



City of Sidney, MT
City Council Regular Meeting
February 02, 2026 6:30 PM
115 2nd Street SE | Sidney, MT 59270

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

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

1. Call to Order
2. Pledge of Allegiance
3. Aldermen Present
4. Correction or Approval of Minutes
 - [a.](#) January 20th, 2026 Regular Meeting Minutes
5. Visitors
 - a. Sportsman's Club-Larry Christensen
6. Public Hearing
7. Mayor Norby
 - a. Update
 - [b.](#) Reappointment of Russell Huotari to the Airport Board, 5-year term
8. Committee Meeting Work
 - [a.](#) Public Safety Committee: Report
 - b. Public Safety Committee: Purchase of Patrol Rifles
 - [c.](#) Public Works Committee: Report
9. Alderman Requests and Committee Reports

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

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

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

10. Unfinished Business

11. New Business

12. City Planner

13. City Attorney

a. Update

14. Chief of Police

a. Update

15. Public Works Director

a. Update

[b.](#) Morrison Maierle Contract Amendment 1 to Task Order 14-reduction of \$40,500

16. Fire Marshal/Building Inspector

17. City Clerk/Treasurer

a. Update

[b.](#) Update Utilities Clerk Job Description

18. Consent Agenda

[a.](#) Claims to be approved: \$195,228.70

Intermediary Claims: Total \$7,495.24

Black Mountain \$1,912.50

WEX \$4,452.52

USPS \$1,130.22

[b.](#) Building Permits to be approved: 2026-28 and 2026-29

19. Closed Executive Session-TBID Lawsuit

20. Adjournment



City of Sidney, MT
 City Council Regular Meeting 1-20-26
 January 20, 2026 6:30 PM
 115 2nd Street SE | Sidney, MT 59270

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

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

1. Call to Order

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

2. Pledge of Allegiance

The Pledge of Allegiance was stated by all present.

3. Aldermen Present

Christensen (via Zoom), Buxbaum, Kauffman, Rasmussen and DiFonzo. Absent: Larson

4. Correction or Approval of Minutes

a. January 5th, 2026 Regular Meeting Minutes

Motion was made to approve.

Motion made by Alderwoman Rasmussen, Seconded by Alderman DiFonzo.

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

5. Visitors

Evelyn Gonzalez, Jody Wells (Roundup), Patience Allen, Jordan Mayer (Interstate Engineering), Morgan Theil (Theil Bros. Roofing), McKade Mahlen (Interstate Engineering), Daniela Bennion (MC Water), Heidy McGrady. Via Zoom: James Falcon (Sidney Herald), Lacey Dynneson.

a. Randy Green-Nuisance Charges

Did not attend.

6. Public Hearing

a. Richland County Growth Policy

Mayor Norby called the public hearing for the 2026 Growth Policy to order at 6:32pm.

Mrs. Buxbaum stated the City's portion of the growth policy lies within pages 72-109 and has been extensively reviewed by City Staff and the Budget and Finance Committee, who have recommended the changes shown and outlined in the staff report provided. She reviewed the priorities for the City and those that overlap the City, Richland County and the Town of Fairview. She stated as the Planners hired to complete the growth policy, they are recommending approval with the condition that Richland County also passes the Growth Policy at their Public Hearing on January 26th, 2026 at 2:30pm.

Mayor Norby called for any opponents, three times, with none coming forward.

Mayor Norby called for any proponents, three times, with none coming forward.

Mayor Norby closed the public hearing for the 2026 Growth Policy to order at 6:42pm.

7. Mayor Norby

a. Update

Nothing.

8. Committee Meeting Work

a. Budget and Finance: Report

Alderman DiFonzo updated the City Council on the Treasurer's Report from the Budget and Finance Committee and the other items discussed at the committee meeting, including that they will be adding the Local Government Review topic discussion items to their agendas for the next couple of months to give an open line of dialog with the LGR Board and Community on questions they may have or that arise in the process and that he will be attending a RED meeting on Friday on behalf of Mayor Norby.

b. Budget and Finance: Pilot Tourism Grant Downtown Master Plan

Alderman DiFonzo stated Clerk/Treasurer Chamberlin presented the Budget and Finance Committee with a grant opportunity that she was seeking approval to apply for, which included funding for a downtown sidewalk program and pocket park. He stated they felt it was an ideal way to get funding in the community to start to address the sidewalk issues and recommended approval of applying for the grant.

Motion was made to approve applying for the Pilot Tourism Grant.

Motion made by Alderman DiFonzo, Seconded by Alderwoman Buxbaum.

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

9. Alderman Requests and Committee Reports

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

Public Safety– Chairman Godfrey – Rasmussen, Kauffman, Creek.

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

Nothing.

10. Unfinished Business

a. Appointment to Conservation District

Clerk/Treasurer Chamberlin stated if anyone is interested to contact City Hall.

11. New Business

a. Morning Star Proposed Saltwater Disposal Well

PWD Hintz stated the mineral rights owners, including the City of Sidney, close to the location in question, are receiving letters informing them of the intent of MorningStar to install a Saltwater Disposal Well. He stated he has very real concerns with this location since it is so close to the City limits, given the recent explosions and ground contaminations in area. He stated this was initially brought to his attention by Dexter Thiel of Thiel Bros. Roofing, whose property is directly across from this location. Morgan Thiel read a letter on behalf of her father into the record stating his concerns for the safety and well fare for the community and properties should this be allowed to go in and asking for assistance in opposing it.

Mayor Norby stated he has concerns about the cities aquafer and PWD Hintz stated he does not know how close it is to our aquafer but ground contaminations could still affect it and that needs to be considered. Alderwoman Rasmussen and Alderman DiFonzo agreed that any chance the aquafer could be affected needs to be addressed. Alderwoman Buxbaum asked if the City has any extra-territorial jurisdiction and PWD Hintz stated we received the letter because we are mineral right owners close to the location and can write a letter as part of the public comment section of their consideration of approval. He further stated the County likely received a letter also. Mr. Mayer stated in the zoning, cities often have jurisdiction over a distance outside of the city limits, such as 1/2 a mile and Clerk/Treasurer Chamberlin stated she will ask City Planner Sanderson about this. Alderman Kauffman asked if the County's section of the Growth Policy has anything that could assist in this and Alderwoman Buxbaum stated she will look into it.

PWD Hintz stated he would like permission to write a letter to the Board of Oil and Gas opposing this Saltwater Disposal at this location. Ms. Thiel stated the Board of Oil and Gas are holding a public hearing on February 12th in Billings that you must attend in person to testify at. She stated they did not confirm but did say it is possible that they could approve this at that meeting.

Motion was made to approve the City write the letter opposing the Saltwater Disposal at this specific location.

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

12. City Planner

Nothing.

13. City Attorney

a. Update

Nothing.

b. Resolution No. 3967-Adopting the Richland County-Sidney-Fairview Growth Policy

Mayor Norby read Resolution No. 3967-Adopting the Richland County-Sidney-Fairview Growth Policy, out loud.

Motion was made to approve contingent on Richland County approving the Growth Policy.

Motion made by Alderwoman Rasmussen, Seconded by Alderwoman Christensen.

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

Voting Abstaining: Alderwoman Buxbaum

14. Chief of Police

a. Update

Nothing.

15. Public Works Director

a. Update

Alderman DiFonzo asked if contact was made on the property discussed at the previous Council meeting and PWD Hintz stated not yet but it is possibly going to become a nuisance property.

b. North Park Elevated Water Tower Replacement- Contract Amendment #3 to Task Order #7

Mr. Mayer presented the contract amendment #3 to Task Order #7, per the staff report attached. He stated they were conservative in their estimate on construction engineering, but knowing that the project is over 2 years and there being many variables, there is a chance that they may have to increase that amount in the future. He stated they will keep an close eye on the budget and will work with the Public Works Department for onsite supervision and will adjust if needed. He stated mobilization will start in April and the discussion on if the ballfields will be able to be used one more year will be had at the pre-construction meeting.

Alderwoman Rasmussen asked how this is funded and Mr. Mayer stated the first phase of the project was ARPA Grant funded, which is now closed, and the remaining will be SRF Loan funded, with closing this spring.

Motion was made to approve the Contract Amendment #3 to Task Order #7.

Motion made by Alderman DiFonzo, Seconded by Alderwoman Rasmussen.

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

Voting Abstaining: Alderwoman Buxbaum

16. Fire Marshal/Building Inspector

17. City Clerk/Treasurer

a. Update

Nothing.

18. Consent Agenda

Motion was made to approve the claims and building permits.

Motion made by Alderman Kauffman, Seconded by Alderwoman Christensen.

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

a. Claims to be approved: \$363,520.24

Intermediary Claims: Stockman Bank \$25,996.45

b. Building Permits to be approved: RC2026-20, RC2026-21, 2026-25, and 2026-27

19. Adjournment

at 7:02pm.

SIDNEY-RICHLAND
AIRPORT AUTHORITY

Item b.

Airport Manager:
Ryan Huotari

Airport Board Members:
Walt McNutt, Chairman
Russell Huotari, V. Chair
Alan Seigfreid, Secretary
Kale Petrick, Member
Brett Berry, Member

Date: January 15, 2026

From: Russell Huotari
920 12th Street SW
Sidney, MT 59270

To: Mayor Rick Norby
City Council Members

Re: Airport Board Re-Appointment

I am requesting to be re-appointed to the Sidney-Richland Airport Authority.

Since my appointment to this Board in February 1994, I have gained experience dealing with many topics :

- Continuously changing FAA and TSA rules and regulations
- Maintaining the current Essential Air Service (Cape Air 5-flights daily)
- Changing community impacts such as increased medical flight services
- Weather related changes to operations
- Runway reconstruction and terminal expansion projects
- Capital Improvement Plan development
- On-going budget issues to fund operations and increased demand for services

Being retired, I have the time to devote to this position. As a former pilot and County Department Head, I feel I contribute to the Board. I have a sincere continued interest in working with the present Board, management, and staff, to make the airport one of the safest and progressive operations in the state.

I respectfully ask for consideration to fulfill another 5-year appointment to the Sidney-Richland Airport Authority.



City of Sidney, MT
Public Safety Committee Meeting
January 27, 2026 4:30 PM
115 2nd Street SE | Sidney, MT 59270

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

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

1. Call to Order

The Public Safety Meeting was called to order at 4:30pm.

2. Pledge of Allegiance

The Pledge of Allegiance was stated by all present.

3. Committee Members Present

Buxbaum, Kauffman, DiFonzo (for Rasmussen) and Creek.

4. Correction or Approval of Minutes

5. Visitors

6. Monthly Reports

a. State of the Department-Sidney Police Department

Chief Kraft gave his State of the Department presentation. After the presentation Alderman DiFonzo asked if 13 positions is due to the Drug Task Force Officer position and that is why he is 3 positions down and Chief Kraft stated his department has 12 positions plus the TFO, so he is currently down 3 patrol officers. Alderman DiFonzo asked why parking ticket information was not presented and asked if it is the duty of the patrol officer or the compliance officer. Chief Kraft stated he sent a memo out a couple months ago instructing the officers to familiarize themselves with the rules and enforcing of parking violations. Alderman DiFonzo asked if it is a court issue as to why they are not issued and Chief Kraft stated generally if they are disputed in court they are dismissed.

Alderwoman Buxbaum asked what succession would look like for the Captains who have over 20 years of experience and Chief Kraft stated Norby and Gomke have over 9 years of experience and have accumulated expertise that could go into the advisory roles should retirements happen. She

further asked if the hiring process is mandated and Chief Kraft stated that parts such as the oral board interview or the psych evaluation are, but the rest is a process within the SPD that is consistent around the state.

7. New Business

a. Patrol Rifle Purchase

Chief Kraft asked the Public Safety Committee for the consideration of the use of his vacancy payroll savings for the purchase of patrol rifles. He stated there is 14 AR15 platform rifles that are anywhere from 12-20 years old that he would like to purchase out of the savings from having the 3 open positions in the first half of the fiscal year and reviewed his current budget. He stated this is an opportunity to get this capital purchase of approximately \$50,000 without the trade values from the rifles, which could be between \$5-\$8,000.

Alderman DiFonzo asked why this could not be purchased out of the CIP fund and Chief Kraft stated there is not enough funding available after the budgeted expenditures for the range. Alderman DiFonzo stated he does not feel it should be the practice of the City to purchase equipment out of vacancy savings and worried that this could affect the budget moving forward should the positions be filled. Clerk/Treasurer Chamberlin stated this \$50,000 would be under the amount that would have been expended in the general fund on the employees in July-December if those positions were filled and would not affect the filling of them moving forward. Mrs. Creek asked if these could be purchased in a tiered way as to help not only now but when they need to be replaced so the cost is not incurred all at once and Chief Kraft stated they could be looked into but all are currently due. Alderwoman Buxbaum asked if there is a replacement schedule and Chief Kraft stated only for the patrol cars.

Alderman DiFonzo stated he is agreeable to allowing this as a one time allowance of use of vacancy savings, stating that vacancy savings should not be spent routinely.

Motion was made to recommend approval.

Motion made by DiFonzo, Seconded by Kauffman.

Voting Yea: Kauffman, Buxbaum, Rasmussen

b. Police (4020 and 4021) and Fire (4040) CIP Accounts-Policies and Goals

Clerk/Treasurer Chamberlin asked that the Public Safety Committee review the provided policies and goals to discuss further at the next meeting.

c. Nuisance Code Update

Clerk/Treasurer Chamberlin stated the Nuisance Committee has tabled the update for further review until the February meeting, after which they will send it to the Public Safety Committee for review and recommendation to the City Council.

8. Unfinished Business

Nothing.

9. Comments and Questions from the Committee

Nothing.

10. Adjournment

at 5:43pm.



City of Sidney, MT
Public Works Committee Meeting
January 28, 2026 5:30 PM
115 2nd Street SE | Sidney, MT 59270

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

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

1. Call to Order

The Public Works Committee was called to order at 5:30pm.

2. Pledge of Allegiance

The Pledge of Allegiance was stated by all present.

3. Committee Members Present

DiFonzo, Christensen, Larson, Harris

4. Correction or Approval of Minutes

Nothing.

5. Visitors

None.

6. Monthly Reports

a. December 2025 Public Works Report

PWD Hintz presented the December 2025 Public Works Report and a yearly detailed report on the cost for the paving, sweeping and solid waste departments. Clerk/Treasurer Chamberlin clarified the reports PWD Hintz provided show only direct costs and do not include costs such as insurance, employee liabilities, supplies and purchased services and therefore do not reflect actual budget costs.

Mr. Harris asked if for the paving PWD Hintz can say roughly how many lineal feet or blocks the tonnage covers and PWD Hintz stated he does not track this way but the work completed was

approximately 9-11 blocks and a couple alleys. Mr. Harris further inquired into the process and details of the paving reporting.

7. New Business

a. Public Works CIP Polices and Goals

Clerk/Treasurer Chamberlin presented and reviewed the current Public Works CIP accounts and example policies and financial goals. She stated ultimately they are looking for guidance on how the policies should be handled, if the policies are left vague as they are provided, they can be utilized more broadly but by keeping them vague, it opens up the ability to use the funds outside the bounds of what the Council intends them to be used or budgeted for.

In discussion Alderman DiFonzo stated keeping flexibility is important so projects and expenses can be funded that may not fall into one of those category but need or should use those savings. Mr. Harris asked if so many accounts are needed or if the solution would be to have one large CIP that could be utilized for functions within that department, he stated that would then free up issues with projects coming in over budget but still moving forward. This would also ease budgeting and make things simpler. Clerk/Treasurer Chamberlin stated the p[remise for having the separate funds for different "topics" within the departments was to ensure those items were funded, but by combining them into one large departmental savings, it could open opportunity. The other committee members agreed that this is something that could be a good opportunity. Clerk/Treasurer Chamberlin stated her question would be legally if the City could combine these or if they would need to be spent down, but she will inquire with the auditor and report back to the February Public Works Committee Meeting.

It was the general consensus of the Public Works Committee that Clerk/Treasurer Chamberlin look into the legality and logistics of combining the CIP accounts by department and report back at the February meeting.

b. Garbage Assessment Code Review/Update

The Public Safety Committee started to review the garbage codes and how assessments should be assessed. Options being reviewed include could/how to asses by can and pickup or update current code to define current language to better understand what rate of garbage the businesses would be at. Items discussed included how to assess by can and pickup for properties who share cans in the alley's, especially those in the commercial districts. How to continue to address the increase in county residents bringing garbage in and dropping in city cans, especially if the county will not be opening their outer drop location.

Clerk/Treasurer Chamberlin and PWD Hintz will continue to solicit for example resolutions from other communities to provide examples at the February meeting.

8. Unfinished Business

Nothing.

9. Comments and Questions from the Committee

The Public Works Committee set their meetings for the 3rd Wednesday at 5:30pm for the rest of 2025.

Mr. Harris stated everyone joins committees and gets involved with an agenda and he would like to make his clear from the beginning, which is that he feels the community is deteriorating. He stated when people come to Sidney, it is his hope that it is "bright and shiny" and the city needs to address things such as streets, sidewalks and many other things and that he understands the question is how do we pay for it. He stated it is self-serving as he will need someone to take over his business eventually when he retires, as he does not want to see it close and 30 more jobs be gone. He stated first impressions mean a lot and gave credit to the Chamber for all they have been doing and stated people know how he feels about RED. He stated he is not afraid to ask questions or throw out ideas. Alderwoman Christensen stated she appreciates his questions as they make everyone think and thanked him for his participation.. Alderman DiFonzo stated that is the purpose of the having the community member on the committees.

10. Adjournment

at 6:49pm.

This Amendment 1 to Task Order 14
consisting of 2 pages and 1
Attachment is agreed to by:

OWNER _____

ENGINEER *Jeff M. Osting*

Effective Date February 2, 2026

AMENDMENT 1 TO TASK ORDER 14

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated March 5, 2012 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data
 - A. Title: Amendment 1 to Task Order 14
 - B. Description: Facultative Lagoon Sludge Removal and Reclamation – Closeout Services
 - C. Number of Construction Contracts
No change this amendment.
2. Services of Engineer
 - ☒ Design Services
Engineer shall not provide final design services as described in Attachment A.

☒ Bidding or Negotiating Services

Engineer shall not provide bidding services as described in Attachment A.

☐ Construction and Commissioning Services

☐ Resident Project Representative Services

☒ Other Services

Engineer coordinated with EPA Region 8 and prepared the sludge disposal report to the EPA on the City's behalf as described in Attachment A.

☐ Additional Services Requiring an Amendment to Task Order

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B. (No Change per this Amendment).

4. Times for Rendering Services

Engineer has completed the sludge report and assisted with the City's submission of this report prior to the EPA's February 19, 2026 deadline. All work on this contract has been completed.

5. Payments to Engineer

The overall contract amount shall be **reduced by \$40,500.**

The Owner shall pay the Engineer for services rendered a total of **\$95,000** on a lump sum basis.

OWNER ACCEPTANCE: _____ (Initials)

ENGINEER ACCEPTANCE: JMA (Initials)

ATTACHMENT A

TO

AMENDMENT 1 - TASK ORDER NO. 14 CITY OF SIDNEY FACULTATIVE LAGOON SLUDGE REMOVAL AND RECLAMATION SCOPE OF SERVICES

Task Order 14 dated January 2, 2024, between the City of Sidney (Owner) and Morrison–Maierle, Inc. (Engineer) for engineering services, shall be modified for this Amendment 1, as noted below.

At the request of the City, the Engineer evaluated possible regulatory pathways for the City to till the decommissioned facultative lagoon sludge into the soil and use the lagoon cell for alfalfa cultivation.

Following sludge sampling and testing conducted by the City and Engineer in October 2024 and May 2025, the Engineer submitted a report to Region 8 of the Environmental Protection Agency (EPA) requesting that the City's decommissioned 39-acre lagoon be designated as a reclamation area. After reviewing the report and supplemental data provided by the Engineer, the EPA determined that the biosolids met Class A standards, making them suitable for unrestricted land application. This designation allowed the City to till the sludge onsite and repurpose the area for alfalfa production which saves the City millions of dollars for removal, screening, and hauling the material to other agricultural locations in the area.

To close out the project, the Engineer prepared and the City submitted the annual report for sludge disposal to the EPA. Upon completion of this report by January 2027, the City's reporting requirements have been fulfilled.

As a result of the EPA's designation of unrestricted land application, the originally anticipated construction project is no longer necessary. Therefore, this Amendment 1 removes the final design and bidding phase from the project scope.

The work described within this task order have been completed.

Project Closeout Services

The following tasks will be performed as part of the closeout phase.

PROJECT MANAGEMENT

Project management for the closeout phase included all project coordination between the Owner and the Engineer. This management task included communication of current work by the Owner at the lagoon. Project management also included the effort necessary to

control the quality, schedule, and budget of the project. This Task Order included a total of one trip to Sidney for the project engineer.

SLUDGE REPORT PREPARATION

The Engineer assisted the City in coordinating with EPA Region 8 and preparing the annual sludge disposal report to the EPA on the City's behalf. As the sludge will all be disposed after its incorporation into the soil for the alfalfa field, no further annual reports from the City will be required.

QUALITY ASSURANCE

Engineer completed an internal quality assurance review of the EPA sludge report.

SERVICES EXCLUDED FROM THIS TASK ORDER:

ADDITIONAL COORDINATION WITH THE MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY

At this time, it is not believed that the Montana Department of Environmental Quality will require any additional documentation to show compliance with existing Montana groundwater regulations. If this changes and additional communication and engineering is required, these services may be added by amendment.

TASKS REMOVED FROM ORIGINAL SCOPE:

FINAL DESIGN

As the Sludge Disposal Technical Memorandum was accepted as a basis for the Owner's future work in reclamation of the original facultative lagoon into an alfalfa field, no future design documents or drawings will be produced by the Engineer.

BIDDING

As the reclamation of the site will be completed by the Owner, the Engineer will not be needed to facilitate bidding of the project.

Utilities Clerk Job Description

Item b.

A City Utilities Clerk manages water/sewer customer accounts, handling billing, payments, new service setup, and resolving inquiries, requiring strong administrative, financial (cash handling, record-keeping), and customer service skills for public interaction, plus managing work orders and departmental records. Key duties include processing bills, balancing accounts, generating reports, and acting as a liaison for service issues, all while ensuring accurate data entry and maintaining confidentiality.

Key Responsibilities

- **Customer Service**: Answer phones/visitors, respond to complaints, explain billing, and assist with service issues (leaks, meter reading).
- **Billing & Payments**: Collect monthly meter reads, process utility bills, receive payments (cash, mail, and online), balance cash receipts, manage delinquent accounts, and set up new services.
- **Account Management**: Set up/close accounts, update customer info, manage work orders (turn-ons, cut-offs, repairs), and maintain meter records.
- **Administrative Support**: Maintain filing systems, manage correspondence, prepare reports, assist finance/public works staff.
- **Financial Duties**: Post cash, balance books, process accounts receivable, and prepare deposits.

Essential Skills & Qualifications

- High school diploma or equivalent.
- Experience in clerical, bookkeeping, or utility billing roles.
- Proficiency with computers, office software (Word, Excel), and billing systems.
- Drivers license.
- Strong math, organizational, and attention to detail.
- Excellent communication, tact, and patience for public interaction.

Work Environment

- Typically performed in an office setting.
- Uses standard office equipment (computers, phones, copiers).
- Frequent contact with the public, requiring courtesy.

01/30/26
10:55:40

CITY OF SIDNEY
Claim Approval List
For the Accounting Period: 1/26

Page: 1 of 4
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
44779		1106 KYLE HARLAN	9,095.00					
	01/23/26	PLAN REVIEW JULY TO DEC 2025	9,095.00			1000 420531	310	101000
44780		999999 MICHAEL ANDERSON	250.00					
	01/27/26	REFUND GARBAGE TAXED VAC LOT	250.00			5410 430830	300	101000
44781		184 INTERSTATE ENGINEERING INC	3,144.00					
	60623 01/15/26	TASK 6 RELINING 200,000G TANK	2,464.00			5210 430500	300	101000
	60625 01/15/26	TASK 9 PER WATER SYSTEM	680.00			5210 430500	300	101000
44782	E	399 VERIZON WIRELESS	875.55					
	6133215006 01/10/26	WATER CELL PHONE	146.09			5210 430500	300	101000
	6133215006 01/10/26	SEWER CELL PHONE	150.35			5310 430600	300	101000
	6133215006 01/10/26	PARKS CELL PHONE	38.65			1000 460430	300	101000
	6133215006 01/10/26	STREETS CELL PHONE	97.11			2565 430200	300	101000
	6133215006 01/10/26	GARBAGE CELL PHONE	59.36			5410 430830	300	101000
	6133215006 01/10/26	FIRE CELL PHONE	68.33			1000 420400	300	101000
	6133215006 01/10/26	CITY PHONE SYSTEM	315.66			1000 411200	300	101000
44783		1159 TBID	7,470.00					
	W9457 01/27/26	WAG 4TH QTR 2025 W9457	4,167.00			2101 460440	700	101000
	W9461 01/27/26	HOLIDAY 4TH QTR 2025 W9461	3,303.00			2101 460440	700	101000
44784		38 NORMONT EQUIPMENT	59,220.00					
	2037-38 01/16/26	STELLAR TMAX-LP BED	59,220.00*			5210 430500	943	101000
25747								
44785		537 MARC	166.00					
	0867739-IN 01/09/26	MOLY LUBRICANT	141.50*			2565 430200	200	101000
26946								
	0867739-IN 01/09/26	FREIGHT	24.50			2565 430200	300	101000
44786		1361 HEALTHY IS WELLNESS LLC	450.00					
	INV301656 01/31/26	WELLNESS & HEALTH PROGRAM	400.00			5210 430500	300	101000
	INV301656 01/31/26	WELLNESS & HEALTH PROGRAM	50.00			5310 430600	300	101000
44787		1104 ENVIRO-CLEAN EQUIPMENT	529.15					
	10P2206 01/14/26	TAILGATE SEAL	455.99*			5310 430600	200	101000
27354								
	10P2206 01/14/26	FREIGHT	73.16			5310 430600	300	101000

01/30/26
10:55:40

CITY OF SIDNEY
Claim Approval List
For the Accounting Period: 1/26

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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
44788		1083 CRESCENT ELECTRIC SUPPLY	43.09					
	S513805992	01/22/26 PLUG IN FOR PRESSURE WASHE	43.09*			5410 430830	200	101000
26938								
44789		263 BOSS INC.	412.92					
	843989-0	12/23/25 CASE OF PAPER	84.95			1000 411200	200	101000
	844180-0	12/29/25 WASTE TONER	77.50			1000 411200	200	101000
	84422-00	12/29/25 WALL CALENDAR	18.99			5210 430500	200	101000
27071								
	844795-0	12/30/25 CANON TONERS	168.53			1000 411200	200	101000
	845294	01/02/26 PAPER, BINDERS, DIVIDERS	62.95*			5310 430600	200	101000
27105								
44790		1406 ACE HARDWARE	63.94					
	024149/7	01/02/26 SAND DISC & ROLLER	12.98*			2565 430200	200	101000
26886								
	024193/7	01/05/26 SPRAY PAINT & POOL GRATES	12.98			1000 460445	200	101000
26092								
	024345/7	01/09/26 SHOP VAC FILTER	24.99*			5310 430600	200	101000
26708								
	024365/7	01/09/26 PEX CLAMP	12.99			5210 430500	200	101000
BRIAN								
44791		25 AUTO VALUE PARTS STORE	717.04					
	440128253	12/31/25 FUEL PUMP FOR 06 RAM	185.99*			5310 430600	200	101000
26937								
	440128380	01/06/26 BLOWER RESISTOR 10 F150	37.99*			2565 430200	200	101000
26941								
	440128411	01/07/26 LATEX GLOVES	14.99*			2565 430200	200	101000
26942								
	440128432	01/07/26 SOCKET SET FOR SHOP	63.99*			2565 430200	200	101000
26944								
	440128552	01/12/26 BRAKE PADS 06 DODGE	187.96*			5310 430600	200	101000
26949								
	440128594	01/13/26 AXLE SEAL 06 RAM	16.99*			5310 430600	200	101000
26950								
	440128615	01/13/26 BALL JOINTS 06 RAM	127.98*			5310 430600	200	101000
27352								
	440128926	01/23/26 BELT, WIPER OSE 06 CHEVY	87.15*			2565 430200	200	101000
27365								
	440128632	01/14/26 RETURN	-6.00*			5310 430600	200	101000
27352								

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44792		1441 JACQUELYN K. FREE, FNP-C	75.00					
	01/13/26	PRE DUTY PHYSICAL	75.00			1000 420400	300	101000
44794		540 MONTANA TAX FOUNDATION INC	100.00					
	01/28/26	2026 CONTRIBUTIONS DUE- CHAMBE	100.00			1000 410540	300	101000
3041								
44795		114 OLSON PLUMBING	773.87					
	31657 05/22/25	SERVICE BOILERS AT POOL	386.93			1000 460445	200	101000
	31657 05/22/25	INSTALL 2 VALVES	386.94			1000 460430	200	101000
44796		1180 KIWANIS CLUB OF SIDNEY	230.00					
	12/31/25	MEMBER DUES- NORBY	115.00			1000 411200	300	101000
	12/31/25	MEMBER DUES- KRAFT	115.00			1000 411200	300	101000
44797		3 MONTANA DAKOTA UTILITIES	4,207.67					
	01/16/26	1101 3RD ST NW	961.52			2425 430263	300	101000
	01/16/26	SHOP-LAWRENCE BUILDING	1,156.15			2425 430263	300	101000
	01/16/26	SEWER WASH DOWN FACILITY	48.50			2425 430263	300	101000
	01/16/26	WELL #9	197.12			5210 430500	300	101000
	01/16/26	WELL #11	247.23			5210 430500	300	101000
	01/16/26	WELL #12	231.39			5210 430500	300	101000
	01/16/26	WELL #5 AND #7	942.52			5210 430500	300	101000
	01/16/26	S MEADOW SEWER LIFT	108.55			5310 430600	300	101000
	01/16/26	LEES TIRE SEWER LIFT	56.33			5310 430600	300	101000
	01/16/26	N SIDNEY SEWER LIFT	97.75			5310 430600	300	101000
	01/16/26	WALK PATH LONE TREE CREEK	59.30			2425 430263	300	101000
	01/16/26	S MEADOW SOFTBALL FIELD	24.10			2425 430263	300	101000
	01/20/26	REYNOLDS PARKING LOT/BIKE PATH	22.62			2425 430263	300	101000
	01/16/26	LYNDALE PARK	28.27			1000 460430	300	101000
	01/15/26	1101 3RD ST NW	17.97			2425 430263	300	101000
	01/09/26	175 W ON BIKE PATH	8.35			2425 430263	300	101000
44798		249 MID-RIVERS COMMUNICATIONS	450.60					
	01/29/26	WATER-PHONE/INTERNET	75.10			5210 430500	300	101000
	01/29/26	SEWER- PHONE/INTERNET	75.10			5310 430600	300	101000
	01/29/26	CITY SHOP- PHONE/INTERNET	75.10			5410 430830	300	101000
	01/29/26	FIREHALL- PHONE/INTERNET	75.10			1000 420400	340	101000
	01/29/26	CITY HALL- PHONE/INTERNET	75.10			1000 411200	300	101000
	01/29/26	SWIMMING POOL- PHONE/INTERNET	75.10			1000 460445	300	101000

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44799		77 RICHLAND COUNTY TREASURER	105,015.68					
	01/28/26	DISPATCH NTRK-1ST HALF 25/26	105,015.68			1000 420100	310	101000
44800		1167 RELENTLESS LLC DBA DESERT	249.00					
	17907 01/23/26	TRAINING COURSE FEE	249.00			2810 420100	300	101000
44801		445 EAGLE COUNTRY FORD	1,564.69					
	75557 01/08/26	BRAKES & BATTERY 6278	1,564.69			1000 420100	210	101000
44802		20 EAST-MONT ENTERPRISES, INC.	125.50					
	2760 12/02/25	PLASTIC PLATES & CUPS	125.50			2890 411850	300	101000
# of Claims 23			Total: 195,228.70					
Total Electronic Claims			875.55	Total Non-Electronic Claims		194353.15		

City Council Meeting 2-2-26

RC2026-3 ON HOLD
RC2026-10 ON HOLD
RC2026-12 ON HOLD
RC2026-14 ON HOLD

2026-2 ON HOLD
2026-4 ON HOLD
2026-5 ON HOLD
2026-7 ON HOLD

2026-28	Reynolds Management Group	sign
2026-29	Reynolds Management Group	sign