



City of Sidney, MT
Budget and Finance Committee Meeting 4/14/26
April 14, 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

Alderwoman Christensen called the Budget and Finance Committee to order at 6:30pm.

2. Pledge of Allegiance

The Pledge of Allegiance was stated by all present.

3. Committee Members Present

Christensen, Buxbaum, DiFonzo and Skinner

Others Present

Mayor Norby, Chief Kraft, PWD Hintz, Clerk/Treasurer Chamberlin. Via Zoom: James Falcon (Sidney Herald) and Zoom User.

4. Correction or Approval of Minutes

a. March 10th, 2026 Budget and Finance Committee Meeting Minutes

Motion was made to approve with the correction of Mrs. Skinner is not a voting member.

Motion made by DiFonzo, Seconded by Buxbaum.

Voting Yea: Christensen, DiFonzo, Buxbaum

b. April 1st, 2026 Special Budget and Finance Committee Meeting Minutes

Motion was made to approve with the correction of Mrs. Skinner is not a voting member.

Motion made by Buxbaum, Seconded by DiFonzo.

Voting Yea: Christensen, DiFonzo, Buxbaum

5. Visitors

None.

6. Monthly Reports

a. March 2026 Treasurer's Report

Clerk/Treasurer Chamberlin presented the March 2026 Treasurer's Report on behalf of Deputy Schmierer.

7. New Business

a. Budget Policy-Payroll and Compensation

Clerk/Treasurer Chamberlin presented her staff report and the proposed Budget Policy on Payroll and Compensation to the Budget and Finance Committee. The Committee reviewed the policy and corresponding starting wage pay scales. Questions included the wage range for some of the jobs was very small and Clerk/Treasurer Chamberlin explained these positions are usually hired with their position being given raises for certifications, which is why the starting wage ranges does not have to be large. The Committee reviewed how the 2.9% COLA and the presented policy will affect the total payroll for FY26-27, with the total increase being no more than the previous years. Clerk/Treasurer Chamberlin stated this policy and starting wage pay scale are a great step forward but not crossing the finish line yet, the policy and pay scales will need to be refined though the next couple budget processes.

Motion was made to recommend approval of the Budget Policy-Payroll and Compensation.

Motion made by Buxbaum, Seconded by DiFonzo.

Voting Yea: Christensen, DiFonzo, Buxbaum

b. Non-exempt and Exempt Positions Wage Ranges and Pay Scales

Motion was made to recommend approval of the Non-exempt and Exempt Positions Wage Ranges and Pay Scales.

Motion made by DiFonzo, Seconded by Buxbaum.

Voting Yea: Christensen, DiFonzo, Buxbaum

c. FY26-27 Payroll:

Superintendent positions Exempt

2.9% COLA

No Merit Increase

Clerk/Treasurer Chamberlin presented the proposed FY26-27 Payroll budget, which includes changing supervisor/superintended positions to exempt with a salary evaluation, a 2.9% COLA, 6% increase in health insurance and the restructuring and new positions. She stated payroll does not have to be approved until the next Budget and Finance Committee Meeting in May.

d. Website/Meetings Application ADA Accessibility and Update

Proposed Solutions & Pricing

Agenda & Meeting Management – Select

\$5,300 annually

One-time implementation fee of \$2,500 — waived

Total Year 1 Cost - \$19,222.40

Recurring Cost - \$17,222.40/year

Clerk/Treasurer Chamberlin stated the city initially contracted with Municode for the website and meetings software, but they have been bought out by CivicPlus, who no longer supports our version of the website and meetings software, which is not surprising because they were the Municode base models. She stated these no longer being supported explains the issues they have been having. She further stated that the Federal Government has ruled that public websites must be ADA compliant for all visual disabilities, examples include blindness or vision impairment, color blindness and dyslexia. She stated they have enjoyed working with CivicPlus and she has reviewed their base website, meetings software and applications that can be added/used on the website to meet ADA Compliance and is recommending moving forward with:

Proposed Solutions & Pricing

AudioEye: Application added to the website that allows the users to change the website to meet their individual needs, such as font, colors, sizing etc. \$3,200/year \$500 one-time implementation fee

DocAccess: Application used initially by CivicPlus when updating the website to bring all documents on the website into ADA Compliance and then used by City for posting documents. Document compliance includes the ability for vision impairment reading applications to read maps. \$4,222.40 annually \$1,500 one-time implementation fee

Central Starter Standard Website: Base website but has more capabilities, including the city's ability to edit the website. \$4,500 annually, *One-time implementation fee of \$5,900 — waived*

Agenda & Meeting Management – Select: New and improved for posting agendas and meeting information on website, but includes more capabilities for Council and staff, including making annotations on the application and saving for further reference under individual logins. \$5,300 annually, *One-time implementation fee of \$2,500 — waived*

Total Year 1 Cost - \$19,222.40

Recurring Cost - \$17,222.40/year

Motion was made to recommend approval of the website improvements and ADA Compliance applications.

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

8. Unfinished Business

a. Posting of Assistant Public Works Director Position-Internally before Externally

b. Appointment and Terms: Interim Chief Administrative Officer (City Administrator)

Alderman DiFonzo requested that the offer reflect should the interim positions not turn into full time positions, the wages will revert back along with the position to that held prior to the interim position.

Motion was made to recommend approval per the new budget policy and starting wage pay scale with the update as outlined by Alderman DiFonzo.

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

c. Appointment and Terms: Interim Clerk/Treasurer

Motion was made to recommend approval per the new budget policy and starting wage pay scale and the inclusion in the offer that should the interim positions not turn into full time positions, the wages will revert back along with the position to that held prior to the interim position.

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

9. Comments and Questions from the Committee

10. Adjournment