall occur sufficiently in advance to ensure final completion by June 15.

### **Compensation Clarification**

Completion of an employee evaluation does not guarantee a wage adjustment, promotion, or merit increase. Compensation decisions remain subject to City budget approval and applicable compensation policies.

### **Records Retention**

Completed evaluations shall be submitted to Administration for placement in the employee's personnel file in accordance with applicable retention requirements.

### **Administration**

The Chief Administrative Officer is authorized to develop forms, procedures, and implementation guidance necessary to administer this policy.

<b>Fiscal Year</b>	<b>General</b>	<b>Streets/Ice</b>	<b>Water</b>	<b>Sewer</b>	<b>Garbage</b>	<b>Sweeping</b>	<b>Total</b>	<b>Increase</b>
<b>FY 23-24</b>	\$ 2,336,031.13	\$ 425,932.06	\$ 469,301.14	\$ 536,452.67	\$ 641,291.10	\$ 153,921.03	\$ 4,562,929.13	
<b>FY 24-25 (3.2%)</b>	\$ 2,435,860.22	\$ 463,142.11	\$ 419,931.83	\$ 526,509.58	\$ 615,419.02	\$ 174,118.23	\$ 4,634,980.99	\$ 72,051.86
<b>FY 24-25 (4.1%)</b>	\$ 2,492,365.46	\$ 474,146.78	\$ 429,889.80	\$ 539,288.47	\$ 630,104.70	\$ 179,110.52	\$ 4,744,905.73	\$ 109,924.74
<b>FY 25-26 (2.9%)</b>	\$ 2,571,818.36	\$ 480,414.33	\$ 458,836.86	\$ 597,495.40	\$ 621,481.44	\$ 146,548.45	\$ 4,876,594.84	\$ 131,689.11
<b>FY 26-27 (2.9%)</b>	\$ 2,553,767.00	\$ 542,308.81	\$ 476,242.91	\$ 574,400.01	\$ 614,890.99	\$ 180,791.19	\$ 4,942,400.91	\$ 65,806.07
<b>Difference By Fund:</b>	\$ (18,051.36)	\$ 61,894.48	\$ 17,406.05	\$ (23,095.39)	\$ (6,590.45)	\$ 34,242.74	\$ 65,806.07	

**FY26-27 Increase Breakdown**

6% Health	\$ 45,978.76
2.9% COLA	\$ 107,362.96
New PW OM	\$ 146,817.35

<b>Comm &amp; Spec Bodies</b>		<b>TOTAL</b>
Totals	6	26,572.99
<b>Executive</b>		<b>TOTAL</b>
Totals	1	45,793.97
<b>Treasurer</b>		<b>TOTAL</b>
FTE Equivalent	0.25	\$35,708.93
<b>Clerk</b>		<b>TOTAL</b>
FTE Equivalent	0.25	\$35,708.93
<b>Law Enforcement</b>		<b>TOTAL</b>
FTE Equivalent	14.5	\$1,812,127.83
<b>Compliance</b>		<b>TOTAL</b>
FTE Equivalent	0.5	\$ 40,683.33
<b>Fire Protection</b>		<b>TOTAL</b>
FTE Equivalent	0.5	87,321.20
<b>Building Inspection</b>		<b>TOTAL</b>
FTE Equivalent	1	118,005.04
<b>Parks</b>		<b>TOTAL</b>
FTE Equivalent	1.87	\$242,382.27
<b>Pool</b>		<b>TOTAL</b>
FTE Equivalent	25	109,462.52
<b>Streets</b>		<b>TOTAL</b>
FTE Equivalent	2.9	\$387,632.36
<b>Ice &amp; Snow</b>		<b>TOTAL</b>
FTE Equivalent	1.3	154,676.45
<b>Water</b>		<b>TOTAL</b>
FTE Equivalent	4.18	\$476,242.91
<b>Sewer</b>		<b>TOTAL</b>
FTE Equivalent	5.18	574,400.01
<b>Garbage</b>		<b>TOTAL</b>
FTE Equivalent	6.47	\$614,890.99
<b>Sweeping</b>		<b>TOTAL</b>
FTE Equivalent	1.6	180,791.19
 Grand Totals:	 65.5	 \$4,942,400.91

**Ordinance No. 605**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIDNEY, MONTANA, AMENDING TITLE 8, CHAPTER 2, GARBAGE, OF THE CITY CODE OF THE CITY OF SIDNEY, MONTANA.**

WHEREAS, the City Council of the City of Sidney desires to amend Title 8, Chapter 2, Garbage, to update the rate of tax.

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS by the City Council of the City of Sidney that Chapter 2 of Title 8 of the City Code of the City of Sidney is hereby amended as follows:

**§8-2-11: RATE OF TAX:**

The City Council shall, as equitably as possible, appraise the kind and quantity of garbage service required by each occupied lot or portion thereof, and to classify the uses according to the following schedule. The classification shall take into consideration the type of business, size of business, amount of garbage produced based on past experience, and number of times per week that garbage is picked up. Classifications shall be as follows:

A.	Single-Family Residential (including mobile homes)	Basic Rate: Weekly Pickup
B.	Small Business: Jewelry, Clothing, Salon, Barber Shop/Store, Church's, Storage Units	2.25 times basic rate: Weekly Pickup
C.	Small Intermediate Business: Fuel Station w/Garage, Churches w/Kitchen	3.375 times basic rate: Weekly Pickup
D.	Medium Business: Food Banks	4.875 times basic rate: Weekly Pickup
E.	Medium Intermediate Business: Large Hardware, Furniture, Office Supply, Large Banks, Neighborhood Grocery	6.75 times basic rate: 2-X Pickup
F.	Bars, Large Garages, Drive-In Food Service, Small Cafes, Tire Shop, Convenience Stores w/Fuel Station	8.25 times basic rate: 3-X Pickup
G.	Large Cafes and Restaurants, Bar/Restaurants, Large Box Stores, Large Bars Serving Food, Schools, Convenience/Fuel Stores w/Kitchen, Golf Course	12 times basic rate: Daily Pickup
H.	Large Business: Large Department Stores, Large Box Stores	18 times basic rate: Daily Pickup
I.	Supermarkets: Grocery Stores	30 times basic rate

J.	Motels, Hotels, Hospitals, Nursing Homes		Basic rate plus 0.12 times basic rate per room (this limitation shall not prevent the levy of an additional assessment in the event the hotel or motel also conducts restaurant, store or bar business within the same building or upon the same lot)
K.	Single-unit residence with apartments. (For purposes of this chapter, a duplex shall not be considered as a single-unit residence with an apartment but 2 single-unit residences and shall be assessed as such.)		Basic rate plus 0.75 times basic rate for each apartment
L.	Apartments including fourplexes		Basic rate for first unit and 0.75 times basic rate for each additional apartment

If additional 96-gallon cans are requested, your rate will be increased at 1/2 the basic rate.

**8-2-12: ASSESSMENTS:**

All special assessments made and levied under this chapter shall be made and levied and collected annually in the same manner, so far as practicable, as are other special assessments and levies of the City and shall be made at the same time. Notice thereof and opportunity to be heard shall be given the same as for other special assessments and levies, all as provided for by the Revised Codes of the State of Montana with amendments thereto. Said assessments shall be a lien against the property against which they are severally assessed and levied until paid and discharged, and shall be subject to the same penalties for delinquency in payment when due and payable as are other special assessments and levies made by the City and as authorized by the laws of the State of Montana. All special assessments and levies and all other monies collected, received or paid under the provisions of this chapter shall be kept in a separate fund to be known as the Garbage Fund and shall be paid out only on warrants drawn against such fund and signed as are other warrants of the City for the disbursement of its funds and upon claims fully executed, presented, ordered and allowed, all as required by law. (Ord. 187, 5-7-1956)

This ordinance shall be in full force and effect upon its final passage and approval.

1<sup>st</sup> reading: \_\_\_\_\_

2<sup>nd</sup> reading: \_\_\_\_\_

Commissioner \_\_\_\_\_ moved the adoption of the foregoing Ordinance.

The Motion was seconded by Commissioner \_\_\_\_\_.

On roll call vote of the Commissioners vote "AYE": \_\_\_\_\_

\_\_\_\_\_, and the following

Commissioners vote "NAY": \_\_\_\_\_.

Absent and not voting: \_\_\_\_\_.

WHEREUPON, the Motion was passed and the Ordinance declared adopted this \_\_\_\_\_ day of

\_\_\_\_\_, 2026.

\_\_\_\_\_  
**Mayor**

ATTEST:

\_\_\_\_\_  
**City Clerk/Treasurer**

**RESOLUTION 3970**

Item b.

A RESOLUTION ESTABLISHING THE COMPENSATION OF ELECTED OFFICIALS, APPOINTED OFFICERS, EXEMPT EMPLOYEES, AND NON-EXEMPT EMPLOYEES OF THE CITY OF SIDNEY, MONTANA FOR FISCAL YEAR 2026-2027 PURSUANT TO TITLE 7, CHAPTER 4, PART 42, M.C.A.

WHEREAS, the City of Sidney is a general powers municipality organized under the laws of the State of Montana and is authorized pursuant to Title 7, Chapter 4, Part 42, M.C.A. to establish the compensation of its elected and appointed officers by resolution; and

WHEREAS, the City Council finds that establishing compensation through position-based pay scales promotes consistency, transparency, equity, recruitment, retention, and long-term fiscal planning; and

WHEREAS, the City Council has reviewed the proposed Exempt Employee Pay Scale and Non-Exempt Employee Pay Scale and finds them to be fair and reasonable compensation structures for Fiscal Year 2026-2027; and

WHEREAS, the City Council desires to establish compensation for elected officials, appointed officers, exempt employees, and non-exempt employees effective July 1, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SIDNEY, MONTANA AS FOLLOWS:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SIDNEY, MONTANA AS FOLLOWS:

**SECTION 1. ELECTED OFFICIAL COMPENSATION**

Effective July 1, 2026, compensation for elected officials shall be established as follows:

Mayor: \$2,000.00 per month

City Council Members: \$125.00 per meeting attended

**SECTION 2. EXEMPT EMPLOYEE COMPENSATION**

Effective July 1, 2026, compensation for exempt employees, including appointed officers and management positions, shall be paid in accordance with the Exempt Employee Pay Scale attached hereto and incorporated herein as **Exhibit A**.

**SECTION 3. NON-EXEMPT EMPLOYEE COMPENSATION**

Effective July 1, 2026, compensation for non-exempt employees shall be paid in accordance with the Non-Exempt Employee Pay Scale attached hereto and incorporated herein as **Exhibit B**.

**SECTION 4. COST OF LIVING ADJUSTMENT (COLA)**

Effective July 1, 2026, all regular full-time and regular part-time employees employed by the City of Sidney as of June 30, 2026, shall receive a two and nine-tenths percent (2.9%) Cost of Living Adjustment (COLA) to their base rate of pay. Employees shall be placed within the adopted pay scales established by Exhibits A and B, as applicable, with the COLA adjustment incorporated into their Fiscal Year 2026-2027 compensation. The COLA adjustment is intended to address increases in the cost of living and shall not be considered a merit increase, promotion, reclassification adjustment, or step advancement.

**SECTION 5. FUTURE ADJUSTMENTS**

Nothing herein shall prohibit the City Council from amending the compensation schedules during Fiscal Year 2026-2027 by subsequent resolution as budgetary conditions, market conditions, organizational needs, or personnel actions may require.

**SECTION 6. REPEALER**

All resolutions or portions of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 7. EFFECTIVE DATE**

This Resolution shall become effective July 1, 2026.

PASSED, APPROVED and ADOPTED by the City Council this \_\_\_\_ day of June, 2026.

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk/Treasurer

**Pay Scale by Position: Exempt (3 Steps Each)**

*Suggested hiring placement is shown as a range based on equivalent applicable experience at hire. Directly applicable experience counts 1.00-for-1.00; somewhat applicable experience may be credited at 0.75-for-1.00, subject to HR/management review.*

Grade	Band ID	Position Band	Departments Covered	Step	Hourly Rate	Annual Salary	Starting Placement Guidance
1	12	Deputy C/T	City Hall/Misc Positions	1	\$30.00	\$62,400.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of being bondable, applicable experience and have limited additional equivalent applicable experience at placement.
2	12	Deputy C/T	City Hall/Misc Positions	2	\$31.25	\$65,000.00	Suggested hiring range: Step 2 for candidates who are bondable, applicable experience and bring about 3.0 to 4.99 equivalent years of applicable experience and can perform core duties with limited supervision.
3	12	Deputy C/T	City Hall/Misc Positions	3	\$32.50	\$67,600.00	Suggested hiring range: Step 3 for candidates who meet are bondable, applicable experience, bring about 7.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
4	13	Shop Superintendent	Misc Positions	1	\$30.00	\$62,400.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of 3-years of applicable experience at placement.
5	13	Shop Superintendent	Misc Positions	2	\$31.25	\$65,000.00	Suggested hiring range: Step 2 for candidates who bring about 5.0 equivalent years of applicable experience and can perform core duties with limited supervision.
6	13	Shop Superintendent	Misc Positions	3	\$32.50	\$67,600.00	Suggested hiring range: Step 3 for candidates who bring about 7.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
7	14	Inspector/Marshal	City Hall/Misc Positions	1	\$30.00	\$62,400.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of Certified for both Building Insp and Fire Marshal or have 3-years of applicable experience.
8	14	Inspector/Marshal	City Hall/Misc Positions	2	\$31.25	\$65,000.00	Suggested hiring range: Step 2 for candidates who meet Certified for both Building Insp and Fire Marshal and bring about 1.0-4.0 equivalent years of applicable experience and can perform core duties with limited supervision.

9	14	Inspector/Marshal	City Hall/Misc Positions	3	\$32.50	\$67,600.00	Suggested hiring range: Step 3 for candidates who meet Certified for both Building Insp and Fire Marshal, bring about 6.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
10	15	Superintendent	Parks, Streets/Snow, Solid Waste	1	\$30.00	\$62,400.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of 3-years applicable experience, CDL Certified and have limited additional equivalent applicable experience at placement.
11	15	Superintendent	Parks, Streets/Snow, Solid Waste	2	\$31.25	\$65,000.00	Suggested hiring range: Step 2 for candidates who are CDL Certified and bring about 5.0 equivalent years of applicable experience and can perform core duties with limited supervision.
12	15	Superintendent	Parks, Streets/Snow, Solid Waste	3	\$32.50	\$67,600.00	Suggested hiring range: Step 3 for candidates who are CDL Certified, bring about 7.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
13	16	Commissioner	Water, Sewer	1	\$32.00	\$66,560.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of 3-years applicable experience and all certifications at placement.
14	16	Commissioner	Water, Sewer	2	\$33.50	\$69,680.00	Suggested hiring range: Step 2 for candidates who have all certifications and bring about 5.0 equivalent years of applicable experience and can perform core duties with limited supervision.
15	16	Commissioner	Water, Sewer	3	\$35.00	\$72,800.00	Suggested hiring range: Step 3 for candidates who have all certifications, bring about 7.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
16	17	Assistant PW Director	City Hall/Misc Positions	1	\$41.00	\$85,280.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of 5-years of applicable experience and have limited additional equivalent applicable experience at placement.
17	17	Assistant PW Director	City Hall/Misc Positions	2	\$42.75	\$88,920.00	Suggested hiring range: Step 2 for candidates who bring about 7.0 equivalent years of applicable experience and can perform core duties with limited supervision.
18	17	Assistant PW Director	City Hall/Misc Positions	3	\$44.50	\$92,560.00	Suggested hiring range: Step 3 for candidates who bring about 9.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.

19	18	Captain	Police Administration Positions	1	\$41.00	\$85,280.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of 5-years of applicable experience at placement.
20	18	Captain	Police Administration Positions	2	\$42.75	\$88,920.00	Suggested hiring range: Step 2 for candidates who bring about 7.0 equivalent years of applicable experience and can perform core duties with limited supervision.
21	18	Captain	Police Administration Positions	3	\$44.50	\$92,560.00	Suggested hiring range: Step 3 for candidates who bring about 9.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
22	19	Clerk/Treasurer	City Hall/Misc Positions	1	\$41.50	\$86,320.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of 5-years of applicable experience and have limited additional equivalent applicable experience at placement and must be bondable.
23	19	Clerk/Treasurer	City Hall/Misc Positions	2	\$44.25	\$92,040.00	Suggested hiring range: Step 2 for candidates who bring about 7.0 equivalent years of applicable experience, are bondable, and can perform core duties with limited supervision.
24	19	Clerk/Treasurer	City Hall/Misc Positions	3	\$47.00	\$97,760.00	Suggested hiring range: Step 3 for candidates who bring about 9.0 or more equivalent years of applicable experience, are bondable, and demonstrate the highest relevant accreditation and independent mastery.
25	20	Public Works Director	City Hall/Misc Positions	1	\$43.50	\$90,480.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of College Degree or 7-years applicable experience and have limited additional equivalent applicable experience at placement.
26	20	Public Works Director	City Hall/Misc Positions	2	\$46.25	\$96,200.00	Suggested hiring range: Step 2 for candidates who meet College Degree or applicable experience and bring about 3.0 to 4.99 equivalent years of applicable experience and can perform core duties with limited supervision.
27	20	Public Works Director	City Hall/Misc Positions	3	\$49.00	\$101,920.00	Suggested hiring range: Step 3 for candidates who meet College Degree or applicable experience, bring about 7.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
28	21	Chief of Police	Police Administration Positions	1	\$44.50	\$92,560.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of College Degree or 7-years applicable experience.

29	21	Chief of Police	Police Administration Positions	2	\$47.25	\$98,280.00	Suggested hiring range: Step 2 for candidates who meet College Degree or applicable experience and bring about 9.0 equivalent years of applicable experience and can perform core duties with limited supervision.
30	21	Chief of Police	Police Administration Positions	3	\$50.00	\$104,000.00	Suggested hiring range: Step 3 for candidates who meet College Degree or applicable experience, bring about 11.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
31	22	Chief Administrative Officer	City Hall/Misc Positions	1	\$51.50	\$107,120.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of College Degree or 9-years applicable experience at placement.
32	22	Chief Administrative Officer	City Hall/Misc Positions	2	\$53.25	\$110,760.00	Suggested hiring range: Step 2 for candidates who meet College Degree or applicable experience and bring about 11.0 equivalent years of applicable experience and can perform core duties with limited supervision.
33	22	Chief Administrative Officer	City Hall/Misc Positions	3	\$55.00	\$114,400.00	Suggested hiring range: Step 3 for candidates who meet College Degree or applicable experience, bring about 13.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.

**Pay Scale by Position: Non-Exempt (5 Steps Each)**

*Suggested hiring placement is shown as a range based on equivalent applicable experience at hire. Directly applicable experience counts 1.00-for-1.00; somewhat applicable experience may be credited at 0.75-for-1.00, subject to HR/management review.*

*Seasonal step calculations currently use the editable minimum wage assumption from 'Position Bands'!O2 = \$12.50/hr.*

Grade	Band ID	Position Band	Departments Covered	Step	Hourly Rate	Annual Salary	Starting Placement Guidance
1	1	Seasonal	Parks, Streets/Snow, Water, Sewer	1	\$12.50	\$26,000.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of Must be 16 to operate machiner and have limited additional equivalent applicable experience at placement.
2	1	Seasonal	Parks, Streets/Snow, Water, Sewer	2	\$13.13	\$27,300.00	Suggested hiring range: Step 2 for candidates who meet Must be 16 to operate machiner and bring about 1.0 equivalent years of applicable experience at hire.
3	1	Seasonal	Parks, Streets/Snow, Water, Sewer	3	\$13.75	\$28,600.00	Suggested hiring range: Step 3 for candidates who meet Must be 16 to operate machiner and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
4	1	Seasonal	Parks, Streets/Snow, Water, Sewer	4	\$14.38	\$29,900.00	Suggested hiring range: Step 4 for candidates who meet Must be 16 to operate machiner and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
5	1	Seasonal	Parks, Streets/Snow, Water, Sewer	5	\$15.00	\$31,200.00	Suggested hiring range: Step 5 for candidates who meet Must be 16 to operate machiner, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
6	2	Laborer - General	Parks, Streets/Snow, Solid Waste	1	\$17.50	\$36,400.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of Pass pre-employment screening and have limited additional equivalent applicable experience at placement.
7	2	Laborer - General	Parks, Streets/Snow, Solid Waste	2	\$17.75	\$36,920.00	Suggested hiring range: Step 2 for candidates who meet Pass pre-employment screening and bring about 1.0 equivalent years of applicable experience at hire.

8	2	Laborer - General	Parks, Streets/Snow, Solid Waste	3	\$18.00	\$37,440.00	Suggested hiring range: Step 3 for candidates who meet Pass pre-employment screening and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
9	2	Laborer - General	Parks, Streets/Snow, Solid Waste	4	\$18.25	\$37,960.00	Suggested hiring range: Step 4 for candidates who meet Pass pre-employment screening and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
10	2	Laborer - General	Parks, Streets/Snow, Solid Waste	5	\$18.50	\$38,480.00	Suggested hiring range: Step 5 for candidates who meet Pass pre-employment screening, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
11	3	Laborer - Utilities	Water, Sewer	1	\$18.50	\$38,480.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of Pass pre-employment screening and have limited additional equivalent applicable experience at placement.
12	3	Laborer - Utilities	Water, Sewer	2	\$18.75	\$39,000.00	Suggested hiring range: Step 2 for candidates who meet Pass pre-employment screening and bring about 1.0 equivalent years of applicable experience at hire.
13	3	Laborer - Utilities	Water, Sewer	3	\$19.00	\$39,520.00	Suggested hiring range: Step 3 for candidates who meet Pass pre-employment screening and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
14	3	Laborer - Utilities	Water, Sewer	4	\$19.25	\$40,040.00	Suggested hiring range: Step 4 for candidates who meet Pass pre-employment screening and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
15	3	Laborer - Utilities	Water, Sewer	5	\$19.50	\$40,560.00	Suggested hiring range: Step 5 for candidates who meet Pass pre-employment screening, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
16	4	Operator - General	Parks, Streets/Snow	1	\$20.50	\$42,640.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of CDL Certified and have limited additional equivalent applicable experience at placement.
17	4	Operator - General	Parks, Streets/Snow	2	\$21.63	\$44,980.00	Suggested hiring range: Step 2 for candidates who meet CDL Certified and bring about 1.0 equivalent years of applicable experience at hire.

18	4	Operator - General	Parks, Streets/Snow	3	\$22.75	\$47,320.00	Suggested hiring range: Step 3 for candidates who meet CDL Certified and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
19	4	Operator - General	Parks, Streets/Snow	4	\$23.88	\$49,660.00	Suggested hiring range: Step 4 for candidates who meet CDL Certified and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
20	4	Operator - General	Parks, Streets/Snow	5	\$25.00	\$52,000.00	Suggested hiring range: Step 5 for candidates who meet CDL Certified, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
21	5	Driver	Solid Waste, Sweeping	1	\$20.50	\$42,640.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of CDL Certified and have limited additional equivalent applicable experience at placement.
22	5	Driver	Solid Waste, Sweeping	2	\$21.63	\$44,980.00	Suggested hiring range: Step 2 for candidates who meet CDL Certified and bring about 1.0 equivalent years of applicable experience at hire.
23	5	Driver	Solid Waste, Sweeping	3	\$22.75	\$47,320.00	Suggested hiring range: Step 3 for candidates who meet CDL Certified and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
24	5	Driver	Solid Waste, Sweeping	4	\$23.88	\$49,660.00	Suggested hiring range: Step 4 for candidates who meet CDL Certified and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
25	5	Driver	Solid Waste, Sweeping	5	\$25.00	\$52,000.00	Suggested hiring range: Step 5 for candidates who meet CDL Certified, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
26	6	Operator - Water	Water	1	\$25.00	\$52,000.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of CDL Certified, Water Operator Certified and have limited additional equivalent applicable experience at placement.
27	6	Operator - Water	Water	2	\$25.75	\$53,560.00	Suggested hiring range: Step 2 for candidates who meet CDL Certified, Water Operator Certified and bring about 1.0 equivalent years of applicable experience at hire.
28	6	Operator - Water	Water	3	\$26.50	\$55,120.00	Suggested hiring range: Step 3 for candidates who meet CDL Certified, Water Operator Certified and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.

29	6	Operator - Water	Water	4	\$27.25	\$56,680.00	Suggested hiring range: Step 4 for candidates who meet CDL Certified, Water Operator Certified and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
30	6	Operator - Water	Water	5	\$28.00	\$58,240.00	Suggested hiring range: Step 5 for candidates who meet CDL Certified, Water Operator Certified, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
31	7	Operator - Sewer	Sewer	1	\$25.00	\$52,000.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of CDL Certified, Sewer Operator Certified and have limited additional equivalent applicable experience at placement.
32	7	Operator - Sewer	Sewer	2	\$25.75	\$53,560.00	Suggested hiring range: Step 2 for candidates who meet CDL Certified, Sewer Operator Certified and bring about 1.0 equivalent years of applicable experience at hire.
33	7	Operator - Sewer	Sewer	3	\$26.50	\$55,120.00	Suggested hiring range: Step 3 for candidates who meet CDL Certified, Sewer Operator Certified and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
34	7	Operator - Sewer	Sewer	4	\$27.25	\$56,680.00	Suggested hiring range: Step 4 for candidates who meet CDL Certified, Sewer Operator Certified and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
35	7	Operator - Sewer	Sewer	5	\$28.00	\$58,240.00	Suggested hiring range: Step 5 for candidates who meet CDL Certified, Sewer Operator Certified, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
36	8	Cashier	City Hall/Misc Positions	1	\$17.00	\$35,360.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of Pass pre-employment screening and have limited additional equivalent applicable experience at placement.
37	8	Cashier	City Hall/Misc Positions	2	\$18.25	\$37,960.00	Suggested hiring range: Step 2 for candidates who meet Pass pre-employment screening and bring about 1.0 equivalent years of applicable experience at hire.

38	8	Cashier	City Hall/Misc Positions	3	\$19.50	\$40,560.00	Suggested hiring range: Step 3 for candidates who meet Pass pre-employment screening and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
39	8	Cashier	City Hall/Misc Positions	4	\$20.75	\$43,160.00	Suggested hiring range: Step 4 for candidates who meet Pass pre-employment screening and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
40	8	Cashier	City Hall/Misc Positions	5	\$22.00	\$45,760.00	Suggested hiring range: Step 5 for candidates who meet Pass pre-employment screening, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
41	9	Assistant/Zoning Admin	City Hall/Misc Positions	1	\$12.50	\$26,000.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of Pass pre-employment screening and have limited additional equivalent applicable experience at placement.
42	9	Assistant/Zoning Admin	City Hall/Misc Positions	2	\$14.25	\$29,640.00	Suggested hiring range: Step 2 for candidates who meet Pass pre-employment screening and bring about 1.0 equivalent years of applicable experience at hire.
43	9	Assistant/Zoning Admin	City Hall/Misc Positions	3	\$16.00	\$33,280.00	Suggested hiring range: Step 3 for candidates who meet Pass pre-employment screening and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
44	9	Assistant/Zoning Admin	City Hall/Misc Positions	4	\$17.75	\$36,920.00	Suggested hiring range: Step 4 for candidates who meet Pass pre-employment screening and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
45	9	Assistant/Zoning Admin	City Hall/Misc Positions	5	\$19.50	\$40,560.00	Suggested hiring range: Step 5 for candidates who meet Pass pre-employment screening, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
46	10	Mechanic	City Hall/Misc Positions	1	\$22.00	\$45,760.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of 5-years of applicable experience and have limited additional equivalent applicable experience at placement.
47	10	Mechanic	City Hall/Misc Positions	2	\$22.75	\$47,320.00	Suggested hiring range: Step 2 for candidates who meet 5-years of applicable experience and bring about 1.0 to 2.99 equivalent years of applicable experience at hire.

48	10	Mechanic	City Hall/Misc Positions	3	\$23.50	\$48,880.00	Suggested hiring range: Step 3 for candidates who meet 5-years of applicable experience and bring about 3.0 to 4.99 equivalent years of applicable experience and can perform core duties with limited supervision.
49	10	Mechanic	City Hall/Misc Positions	4	\$24.25	\$50,440.00	Suggested hiring range: Step 4 for candidates who meet 5-years of applicable experience and bring about 5.0 to 6.99 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
50	10	Mechanic	City Hall/Misc Positions	5	\$25.00	\$52,000.00	Suggested hiring range: Step 5 for candidates who meet 5-years of applicable experience, bring about 7.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
51	11	Compliance Officer	City Hall/Misc Positions	1	\$20.00	\$41,600.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of Pass pre-employment screening and have limited additional equivalent applicable experience at placement.
52	11	Compliance Officer	City Hall/Misc Positions	2	\$21.25	\$44,200.00	Suggested hiring range: Step 2 for candidates who meet Pass pre-employment screening and bring about 1.0 to 2.99 equivalent years of applicable experience at hire.
53	11	Compliance Officer	City Hall/Misc Positions	3	\$22.50	\$46,800.00	Suggested hiring range: Step 3 for candidates who meet Pass pre-employment screening and bring about 3.0 to 4.99 equivalent years of applicable experience and can perform core duties with limited supervision.
54	11	Compliance Officer	City Hall/Misc Positions	4	\$23.75	\$49,400.00	Suggested hiring range: Step 4 for candidates who meet Pass pre-employment screening and bring about 5.0 to 6.99 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
55	11	Compliance Officer	City Hall/Misc Positions	5	\$25.00	\$52,000.00	Suggested hiring range: Step 5 for candidates who meet Pass pre-employment screening, bring about 7.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.

*Administration note: You can change any source min/max range on 'Position Bands' and the 5-step rates on this sheet will update automatically.*

B & B Builders, Inc.  
1123 10th Ave SE  
Sidney, MT 59270

# Invoice

DATE	INVOICE NO.
6/10/2026	4542

BILL TO
City of Sidney 115 2nd St SE Sidney, MT 59270

DUE DATE	PROJECT
7/10/2026	2026 City Shop Buildings ...

DESCRIPTION	AMOUNT
GARBAGE BUILDING: Labor and materials for one door on the west side	7,015.00
MAIN SHOP: Labor and materials for one north door by the new parts room and one west door between the two overhead doors	14,030.00
Labor and materials to add a closure to the northeast exterior door	933.00

		<b>Total</b>	\$21,978.00
Phone #	E-mail	<b>Payments/Credits</b>	\$0.00
406-482-4401	admin@bbbuildersmt.com	<b>Balance Due</b>	\$21,978.00

B & B Builders, Inc.  
1123 10th Ave SE  
Sidney, MT 59270

# Invoice

DATE	INVOICE NO.
6/10/2026	4543

<b>BILL TO</b>
City of Sidney 115 2nd St SE Sidney, MT 59270

DUE DATE	PROJECT
7/10/2026	2025 Breezeway North & S...

DESCRIPTION	AMOUNT
Replace breezeway interior walk doors to north main shop and south truck shop with hollow metal frames and slabs, lever knob, closer and trim both side with metal to match liner in breezeway.	14,030.00

Due to market volatility, material cost is subject to change after 15 days.		<b>Total</b>	\$14,030.00
Phone #	E-mail	<b>Payments/Credits</b>	\$0.00
406-482-4401	admin@bbbuildersmt.com	<b>Balance Due</b>	\$14,030.00

B & B Builders, Inc.  
 1123 10th Ave SE  
 Sidney, MT 59270

# Invoice

DATE	INVOICE NO.
6/10/2026	4545

<b>BILL TO</b>
City of Sidney 115 2nd St SE Sidney, MT 59270

DUE DATE	PROJECT
7/10/2026	2025 Works Building Offic...

DESCRIPTION	AMOUNT
REVISED-Labor and materials to demo existing parts, office, and break rooms. Rebuild existing 22' x 35' areas into two 10' x 12' +/- offices with two new windows to exterior, new ceiling/floor joist for mezzanine to handle a stronger dead and live floor load, sheetrock offices, FRP break/locker room, electrical heaters, suspended ceiling and liner panels on shop side.	145,982.88
Demo Deduct - City worker to demo a portion of total demolition required	-3,500.00

		<b>Total</b>	\$142,482.88
Phone #	E-mail	<b>Payments/Credits</b>	\$0.00
406-482-4401	admin@bbbuildersmt.com	<b>Balance Due</b>	\$142,482.88

B & B Builders, Inc.  
 1123 10th Ave SE  
 Sidney, MT 59270

# Invoice

DATE	INVOICE NO.
6/10/2026	4541

BILL TO
City of Sidney 115 2nd St SE Sidney, MT 59270

DUE DATE	PROJECT
7/10/2026	2025 Works Building Offic...

DESCRIPTION	AMOUNT
Complete installation and system start up for Mitsubishi mini split heat pump system at new break room in City Shop	5,107.00
Installation to include: 18,000 BTU heating/cooling outdoor unit located indoors on mezzanine 18,000 BTU heating /cooling indoor head Refrigerant piping encased in line hide Condensate drains Low voltage wiring & controls Remote control thermostat Miscellaneous materials	

Due to market volatility, material cost is subject to change after 15 days.		<b>Total</b>	\$5,107.00
Phone #	E-mail	<b>Payments/Credits</b>	\$0.00
406-482-4401	admin@bbbuildersmt.com	<b>Balance Due</b>	\$5,107.00



Montana's Sunrise City

## APPLICATION FOR A VARIANCE WITHIN THE CITY OF SIDNEY

The undersigned hereby makes application for a variance pursuant to Chapter 11.22.48 of the Sidney Zoning Ordinance

Name of Property Owner: Jamie Larson

Name of Applicant: Royce Micheletto

Address of Applicant: 314 8th St. SE

Phone Number of Applicant: 406-480-1848

Legal Description of property: Kenoyer Add S33, T23 N, R59 E Block 074, lot 011

Current Zoning: R3

Land Area: 6000 ft<sup>2</sup>

Variance request if for the following reasons: To obtain functional indoor parking for 2 vehicles & a rear enclosed entry to our house

(use additional pages if necessary)

In addition to the above, submit a plot plan drawn to scale on paper not larger than 11" x 17" which includes all existing and proposed structures and proposed variance measurements, a list of names, mailing addresses, and labels of all property owners within 300ft of the subject property and a **\$500 filing fee. The application will not be considered complete until all information is submitted.**

### Procedure

The Board of Adjustment is assigned authority to hear, consider and make recommendations to the Mayor and City Council on whether to approve, approve with conditions or disapprove applications on Variance application. These applications are reviewed and decided pursuant to procedures in Section 11.21.48 Procedures for Decisions by Planning Board/Zoning Commission of Board of Adjustment.

### Standards

Approval of a Variance shall require the Board Of Adjustment making each of the following Finding of Fact. Please write a short explanation why you feel your project meets these requirements. **All seven must be met**

1. Special Conditions

There are special circumstances or conditions that are peculiar to the land or building for which the Variance is sought that do not apply generally to land or buildings in the neighborhood; and

see attached

# City of Sidney



## Montana's Sunrise City

2. Not Result of Applicant

The special circumstances or conditions have not resulted from an act of the applicant or been established to circumvent this Ordinance; and

*See attached*

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3. Strict Application Unreasonable

Due to the special circumstances or conditions, the strict application of the Ordinance would deprive the applicant of reasonable use of the land or building or create an undue hardship on the landowner; and

*See attached*

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4. Necessary to Provide Reasonable Use

Granting the Variance is necessary to provide a reasonable use of the land or building; and

*See attached*

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5. Minimum Variance

The Variance is the minimum variance necessary to allow a reasonable use of the land or building; and

*See attached*

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6. Not Injurious

Granting the Variance will not be injurious to the neighborhood or detrimental to the public welfare; and

*see attached*

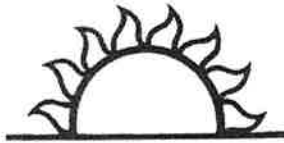
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# City of Sidney

Item d.



## Montana's Sunrise City

### 7. Consistent with Ordinance

Granting the Variance is consistent with the purposes and intent of this Ordinance. Code States:

*"11.1.30 PURPOSES AND INTENT*

*The purposes and intent of this Zoning Ordinance are to:*

*11.1.31 PURPOSE*

*Promote the health, safety and general welfare for the citizens of Sidney; and*

*11.1.32 INTENT*

*Implement the policies, goals and strategies of Sidney Growth Policy."*

**A variance to Allowed Uses of zoning district is prohibited.**

*See attached*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above information is true and correct for the above described property.

*Revere Mitchell*

Applicant Signature

### For Office Use Only

Date Filed: \_\_\_\_\_

Filing Fee: \_\_\_\_\_

Vote (3 yes votes are required to grant a variance)

_____	Yes _____	No _____
_____	Yes _____	No _____
_____	Yes _____	No _____
_____	Yes _____	No _____
_____	Yes _____	No _____

Board decision to approve/deny request/and or conditions of approval: \_\_\_\_\_

Chairperson Signautre: \_\_\_\_\_

1. 8<sup>th</sup> Street SE is a primary street of travel and parking for school functions and activities. It is not ideal to utilize parking at the front of our house on the street due to possible personal property damage. The proposed garage would not be adjacent to any structures on the property to the east and would be approximately 13' from the existing structure on the property to the west.

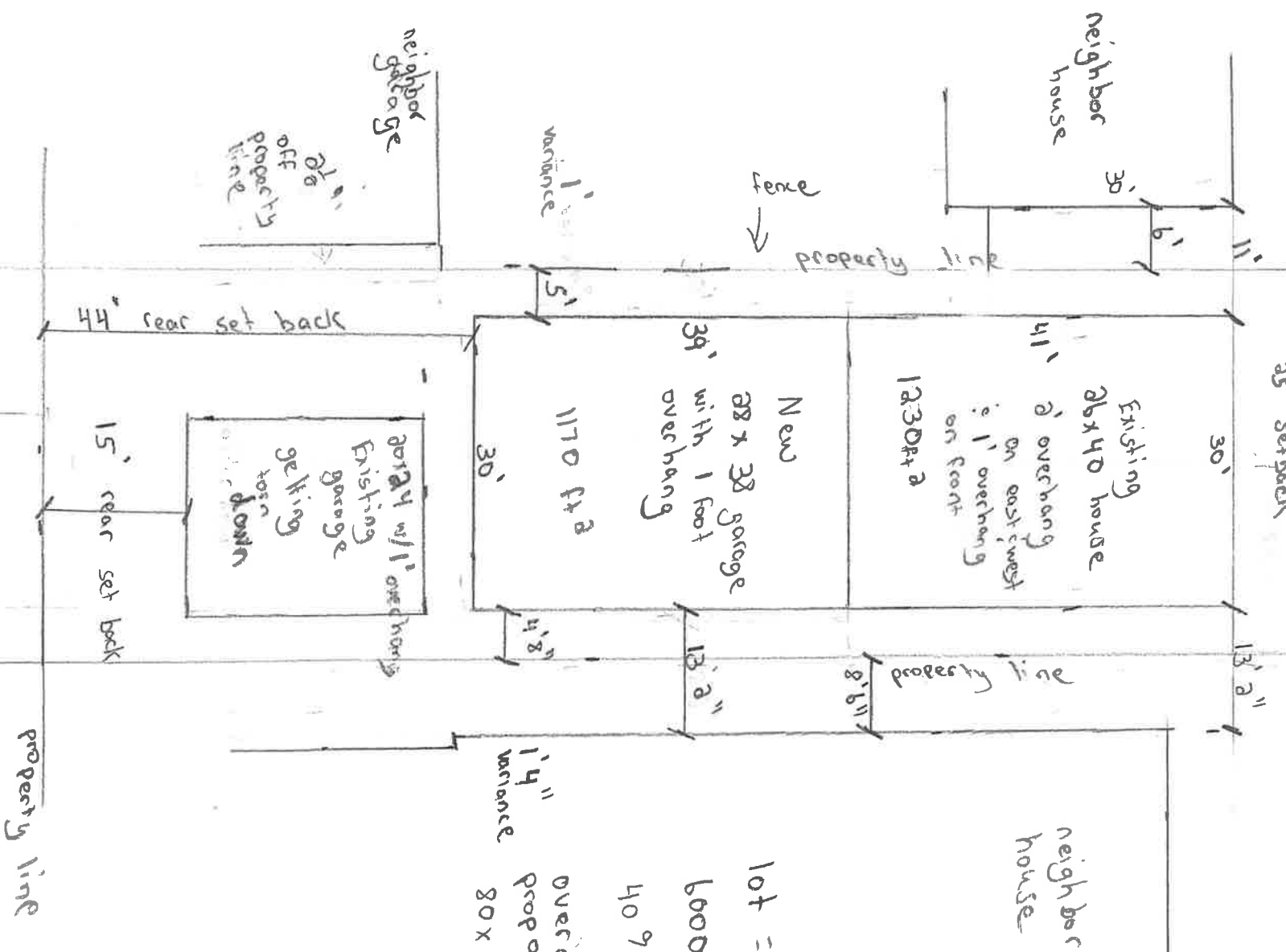
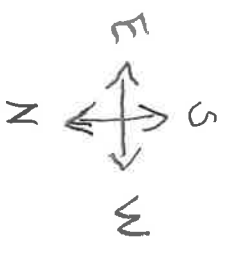
\*Please refer to additional drawings.

2. The buildings and property are in the same condition as they were when originally purchased. We were not involved in the original layout or design of the property. We want to go through proper procedures to gain permission before starting construction on a new structure.
3. This would allow for functional, safe, off-street indoor parking. It would allow us to keep our valuable vehicles and tools out of the elements and out of public view in a secure structure while also providing an enclosed entry way to the back of our house.
4. This would allow for functional parking of two vehicles side by side without worry when opening doors or accessing vehicles.
5. The width of a full-size vehicle is approximately seven feet, not including mirrors. In order to fully open a door, it requires a minimum of 40-48 inches of additional clearance. Having two vehicles this adds up to 26 feet. I added an extra foot between vehicles (total of five feet) for a total inside width of 27 feet. The exterior walls would be 6 inches and an additional one-foot overhang on each side brings the total to 30 feet.

\*Please refer to additional drawings.

6. The existing smaller garage would be torn down. The new garage would give more setback from the public alley and would not cause any harm to the neighboring properties.
7. It would add appeal, functionality and value to the property. With that, I am asking for a variance on the east and west sides of the proposed building. One foot on the east and one foot four inches on the west. These measurements are to the eve of the new structure.

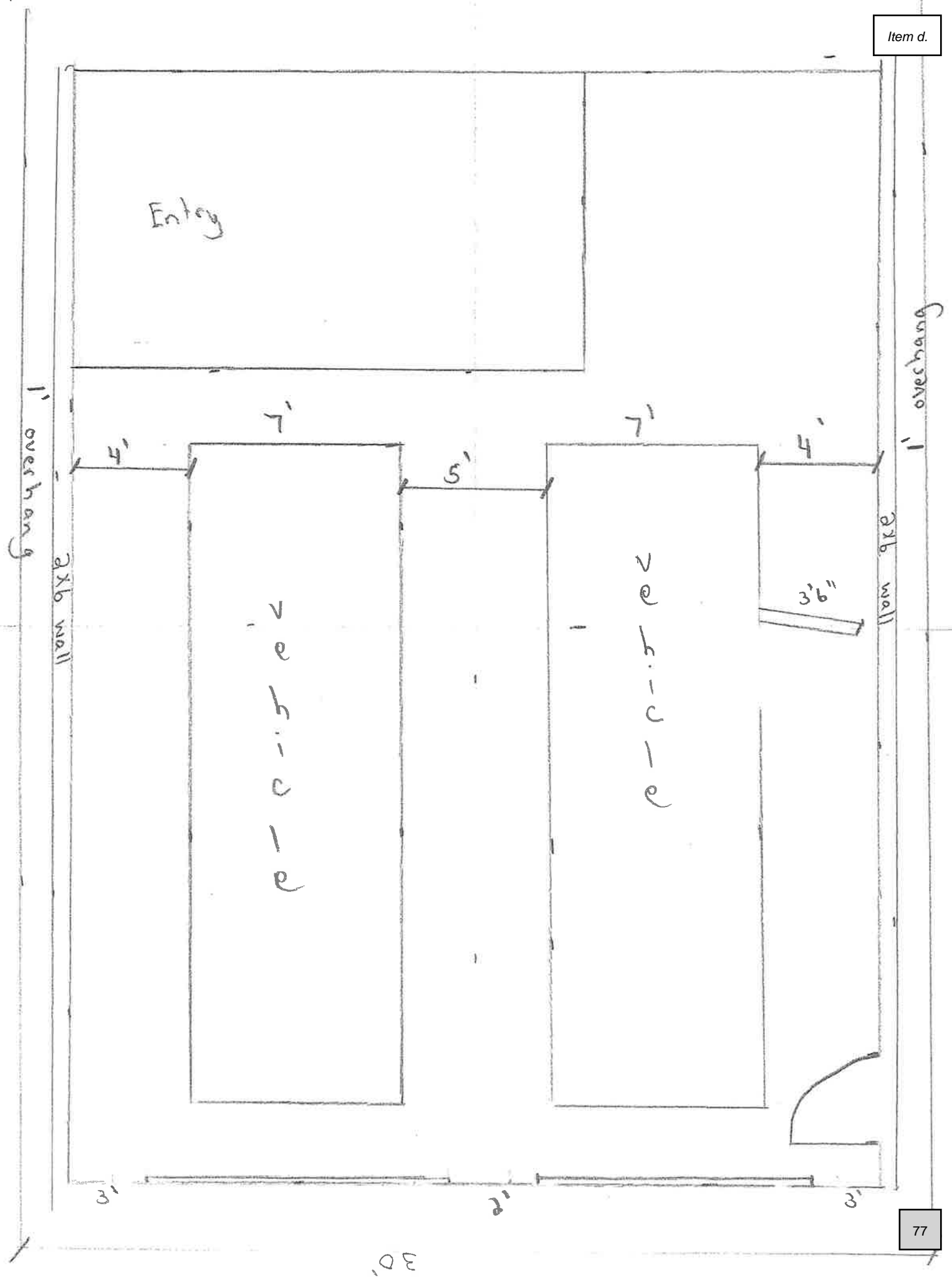
1/16" = 1'



lot = 40 x 150  
 6000 ft<sup>2</sup>  
 4090 = 2400 ft<sup>2</sup>  
 overall house plus  
 proposed garage =  
 80 x 30 = 2400 ft<sup>2</sup>

1/4" = 1'

Item d.



05/11/26  
15:04:48

CITY OF SIDNEY  
Revenue Voucher Detail  
For the Accounting Period: 5/26

Page: 1 of 1  
Report ID: L110

*K Lange*

Doc #	Per	Line #	Fund Account	Object	Org	Proj	Receipt #	Description	Type	Rec Date/		
										Amount	Cash	Offset User ID
26-333	5/26									500.00	05/11/26	karm
MICHELETTO & LARSON - VARIANCE APPLICATION FEE- GARAGE												
ACTUAL BANK DEPOSIT- \$500.00												
		2	1000 341000					CHECK 4079		500.00	101000	
<b>Total:</b>										500.00		



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**Re: Notice to Run**

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**From** Receptionist <classads@esidney.com>  
**Date** Mon 5/11/2026 3:04 PM  
**To** Karmen Lange <clerktreasurer@cityofsidneymt.com>

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Thank you, we will publish this in the May 20th and May 27th editions of The Roundup.

On 5/11/26 2:50 PM, Karmen Lange wrote:

Good afternoon,

Please run the attached public hearing notice for the publication dates provided.

If you have any questions, please let me know. Thank you.

**Karmen Lange**  
**Interim City Clerk/Treasurer**  
115 2nd St SE  
Sidney, MT 59270  
Work: 406-433-2809  
Direct: 406-630-2963

--  
Deb Schieffer  
The Roundup  
406-433-3306



Re: Variance Request for 314 8<sup>th</sup> Street SE

Dear City of Sidney Resident,

This is notice that Jamie Larson and Royce Micheletto are requesting a variance per City Code 11-4-50. The current zoning for this location is R-3: Multiple Family Residential. The legal description is Kenoyer Addition, Block 074, Lot 011. Mrs. Larson and Mr. Micheletto would like to build a garage on the rear of the property with alley access. The request is for a variance of 1'4" on the west property line set back and 1' on the east property line set back.

A Board of Adjustments Meeting will be called for Wednesday June 3<sup>th</sup>, 2026 at 8:00 am at City Hall to decide on this matter. If you have any comment for or against this variance request please either attend the Board of Adjustments meeting or contact Interim City Clerk/Treasurer Karmen Lange, who will present to the Board.

If you have any questions, please do not hesitate to contact City Hall at the above contact information. Virtual Zoom meeting information is:

**Meeting ID: 713 080 5898      Passcode: 4332809      Or by calling: 1-346-248-7799**

Thank you,

Karmen Lange  
Interim City Clerk/Treasurer  
City of Sidney

# CITY OF SIDNEY

## NOTICE

There will be a Public Hearing on Wednesday June 3<sup>rd</sup>, 2026 at 8:00 A.M., at the City Council Chambers at City Hall in front of the Zoning/Board of Adjustments, for the purpose of considering a setback variance request of Jamie Larson and Royce Michelleto to have a garage within 4 feet eight inches of the west property line and 5 feet of the east property line per City Code 11-4-50. This property is located at 314 8<sup>th</sup> Street SE, Lot 11, Block 74, Kenoyer Addition.

For further information regarding this matter or call-in information, you may contact the City Clerk for the City of Sidney at 115 2<sup>nd</sup> St SE, Sidney, Montana, Tel: 406-433-2809.

Karmen Lange  
Interim Clerk/Treasurer

Publish: May 20<sup>th</sup> and May 27<sup>th</sup>, 2026

Zane Panasuk & Anita Howell  
805 3<sup>rd</sup> Ave SE  
Sidney, MT 59270

Robert & Sherry Lessman  
218 8<sup>th</sup> St SE  
Sidney, MT 59270

Chase Andrews  
222 8<sup>th</sup> St SE  
Sidney, MT 59270

Roman Catholic Bishop of GF  
310 7<sup>th</sup> St SE  
Sidney, MT 59270

Bradley Renders  
310 9<sup>th</sup> St SE  
Sidney, MT 59270

Justin & Melissa Boyer  
808 3<sup>rd</sup> Ave SE  
Sidney, MT 59270

Joseph Ruiz  
802 3<sup>rd</sup> Ave SE  
Sidney, MT 59270

Regina Murray  
316 9<sup>th</sup> St SE  
Sidney, MT 59270

Jayd Rice  
720 3<sup>rd</sup> Ave SE  
Sidney, MT 59270

Nick Ludwig  
310 8<sup>th</sup> St SE  
Sidney, MT 59270

Scott Sturgis  
313 8<sup>th</sup> St SE  
Sidney, MT 59270

Austin Artheson  
323 8<sup>th</sup> St. SE  
Sidney, MT 59270

Kenneth Twedt  
316 8<sup>th</sup> St SE  
Sidney, MT 59270

San Juanita Villegas  
PO Box 1719  
Eagle Pass, TX 78853

St. Philomena School  
310 7<sup>th</sup> St SE  
Sidney, MT 59270

Richland County Housing Authority  
1032 6<sup>th</sup> St SW  
Sidney, MT 59270

Roman Catholic Bishop  
310 7<sup>th</sup> St SE  
Sidney, MT 59270

Ken & Barbara Mocko  
503 7<sup>th</sup> St SE  
Sidney, MT 59270

Ben & Aquaria Bloemers  
716 4<sup>th</sup> Ave SE  
Sidney, MT 59270

Jeffrey Weaver  
706 4<sup>th</sup> Ave SE  
Sidney, MT 59270

Ricky Nelson  
409 7<sup>th</sup> St SE  
Sidney, MT 59270

Sidney Public Schools  
101 S Central Ave  
Sidney, MT 59270

# City of Sidney

Item e.



sharitwigg4@gmail.com

Montana's Sunrise City

## APPLICATION FOR CONDITIONAL USE PERMIT

The undersigned hereby makes application for a conditional use permit pursuant to Chapter 11.19 of the Sidney Zoning Ordinance

-> listed as S & S Rental Properties, LLC

Name of Property Owner: S & S Rentals, LLC  
 Name of Applicant: Shari J. Twigg -> SKIN SATIN MD, LLC  
 Address of Applicant: 209 North Central Avenue, Sidney, MT 59270  
 Phone Number of Applicant: 406-201-0420  
 Legal Description of subject property: Sidney Original Town Site - Block 6, Lots 6/7  
 Current Zoning: B-3 Land Area: 1200 sq ft  
 Conditional Use request if for the following reason: Medical Office use for medical spa in good commercial location.  
 (use additional pages if necessary)

In addition to the above, submit a plot plan drawn to scale on paper not larger than 11" x 17" which includes all existing and proposed structures and proposed variance measurements, a list of names, mailing addresses, and labels of all property owners within 300ft of the subject property and a **\$600 filing fee (a maximum of eight RV's will be allowed) (Each RV will pay a per-camper fee of \$600). The application will not be considered complete until all information is submitted.**

I hereby certify that the above information is true and correct and that I am the Owner  Owner's Agent  Lessee  of the above described property.

Shari J. Twigg  
Applicant Signature

### For Office Use Only

Date Filed: 5/14/26 Filing Fee: \$600 OR 2282 RV 26-349  
 Zoning Commission: June 3rd, 2026 Action Taken: \_\_\_\_\_  
 Council Hearing: June 15th, 2026 Action Taken: \_\_\_\_\_

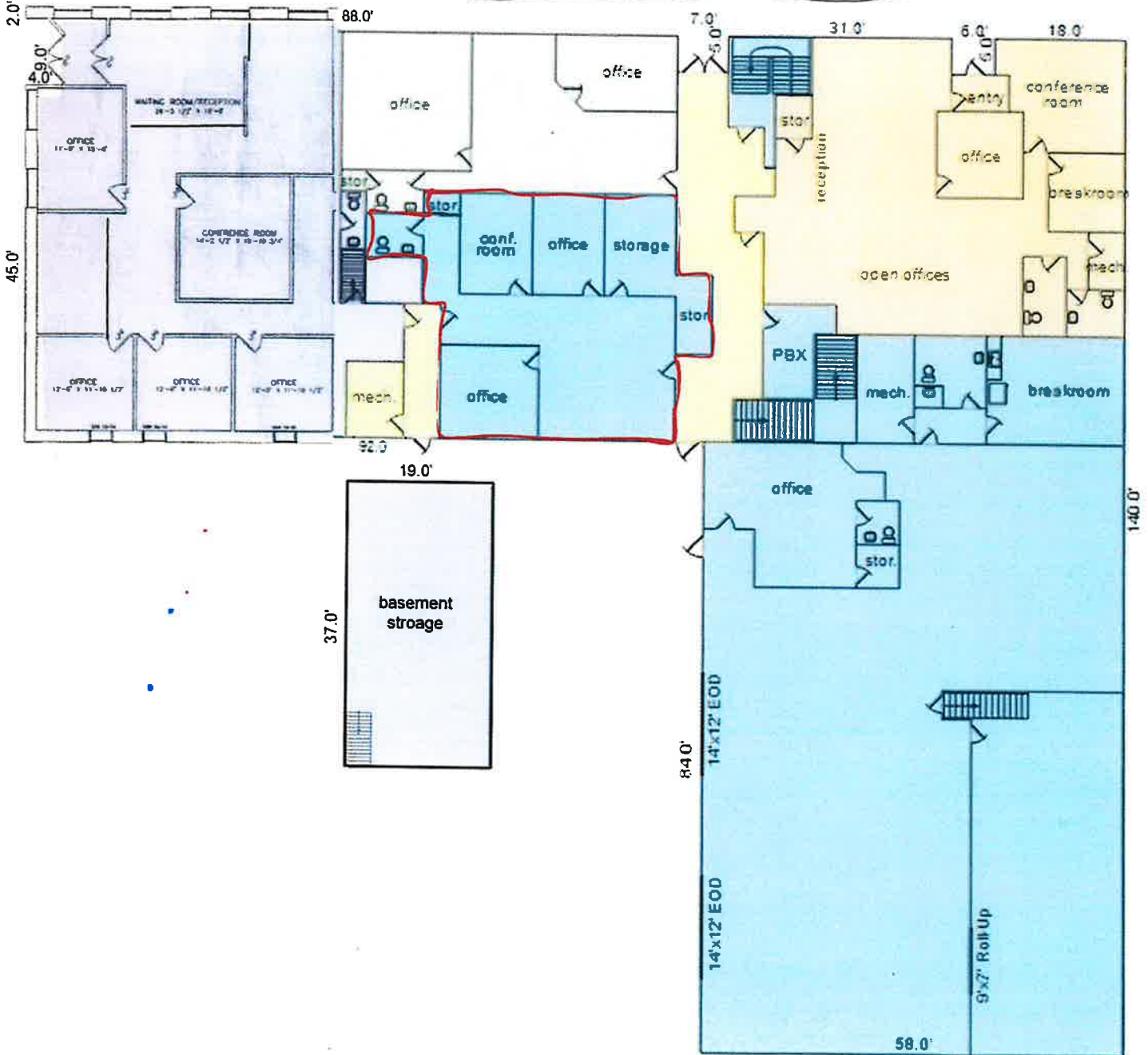
### MAIN FLOOR PLAN

Source: Owner/Undersigned



- MT Dept. of Public Health & Human Services
- Edward Jones
- MT Dept. of Labor & Industry
- B&B Builders
- Common Area

• B&B Original Office Area = 1162 Sq Ft *highlighted red*



# AVAILABLE FOR LEASE

Item e.

209 N Central Ave, Sidney, MT

## 1162 Square Feet of Office Space

- Large Reception Area
- Large Office with Window
- Two Additional Private Offices
- Large Workroom with Shelves and Storage
- Break Area with Sink
- Private Bathroom
- Front and Back Entrance from Central Ave and Parking
- Wired for Voice and Data
- Utilities Included in Rent
- AVAILABLE IMMEDIATELY!

Contact Leif Anderson for More Information, a showing, or information on rates:

**Leif Anderson**  
**406 489 0932**  
[Leif@BeagleProperties.com](mailto:Leif@BeagleProperties.com)



120 2nd Ave SW  
Sidney, MT 59270  
406.482.4480 Ofc  
[www.BeagleProperties.com](http://www.BeagleProperties.com)

# ArcGIS Web Map



4/20/2026, 12:43:34 PM

Orange: Sidney Original Townsite  
Block # 67-78

Parcel # 27-3444-33-2-47-07-0000

Need 300 ft radius  
= 0.0568 miles

Office address: 209 N Central Ave  
Sidney, MT 59270

Item e.  
Sources: Esri, Garmin, Airbus DS, USGS, XGIA, H  
CSIAP, H. Robinson, INCEAS, SLS, OS, I  
Geobase/Zeisler, P. Kowarski, I  
FEVA. Intermap and the GIS User



Re: Conditional Use Permit Request for Skin Satin MD, LLC

Dear City of Sidney Resident,

This is notice that Skin Satin MD, LLC is requesting a conditional use permit per City Code 11-12-4 for a medical office. The current zoning for this location is B-3: Central Business located at 209 N Central Avenue, which requires a conditional use permit for this intended use. The legal description is: Sidney Original Townsite, S33, T23 N, R59 E, Block 006, Lot 006 and Lot 007.

A Board of Adjustments Meeting will be called for Wednesday June 3<sup>rd</sup>, 2026 at 8:00 am at City Hall to decide on this matter. If you have any comment for or against this conditional use request please either attend the Board of Adjustments meeting or contact City Clerk Karmen Lange, who will present to the Board.

If you have any questions, please do not hesitate to contact City Hall at the above contact information. Virtual Zoom meeting information is:

**Meeting ID: 713 080 5898**

**Passcode: 4332809**

**Or by calling: 1-346-248-7799**

Thank you,

Karmen Lange  
City Clerk/Treasurer  
City of Sidney

# CITY OF SIDNEY

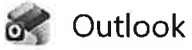
## NOTICE

There will be a Public Hearing on Wednesday June 3<sup>rd</sup>, 2026 at 8:00 A.M., at the City Council Chambers at City Hall in front of the Zoning/Board of Adjustments, for the purpose of considering a Conditional Use Permit. The request is from Skin Satin MD, LLC to have a medical office in B-3 Central Business zoning, which requires a conditional use permit for this intended use. This property is located at 209 N Central Avenue. The legal description is: Sidney Original Townsite, S33, T23 N, R59 E, Block 006, Lot 006 and Lot 007.

For further information regarding this matter or call-in information, you may contact City Clerk/Treasurer Lange at 115 2<sup>nd</sup> St SE, Sidney, Montana, Tel: 406-433-2809.

Karmen Lange  
City Clerk/Treasurer

Publish: May 20<sup>th</sup> and May 27<sup>th</sup>, 2026



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**Re: Notice to Run**

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**From** Receptionist <classads@esidney.com>  
**Date** Fri 5/15/2026 10:59 AM  
**To** Karmen Lange <clerktreasurer@cityofsidneymt.com>

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Thank you, we will run these in the May 20 & 27 editions of The Roundup.  
On 5/15/26 10:37 AM, Karmen Lange wrote:

Happy Friday!

I have another one!

Please run the attached public hearing notice for the publication dates provided.

If you have any questions, please let me know. Thank you.

**Karmen Lange**  
**Interim City Clerk/Treasurer**  
115 2nd St SE  
Sidney, MT 59270  
Work: 406-433-2809  
Direct: 406-630-2963

--

Deb Schieffer  
The Roundup  
406-433-3306

05/14/26  
15:48:45

CITY OF SIDNEY  
Revenue Voucher Detail  
For the Accounting Period: 5/26

Page: 1 of 1  
Report ID: L110

*K Lange*

Doc #	Per	Line #	Fund Account	Object	Org	Proj	Receipt #	Description	Type	Rec Date/		
										Amount	Cash	Offset User ID
26-349	5/26									600.00	05/14/26	karm
								CONDITIONAL USE APPLICATION FROM SHARI TWIGG-MEDICAL SPA AT 209 N CENTRAL AVE ACTUAL BANK DEPOSIT: \$600.00				
		1	1000 341000					CHECK 2282		600.00	101000	
								<b>Total:</b>		600.00		

Yellowstone Bank  
120 2<sup>nd</sup> St SW  
Sidney, MT 59270

Johnson 5 LLC  
207 2<sup>nd</sup> Ave NW  
Sidney, MT 59270

Mid-Rivers Telephone Coop  
PO Box 280  
Circle, MT 59215

NNN Reit LP  
450 S Orange Ave Ste 900  
Orlando, FL 32801

Niehenke Welding  
312 N Central Ave  
Sidney, MT 59270

Checkers Inc  
PO Box 899  
Sidney, MZT 59270

S&S Rental Properties LLC  
108 2<sup>nd</sup> St NE  
Sidney, MT 59270

Colton Moran  
224 2<sup>nd</sup> Ave NE  
Sidney, MT 59270

Alan Seigfreid  
PO Box 387  
Sidney, MT 59270

Sidney Carburetor & Electric  
303 N Central Ave  
Sidney, MT 59270

Hank Berry  
12267 County Road 349R  
Sidney, MT 59270

Purified Resource Partners LLC  
PO Box 77  
Sidney, MT 59270

Debra Peck  
1575 10<sup>th</sup> Ave SW  
Sidney, MT 59270

Trenton Taylor  
215 2<sup>nd</sup> Ave NE  
Sidney, MT 59270

Trenton & Nancy Taylor  
11711 County Road 351R  
Sidney, MT 59270

Nearfall Group LLC  
919 3<sup>rd</sup> Ave SE  
Sidney, MT 59270

Cynthia Linde  
34880 County Road 132  
Fairview, MT 59221

Boss Rentals LLC  
26 Stoney Acres Ln  
Glendive, MT 59330

Levantco Holdings LLC  
PO Box 720  
Alexander, ND 58821

Main Properties Inc  
120 E Main St  
Sidney, MT 59270

Veterans of Foreign Wars  
124 2<sup>nd</sup> Ave NE  
Sidney, MT 59270

Mercer Heritage LLC  
11807 Highway 261  
Sidney, MT 59270

Kelly Berger  
108 E Main St  
Sidney, MT 59270

Anissa Gillespie  
PO Box 105  
Sidney, MT 59270

Gurney Electric Inc ETAL  
705 3<sup>rd</sup> St SE  
Sidney, MT 59270

Mike Bergh  
PO Box 282  
Sidney, MT 59270

Associated Investors Group LLC  
756 10<sup>th</sup> Ave SE  
Sidney, MT 59270

Serina Everett  
213 Lincoln Ave S  
Sidney, MT 59270

David Kwasney  
1106 9<sup>th</sup> Ave SW  
Sidney, MT 59270

Club Tavern Inc  
112 N Central Ave  
Sidney, MT 59270

Maltese Tamra & Berube Nikki  
113 W Main St  
Sidney, MT 59270

Richland County  
201 W Main St  
Sidney, MT 59270

06/12/26  
11:01:02

CITY OF SIDNEY  
Claim Approval List  
For the Accounting Period: 6/26

Page: 1 of 10  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45218	E	1213 SIDNEY WATER DEPARTMENT	1,338.24					
		05/28/26 WATER BILL- MAY 2026	582.72			1000 420400	340	101000
		05/28/26 SEWER BILL- MAY 2026	755.52			1000 420400	340	101000
45219		77 RICHLAND COUNTY TREASURER	1,232.00					
		05/29/26 CRIMINAL CONVICTION	320.00		NA	7467 212300		101000
		05/29/26 TECHNOLOGY SURCHARGE	202.00		NA	7458 212200		101000
		05/29/26 VICTIM WITNESS SURCHARGE	710.00		NA	2917 212500		101000
45220	E	492 USDA RURAL DEVELOPMENT	3,767.00					
		06/18/26 PRINCIPAL JUNE 2026	1,885.49*			5210 490520	610	101000
		06/18/26 INTEREST JUNE 2026	1,881.51			5210 490520	620	101000
45221	E	1038 WEX BANK	11,694.70					
		112888143 05/31/26 STREETS FUEL	1,148.06			2565 430200	230	101000
		112888143 05/31/26 WATER FUEL	1,297.70			5210 430500	230	101000
		112888143 05/31/26 SEWER FUEL	1,745.73			5310 430600	230	101000
		112888143 05/31/26 SOLID WASTE FUEL	5,500.68			5410 430830	230	101000
		112888143 05/31/26 PARKS FUEL	795.17			1000 460430	230	101000
		112888143 05/31/26 SWEEPING FUEL	1,207.36			5710 430252	230	101000
45222		402 UTILITIES UNDERGROUND LOCATION	108.58					
		6055110 05/31/26 40 EXCAVATION NOTIF-MAY 26	54.29			5210 430500	300	101000
		6055110 05/31/26 40 EXCAVATION NOTIF-MAY 26	54.29			5310 430600	300	101000
45223		165 TRI-COUNTY IMPLEMENT	1,471.40					
		R041490 05/08/26 #421 AC REPAIR	1,006.07*			5410 430830	300	101000
26404		CT85641 05/11/26 TRANS OIL-GRASSHOPPERS	79.86*			1000 460430	200	101000
26405		CT85791 05/19/26 BATTERY-TRACTOR	170.40*			5310 430600	200	101000
27116		CT85812 05/19/26 WHEELS-GRASSHOPPER	11.39*			1000 460430	200	101000
26414		CT85679 05/26/26 DECK BUSHING & MOUNTS	203.68*			1000 460430	200	101000
26409								
45224		244 BADGER METER INC.	259.14					
		80239089 05/28/26 METER HOSTING- MAY 26	129.57			5210 430500	300	101000
		80239089 05/28/26 METER HOSTING- MAY 26	129.57			5310 430600	300	101000

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45229		39 NORTHWEST PIPE FITTINGS, INC.	3,706.49					
	6589345-1	05/11/26 FREIGHT-PARK INVOICE	21.65			1000 460430	300	101000
27326								
	6597463	05/13/26 8" X 14" SEWER PIPE	3,353.28*			5310 430600	200	101000
SDR35								
	6603968	05/13/26 PVC COUPLING	46.76*			1000 460430	200	101000
27331								
	6603971	05/18/26 PVC COUPLING	33.70*			1000 460430	200	101000
27331								
	6608293	05/19/26 PRIMER, GLUE, CLEANING	90.75*			1000 460430	200	101000
27335								
	6608328	05/19/26 MARKING FLAG FLO PINK	8.00*			1000 460430	200	101000
27324								
	6598401	05/26/26 FERNCO CLAY COUPLING	60.94*			5310 430600	200	101000
26739								
	6606089	05/29/26 FERNCO CLAY COUPLING	91.41*			5310 430600	200	101000
26740								
45230		1217 IRON MOUNTAIN	162.48					
	LJCS923	05/31/26 SHREDDING SERVICES- CITY HALL	162.48			1000 411200	300	101000
45231		1174 VALLI	126.22					
	106246	05/31/26 WEB POSTING & MONTHLY MAINT	63.11			5210 430500	300	101000
	106246	05/31/26 WEB POSTING & MONTHLY MAINT	63.11			5310 430600	300	101000
45232		50 SIDNEY RED-E-MIX, INC.	352.00					
	115201	05/07/26 READY MIX-8TH AVE SE ALLEY	352.00*			5310 430600	200	101000
45233		249 MID-RIVERS COMMUNICATIONS	537.35					
	06/01/26	WATER-PHONE/INTERNET	89.56			5210 430500	300	101000
	06/01/26	SEWER- PHONE/INTERNET	89.56			5310 430600	300	101000
	06/01/26	CITY SHOP- PHONE/INTERNET	89.56*			5410 430830	300	101000
	06/01/26	FIREHALL- PHONE/INTERNET	89.56			1000 420400	340	101000
	06/01/26	CITY HALL- PHONE/INTERNET	89.55			1000 411200	300	101000
	06/01/26	SWIMMING POOL- PHONE/INTERNET	89.56			1000 460445	300	101000
45234		277 THE ROUNDUP	107.00					
	274805	05/06/26 NOTICE: VAR MICHELETTO & SKIN	11.00			1000 410240	300	101000
	275037	05/20/26 LEGAL: VAR MICHELETTO & SKIN S	52.00			1000 410240	300	101000
	275165	05/27/26 LEGAL: VAR MICHELETTO & SKIN S	44.00			1000 410240	300	101000

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45235		1114 PINE COVE	1,350.00					
	27279C	06/01/26 JUNE MANAGED SERVICES	1,050.00			5710 430252	300	101000
	27280C	06/01/26 JUNE RESTORE AGREEMENT	300.00			5710 430252	300	101000
45236		999999 DANIELLE EUSTICE	144.96					
	1200092-00	06/04/26 REFUND WATER 1701 CROCUS D	144.96			5210 430500	200	101000
45237		107 MIDLAND IMPLEMENT	1,854.50					
	343841001	05/29/26 5000 SER & FALCON SPRINKLE	1,744.32*			1000 460430	200	101000
27345								
	343841001	05/29/26 FREIGHT	110.18			1000 460430	300	101000
27345								
45238		531 GLOBAL SAFETY NETWORK, INC.	51.09					
	20260531	05/31/26 PRE EMP TEST-JOHNSON	51.09			2584 430200	300	101000
45239		56 BUILDERS FIRSTSOURCE	52.33					
	101340183	05/04/26 SPRAYPAINT	17.38*			2565 430200	200	101000
27187								
	700015398	05/20/26 CONCRETE MIX	34.95*			2565 430200	200	101000
27190								
45240		83 ACTION AUTO INC.	107.31					
	152800	05/11/26 FUSE BOX PANEL 2006 RAM 1500	107.31*			5310 430600	200	101000
26403								
45241		27 JOHNSON HARDWARE	1,070.47					
	16093	05/01/26 TOWELS, BROOM, TRASH BAG	209.92			1000 460445	200	101000
25376								
	16190	05/07/26 SUBM UTILITY PUMP	99.99			5210 430500	200	101000
25377								
	16202	05/08/26 LOCKSET LATCH	13.99			5210 430500	200	101000
27115								
	16360	05/18/26 PVC FITTING-VETERANS PARK	35.98*			1000 460430	200	101000
27333								
	16376	05/19/26 PVC FITTING-S.MEADOW IRR	49.92*			1000 460430	200	101000
27334								
	16395	05/20/26 PVC FITTING & PAINT-VET PARK	279.90*			1000 460430	200	101000
27337								
	16412	05/20/26 SCRAPPER & WIRE BRUSH	25.04			1000 460445	200	101000
25378								
	16429	05/21/26 ZIP TIES & BRASS PLUG	43.95			1000 460445	200	101000
25379								
	16432	05/21/26 IRRIGATION BOX-SARAH LEE	11.98*			1000 460430	200	101000
27338								

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27339	16453	05/22/26 FITTINGS-SARAH LEE	38.86*			1000 460430	200	101000
26501	16460	05/23/26 CLEANER, TAPE, ROPE	159.34			1000 460445	200	101000
27340	16480	05/26/26 PVC FITTING-VETERANS PARK	47.48*			1000 460430	200	101000
27193	16499	05/27/26 DIAMOND DISC BLADE	21.99*			5410 430830	200	101000
27342	16520	05/27/26 HOSE CLAMP	16.14*			1000 460430	200	101000
27332	16290	05/15/26 TOILET PARTS-LYNDALE	15.99*			1000 460430	200	101000
45242	1159	TBID	3,862.49					
		SETTLEMENT 06/01/26 MICROTEL SETTLEMENT	2,360.84			2101 460440	700	101000
		W9533 05/11/26 MICROTEL W9533	1,501.65			2101 460440	700	101000
26758	45243	102 NEWMAN SIGNS, INC.	689.00					
		FORD069689 06/02/26 YIELD, STOP, & SCHOOL ZONE	624.00*			2565 430200	200	101000
26758		FORD069689 06/02/26 FREIGHT	65.00*			2565 430200	300	101000
26399	45244	20 EAST-MONT ENTERPRISES, INC.	611.68					
		3498 05/07/26 CUPS, PAPER, LYSOL	108.10*			5310 430600	200	101000
26399		3498 05/07/26 CUPS, PAPER, LYSOL	108.10			5210 430500	200	101000
26399		3498 05/07/26 CUPS, PAPER, LYSOL	108.10*			2565 430200	200	101000
26502		3570 05/26/26 GARBAGE BAGS, CLEANER	287.38			1000 460445	200	101000
26396	45245	36 NAPA	2,891.55					
		913074 05/01/26 FUEL PUMP, HOSE, & FITTING	176.51*			2565 430200	200	101000
26398		913293 05/04/26 CABIN & AIR FILTER	96.11*			2565 430200	200	101000
26400		913585 05/07/26 TAPE & BELT	163.59*			2565 430200	200	101000
26401		913691 05/08/26 GLYDE & CARRAGE BOILS	48.46*			2565 430200	200	101000
26408		914048 05/12/26 SHOP STOCK	192.64*			5310 430600	200	101000
26408		914048 05/12/26 SHOP STOCK	192.64			5210 430500	200	101000

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	914048	05/12/26 SHOP STOCK	192.64*			5410 430830	200	101000
26408								
	914048	05/12/26 SHOP STOCK	192.63			5710 430252	200	101000
26408								
	914048	05/12/26 SHOP STOCK	192.63*			2565 430200	200	101000
26408								
	914185	05/13/26 BRAKE PADS & ROTORS	351.98*			2565 430200	200	101000
26410								
	914195	05/13/26 WHEEL SEAL-2001 F150	26.16*			2565 430200	200	101000
26411								
	914252	05/14/26 BEARING- 2001 F150	54.04*			2565 430200	200	101000
26412								
	914299	05/14/26 AXEL GASKETS-DUMP TRUCK	112.34*			2565 430200	200	101000
26413								
	914663	05/19/26 CLUCH SET- 2003 GMC	730.00*			2565 430200	200	101000
26415								
	914756	05/20/26 BOLTS FOR TRAFFIC SIGNS	12.58*			2565 430200	200	101000
27189								
	914767	05/20/26 GASKETS-2003 GMC	8.24*			2565 430200	200	101000
26416								
	914931	05/21/26 GLOVES	28.13*			2565 430200	200	101000
26419								
	914966	05/22/26 BOLTS FOR SIGN	11.53*			2565 430200	200	101000
27191								
	915015	05/22/26 75W90 SYTH-2003 GMC	98.22*			2565 430200	200	101000
27192								
	915256	05/27/26 HOSE CLAMP	10.48*			2565 430200	200	101000
26422								
45246		5 CITY CLERK PETTY CASH	455.93					
	683	05/21/26 USPS-NUISANCE CERT LETTER	225.93			1000 420180	300	101000
	684	05/29/26 MDU-USED FURNITURE FOR SHOP	80.00*			1000 411200	200	101000
	685	06/01/26 CASH-2026 POOL PETTY CASH	150.00			1000 460445	200	101000
45247		508 IIMC	195.00					
	06/08/26	ANNUNAL MEMBERSHIP	195.00		NA	1000 410550	300	101000
45248		1511 STOCKMAN BANK	1,834.51					
	05/04/26	LANGE-CONFERENCE MEAL	8.70			1000 410540	300	101000
	05/04/26	LANGE-CONFERNECE MEAL	63.00			1000 410540	300	101000
	05/07/26	LANGE- CONFERENCE HOTEL	1,659.22			1000 410550	300	101000
	05/07/26	LANGE-CONFERENCE FUEL	46.04			1000 410540	300	101000
	05/12/26	SCHROEDER-NUISANCE USPS	27.55			1000 420180	300	101000
	05/23/26	LANGE-OTTER.AI	30.00			1000 410540	300	101000

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45249		7 ASSOCIATED SUPPLY CO. INC.	218.01					
	A108777	06/08/26 POOL CHEMICALS	185.50			1000 460445	200	101000
	A108777	06/08/26 FREIGHT	32.51			1000 460445	300	101000
45250		1511 STOCKMAN BANK	62.08					
	05/07/26	HINTZ- ENGINEER LUNCH MEETING	62.08			5310 430600	300	101000
45251		1511 STOCKMAN BANK	19.99					
	05/22/26	NORBY-ADOBE	19.99			1000 410540	300	101000
45252		1511 STOCKMAN BANK	632.92					
	0804157	05/01/26 MEISSEL-PRAIRIE SUPPLY	632.92*			2565 430200	200	101000
27184								
45253		1511 STOCKMAN BANK	284.72					
	50087	04/30/26 HARRIS-PACKER BROTHERS	223.79*			2565 430200	200	101000
26395								
	50087	04/30/26 HARRIS-PACKER BROTHERS FREIGHT	19.95*			2565 430200	300	101000
26395								
	05/27/26	HARRIS-AMAZON CABLES	40.98*			5310 430600	942	101000
26423								
45254		1511 STOCKMAN BANK	113.50					
	05/04/26	JURGENS-USPS SAMPLES	21.50			5310 430600	300	101000
	05/11/26	JURGENS-CENEX ICE	6.75*			5310 430600	200	101000
	05/13/26	JURGENS-USPS SAMPLES	17.60			5310 430600	300	101000
	05/13/26	JURGENS-MILLERS CORNER ICE	5.50*			5310 430600	200	101000
	05/18/26	JURGENS-USPS SAMPLES	22.95			5310 430600	300	101000
	05/20/26	JURGENS-USPS SAMPLES	17.10			5310 430600	300	101000
	05/26/26	JURGENS-USPS SAMPLES	22.10			5310 430600	300	101000
45255		1511 STOCKMAN BANK	788.13					
	05/01/26	CHAMBERLIN-MICROSOFT	13.69			5210 430500	300	101000
	05/07/26	CHAMBERLIN-AMAZON CHAIR	125.99			1000 410540	200	101000
	05/12/26	CHAMBERLIN-CANVA	15.00			5210 430500	300	101000
	05/12/26	CHAMBERLIN-ZOOM.COM	40.00			5210 430500	300	101000
	05/14/26	CHAMBERLIN-QUICKBOOKS	38.00			5210 430500	300	101000
	05/19/26	CHAMBERLIN-MICROSOFT	555.45			5210 430500	300	101000

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45256		44 REYNOLDS WAREHOUSE GROCERY	189.68					
	95-340917	05/21/26 CITY HALL BREAK ROOM SUPPLI	41.23*			1000 411200	200	101000
	01-378937	05/29/26 CITY HALL BREAK ROOM SUPPLI	148.45*			1000 411200	200	101000
45257		2 LOWER YELLOWSTONE R.E.A.	6,582.10					
	06/02/26	WATER TANK	92.93		NA	5210 430500	300	101000
	06/02/26	3-PHASE	835.36		NA	5310 430600	300	101000
	06/02/26	SIDNEY LAGOON	4,671.50		NA	5310 430600	300	101000
	06/02/26	LAGOON	829.70		NA	5310 430600	300	101000
	06/02/26	TREATMENT PLANT PIVOT	152.61			5310 430600	300	101000
45258		77 RICHLAND COUNTY TREASURER	149,958.00					
	06/15/26	FY 25-26 AIRPORT	19,958.00			2170 430300	300	101000
	06/15/26	FY 25-26 LIBRARY	115,500.00			1000 460100	300	101000
	06/15/26	FY 25-26 LIBRARY	14,500.00			2220 460100	300	101000
45259		515 FIRE RELIEF	45,000.00					
	06/15/26	2ND HALF PAYMENT FY25-26	45,000.00		NA	7120 520000	800	101000
45260		507 STOCKMAN BANK	25,996.45					
	06/15/26	SID 104 PRINCIPAL	23,193.18			3604 490300	610	101000
	06/15/26	SID 104 INTEREST	2,803.27			3604 490300	620	101000
45261		77 RICHLAND COUNTY TREASURER	99,249.88					
		CITY COURT MAY 2025-APRIL 2026						
	06/15/26	SALARIES & WAGES/OVERTIME	50,026.67*			1000 410300	300	101000
	06/15/26	MEDICARE-FICA	1,033.95*			1000 410300	300	101000
	06/15/26	SOCIAL SECURITY	4,421.03*			1000 410300	300	101000
	06/15/26	PERS	7,258.41*			1000 410300	300	101000
	06/15/26	STATE UNEMPLOYMENT	117.41*			1000 410300	300	101000
	06/15/26	WORKERS COMP	305.48*			1000 410300	300	101000
	06/15/26	SUPPLIES	1,898.73*			1000 410300	300	101000
	06/15/26	PURCHASED SERVICES	4,188.20*			1000 410300	300	101000
	06/15/26	JUDGE WAGES	30,000.00*			1000 410300	300	101000
45262		1511 STOCKMAN BANK	394.43					
	05/09/26	RASMUSSEN-AMAZON SCANNER	164.52			1000 420531	200	101000
	05/09/26	RASMUSSEN-AMAZON SCANNER	164.52			1000 420400	200	101000
	78456	05/28/26 RASMUSSEN-ACTION AUTO	32.70			1000 420531	300	101000
	78456	05/28/26 RASMUSSEN-ACTION AUTO	32.69			1000 420400	300	101000

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45264		1085 VESTIS	609.75					
	2550622346	05/05/26 COAT & RUG RENTAL	199.02*			5410 430830	300	101000
	2550627744	05/19/26 COAT & RUG RENTAL	199.02*			5410 430830	300	101000
	2550630445	05/26/26 RUG RENTAL	211.71*			5410 430830	300	101000
45265		859 SIGNS OF SIDNEY	174.00					
	9371	05/18/26 PLAQUE FOR PARK: LAMPHIER	174.00*			1000 460430	200	101000
45266		1449 ROUGH CUT, LLC	375.00					
	2026-04	05/19/26 MOW & TRIM WALKING PATH	225.00			2584 430200	300	101000
	2026-04	05/19/26 MOW 22ND TO SUNFLOWER LN	150.00			2584 430200	300	101000
45267		207 HAWKINS INC	12,926.48					
	7410239	04/30/26 AZONE & CHLORINE	6,237.57			5210 430500	200	101000
	7423805	05/15/26 1 TON CHLORINE CYLINDER	10.00			5210 430500	200	101000
	7410239	04/30/26 FREIGHT	288.47			5210 430500	300	101000
	7410596	05/01/26 5G SQUARE CARBOY	-5.00			5210 430500	200	101000
	7438720	05/27/26 5G SQUARE CARBOY	-25.00			5210 430500	200	101000
	7439481	05/27/26 AZONE & CHLORINE	6,120.66			5210 430500	200	101000
	7439481	05/27/26 FREIGHT	299.78			5210 430500	300	101000
45268		87 GEM CITY MOTORS	166.82					
	83855	05/12/26 WIRING HARNESS 2015 CHEVY	166.82			5210 430500	200	101000
26407								
45269		105 FRANZ CONSTRUCTION, INC.	602.70					
	76588	05/27/26 6.15 TONS HOTMIX	602.70*			2565 430200	200	101000
45270		119 CENTRAL WATER CONDITIONING	30.00					
	14838	06/02/26 WATER FOR SHOP	30.00*			2565 430200	200	101000
26279								
45271		1002 MELBY CONSTRUCTION & CREATIVE	1,332.00					
	06/03/26	BRATTEN, PETERSON, & NUTTER PK	1,332.00			1000 460430	300	101000
26551								
45272		1045 TRACTOR SUPPLY CREDIT PLAN	114.94					
	769945	05/11/26 HATCH PIN & TOP LINK CAT	54.98*			1000 460430	200	101000
26402								
	771489	05/20/26 HATCH PINS	26.97*			5310 430600	200	101000
27117								
	771719	05/21/26 TIRE FOR WHEEL BARROW	32.99*			2565 430200	200	101000
26278								

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45273		87 GEM CITY MOTORS	7,384.93					
		CTCS239889 06/11/26 TAHOE TRANSMISSION REPAIR	7,384.93			1000 420100	230	101000
45274		757 BIOLYNCEUS LLC	342.57					
		12824 04/05/26 PROBIOTIC I & II	342.57*			5310 430600	200	101000
27110								
45275	E	399 VERIZON WIRELESS	762.56					
		6145388457 06/06/26 SPD CELLULAR SERVICE-MAY	762.56			1000 420100	340	101000
45276	E	1262 VISA	7,273.01					
		06/01/26 SUPPLIES	4,823.63			1000 420100	200	101000
		06/01/26 PURCHASED SERVICES	284.86			1000 420100	300	101000
		06/01/26 K9-SUPPLIES	119.92			1000 420150	200	101000
		06/01/26 TRAINING-PURCHASED SERVICES	1,977.00			2810 420100	300	101000
		06/01/26 K9 PURCHASED SERVICES	67.60*			1000 420150	300	101000
45277		1109 AE2S	4,433.25					
		111536 06/09/26 IMPACT FEE REVIEW & UPDATE	2,216.63*			5211 430500	300	101000
		111536 06/09/26 IMPACT FEE REVIEW & UPDATE	2,216.62*			5311 430600	300	101000
45278		1229 KALIL LAW FIRM	11,795.00					
		5605 06/01/26 MAY 2026 PROSECUTION	10,000.00			1000 410360	300	101000
		5604 06/01/26 MAY 2026 CIVIL ATTORNEY	1,795.00*			2565 430200	300	101000
45279	E	1122 STOCKMAN BANK - BANK FEES	1,650.27					
		05/31/26 MAY BANK FEES	779.90			5210 430500	300	101000
		05/31/26 MAY BANK FEES	779.91			5310 430600	300	101000
		05/31/26 MAY BANK FEES	90.46			5710 430252	300	101000
45280		307 MORRISON MAIERLE, INC.	2,992.60					
		263619 06/05/26 SEWER ON CALL SERVICE-MAY	388.00			5310 430600	300	101000
		263686 06/10/26 MEADOW DRIAN FLOOD MITIGATION	2,604.60			5310 430600	952	101000
45281		350 ENERGY LABORATORIES INC	452.00					
		792097 05/04/26 SEWER SAMPLE	112.00			5310 430600	300	101000
		784106 05/13/26 SEWER SAMPLE	112.00			5310 430600	300	101000
		784733 05/15/26 WATER SAMPLE	114.00			5210 430500	300	101000
		786371 05/22/26 WATER SAMPLE	114.00			5210 430500	300	101000

06/12/26  
11:01:02

CITY OF SIDNEY  
Claim Approval List  
For the Accounting Period: 6/26

Page: 10 of 10  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
45282		1070 HELENA AGRI-ENTERPRISES, LLC	5,125.00					
	213227216	05/28/26 CHEMICAL FOR PARK	1,708.33*			1000 460430	200	101000
27346								
	213227216	05/28/26 CHEMICAL FOR STREETS	1,708.33*			2565 430200	200	101000
27346								
	213227216	05/28/26 CHEMICAL FOR LAGOON	1,708.34*			5310 430600	200	101000
27346								
45283		3 MONTANA DAKOTA UTILITIES	18,435.52					
	06/05/26	FIREHALL- 115 2ND ST SE	547.11			1000 411200	340	101000
	06/05/26	1105 3RD ST NW- GENERATOR	92.35			1000 420400	300	101000
	06/05/26	1105 3RD ST NW- FIREHALL	1,545.90			1000 420400	300	101000
	06/05/26	WELL #10	123.83*			5210 430500	340	101000
	06/04/26	2ND AVE & 3RD ST	23.34			2425 430263	300	101000
	06/05/26	SWIMMING POOL	3,187.05			1000 460445	300	101000
	06/05/26	BASEBALL FIELD	1,092.39			2425 430263	300	101000
	06/04/26	VILLAGE SQUARE LIGHT	19.24			2425 430263	300	101000
	06/04/26	STREET LIGHTS	9,173.59			2425 430263	300	101000
	06/05/26	PARK PAVILLION	60.96			1000 460430	300	101000
	06/05/26	WATER TREATMENT PLANT	2,220.11*			5210 430500	340	101000
	06/05/26	CENTRAL PARK LIGHTS	65.91			2425 430263	300	101000
	06/05/26	NEW TENNIS COURTS	27.13			2425 430263	300	101000
	06/05/26	CC PARK LOT	19.23			2425 430263	300	101000
	06/05/26	202 S CENTRAL AVE	27.13			2425 430263	300	101000
	06/01/26	QUILLINGS PARK	163.43			1000 460430	300	101000
	05/29/26	WATER TOWER	46.82*			5210 430500	340	101000
<b># of Claims</b>			<b>61</b>	<b>Total:</b>		<b>446,501.71</b>		
<b>Total Electronic Claims</b>			<b>26,485.78</b>	<b>Total Non-Electronic Claims</b>		<b>420015.93</b>		

City Council Meeting 6-15-26

- RC2026-3 ON HOLD
- RC2026-10 ON HOLD
- RC2026-12 ON HOLD
- RC2026-14 ON HOLD
- RC2026-24 ON HOLD
- RC2026-26 ON HOLD
- RC2026-31 ON HOLD

RC2026-32	HK Farm	13770 CR 317 Lambert	antenna upgrade	
RC2026-33	Pierce	35095 CR 129	house addition	Connor Subdivision
RC2026-34	ON HOLD			
RC2026-35	Wick	12285 Western St	basement for modular	Sidney Circle One
RC2026-36	AnSCO & Associat	13325 Hwy 200, Fairview	Cell Tower	
RC2026-37	Rohner	34797 Midway St	house and garage	Schilling Homesites, lot 9 & 10
RC2026-38	Hanson	Factory Site	domo	Factory Site
RC2026-39	Hermanson		pole barn	S08, T22N, R59E, COS 27-330
RC2026-40	Cooper		garage	S26, T22N, R58E, SW4

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- 2026-2 ON HOLD
  - 2026-4 ON HOLD
  - 2026-5 ON HOLD
  - 2026-7 ON HOLD
  - 2026-22 ON HOLD
  - 2026-24 ON HOLD
  - 2026-26 ON HOLD
  - 2026-34 ON HOLD
  - 2026-35 ON HOLD
  - 2026-36 ON HOLD

2026-45	Mahlen	109 9th Ave SW	fence	L1,2,3, B3, Bach Nels 1st Add
2026-56	ON HOLD			
2026-58	City of Sidney	547 S. Central	monument	B55-56, Kenoyer
2026-59	Johnson LLC	804 S. Central	sign	L1&2, B77, Kenoyer

2026-60	Mulligan Group	809 4th Street NE	trailer	L2, B2, Fisher Estates
2026-61	Moran	1801 Crocus Dr.	additon	L4, B6, North Meadow
2026-62	Branson	410 10th Ave SW	fence	Nels Bach