City of Sidney

Montana's Sunrise City

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

City Council Regular Meeting
September 8, 2026 6:30 PM
115 2nd Street SE |Sidney, MT 59270

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=82129807378
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. August 17th, 2026 Regular Meeting Minutes
   b. August 31st, 2026 Special 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.
   a. Sidney Chamber of Commerce: Downtown Boo Bash October 31st, 2026
   b. Thor Fulgham-Special Event Request for Football Cannon at SHS Football Games
6. Public Hearing
7. Appointments/ Proclamations

a. Appoint Impact Fee Committee:
Development Community: Garth Kallevig
Certified Public Accountant: Amy Bieber
Council Member: Frank DiFonzo (Chair of Public Works Committee)
Public Works Director: Jeff Hintz
Mayor: Rick Norby

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. Public Safety Committee: Update and Report

b. Public Safety Committee: Eastern Montana Drug Task Force Memorandum of Understanding 2026

c. Public Safety Committee: Emergency Operations Plan (Approval via Resolution at 9/21/26 Council Meeting)

11. Chief Administrative Officer Update/ Report

12. Department Head Comments/ Reports

a. Notice to bid-Engineering for MT TA Project (22nd Ave Bike/Walking Path Extension)

13. Unfinished Business

14. New Business

a. Ownby Variance Request

b. Christensen Variance Request

c. Continental Resources Pole Height Variance

d. Police Department Axon Updated Contract

e. Triple Tree/Peaks Planning MSA Task Order #1-Police Department Capital Planning and Equipment Rotation Schedule

f. Interstate Engineering Task Order 3-3rd ST SE Watermain and 100 Block of Central Sewer Main

g. Interstate Engineering Task Order 4-Sidney Parks Masterplan

h. NPEWTR Draw # 6 for $1,219,432.00

i. Sidney Meadows Drainage Project: Pay App #4-Final with Retainage

j. Updated Special Event and Temporary Road Closure Application

k. Ordinance 608-Updating Water Hook-Up Fees (first reading)

l. Ordinance 609-Updating Sewer Hook-Up Fees (first reading)

m. Resolution No. 3987: Local Government Review Ballot Language with Explanatory Statement

15. Consent Agenda

a. Claims to be approved: $259,747.09

Intermediary Claims: None

b. Building Permits to be approved: City of Sidney: 2027-013 to 2027-020

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.
- Disruptive behavior may result in removal from the meeting.

City of Sidney, MT
City Council Regular Meeting
August 17, 2026 6:30 PM
115 2nd Street SE |Sidney, MT 59270

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1. Call to Order

   The Sidney City Council met in regular session on Monday, August 17, 2026, at City Hall. The meeting was called to order at 6:30pm.

2. Pledge of Allegiance

   Those present joined in the Pledge of Allegiance.

3. Aldermen Present

   Christensen, Buxbaum, Larson, Kauffman, Rasmussen and DiFonzo

4. Correction or Approval of Minutes

   a. August 3rd, 2026 Regular Meeting Minutes
      Motion was made by Alderwoman Rasmussen and seconded by Alderwoman Larson to approve the August 3, 2026 Regular City Council Meeting minutes. Motion carried unanimously.

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.

   Sidney High School: Brody Keysor, Ty Schepells, Terren Bright, Bordy Verhasselt, Graden Sukut, Ethan King, Zayda Wesley, Madison Rosaaen, Isabelle Doty, Eva Houchen, Lola Schillinger, Bynja Halvorson, Sidne Halvorson, Danica Denown, Hayden Miller and Clain Steinbeisser.

   Others Present: Shannon Wicks (Sidney Chamber), Jody Wells (Roundup), James Falcon (via zoom, Sidney Herald, Michael Miller (via zoom)

6. Public Hearing

a. August 31st, 2026 SPECIAL BUDGET MEETING at 6:30pm
Mayor Norby announced the budget special meeting that will be on August 31st, 2026 at 6:30pm.

7. Appointments/ Proclamations

a. James Meissel-Public Works Operations Manager
Public Works Director Hintz introduced James Meissel as the City's new Public Works Operations Manager. Director Hintz reported that Meissel has worked for the City for more than 20 years, beginning as a seasonal employee before becoming a full-time employee in 2005. During his tenure, Meissel has worked in or assisted nearly every area of Public Works, providing him with extensive knowledge of the City's infrastructure, equipment, departments, employees, and community. Most recently, Meissel served as Solid Waste Superintendent. Director Hintz stated that the new position is intended to strengthen Public Works operations, improve coordination among departments, develop employees, and provide strong leadership for the future. Meissel thanked the City for the opportunity and stated that his focus will be on rebuilding a team mentality within Public Works, getting employees on the same page, and addressing challenges as they arise. Council congratulated Meissel on his new position.

8. Mayor Norby

The Mayor had nothing to report.

9. City Council Comments

Alderman DiFonzo requested that the City begin investigating whether the former sand volleyball court near the pool could be used for construction of pickleball courts. He noted that the site has existing parking, is centrally located, and is currently underutilized.
Chief Administrative Officer Chamberlin explained that the proposed FY2026-2027 budget includes funding for a Parks Master Plan and recommended that major park projects be deferred until that planning process is complete. The plan will evaluate potential locations for improvements and include community engagement to determine recreation priorities. The plan is anticipated to be completed during the winter, allowing projects identified through the process to potentially move toward construction next summer.
The City currently has funding budgeted to convert a portion of the fitness court area into one pickleball court. Staff has not moved forward with that project because another location, including the former sand volleyball court, may prove to be a better long-term option. The Council discussed uncertainty regarding the subsurface conditions at the former volleyball court, including the remains of the old swimming pool located beneath the area. Public Works Director Hintz agreed to request utility locates and conduct an exploratory examination of the site to better determine its feasibility for future pickleball courts.

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: Update and Report
Alderwoman Christensen reported that the Budget and Finance Committee met on August 11, 2026.
The Committee received the Treasurer's Report, including information that approximately 600 pool passes were sold during the season. The Committee also received training on the City's CivicPlus meeting management system. The Committee discussed continuing issues with hotel participation and compliance within the Tourism Business Improvement District (TBID). The Committee did not recommend discontinuing the TBID but agreed that improvements are necessary to reduce the administrative burden on City staff. No formal action was taken. The Committee also discussed an offer to purchase certain mineral interests owned by the City. The matter was tabled pending additional information and professional input regarding the value and long-term implications of selling the interests.

b. Budget and Finance Committee: Impact and Hookup/Connection Fee UpdatesThe Budget and Finance Committee recommended moving forward the Ordinance and Resolution to update the following fees:

- Water connection fee – $2,000

- Sewer connection fee – $2,000
- Sewer impact fee – $400
- Water impact fee – $2,500, with a tiered structure based upon meter size\

Motion was made Alderwoman Christensen and seconded by Alderwoman Buxbaum to approve the recommendation of the Budget and Finance Committee regarding the water and sewer connection and impact fee structure. Motion carried unanimously.

c. Budget and Finance Committee: Interstate Engineering Task Order - Montana Tourism Development Grant

The Budget and Finance Committee recommended approval of the engineering task order associated with the City's Montana Tourism Development Grant. Motion was made by Alderwoman Christensen and seconded by Alderman DiFonoz to approve the engineering task order and proceed with planning under the Montana Tourism Development Grant. Motion carried unanimously, with Alderwoman Buxbaum abstaining.

Alderman Kauffman asked how the grant work will interact with future Montana Department of Transportation improvements on Central Avenue. CAO Chamberlin explained that MDT's anticipated Central Avenue work does not include general sidewalk replacement, although ADA accessibility ramps are included. Because Central Avenue is located within the state highway right-of-way, the City must obtain MDT approval before completing work within the right-of-way. The engineering task order includes coordination with MDT so the City's proposed work can be aligned with MDT's construction schedule.

Alderman Kauffman also asked about the type of downtown plaza contemplated under the grant. Staff explained that the concept is currently envisioned as an open-space or pocket park-type plaza, with the ultimate design and location to be determined through community engagement and the required property review process.

d. Budget and Finance Committee: Preliminary Budget Presentation CAO Chamberlin presented the City's FY2026-2027 Preliminary Budget.

The City's taxable valuation is $9,816,791 resulting in a value of approximately $9,816 per mill.

The State's allowable inflation factor for the fiscal year is 2.97%. Property tax revenues are projected to increase approximately $57,000, bringing total property tax revenue to slightly more than $2 million distributed among the City's various mill levy-supported funds.

CAO Chamberlin explained that the City's required statutory estimate indicates potential property tax increases ranging from approximately $51 for property valued at $100,000 to approximately $307 for property valued at $600,000. She cautioned that the statutory calculation is based upon mill figures and may not fully reflect changes in mill values.

General Fund

The General Fund anticipates approximately $3.9 million in revenue and $4 million in expenditures, with the City intentionally using approximately $157,000 in General Fund cash reserves.

Major planned expenditures include:

- Approximately $40,000 for Police Department capital planning;
- Approximately $100,000 for the Parks Master Plan; and
- Approximately $62,000 for improvements to the City's impound fence.

The General Fund includes the Police, Fire, Building and Parks departments as well as general City expenses.

Large Taxpayer Reserve

Changes in state property tax law allow the City to receive only a portion of property tax revenue generated by growth. To receive the full amount available, approximately $4,274 will be transferred into a newly created Large Taxpayer Reserve Fund. The reserve will accumulate over time and may be used under qualifying circumstances if a large taxpayer leaves the City's taxing jurisdiction, helping mitigate the resulting effect on other taxpayers.

Capital Improvement and Special Revenue Funds

CAO Chamberlin reviewed the City's major capital and special revenue funds.

The Tennis Court Capital Improvement Fund is anticipated to receive a $65,000 transfer from the Oil and Gas Fund, resulting in approximately $375,000 available toward future tennis court rehabilitation.

The Tourism Business Improvement District anticipates approximately $145,000 in revenue and $164,000 in expenditures, with existing cash reserves covering the difference.

The City's Storm Disaster Fund will continue receiving one mill annually to build reserves for future emergency needs.

Approximately $28,000 remains available within the Local Government Review Fund for election and related expenses. Remaining funds following completion of the review process will eventually transfer to the General Fund.

The City currently has approximately $330,000 in street and park impact fee funds. Because recent legislative changes no longer authorize those impact fees, staff will evaluate legally permissible uses for the remaining restricted funds. Council asked whether a portion could potentially be applied to the 22nd Avenue project, and CAO Chamberlin agreed to research the applicable restrictions.

The Citywide Street Maintenance Fund anticipates using approximately $80,000 in cash for planned capital purchases.

The Snow Removal Fund anticipates approximately $60,000 in cash-funded capital

purchases, including equipment associated with snow removal operations.
The Oil and Gas Severance Fund anticipates approximately $650,000 in revenue, with much of that funding transferred to various City capital improvement accounts.
Approximately $55,000 remains in ARPA funding and is being used for accessibility improvements associated with the City Hall remodel.
The City Hall Capital Improvement Fund has approximately $103,000 available, with funding anticipated for drainage improvements in the rear City Hall parking lot.
The Pool Capital Improvement Fund is anticipated to receive a $45,000 transfer, resulting in approximately $191,000 available for future pool needs and unforeseen repairs.
The City's various park capital accounts have been consolidated into a single Parks Capital Improvement Fund. The Veterans Park irrigation system is the primary park project authorized to proceed while other major park projects await completion of the Parks Master Plan.
The Police Capital Improvement Fund is anticipated to receive a $60,000 transfer. The Police Investigative Capital Improvement Fund will continue funding specialized investigative needs and software, including the Secure Warrant system considered later in the meeting.
The Fire Equipment Capital Improvement Fund now contains more than $1 million toward the eventual replacement of major fire apparatus.
Approximately $188,000 is planned for expenditures associated with the city's portion of the 22nd Avenue bike path extension.

Enterprise Funds

The Water Utility anticipates slightly more than $2 million in operating revenue, with approximately $1 million budgeted for existing debt service. The City's North Park Water Tower replacement represents a significant capital project during the fiscal year.
Approximately $319,000 in Water Impact Fee funds will be used toward the City's required match for the water tower project.
The Sewer Utility anticipates slightly less than $2 million in operating revenue, with expenditures primarily associated with operations, debt service, and approximately $650,000 in capital expenses. Staff is also evaluating creation of a stormwater utility fund that could shift certain costs currently borne by the Sewer Utility.
Approximately $161,000 in Sewer Impact Fee funds remains available for qualifying expansion-related sewer projects.
The Solid Waste Utility anticipates approximately $1.2 million in revenue and $1.3 million in expenditures. A major anticipated capital expense is a replacement garbage truck. Because delivery can take more than a year, the purchase is included in the budget even though the truck may not arrive until the following fiscal year.
Overall, the proposed budget intentionally uses approximately $3 million in existing cash reserves, primarily for major capital projects and equipment purchases.
No formal action was taken on the preliminary budget at this meeting. Final budget

consideration is scheduled for the August 31 special meeting.

11. Chief Administrative Officer Update/ Report

CAO Chamberlin reported that City staff and Mayor Norby met with the Montana Department of Transportation regarding safety concerns at Seventh Avenue and Central Avenue.
MDT is evaluating potential improvements, including adjustments to vehicle detection equipment and the possibility of installing a mirror to improve pedestrian visibility.
Staff noted that pedestrian and bicycle behavior remains a significant concern at the intersection, particularly involving youth riding bicycles on sidewalks. The City reminded motorists, bicyclists, and pedestrians to use caution and follow applicable traffic laws.
CAO Chamberlin also intends to explore opportunities to provide bicycle safety information to middle school students.

Due to the Labor Day holiday, the next regular City Council meeting following the August 31st special meeting will be held on Tuesday, September 8, 2026.

12. Department Head Comments/ Reports

Public Works Director Hintz reported and gave update for the several public works departments, including the completion of the paving on Sunflower and valley gutter/alley approach work that has been completed.

13. Unfinished Business

14. New Business

a. Resolution No. 3985-Calling for Local Government Review Ballot Item in November 2026 Election
City Attorney Kalil presented Resolution No. 3985, which places the recommendation of the Local Government Review Committee on the ballot for voter approval or rejection.
Motion was made by Alderwoman Buxbaum and seconded by Alderman Kauffman to approve Resolution No. 3985. In discussion Alderwoman Rasmussen asked how the election costs are paid and Interim CAO Chamberlin stated the costs come out of the Review fund. Motion carried unanimously.

b. Ordinance No 606: Updating Solicitor's License Code (First Reading)
City Attorney Kalil presented Ordinance No. 606, updating the City's solicitor licensing regulations. The ordinance updates licensing fees and background check requirements and streamlines the City's licensing process.

Motion was made by Alderwoman Christensen and seconded by Alderwoman Larson to approve Ordinance No. 606 on first reading. Roll call vote was taken. All Council members present voted in favor.

c. Ordinance No 607: Updating Alcohol in Public Places Code (First Reading)
City Attorney Kalil presented Ordinance No. 607, updating the City's regulations governing alcohol in public places. The ordinance updates the application and approval process and removes the existing restriction limiting approved alcohol in public places to beer. Glass containers will continue to be prohibited.
Motion was made by Alderwoman Buxbaum and seconded by Alderwoman Rasmussen to approve Ordinance No. 607 on first reading. Roll call vote was taken. All Council members present voted in favor.

d. Secure Warrant Contract
Chief Kraft presented a proposed contract with Secure Warrant, a Montana-based software company providing electronic warrant services to law enforcement. The system allows law enforcement officers to electronically submit affidavits of probable cause and search warrant requests to available District Court judges and to electronically complete required returns following execution of a warrant. Chief Kraft explained that the technology has been available for a number of years but has not previously been necessary for the department. Recent discussions with Judge Savage and potential changes involving access to District Court judges prompted the department to consider implementing the system.
The annual contract will be funded through the Police Investigative Capital Improvement Fund.
Motion was made by Alderman DiFonzo and seconded by Alderwoman Buxbaum to approve the Secure Warrant contract. Motion carried unanimously.

e. Kohl Lot Aggregation (Lots 27 and 28, Block 4, Fischer Estates to Lot 27A)
The City Planner Sanderson presented a request from Tim Kohl to aggregate Lots 27 and 28, Block 4, into an amended residential lot. The application was submitted by Big Sky Surveying and claims the applicable subdivision exemption. Staff recommended approval subject to the standard conditions identified in the staff report.
Motion was made by Alderwoman Christensen and seconded by Alderwoman Larson to approve the lot aggregation subject to the conditions contained in the staff report. Motion carried, with Alderman Kaufman abstaining.

f. Kohl Lot Aggregation (Lots 26 and 27A, Block 4, Fischer Estates to Lots 26A and 27A)
The City Planner next presented a boundary line adjustment involving Lot 26 and the newly aggregated Lot 27A. The application was submitted by Big Sky Surveying and claims the applicable boundary line adjustment exemption. Staff found that the proposal does not represent an attempt to evade subdivision review and

recommended approval subject to the City's standard conditions.
Motion was made by Alderwoman Buxbaum and seconded by Alderwoman Larson to approve the boundary line adjustment resulting in Lots 26A and 27A, subject to the conditions contained in the staff report. Motion carried, with Alderman Kaufman abstaining.

g. NPWTR SRF Draw #5 for $887,666.00
Public Works Director Hines presented North Park Water Tower Replacement Draw No. 5 in the amount of $887,666.00.
Motion was made by Alderwoman Rasmussen and seconded by Alderman DiFonzo to approve Draw No. 5. Motion carried unanimously, with Alderwoman Buxbaum abstaining.

h. Chamber Fall Festival: Special Event, Street Closure and Alcohol in Public Approval
Sidney Area Chamber Executive Director Shannon Wicks requested approval for the Fall Festival scheduled for Saturday, September 26, 2026. The daytime portion of the event is scheduled from 10:00 a.m. to 4:00 p.m. and will include vendors, children's games and activities, food trucks, downtown business participation, and agricultural activities. The Chamber requested closure of East Main Street and portions of Second and Third Streets for the daytime activities. The evening portion will include a locally sourced Field to Fork social and supper in partnership with the Sidney Moose Lodge, followed by a street dance and live music. The Chamber requested continued closure of Third Street from approximately 5:00 p.m. to midnight and approval of an open-container variance for the designated event area.
Chief Kraft reported that the Chamber completed the required application and provided the additional information requested by the Police Department.
Motion was made Alderwoman Rasmussen and seconded by Alderwoman Christensen to approve the Fall Festival special event request, associated street closures, and alcohol/open-container approval for the designated event area. Motion carried unanimously.

15. Consent Agenda

Interim Clerk/Treasurer Lange presented claims for approval totaling $266,419.78, along with an intermediary claim to WEX in the amount of $3,691.64 and three County building permits.
Motion was made by Alderman Kauffman and seconded by Alderman DiFonzo to approve the claims, intermediary claim, and building permits as presented. Motion carried unanimously.

a. Claims to be approved: $266,419.78

Intermediary Claims: WEX $3691.64

b. Building Permits to be approved: RC2027-3, RC2027-4, RC2027-5

16. Adjournment

at 7:31pm.

[MIN_SIGNATURES]

City of Sidney, MT

City Council Regular Meeting

August 31, 2026 6:30 PM

115 2nd Street SE |Sidney, MT 59270

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1. Call to Order

The Special Budget Meeting was called to order at 6:30pm.

2. Pledge of Allegiance

The Pledge of Allegiance was stated by all present.

3. Aldermen Present

Aldermen: Alderwoman Christensen, Alderwoman Buxbaum, Alderwoman Larson, Alderman DiFonzo, Alderwoman Rasmussen, Alderman Kauffman (via Zoom)
Other Public Officials: PW Operations Manager Meissel, PWD Hintz, Chief of Police Kraft, Interim Clerk/Treasurer Lange, Interim CAO Chamberlin, Mayor Norby

4. 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.

Other's Present: Jody Wells (Roundup) and via Zoom: James Falcon (Sidney Herald) and DW.

No public comments were presented.

5. Public Hearing

a. FY26-27 Budget Public Hearing

The public hearing for the Fiscal Year 2026-2027 Budget was opened at 6:31pm.

CAO Jessica Chamberlin reviewed modifications made to the preliminary budget following the previous Council budget discussion and subsequent Public Works Committee meeting. Chamberlin also clarified that no increases are proposed for the City's special assessments from the previous fiscal year, including garbage, street lighting, street sweeping, mowing, South Meadow Village Parks, SID snow removal, and street maintenance assessments.

The Water Fund was amended to include approximately $80,000 in engineering costs for the proposed Third Street water line replacement, where recurring water line breaks have occurred. With the additional engineering expense, the Water Fund is projected to use approximately $37,000 in existing cash reserves. The Sewer Fund was amended to include approximately $150,000 in miscellaneous engineering costs. These funds are intended to support establishment of the proposed storm sewer utility and engineering for the railroad stormwater project. Staff explained that advancing the engineering is important for future grant eligibility, as the project may need to be approximately 90% designed before applying for FEMA funding.

With the additional engineering and planned capital expenditures, the Sewer Fund is projected to use approximately $430,000 in existing cash during the fiscal year. Chamberlin noted that approximately $650,000 in capital purchases are included in the Sewer Fund budget above normal operations. Current sewer rates continue to cover operating expenses, payroll, and debt service. Some stormwater-related costs may ultimately be transferred from the Sewer Fund to a separate storm sewer utility once established.

The Council discussed the timing of potential FEMA grant funding and the value of completing engineering in preparation for future applications.

Mayor Norby called three times for opponents to the Fiscal Year 2026-2027 Budget. No opponents were heard. Mayor Norby called three times for proponents. No proponents were heard.

With no additional public testimony, the Fiscal Year 2026-2027 Budget Public hearing was closed at 6:36pm.

6. New Business

a. Resolution No. 3971-FY26-27 Preliminary Budget
Resolution No. 3971 adopting the Fiscal Year 2026-2027 annual budget, was read out loud.

A motion was made by Alderwoman Rasmussen to approve Resolution No. 3971 and seconded by Alderwoman Buxbaum. The motion carried unanimously.

b. Resolution No. 3972-FY26-27 Budget: Garbage Assessment
Resolution No. 3972 levying and assessing property within Maintenance District No. 23 for the costs of collecting, removing, and disposing of garbage, was read out loud.

A motion was made by Alderwoman Christensen to approve Resolution No.3973 and seconded by Alderwoman Larson. The motion carried unanimously.

c. Resolution No. 3973-FY26-27 Budget: Residential Street Lighting Assessment
Resolution No. 3973 levying an assessment upon property within Maintenance District No. 25A for the costs of maintaining streetlights and furnishing electrical service, was read out loud.

A motion was made by Alderman DiFonzo to approve Resolution No. 3973 and seconded by Alderwoman Rasmussen. The motion carried unanimously.

d. Resolution No. 3974-FY26-27 Budget: Commercial Street Lighting Assessment
Resolution No. 3974 levying an assessment upon property within Maintenance District No. 20 for the costs of maintaining streetlights and furnishing electrical service, was read out loud.

A motion was made by Alderwoman Buxbaum to approve Resolution No. 3974 and seconded by Alderwoman Larson. The motion carried unanimously.

e. Resolution No. 3975-FY26-27 Budget:Residential Sweeping Assessment
Resolution No. 3975 levying an assessment upon property within Maintenance District No. 64A for the costs of sprinkling and sweeping streets, was read out loud.

A motion was made by Alderwoman Christensen to approve Resolution No. 3975 and seconded by Alderwoman Rasmussen. The motion carried unanimously.

f. Resolution No. 3976-FY26-27 Budget: Commercial Sweeping Assessment
Resolution No. 3976 levying an assessment upon property within Maintenance District No. 64 for the costs of sprinkling and sweeping streets, was read out loud.

A motion was made by Alderman DiFonzo to approve Resolution No. 3976 and

seconded by Alderwoman Rasmussen. The motion carried unanimously.

g. Resolution No. 3977-FY26-27 Budget: Mowing Assessment
Resolution No. 3977 levying an assessment of $30,000 upon property within Maintenance District No. 84 for the costs associated with maintaining and mowing lots within the City, was read out loud.

A motion was made by Alderwoman Buxbaum to approve Resolution No. 3977 and seconded by Alderwoman Larson. The motion carried unanimously.

h. Resolution No. 3978-FY26-27 Budget: South Meadow Village Parks Assessment
Resolution No. 3978 levying an assessment of $2,900 upon property within Maintenance District No. 98 for the costs of maintaining designated parks, was read out loud.

A motion was made by Alderwoman Larson to approve Resolution No. 3978 and seconded by Alderwoman Christensen. The motion carried unanimously.

i. Resolution No. 3979-FY26-27 Budget: Delinquent Utilities Assessment
Resolution No. 3979 levying assessments against lots or parcels of real property for which sewer services have been furnished and payment remains delinquent, was read out loud.

A motion was made by Alderwoman Rasmussen to approve Resolution No. 3979 and seconded by Alderman DiFonzo. The motion carried unanimously.

j. Resolution No. 3980-FY26-27 Budget: Dutch Elm Assessment
Resolution No. 3980 levying an assessment of $0 upon property within Maintenance District No. 2550 for the costs associated with removing Dutch elm trees, was read out loud.

A motion was made by Alderwoman Rasmussen to approve Resolution No.3980 and seconded by Alderwoman Buxbaum. The motion carried unanimously.

k. Resolution No. 3981-FY26-27 Budget: SID 104 Assessment
Resolution No. 3981 levying an assessment of $45,861 upon property within Special Improvement District No. 104 to defray the costs of improvements within the district, was read out loud.

A motion was made by Alderwoman Christensen to approve Resolution No. 3981 and seconded by Alderman DiFonzo. The motion carried unanimously.

l. Resolution No. 3982-FY26-27 Budget: Snow Removal Assessment
Resolution No. 3982 levying an assessment of $222,100 upon property within the Snow Removal District to defray snow removal costs, was read out loud.

A motion was made by Alderwoman Buxbaum to approve Resolution No. 3982 and seconded by Alderwoman Larson. The motion carried unanimously.

m. Resolution No. 3983-FY26-27 Budget: Street Maintenance Assessment
Resolution No. 3983 levying an assessment of $554,730 upon property within the citywide district to defray the costs of street maintenance and improvements, was read out loud.

A motion was made by Alderman DiFonzo to approve Resolution No. 3983 and seconded by Alderwoman Larson. The motion carried unanimously.

n. Resolution No. 3984-FY26-27 Budget: Mill Levy's
Resolution No. 3984 establishing the mill levies and annual budget for the Fiscal Year 2026-2027 Budget, was read out loud.

A motion was made by Alderwoman Christensen to approve Resolution No. 3984 and seconded by Alderwoman Rasmussen. The motion carried unanimously.

o. Resolution No. 3985-FY26-27 Budget: Fund Updates-Large Taxpayer Reserve and CIP Funds Consolidation
Resolution No. 3985 addressing Fiscal Year 2026-2027 fund updates, the Large Taxpayer Reserve, and CIP fund consolidations, was read out loud.

A motion was made by Alderwoman Rasmussen to approve Resolution No. 3985 and seconded by Alderman DiFonzo.

7. Adjournment

Chamberlin advised Council that printed copies of the adopted budget would be made available to members who requested them.
Council expressed appreciation to Chamberlin and Karmen for their work preparing the Fiscal Year 2026-2027 Budget and navigating the numerous changes made during the budget process.

With no further business before the City Council, the Special City Council Budget Meeting was adjourned at 6:47pm.

[MIN_SIGNATURES]

City of Sidney

Montana's Sunrise City

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

Special Event and Temporary Road Closure Application

Event Name: DOWNTOWN BOO BASH Applicant/Organization: SIDNEY AREA CHAMBER

Contact Person: SHANNON WICKS Phone: 406-433-1916 Email: director@sidneymt.co

Purpose of Event: COMMUNITY HALLOWEEN CELEBRATION

Event Date(s): 10/31/26 Times: 3-5 PM (2PM SET-UP)

Requested Closure Streets: E & W MAIN - 1 BLOCK Cross Streets: N/A

Estimated Attendance: 500-1000

Attach map showing closure, barricades, detours, emergency access, and event layout: ☒ Attached

Traffic control plan attached? ☐ Yes ☐ No ☒ Not Applicable

Emergency Access plan attached? ☒ Yes ☐ No ☐ Not Applicable

MDT Permit attached? ☐ Yes ☐ No ☒ Not Applicable

Will vendors be present? ☒ Yes ☐ No List/Attach: TRUNK VENDORS 25-30

Will solicitors/fundraising occur? ☐ Yes ☒ No Details: _____

Will food be served? ☐ Yes ☒ No

Will alcohol be served? ☐ Yes ☒ No
If yes, attach Alcohol Management Plan, Security Plan, licensing, and insurance.

Parade Information (Complete if Applicable)

Estimated Total Participants: _____ Special participation: _____

Will candy/promotional items be distributed? ☐ Yes ☐ No

NOTE: Throwing candy or any other items from moving vehicles or floats is prohibited.

Will the parade stop for performances? ☐ Yes ☐ No

Location(s): _____

Reason(s): _____

Approximate stop duration: _____

Other special accommodations requested: _____

Businesses/Residents Affected

Applicants must obtain acknowledgement from affected businesses.

Business/Resident	Contact	Signature	Date

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

Business/Resident	Contact	Signature	Date

Staff Review

Applicants must obtain signatures from the Public Works Department and Police Department prior to turning in application.

Public Works

Recommendation: ☐ Approve ☐ Approve with Conditions ☐ Deny

Conditions/Comments: _____

Signature: _____ Date: _____

Police Department

Recommendation: ☐ Approve ☐ Approve with Conditions ☐ Deny

Conditions/Comments: _____

Signature: _____ Date: _____

Applicant Certification

I certify the information is accurate and agree to comply with all City requirements.

Applicant Signature: SHANNON WICKS Date: 8/28/26

City Council

Recommendation: ☐ Approve ☐ Approve with Conditions ☐ Deny

Conditions/Comments: _____

Signature: _____ Date: _____

Administrative Notification Checklist

Agency	Date	Employee Signature
Dispatch		
Fire Department		
Police Department		
Public Works		
EMS (if applicable)		

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

Business/Resident	Contact	Signature	Date
yellowstone Marc.	Serina Kringsen		Participating
Johnson Hdwe	DARNER CORNELIA	D Cornelia	Participating
Tami Maltese	Tami Maltese	Meijer Treit	Not open
Sonny's	Anissa Beagle		Participating
Studio 20	Mya Strait	~~Mya Strait~~	Participating
Ribbon n Rail	Kelly Rau	Kelly J. Rau	Participating
Reloved Boutique	Chelsie Grimes	Chelsie Grimes	Participating
AnyTime Fitness	Dan Peters	Dan D. Pet	Participating
Asia Gardens			OK with Event
Rustic Revival	Carissa LeFevgey	Carissa LeFevgey	NO Not open
Rouge Day Spa	Kelcey Hart	Kelcey Hart	maybe
Planet Hair	Tina Turner	Tina Turner	No Not Open
Panasuk			Closed
MT 4016 RC			Participating
			~~Participating~~

DOWNTOWN BOO BASH

Sidney, Montana

October 31st | 3PM - 5PM

TRUNK-OR-TREAT AREA

ROAD BARRICADE & EMERGENCY ACCESS

City of Sidney

Montana's Sunrise City

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

Special Event and Temporary Road Closure Application

Event Name: Football games Applicant/Organization: football team

Contact Person: Thor FULGHAM Phone: 406-478-3002 Email: Thor.fulgham225@gmail.com

Purpose of Event: to support football.

Event Date(s): every Friday night till Oct 31 Times: 6:30-9:30

Requested Closure Streets: N/A Cross Streets: N/A

Estimated Attendance: 200 people

Attach map showing closure, barricades, detours, emergency access, and event layout: ☐ Attached

Traffic control plan attached? ☐ Yes ☐ No ☒ Not Applicable

Emergency Access plan attached? ☒ Yes ☐ No ☒ Not Applicable

MDT Permit attached? ☐ Yes ☐ No ☒ Not Applicable

Will vendors be present? ☐ Yes ☒ No List/Attach: _____

Will solicitors/fundraising occur? ☐ Yes ☒ No Details: _____

Will food be served? ☐ Yes ☒ No

Will alcohol be served? ☐ Yes ☒ No
If yes, attach Alcohol Management Plan, Security Plan, licensing, and insurance.

Parade Information (Complete if Applicable) BRADY BOUCHARD - CANNONEER

Estimated Total Participants: 6 people Special participation: _____

Will candy/promotional items be distributed? ☐ Yes ☒ No

NOTE: Throwing candy or any other items from moving vehicles or floats is prohibited.

Will the parade stop for performances? ☐ Yes ☒ No

Location(s): DUNN RESIDENCE - BACKYARD OFF 4TH AVE SE

Reason(s): _____

Approximate stop duration: _____

Other special accommodations requested: _____

Businesses/Residents Affected

Applicants must obtain acknowledgement from affected businesses.

Business/Resident	Contact	Signature	Date

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

Business/Resident	Contact	Signature	Date
	489-0435	P T Dunn	9-2-26
Joanne Dunn	489-1509	Joanne Dunn	9-2-26
Tiffany Dunn	406478-2068	Tiffany Dunn	9-2-26
Cody Dunn	406 478-2007		9-2-26
MIKE DUNN	406-717-4377		9-2-26
Bradley Renders	406 480 7737		9-2-26

Staff Review

Applicants must obtain signatures from the Public Works Department and Police Department prior to turning in application.

Public Works

Recommendation: ☐ Approve ☑ Approve with Conditions ☐ Deny

Conditions/Comments: _____

Signature: _____ Date: 9-4-2026

Police Department

Recommendation: ☐ Approve ☒ Approve with Conditions ☐ Deny

Conditions/Comments: CHIEF WOULD LIKE TO SPEAK W/ CANNON OWNER/ OPERATOR

Signature: _____ Date: _____

Applicant Certification

I certify the information is accurate and agree to comply with all City requirements.

Applicant Signature: _____ Date: _____

City Council

Recommendation: ☐ Approve ☐ Approve with Conditions ☐ Deny

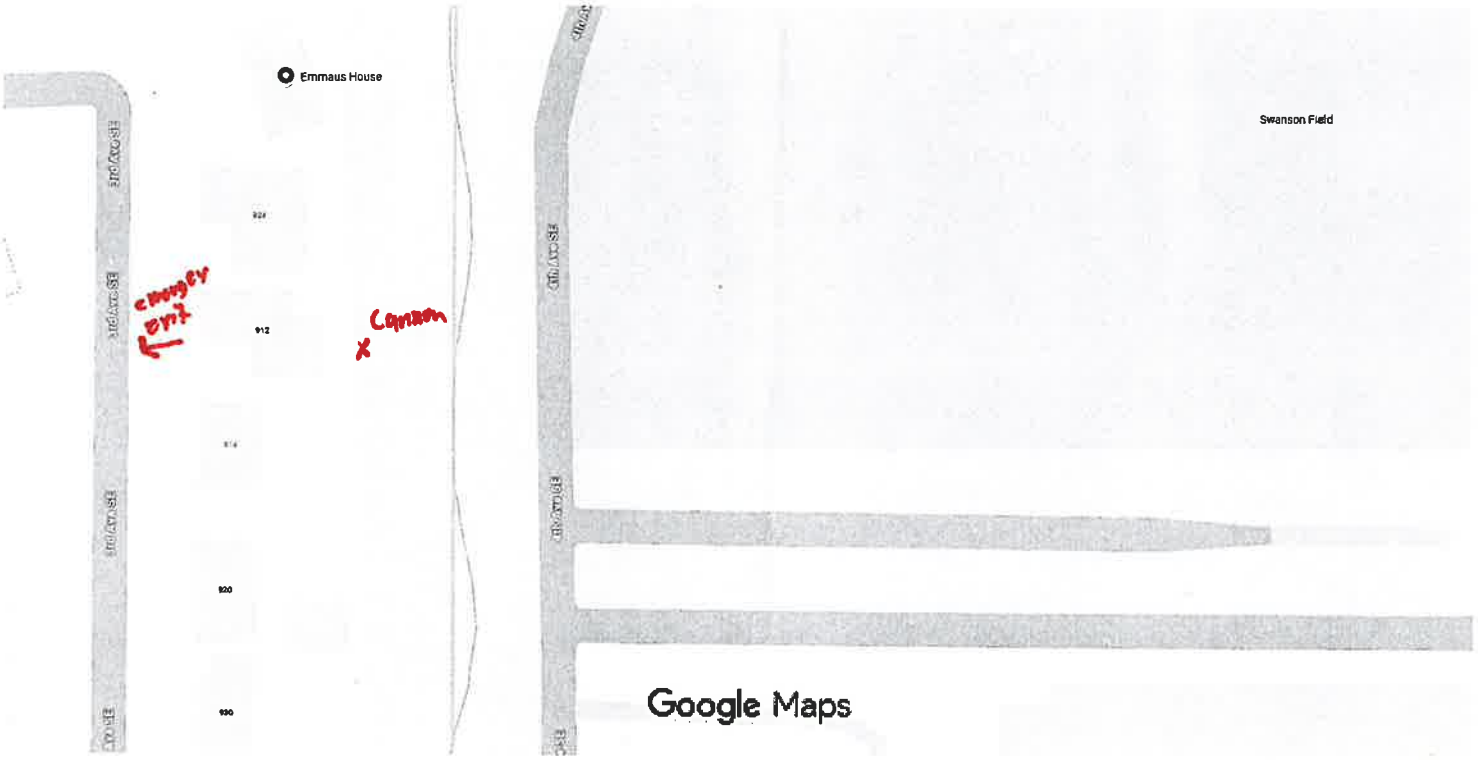
Conditions/Comments: _____

Signature: _____ Date: _____

Administrative Notification Checklist

Agency	Date	Employee Signature
Dispatch		
Fire Department	9-2-26	Kale Ra Swan Fire Marshal
Police Department	9/3/26	CHIEF - SPD
Public Works		
EMS (if applicable)		

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



Imagery ©2026 , Map data ©2026 Google 50 ft

City of Sidney, MT
Public Safety Committee Meeting
August 25, 2026 4:30 PM
115 2nd Street SE |Sidney, MT 59270

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1. Call to Order

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

2. Pledge of Allegiance

   The pledge of allegiance was stated by all present.

3. Roll Call

   Committee Members Present:

   City Officials/ Staff Present:

   Committee members present: Alderman Kauffman, Alderman DiFonzo, Alderwoman Rasmussen, Mrs. Creek
   Other members present: Police Chief Kraft, Mayor Norby, PWD Hintz, CAO Chamberlin, Clerk/Treasurer Lange, and BI/FM Rasmussen

4. Correction or Approval of Minutes

   a. July 28th, 2026 Meeting Minutes
      The Committee reviewed the July 28, 2026, meeting minutes. A motion was made by Alderman Kauffman to approve the minutes as written and seconded by Alderwoman Rasmussen. The motion carried unanimously.

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.

   No public comments were presented.

6. Monthly Reports

a. July 2026 Police Department Report
Police Chief Kraft presented the July 2026 Police Department monthly report. The Committee reviewed the report and had no additional questions or concerns.

b. July 2026 Fire Run Report
The Committee reviewed the July 2026 Fire Department-run report presented by FM/BI Rasmussen. No additional questions or concerns were presented.

c. August 2026 Compliance Officer Report
CAO Jessica Chamberlin presented the Compliance Officer's report. During the reporting period, 48 properties were abated without City assistance for mowing or uncontrolled weeds. The Compliance Officer also addressed numerous vehicle-related violations, including vehicles remaining on public streets beyond the allowable period and vehicles creating obstructions. Five nuisance properties are currently being addressed, with three scheduled for court hearings at the end of September.
The Committee discussed regulations pertaining to multiple vehicles parked on residential properties. CAO Chamberlin explained that the City Code does not limit the number of vehicles that may be located on a property. Enforcement may apply when vehicles are inoperable or unlicensed, create a safety or nuisance condition, or prevent required property maintenance. Vehicles parked on lawns are generally permissible provided the surrounding property is maintained, and the vehicles do not otherwise violate the City Code.
Residents with concerns regarding a specific property may contact City Hall or the Compliance Officer, who can inspect the property and determine whether a code violation exists.

7. New Business

a. Eastern Montana Drug Task Force MOU 2026
Chief Kraft presented the Eastern Montana Drug Task Force (EMDTF) Memorandum of Understanding for the upcoming fiscal year. Because the Sidney Police Department is not currently providing a Task Force Officer, the City's annual contribution will return to $6,000, consistent with previous years when the City did not assign an officer to the task force.
Chief Kraft reported that the Montana Division of Criminal Investigation is attempting to fill an additional narcotics investigator position in Sidney to work alongside the existing investigator. He noted that assigning a Sidney officer to the task force again in the future could provide value to both the department and the community if staffing levels allow and an appropriate officer is available. Task Force Officers operate with statewide jurisdiction through DCI and may assist with investigations outside the Sidney area as needed.
A motion was made by Alderwoman Rasmussen to recommend City Council approval of the Eastern Montana Drug Task Force Memorandum of Understanding as presented and seconded by Alderman Kauffman. The motion carried unanimously.

8. Unfinished Business

a. Emergency Operations Plan

The Committee continued its review of the proposed City of Sidney Emergency Operations Plan. Staff also provided the Richland County Emergency Operations Plan and a comparison memorandum identifying differences between the County's existing plan and the proposed City plan.

Chief Kraft explained that the City's plan closely mirrors the County plan but is specifically tailored to City operations and is intended to function as a companion to the County's overarching emergency response framework. The plan primarily formalizes existing practices by identifying command structure, primary and supporting agencies, and responsibilities during significant emergency incidents.

Chief Kraft explained that the City's plan closely mirrors the County plan but is specifically tailored to City operations and is intended to function as a companion to the County's overarching emergency response framework. The plan primarily formalizes existing practices by identifying command structure, primary and supporting agencies, and responsibilities during significant emergency incidents.

A motion was made by Alderwoman Rasmussen to recommend approval of the City of Sidney Emergency Operations Plan and forward it to the City Council and seconded by Alderman Kauffman. The motion carried unanimously. The plan is anticipated to be presented to the City Council at the September 8, 2026, meeting.

9. Comments and Questions from the Committee

The Committee requested an update regarding the City's recent meeting with the Montana Department of Transportation concerning the intersection at Seventh Avenue. Potential visibility and safety improvements had previously been discussed, including the possibility of a mirror or other measures. CAO Chamberlin reported that no formal follow-up meeting has been scheduled. MDT indicated it would remain in communication with the City as its review is completed, and potential options are evaluated. City staff will continue following up with MDT regarding the intersection and any recommended improvements.

10. Adjournment

The Public Safety Committee Meeting was adjourned at 4:47pm.

[MIN_SIGNATURES]

EASTERN MONTANA DRUG TASK FORCE
INTER-AGENCY MEMORANDUM OF UNDERSTANDING FOR FY 2027

Purpose

The purpose of this Memorandum of Understanding is to establish general guidelines for a multi-agency task force to address drug-related crime. Through the spirit of cooperative efforts and a strong commitment to combat drug-related trafficking, manufacturing and violence, the **EASTERN MONTANA DRUG TASK FORCE** is formed. Agencies participating in this project recognize that combating drugs is of paramount importance to our communities. Through our united efforts, our resources will be better utilized and our investigative efforts will be more fruitful on behalf of the communities we serve. The participating agencies are committed to cooperative efforts and to full information sharing through their participation in the **EASTERN MONTANA DRUG TASK FORCE**.

Mission Statement

The mission of the EASTERN MONTANA DRUG TASK FORCE is to provide a collaborative federal, state, and local law enforcement effort to identify, target, and address those involved in drug trafficking, manufacture, and/or violence. The EASTERN MONTANA DRUG TASK FORCE will utilize sophisticated long-term investigative approaches, including undercover surveillance operations, the purchase of evidence and information, and electronic surveillance to disrupt and dismantle targeted drug organizations.

EASTERN MONTANA DRUG TASK FORCE
INTER-AGENCY MEMORANDUM OF UNDERSTANDING FISCAL YEAR 2027

THIS MEMORANDUM OF UNDERSTANDING is entered into this 10th day of January 2026 and covers fiscal year 2027. Specifically defined as the period between July 1, 2026 and June 30, 2027 between the Baker Police Department, the City of Baker; Carter County Sheriff's Office, Carter County; Colstrip Police Department, City of Colstrip; Custer County Sheriff's Office, Custer County; Dawson County Sheriff's Office, Dawson County; Fallon County Sheriff's Office, Fallon County; Garfield County Sheriff's Office, Garfield County; Glendive Police Department, the City of Glendive; McCone County Sheriff's Office, McCone County; Miles City Police Department, the City of Miles City; Powder River County Sheriff's Office, Powder River County; Prairie County Sheriff's Office, Prairie County; Richland County Sheriff's Office, Richland County; Rosebud County Sheriff's Office, Rosebud County; Sheridan County Sheriff's Office, Sheridan County; Sidney Police Department, City of Sidney; Treasure County Sheriff's Office, Treasure County; Wibaux County Sheriff's Office, Wibaux County; and Montana Department of Justice /Division of Criminal Investigation (hereinafter DCI).

WHEREAS there is evidence that trafficking in narcotics and dangerous drugs exists in eastern Montana, and specifically the above-mentioned counties, and that such illegal activity has a substantial and detrimental effect on the health and general welfare of the people residing in those general areas, the parties hereto agree to the following:

1. The Eastern Montana Drug Task Force (hereinafter EMDTF or Task Force) will perform the activities and duties described below.

   A. Disrupt the illicit drug traffic in eastern Montana by immobilizing targeted violators and trafficking organizations, by leading the cohesive multi-jurisdictional investigation unit

   B. Gather and report intelligence data relating to trafficking in narcotics and dangerous drugs through monthly meetings as well as interpersonal contact as needed with the appropriate agencies

   C. Conduct undercover operations where appropriate and engage in other traditional methods of investigation in order that the EMDTF's activities will result in effective prosecution before the courts of Montana.

   D. Provide training opportunities within the EMDTF area to law enforcement to recognize, investigate and prevent Drug Endangered Children and to promote dangerous drug awareness to law enforcement and the public.

2. To accomplish the objectives of the EMDTF, the DCI will assign one supervisory agent and three investigative agents to the EMDTF. The Custer County Sheriff's Office agrees to detail no less than one officer to the EMDTF. The US Border Patrol will assign three Agents to provide support to the EMDTF and its mission of investigating drug-related crimes in Eastern Montana and locations with direct nexus to the international border pursuant to the Memorandum of Understanding.

between US Border Patrol Havre Sector and EMDTF. The administrative support position will be a DCI employee. During this period of assignment, the EMDTF personnel will be under the direct supervision and control of the DCI supervisor assigned to the EMDTF. Officers assigned to the EMDTF must first be approved by the EMDTF Executive Board.

3. The officers assigned to the EMDTF shall adhere to DCI policies and procedures. Failure to adhere to policies and procedures shall be grounds for dismissal from the EMDTF.

4. The EMDTF has three US Border Patrol Agents that shall be deputized in each of the participating county jurisdictions. While working with the EMDTF these three Border Patrol Agents will work and operate under all DCI policies and procedures. Should any of the DCI policies directly conflict with US Border Patrol policies, Border Patrol Agents will adhere to their US Border Patrol policy.

5. Law enforcement officers assigned to the EMDTF by participating agencies (except state and federal agents) shall be deputized as DCI Agents. Once designated as state agents, EMDTF Agents shall adhere to the state investigative protocol procedure.

6. Any duly sworn peace officer, while assigned to duty with the EMDTF, as herein provided and working at the direction of the Task Force Supervisor, shall have the same powers, duties, privileges, responsibilities, and immunities throughout the jurisdiction of the EMDTF, as are conferred upon him/her as a Peace Officer in his/her respective jurisdiction. For the purpose of indemnification, each participating agency of the EMDTF shall be responsible for the acts of its participating officer(s). Each local government jurisdiction participating in any way in this agreement must have a valid professional liability insurance policy in effect throughout the term of this agreement. Such professional liability insurance must have policy limits of not less than the limitations of liability for tort damage prescribed in § 2-108 (1), MCA. Each local government jurisdiction participating in any way in this agreement must defend and indemnify its own officers and agents from any claim for damages brought against an officer or agent for EMDTF activities.

7. At the request of any Executive Board member, the Task Force Supervisor may authorize mutual aid assistance for other criminal matters within the jurisdiction of the Task Force, with the concurrence of the Chairman or his designee and following the established protocol for DCI.

8. During the period of assignment to the EMDTF, each participating agency will remain responsible for establishing the salary and benefits, including overtime, of their respective officers assigned to the EMDTF, and for making all payments due to them.

9. Each participating agency shall be responsible for the full payment of its personnel assigned to the Task Force, and such salary shall be deemed to be full salary and due and payable to such assigned personnel while on duty with the

Task Force. The city and/or county agencies participating in the Federal Grant shall be reimbursed by the Grant account. The Grant Account consists of funding awarded by the Montana Board of Crime Control, and matching funds (including forfeiture funds and local agency matching funds) and shall be administered by DCI. At the beginning of each month for the duration of the grant, DCI agrees to remit to those agencies providing personnel, reimbursement for the previous month's salaries and fringe benefits for the field agents assigned to the Task Force. DCI agrees to pay overtime to assigned field agents above 8 hours per month, or above an individually agreed upon amount set forth by the field agent's home agency. The supervisor shall be responsible for duty assignment of field agents, as well as ensuring that field agents conform to ordinances, regulations, and directives as supplied by those member agencies concerning overtime compensation.

10. Any agency desiring to terminate its participation in this Memorandum of Understanding shall indicate such intent in writing to the EMDTF Executive Board. Termination of participation in this Memorandum of Understanding by such agency shall be deemed to take effect not less than thirty (30) days after receipt of the written communication of the intent by the Executive Board.

11. Each agency supplying field agents to the EMDTF will ensure that said officers will meet the minimum requirements for the position of Peace Officer as set forth in the Montana Codes Annotated. This will include, but will not be limited to: at least twenty-one (21) years of age, P.O.S.T. certified by the State of Montana, and have prior investigative experience.

12. In no event will the participating agency charge any indirect cost rate to the Department of Justice for the administration or implementation of this Memorandum of Understanding.

13. An Executive Board shall be established as the participating agencies that provide monetary contributions to the matching funds to operate the EMDTF. DCI is a member of the Executive Board because DCI provides the salaries of the Supervisor, and Administrative Assistant for EMDTF. Agencies that are unable to provide monetary support to the continued operation of the EMDTF, yet still wish to include their jurisdictions in the EMDTF region, will be considered Associate members and not have any voting rights at the Executive Board meetings. Its voting members shall be as follows: The Eastern Montana Drug Task Force Commander, the DCI Narcotics Chief or a designee, the Sheriff of Custer County, the Sheriff of Rosebud County, the Chief of Police of the Baker Police Department, the Sheriff of Carter County, the Chief of Police of the Colstrip Police Department, the Sheriff of Dawson County, the Sheriff of Fallon County, the Sheriff of Garfield County, the Chief of Police of the Glendive Police Department, the Sheriff of McCone County, the Chief of Police of the Miles City Police Department, the Sheriff of Powder River County, the Sheriff of Prairie County, the Sheriff of Richland County, the Sheriff of Sheridan County, the Chief of Police of the Sidney Police Department, and the Sheriff of Wibaux County. The members of the Executive Board may designate persons from their agencies to represent the members during Executive Board meetings.

The Executive Board shall have the following authority: to select a Chair and Vice Chair; to regulate and manage the EMDTF, to establish subcommittees of the Board to conduct business, and to resolve disputes arising from EMDTF operations. The selection, direction and removal of law enforcement and support personnel assigned to the EMDTF shall be shared with the EMDTF Supervisor, whose authority shall be exercised in consultation with the Executive Board. Each member of the Executive Board shall have one equal vote. Board members shall attend meetings and vote on Task Force business.

The Chairperson will be the Task Force Supervisor's primary contact with the Board on day-today issues and will bring to the Board's attention any matters, which would require a consensus of the Board prior to a regularly scheduled quarterly meeting. The Chairperson shall also preside over the Board meetings and is responsible for the formulation of minutes for the meetings and notification of Board members of upcoming meetings. The Chairperson shall be a local law enforcement member associated with the local drug task force. The tenure of the Chairperson and Vice-Chairperson shall be reviewed at the end of each calendar year. The vice-chairperson shall conduct the same business in the absence of the chairperson.

A. The Executive Board shall meet at least quarterly, or as convened by the Chair or Vice Chair to receive reports relative to the progress, functions, and special duties accomplished by the EMDTF.

B. A quorum of the Executive Board is needed to conduct business. Ten Executive Board members, or their designees, shall constitute a quorum. In meetings where a quorum is established, matters coming before the Executive Board may be approved by a majority vote of the members in attendance at a meeting. Attendance may be counted as in-person, via one of the online virtual meeting sites or by phone.

C. EMDTF officers shall remain subject to the policies, procedures, and regulations of their parent agencies. Any conflict between state policies and procedures and the policies and procedures of a parent agency, will be resolved by the Executive Board. State policies and procedures will be adopted and used by all EMDTF members relative to drug operations and informant handling.

14. Those agencies not providing full-time personnel agree to support the Task Force and cooperate with Task Force investigations. They additionally agree to designate one officer to act as Department Liaison with the Task Force. The Department Liaison may participate in any Task Force investigative activities at the direction of their respective agency head.

15. The Executive Board will meet at least quarterly in conjunction with the monthly intelligence-sharing meeting to maintain the timely sharing of intelligence information.

16. Assets seized during Task Force investigations shall be shared as follows: Assets, for the purposes of this Memorandum of Understanding, shall include all items of value seized relative to a case and all court-ordered fines or contributions to the drug fund.

All forfeitures, fines and restitution, obtained as a result of EMDTF investigations, will be shared in the following order:

A. The Executive Board may order the transfer of money from the current EMDTF forfeiture fund to the EMDTF budget to cover budget shortages or equipment purchases not covered under the grant.

B. The forfeitures will be retained by EMDTF in the forfeiture account and accrued until the forfeiture monies are needed for matching funds or operation budget with a target balance of two (2) years' budget in the absence of local match money or federal grant funds, as approved by the Executive Board.

C. Seized and forfeited vehicles and other property will be utilized as directed by the Executive Board and Task Force Supervisor. When the Task Force is no longer utilizing it, the property will be sold and the proceeds placed into the EMDTF drug forfeiture account.

D. Upon termination of the EMDTF the drug forfeiture account will be disbursed proportionately based upon the agencies contributions of forfeitures, matching funds and/or manpower among the participating agencies at the time of the termination. The US Border Patrol shall not receive any portion of EMDTF forfeiture funds.

17. <u>Felony Cases</u>

Assets from cases filed in district or federal court that have been investigated by and filed on behalf of the EMDTF shall be deposited into either a state or federal forfeiture fund for the Eastern Montana Drug Task Force. Assets from cases where there is no Task Force involvement may remain with the local jurisdiction or allocated to the Drug Forfeiture Fund at the discretion of the agency. Any requests for asset sharing will be approved through the Executive Board and will be based upon the relative participation in the investigation. All members of the Executive Board understand that the priority purpose of the seized assets is to assist with the funding of the continued operation of the EMDTF.

18. Misdemeanor Cases

All assets from misdemeanor cases that are handled through "Justice of the Peace" or "City Court" shall remain with the local jurisdiction and are not required to be deposited to the Eastern Montana Drug Task Force Forfeiture Fund.

19. Eastern Montana Drug Task Force Forfeiture Fund

DCI will open a forfeiture account in the name of the EMDTF to hold forfeited money, fines and restitution resulting from cases generated by the EMDTF.

Participants in the EASTERN MONTANA DRUG TASK FORCE agree that assets forfeited and received by EASTERN MONTANA DRUG TASK FORCE will be utilized primarily for the continued funding of the EASTERN MONTANA DRUG TASK FORCE (Byrne/JAG-funded task force). This money may be utilized to acquire equipment and resources necessary for the activities and continued production of EMDTF. Funds may also be utilized as matching funds remunerated by the agency providing personnel to the Task Force.

A. The project director (the DCI Narcotics Bureau Chief) supervises these funds subject to Executive Board approval. Any EMDTF forfeitures (including vehicles, cash, and property), fines and restitution, will be the property of the EMDTF. The Executive Board will function as the Seizure Board for Eastern Montana Drug Task Force. Any expenditure of forfeited EMDTF funds requires approval by a majority of the Executive Board.

B. EMDTF will comply with U.S. Department of Justice requirements for the equitable sharing of federally forfeited property for state and local law enforcement agencies.

C. The EMDTF Supervisor and Executive Board will have the authority to negotiate asset-sharing agreements with nonmember agencies on behalf of the EMDTF.

20. Drug Fund Financial Reporting

The EMDTF Supervisor shall provide a financial report to the Executive Board at the quarterly meetings. The report shall become a part of the meeting minutes.

The minimum requirement of the report is:

1. Balance of the Fund at the beginning of the quarter.
2. Total deposits to the Fund during the quarter.
3. Total expended from the fund and an itemization of the expenditures.
4. Balance for the fund at the end of the quarter.

20. Pending Asset Forfeiture Report

Each participating jurisdiction agrees to provide the Task Force Supervisor with relevant information on asset forfeiture cases and cases with dispositions pending.

The EMDTF drug forfeiture fund shall be disbursed to the participating agencies during the regularly scheduled meeting of the Board of Directors in July of each year. The fund shall be disbursed in the following manner:

A. PRIMARY DISTRIBUTION

The EMDTF Executive Board may distribute up to 25% of the cash in the forfeiture fund based on a formula of each agency's financial participation in the EMDTF grant.

In the event that the distribution of cash caused the Drug Forfeiture Fund balance to drop below a minimum balance of $458,000, then the "total distribution" shall be reduced so that the fund balance on July 1 is equal to $458,000.

a. A distribution shall not occur unless the balance exceeds $458,000 in the fund.

Assets from drug cases filed in district or federal court with the assistance of more than one drug task force shall be distributed to the task forces proportionally based upon their relative participation in the investigation as recommended by the joint captains of the task force. If the task force commanders cannot agree on the said proportion, then the distribution must be referred to the Executive Board or Board of Directors of each of the task forces that participated in any such cases.

B. SECONDARY DISTRIBUTION

The EMDTF Executive Board, at its sole discretion, may authorize additional distribution of forfeiture funds to member agencies that provide personnel to the Task Force, but are not a participant in the grant. The distribution shall be based on the operation budget for the officer, and the fund balance as approved by the EMDTF Board. The requesting agency may submit only those budgetary items that are approved in the EMDTF. The budget is subject to the same limitations as grant budgets.

The secondary distribution is in addition to the primary distribution of 25%. The secondary distribution shall be at the same percentage formula as the distribution formula.

22. The participating agencies agree to supply their assigned officer with equipment necessary in carrying out the EMDTF objectives. Radio-equipped vehicles will be supplied by the EMDTF whenever possible; however, the ultimate responsibility to supply a radio-equipped vehicle is the participating agency that employs the assigned officer. Upon termination of the EMDTF, equipment that was initially supplied to the EMDTF by participating agencies shall be returned to said agency. Equipment shared/purchased jointly by all participating EMDTF agencies shall be split equally upon termination of the EMDTF.

23. Each officer assigned to the EMDTF will carry only those firearms, while on official duty, that are issued or approved by the Department of Justice and/or the respective departments. Further, the officer shall be qualified with those firearms.

24. The EMDTF shall maintain on a current basis complete and accurate records and accounts of all obligations and expenditures of funds under this Memorandum of Understanding in accordance with generally accepted accounting principles and instructions provided by the Department of Justice to facilitate on-sight inspection and auditing of such records and accounts.

25. No new entity is created by reason of this Memorandum of Understanding.

26. The EMDTF shall permit and have readily available for examination and auditing by the Department of Justice and/or the Montana Legislative Audit Division, any and all of their duly authorized agents and representatives, any and all records, documents, accounts, invoices, receipts, or expenditures relating to this Memorandum of Understanding. Therefore, records must be maintained by a body, which will continue to exist until all audits and examinations are completed and resolved, or for a period of six years after termination of this Memorandum of Understanding.

Attached to and part of this document are the signatures of the EMDTF Executive Board and their respective County Commissioner Chairmen and/or Mayors who have agreed to abide by this Memorandum of Understanding.

CITY OF SIDNEY

MONTANA'S SUNRISE CITY

EMERGENCY OPERATIONS PLAN

Adopted 2026 • Prepared under Montana Code Annotated Title 10, Chapter 3

A companion plan to the Richland County, Montana Emergency Operations Plan

115 2nd Street S.E., Sidney, Montana 59270 | 406-433-2809

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

FRONT MATTER

Promulgation Document

The preservation of life, property, and the environment is an inherent responsibility of local, state, and federal government. The City of Sidney, Montana, has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the public in time of emergency.

This Plan, prepared pursuant to Montana Code Annotated § 10-3-401, establishes the framework under which the City of Sidney will identify, prepare for, mitigate against, respond to, and recover from the effects of emergencies and disasters. This Plan is consistent with, and designed to operate as a companion to, the Richland County, Montana Emergency Operations Plan, reflecting the interlocal relationship between the City of Sidney and Richland County for coordinated emergency management.

This Plan supersedes any and all previous editions of the City of Sidney Emergency Operations Plan. All holders of this Plan are responsible for its maintenance and safekeeping, and for recommending changes as they are identified.

By signing below, the undersigned adopt this Plan and direct its implementation:

_____ Date: _____
Mayor, City of Sidney

_____ Date: _____
Chief Administrative Officer

_____ Date: _____
City Council President

_____ Date: _____
Director of Public Works, City of Sidney

_____ Date: _____
Chief of Police, Sidney Police Department

_____ Date: _____
City Clerk / Treasurer (Attest)

FRONT MATTER

Record of Changes

This Plan will be reviewed and updated periodically consistent with the Plan Development and Maintenance section of the Basic Plan. Each change should be recorded below, noting the change number, date, section(s) affected, a summary of the change, and the name of the person entering the change.

Change #	Date	Section(s) Affected	Summary of Change	Entered By

FRONT MATTER

Record of Distribution

Copies of this Plan (electronic and/or hard copy) are distributed to the following City officials, departments, and cooperating agencies. Holders of this Plan are responsible for providing recommended changes to the City Emergency Management Coordinator and for destroying superseded copies.

- Mayor, City of Sidney
- Chief Administrative Officer
- City Council (Aldermen/Councilmen)
- City Clerk / Treasurer
- City Attorney
- Sidney Police Department
- Sidney Fire Department
- Sidney Fire Marshal / Building Inspector
- City of Sidney Public Works Department
- City of Sidney Parks Department
- Richland County Office of Emergency Management
- Richland County 9-1-1 Dispatch Center
- Richland County Sheriff's Office
- Richland County Board of County Commissioners
- Sidney Health Center
- Emergency Medical Services
- Sidney Public Schools
- Sidney–Richland Municipal Airport
- American Red Cross — Sidney Chapter
- Montana Disaster and Emergency Services Division

FRONT MATTER

List of Acronyms

AAR	After-Action Report
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
BOCC	Board of County Commissioners (Richland County)
CAO	Chief Administrative Officer (City of Sidney)
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CFR	Code of Federal Regulations
CJIN	Criminal Justice Information Network
COG	Continuity of Government
COOP	Continuity of Operations
CPG	Comprehensive Preparedness Guide
DES	Disaster and Emergency Services
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan
IC	Incident Commander

ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Committee
MAA	Mutual Aid Agreement
MCA	Montana Code Annotated
MERF	Montana Emergency Response Framework
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MT DES	Montana Disaster and Emergency Services
NAWAS	National Warning System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
NWS	National Weather Service
OEM	Office of Emergency Management (Richland County)
PDM	Pre-Disaster Mitigation
PIO	Public Information Officer
PPD-8	Presidential Policy Directive 8
RCEOP	Richland County Emergency Operations Plan
SAR	Search and Rescue
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
THIRA	Threat and Hazard Identification and Risk Assessment

SPR	Stakeholder Preparedness Review
VOAD	Voluntary Organizations Active in Disaster
WEA	Wireless Emergency Alert

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Basic Plan

1. Introduction

1.1 Purpose

The purpose of this City of Sidney Emergency Operations Plan (EOP) is to establish the policies, procedures, and organizational structure the City of Sidney will use to prepare for, prevent, protect against, respond to, recover from, and mitigate the effects of emergencies and disasters affecting the City. This Plan assigns disaster responsibilities to City departments, elected officials, and cooperating agencies, and describes how the City coordinates its response with Richland County, the State of Montana, and federal partners.

This Plan defines disaster-specific guidance and describes the array of City response, recovery, and mitigation resources available to save lives, limit human suffering, and protect public health, safety, and property — including natural resources, the environment, and the local economy — from the damaging effects of natural, technological, and human-caused hazards.

Consistent with the methodology of the Federal Emergency Management Agency's Comprehensive Preparedness Guide (CPG) 101, this Plan uses the National Incident Management System (NIMS) to establish a framework for a comprehensive, risk-informed, whole-community approach to emergency management, and defines the responsibilities of elected officials and key City personnel during an emergency or disaster.

1.2 Scope

This Plan covers the full range of complex and evolving requirements the City of Sidney may face in anticipation of, or in response to, threats or acts of terrorism, natural disasters, technological incidents, and other emergencies. The Plan also provides the basis to initiate long-term community recovery and mitigation activities. This Plan:

- Establishes fundamental guidelines, program strategies, and planning assumptions for a City-wide comprehensive emergency management program;
- Establishes a method of operations spanning direction and control of an emergency from initial monitoring through post-disaster response, recovery, and mitigation;
- Defines mechanisms to facilitate delivery of immediate assistance, including coordination with Richland County, the State of Montana, and federal response and recovery resources;
- Assigns functions to appropriate City departments and cooperating agencies and outlines methods of coordination with the private sector and voluntary and nonprofit organizations;
- Addresses the various types of emergencies likely to occur, from routine local emergencies to minor, major, or catastrophic disasters; and
- Identifies actions the City should initiate, in coordination with Richland County, tribal, state, and federal counterparts as appropriate, regardless of the magnitude of the disaster.

This Plan is intended to function as a City-specific companion to, and to be fully consistent and interoperable with, the Richland County Emergency Operations Plan, given the interlocal relationship

between the City of Sidney and Richland County for coordinated emergency management, dispatch, and Emergency Operations Center (EOC) support.

1.3 Authorities

This Plan is developed and maintained pursuant to the following local, state, and federal authorities:

Local Authorities

- City of Sidney Interlocal Agreement / Mutual Aid Agreement with Richland County, Montana.
- Richland County, Montana Emergency Operations Plan (2018, as amended) and Addendum S (April 14, 2025).
- Richland County Pre-Disaster Mitigation Plan (adopted May 19, 2014, as updated).
- Mutual Aid Agreement among counties in Disaster and Emergency Services Division District IV (December 4, 1980), MCA Title 10, Chapter 3, Part 3-202.
- City of Sidney municipal ordinances and resolutions governing emergency management and the offices of the Mayor, City Council, and Chief Administrative Officer.

State Authorities

- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services (2025), including:
- — Part 1, General Provisions and Administration (§§ 10-3-101 through 10-3-119 MCA), including § 10-3-103 MCA (definitions of disaster, emergency, incident, and political subdivision) and § 10-3-105 MCA (duties of the Division of Disaster and Emergency Services);
- — Part 2, Intergovernmental Cooperation (§§ 10-3-201 through 10-3-206 MCA);
- — Part 3, State Planning and Execution (§§ 10-3-301 through 10-3-312 MCA), governing the Governor's authority to declare and terminate a state of emergency or disaster;
- — Part 4, Local and Interjurisdictional Planning and Execution (§§ 10-3-401 through 10-3-405 MCA), which requires each eligible political subdivision to prepare a local or interjurisdictional disaster and emergency plan consistent with the state plan (§ 10-3-401 MCA), and which establishes the authority of the principal executive officer of a political subdivision to declare and terminate a local emergency (§ 10-3-402 MCA) or local disaster (§ 10-3-403 MCA), the required contents and effect of such a declaration (§ 10-3-404 MCA), and the authority to levy an emergency tax (§ 10-3-405 MCA);
- — Part 9, the Statewide Mutual Aid System Act (§§ 10-3-901 et seq. MCA), which allows any political subdivision in Montana to request or provide mutual aid resources to any other political subdivision;
- — Part 10, the Emergency Management Assistance Compact (§§ 10-3-1001 et seq. MCA), providing for mutual assistance among party states during a declared emergency or disaster; and
- — Part 12, Hazardous Materials / Local Emergency Planning (§§ 10-3-1201 et seq. MCA), including § 10-3-1209 MCA, which requires local emergency response authorities to respond to hazardous materials incidents in accordance with the local emergency operations plan.
- Montana Emergency Response Framework (MERF), the State's coordinating policy document for disaster response, authorized under MCA Title 10, Chapter 3, Part 3.

Federal Authorities and Guidance

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121–5207, as amended.
- Homeland Security Act of 2002, 6 U.S.C. § 101, et seq., as amended.

- Homeland Security Presidential Directive 5 (HSPD-5), Management of Domestic Incidents.
- Presidential Policy Directive 8 (PPD-8), National Preparedness.
- National Response Framework (NRF), Federal Emergency Management Agency.
- National Incident Management System (NIMS), Federal Emergency Management Agency.
- Comprehensive Preparedness Guide (CPG) 101, Version 3.1, Developing and Maintaining Emergency Operations Plans (FEMA, May 2025), and prior Version 2.0 (FEMA, November 2010), which together provide the fundamental planning methodology, base plan structure, and content guidance used to develop this Plan.
- Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), 42 U.S.C. §§ 11001–11050.
- Americans with Disabilities Act of 1990, as amended.

1.4 Plan Organization

This Plan consists of four principal components, consistent with the structure recommended by FEMA's Comprehensive Preparedness Guide (CPG) 101 and mirrored from the Richland County Emergency Operations Plan for consistency across the jurisdiction:

- Basic Plan — provides the framework for the City's overall approach to emergency management, establishes the structure reflected in the Emergency Support Function (ESF) annexes and Support and Incident annexes, and defines the City's situation, planning assumptions, concept of operations, and roles and responsibilities.
- Emergency Support Function (ESF) Annexes — to facilitate effective operations, this Plan adopts a functional approach that groups the types of assistance to be provided into fifteen (15) Emergency Support Functions, mirroring the National Response Framework and the Richland County Emergency Operations Plan. Each ESF annex details the organization, roles, and responsibilities of City departments and cooperating agencies for coordinating a specific category of emergency response and recovery activity. Each ESF is headed by a coordinating or primary agency selected based on its authorities, resources, and capabilities in that functional area.
- Support Annexes — develop specific information and direction concerning a particular emergency management function or cross-cutting capability that is not hazard-specific.
- Incident Annexes — describe emergency response strategies for hazards identified in the City’s and County’s hazard analysis and risk assessment.

Each agency or department with a role in this Plan is encouraged to develop supporting Standard Operating Procedures (SOPs) or Standard Operating Guidelines (SOGs) that provide step-by-step instructions for accomplishing assigned functions. This Plan is a living document; regular training, exercising, and review will establish the groundwork for efficient and expeditious delivery of assistance in times of emergency or disaster. Deviation from the content of this Plan may occur due to the unique nature of emergencies; such deviation, using sound judgment, is both authorized and encouraged to adapt to the specific emergency and to promote public safety.

2. Situation and Planning Assumptions

2.1 Geographic Overview

The City of Sidney is located in Richland County in northeastern Montana, along the Yellowstone River near its confluence with the Missouri River just west of the North Dakota border. Sidney is the county

seat of Richland County and serves as the principal population, commercial, medical, and governmental center of the MonDak region. The City is known locally as "Montana's Sunrise City."

Elevations in the surrounding area range from approximately 1,909 to 2,372 feet above sea level. The Yellowstone River and Lone Tree Creek both influence the City's flood hazard exposure; Lone Tree Creek travels through the southwest portion of Sidney and both the City and the neighboring Town of Fairview are located near the Yellowstone River. The surrounding area is predominantly agricultural (crop and livestock), with the most fertile land lying along the western banks of the Yellowstone River within the Lower Yellowstone Project.

The City of Sidney lies within Richland County and is served by the Richland County Office of Emergency Management (OEM) / Disaster and Emergency Services (DES) Coordinator under an interlocal agreement, and by the Richland County-based Emergency Operations Center (EOC) and 9-1-1 dispatch center for coordinated multi-jurisdictional response.

2.2 Population and Demographics

Richland County, Montana, is among the more populous rural counties in eastern Montana; approximately half of the county's population resides within incorporated cities and towns, with the City of Sidney serving as the largest of these. Based on the most recent U.S. Census Bureau estimates, the City of Sidney has a population of approximately 6,000 residents, with additional seasonal and daytime population associated with regional agriculture, energy development (the Bakken oil formation), Sidney Health Center (the regional hospital), Sidney Public Schools, and regional retail and commercial activity that draws visitors and workers from a wide surrounding area.

As with Richland County as a whole, the City's population includes a significant share of persons with access and functional needs, older adults, children, and households without reliable personal transportation. Planners should reference the demographic data maintained by Richland County (drawing on the U.S. Census Bureau's American Community Survey) when estimating the number of persons who may require additional assistance with communication, transportation, medical needs, or evacuation and sheltering support during an emergency, and should coordinate with Richland County Public Health and the Richland County Office of Emergency Management to keep such data current.

2.3 Critical Facilities and Infrastructure

Critical facilities within the City of Sidney include, but are not limited to: City Hall and the Sidney Police Department (which is located within the Richland County Law & Justice Center); the Sidney Fire Department and Fire Marshal / Building Inspector offices; Sidney Public Works facilities, including water treatment, wastewater treatment, and lift station infrastructure; Sidney Health Center and associated medical/ambulance facilities; Sidney Public Schools; the Sidney–Richland Municipal Airport; electric, natural gas, and telecommunications infrastructure serving the City; and major transportation routes, including U.S. Highway 16 and U.S. Highway 200, which cross the City and serve as principal evacuation and mutual aid routes.

Facilities containing a concentration of vulnerable populations — schools, day cares, assisted living and long-term care facilities, and Sidney Health Center — warrant particular attention in evacuation and sheltering planning under this Plan and its Access and Functional Needs Support Annex. Populations who may be more vulnerable during a disaster include older adults, individuals with disabilities and

other access and functional needs, children, and households without personal transportation or financial resources for self-evacuation.

2.4 Hazard Analysis

The primary goal of emergency management in the City of Sidney is to prepare for, respond to, and recover from the consequences that can be generated by a hazard or threat affecting the City. This Plan adopts, and does not duplicate, the detailed hazard analysis contained in the Richland County Pre-Disaster Mitigation Plan and the Richland County Emergency Operations Plan, both of which cover the City of Sidney as part of Richland County. The hazards of greatest relevance to the City of Sidney include:

- Flooding — riverine flooding along the Yellowstone River and Lone Tree Creek, and localized flash flooding and shallow flooding from heavy rain, snowmelt, and ice jams;
- Severe Weather — winter storms and blizzards, extreme cold, high winds, severe thunderstorms, hail, and tornadoes;
- Drought — with secondary effects on wildfire risk and municipal/agricultural water supply;
- Hazardous Materials Incidents — given the City's location along rail lines, pipelines, and highway corridors used to transport industrial and agricultural chemicals and petroleum products associated with regional energy development;
- Earthquake — low probability, but included consistent with Richland County's all-hazards approach;
- Dam and Levee Failure — including potential inundation associated with upstream dams identified in the Richland County Pre-Disaster Mitigation Plan;
- Biological Incidents / Public Health Emergencies — including infectious disease outbreaks and pandemics affecting the City's population and regional healthcare system; and
- Human-Caused Incidents — including civil unrest, cyber incidents, and terrorism.

The City participates in the Richland County Local Emergency Planning Committee (LEPC) and coordinates hazard identification and risk assessment activities, including participation in Threat and Hazard Identification and Risk Assessment (THIRA) processes, with Richland County and the Montana Disaster and Emergency Services Division.

2.5 Capability Assessment

The City of Sidney's capability to respond to emergency situations and implement mitigation projects includes City personnel (elected officials, the Chief Administrative Officer, City Clerk/Treasurer, Police Department, Fire Department, Public Works, Parks Department), regulatory authority (municipal ordinances, building and zoning codes), and equipment and facility resources maintained by City departments.

The City coordinates closely with the Richland County Office of Emergency Management, which plans, organizes, and manages the county-wide emergency preparedness program under interlocal agreement, and which provides the primary Emergency Operations Center (EOC), 9-1-1 dispatch, and Disaster and Emergency Services (DES) Coordinator function serving the City of Sidney, the Town of Fairview, and unincorporated Richland County. The City determines its capabilities and limitations to prepare for and respond to disasters through participation in the Richland County LEPC, joint training and exercises, and this EOP update process.

2.6 Planning Assumptions

- The City of Sidney will continue to experience natural, technological, or human-caused incidents, emergencies, or disasters requiring City government response.
- The City's response during incidents, emergencies, or disasters is based on the availability of City resources; if response requirements exceed City capabilities, assistance will be requested from Richland County, and if necessary, the State of Montana.
- The City's resources may be requested to assist Richland County, the Town of Fairview, or other local governments.
- Local resources — public, volunteer, and commercial — will be utilized first. Mutual aid, State, and federal support will augment ongoing City disaster operations as needed.
- The City will continue to work with Richland County and neighboring jurisdictions to maintain mutual aid agreements to most effectively use resources in response to emergencies and disasters.
- Incidents, emergencies, or disasters will require varying levels of response; the City will use the Incident Command System (ICS) to effectively and efficiently manage the situation regardless of scale.
- At times, elected officials and department directors may not be available to perform their duties; lines of succession for elected officials follow guidelines in the Montana Code Annotated, and City department heads will identify lines of succession for key positions within their departments.
- When this Plan is activated, all or portions of the Plan may be implemented, and the Richland County EOC will be partially or fully activated to support field operations, consistent with the interlocal agreement between the City and County.
- The City may need to operate without outside assistance for extended periods, depending on the nature and scope of the incident.

3. Concept of Operations

3.1 Plan Activation

This Plan is in effect when:

- An incident, emergency, or disaster occurs or is imminent within the City of Sidney;
- A local emergency or local disaster is declared by the City's principal executive officer (the Mayor), consistent with §§ 10-3-402 and 10-3-403 MCA;
- A local emergency or disaster is declared by the Richland County Board of County Commissioners affecting the City;
- A state of emergency or disaster is declared by the Governor of Montana; or
- A Presidential or federal agency declaration or designation is issued affecting the City.

The City of Sidney EOP is normally activated in response to emergency or disaster events affecting the City. Emergency operations should always be initiated at the lowest level able to respond effectively. The City will use all available local and regional resources, including pre-established mutual aid agreements with Richland County and neighboring jurisdictions, to protect against and respond to an emergency. When City and County resources are not adequate, additional resources may be requested through the State of Montana and, ultimately, the federal government.

3.2 Incident Command System / NIMS

The Incident Command System (ICS) and National Incident Management System (NIMS) are used by the City of Sidney to coordinate emergency response and recovery operations. ICS/NIMS provides a framework designed to standardize incident management for all types of hazards and across all levels of government, and is a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure to aid in the management of resources during incidents.

For incidents occurring within the City of Sidney, the first-arriving City department (typically Sidney Police or Sidney Fire) establishes initial incident command. Command may transition to a more senior or more appropriately qualified official, or to Unified Command, as the incident evolves or as additional agencies (Richland County, State, or federal) become involved. If the incident exceeds the capabilities of City resources or requires multi-agency coordination, the Richland County Emergency Operations Center (EOC) is activated in accordance with the EOC Activation Support Annex to this Plan and the Richland County Emergency Operations Plan.

3.3 Phases of Emergency Management

Preparedness, response, recovery, and mitigation are shared responsibilities of the City of Sidney, working together with Richland County and the State of Montana. The following outlines the City's general responsibilities in each phase:

Preparedness — Which includes hazard identification specific to City facilities and infrastructure; developing and maintaining this EOP and department SOGs; continuity of government planning; testing and maintaining City emergency equipment; participating in Richland County EOC readiness and staffing; participating in training, drills, and exercises; and coordinating with Richland County on siren and Emergency Alert System (EAS) utilization.

Response — This includes direction and control of City resources; warning of City residents; evacuation support within City limits; and other operations necessary to protect life, property, and the environment within the City.

Recovery — This includes damage assessment of City facilities and infrastructure; debris clearance from City streets and rights-of-way; support for decontamination; counseling resources for City employees and residents; and coordination of disaster assistance programs for City residents and businesses.

Mitigation — This includes activities designed to prevent the occurrence of an emergency or minimize its potentially adverse effects on the City, coordinated with the Richland County Pre-Disaster Mitigation Plan.

4. Roles and Responsibilities — Direction and Control

Ultimate responsibility for emergency management within the City of Sidney rests with the Mayor, the City's elected chief executive and principal executive officer for purposes of §§ 10-3-402 and 10-3-403 MCA. The Mayor has the authority to declare and terminate a local emergency or local disaster affecting the City and to invoke the emergency powers and authorities provided under Montana law and City ordinance, subject to ratification by the City Council as described in the Continuity of Government section of this Plan.

The Chief Administrative Officer (CAO) serves directly under the Mayor and directs the day-to-day emergency management activities of City departments. With the exception of the Mayor and City Council, all City department heads report through the Chief Administrative Officer during both routine and emergency operations. The City Emergency Management Coordinator, designated by the Mayor, is responsible for coordinating the City's emergency management program, advising the Mayor and Chief Administrative Officer on emergency management matters, and serving as the City's primary liaison to the Richland County Office of Emergency Management and the Richland County EOC.

During emergency operations, department heads retain control of their personnel and equipment and are responsible for fulfilling the roles and responsibilities assigned in this Plan and its annexes, coordinating through the Chief Administrative Officer and reporting to, or coordinating through, the Richland County EOC as required.

5. Continuity of Government

Continuity of Government (COG) is an essential function of emergency management and is vital during an emergency or disaster situation. All levels of government — federal, state, and local — share a constitutional and statutory responsibility to preserve the life and property of their citizens and to maintain the continued lawful operation of government.

Succession of Authority — In the event the Mayor is unavailable to perform the duties identified in this Plan, succession follows the order established by City ordinance and the Montana Code Annotated, typically to the City Council President, followed by the order of seniority of the remaining Aldermen/Councilmen. The Chief Administrative Officer maintains continuity of day-to-day City operations and direction of department heads regardless of which official is exercising the Mayor's emergency authority. Line of succession for each City department head is according to department rules and standard operating procedures established by each department.

Seat of Government — The seat of government for the City of Sidney is Sidney City Hall, 115 2nd Street S.E., Sidney, Montana 59270. The Mayor, in consultation with the Chief Administrative Officer, may designate an alternate or temporary seat of government if necessary; this may be the Richland County EOC or its alternate location during an extreme emergency.

Emergency Powers and Authority — Should a situation warrant the use of emergency powers, the Mayor may declare a local emergency or local disaster consistent with §§ 10-3-402 through 10-3-405 MCA. Declarations and executive actions invoking emergency powers should be documented, filed, and ratified by the City Council as soon as practical.

Preservation of Vital Records — Each City department is encouraged to inventory and prioritize vital records in its custody (deeds, ordinances and resolutions, financial records, personnel records, operational plans, and similar essential records) and to arrange for appropriate backup, off-site storage, or digital redundancy to protect against loss.

6. Continuity of Operations

Continuity of Operations (COOP) planning identifies the individual activities of each City department that are key to ensuring essential City functions continue to be performed during and after an incident that disrupts normal operations. Each City department is encouraged to:

- Identify and prioritize its essential functions;
- Identify personnel and/or teams needed to perform essential functions, including at least two lines of succession;
- Identify alternate operating facilities and continuity communications methods;
- Identify and protect vital records and systems necessary to perform essential functions; and
- Validate COOP capability through training and exercises.

The primary alternate facility for City operations, and the location from which City representatives coordinate with multi-jurisdictional response, is the Richland County Emergency Operations Center. All City departments should prepare for the possibility of unannounced relocation of essential functions to alternate facilities capable of supporting operations in a threat-free environment.

7. Information Collection, Analysis, and Dissemination

The City Emergency Management Coordinator, in coordination with the Richland County Office of Emergency Management, is responsible for developing facts and assumptions that allow for the effective collection of disaster intelligence to support City response and recovery operations. Information collected should address: the type and severity of the disaster; possible effects on City residents (informing medical and sheltering requirements); critical infrastructure damage; and resources available for response at all levels of government.

As disaster information is obtained by City departments, it should be reported to the Richland County EOC as soon as possible when the EOC is activated. When the EOC is not activated, the City Emergency Management Coordinator should notify City departments, Richland County OEM, and volunteer groups as required.

Public Information Dissemination — Providing timely emergency information to City residents and visitors is essential to avoid or minimize loss of life and property. The City coordinates public warning with Richland County's warning communication capabilities, which include the Criminal Justice Information Network (CJIN), the National Warning System (NAWAS) as backup, the Emergency Alert System (EAS), amateur radio operators, the Richland County and City of Sidney websites and social media, and, where available, mass notification and Integrated Public Alert and Warning System (IPAWS) tools. Specific public information procedures are outlined in ESF-15, Public Information.

8. Administration, Finance, and Logistics

A large-scale emergency or disaster will place significant demands on City of Sidney resources. Coordination between the City and Richland County, and among mutual aid partners, is essential for an effective response. Administrative procedures should be conducted in accordance with existing City policies, financial rules, and Montana law.

Logistics — The City maintains mutual aid relationships through Richland County and the Statewide Mutual Aid System Act (§§ 10-3-901 et seq. MCA). Agreements for the purchase, lease, or use of equipment and services should be in accordance with Montana law and City procurement procedures. A declaration of local emergency by the Mayor may suspend selected rules and regulations that impede emergency response resource deployment, consistent with § 10-3-404 MCA.

Funding and Accounting — City departments should maintain records of all disaster-related expenditures to provide clear and reasonable justification for reimbursement, separate disaster-related work from routine daily work, and submit required reports to Richland County and the State in accordance with instructions in the annexes to this Plan.

Liability of Public Employees and Officials — The Montana Tort Claims Act (Title 2, Chapter 9, MCA) provides that public officers and employees are generally not personally liable for negligent torts committed in the course of their employment.

Nondiscrimination — Discrimination against persons on the basis of age, color, economic status, national origin, race, religion, sex, or disability in the administration of emergency services or disaster relief is prohibited. This policy applies to the City of Sidney, its departments, contractors, and cooperating organizations. The City of Sidney is an equal opportunity employer and provider.

After-Action Review / Improvement Plan — An After-Action Review and Improvement Plan should be completed following significant incidents and exercises to record what occurred, provide feedback on the achievement of capability outcomes, define corrective actions, and establish consensus on next steps and lessons learned.

9. Plan Development and Maintenance

This Plan is the principal source of documentation concerning the City of Sidney's emergency management activities. The City Emergency Management Coordinator, in coordination with the Richland County Office of Emergency Management, is responsible for the overall coordination and timely update and revision of this Plan.

The contents of this Plan must be known and understood by those responsible for its implementation. The City Emergency Management Coordinator is responsible for briefing City staff and officials concerning their roles in emergency management and the contents of this Plan. City department directors are responsible for the development and maintenance of their respective annexes and supporting SOGs.

As a minimum, this Plan should be reviewed and updated annually, and following any of the following events: a major incident; a change in operational resources (policy, personnel, organizational structure, facilities, equipment); a formal update of state or federal planning guidance or standards; a change in elected officials; each time the Plan is activated; major exercises; changes in the City's demographics or hazard/threat profile; or the enactment of new or amended laws or ordinances. Reviews should be coordinated with Richland County to maintain consistency between this Plan and the Richland County Emergency Operations Plan.

Training and Exercise — The City's training program should ensure the operational readiness of City personnel and support participation in the Richland County LEPC and joint training and exercise activities, including courses recommended in FEMA's CPG 101, such as IS-100, IS-200, IS-700, IS-800, and IS-235 (Emergency Planning). Training and exercises should be planned and evaluated on a multi-year basis consistent with the Homeland Security Exercise and Evaluation Program (HSEEP).

9.1 Identified Planning Gaps and Recommendations

Consistent with FEMA's direction that planning is an iterative process, this Plan was benchmarked against FEMA's CPG 101 (Version 3.1) planning checklists and current federal grant guidance to identify

areas for future development. The following gaps and recommendations were identified and should be prioritized in future plan revisions:

- **Distribution Management Plan** — Emergency Management Performance Grant (EMPG) recipients have been required since 2019 to maintain a Distribution Management Plan annex addressing the receipt, staging, and distribution of critical resources (e.g., water, food, medical supplies) to the public. This Plan does not yet include a dedicated annex; the City should coordinate with Richland County to develop one, potentially as a joint annex.
- **Community Lifelines Alignment** — FEMA's post-2019 response doctrine organizes incident priorities around seven Community Lifelines (Safety and Security; Food, Water, and Shelter; Health and Medical; Energy; Communications; Transportation; Hazardous Material). This Plan is organized by Emergency Support Function, consistent with the Richland County EOP; a future revision should include a crosswalk showing how the ESF structure supports each Community Lifeline to align with current FEMA and Montana DES reporting expectations.
- **Access and Functional Needs (AFN) Terminology and Training** — Consistent with current FEMA usage, the Special Needs Support Annex has been retitled to reference Access and Functional Needs; the City should further identify AFN points of contact and pursue FEMA independent study training on including people with disabilities and others with access and functional needs in disaster operations.
- **Public Alert and Warning Detail** — CPG 101 identifies Public Alert and Warning as a distinct planning topic; this Plan addresses alerting within ESF-2 and Information Collection and Dissemination, but would benefit from a stand-alone appendix with pre-scripted alert messages and defined IPAWS/Wireless Emergency Alert activation procedures and authorities.
- **Debris and Distribution Management Detail** — ESF-3 addresses debris clearance at a policy level; a detailed City Debris Management Plan (temporary debris staging sites, monitoring, and contractor pre-qualification) is recommended as a future supporting document.
- **Climate and Long-Term Resilience** — Future revisions should consider incorporating updated climate-informed hazard trends (e.g., drought frequency, extreme heat) as they are addressed in the next update of the Richland County Pre-Disaster Mitigation Plan.

These items do not diminish the completeness of the current Plan for adoption; they are offered as a prioritized roadmap for continuous improvement consistent with CPG 101's emphasis on planning as an ongoing cycle rather than a single finished product.

10. References

- Comprehensive Preparedness Guide (CPG) 101, Version 3.1, Developing and Maintaining Emergency Operations Plans, Federal Emergency Management Agency, May 2025.
- Comprehensive Preparedness Guide (CPG) 101, Version 2.0, Developing and Maintaining Emergency Operations Plans, Federal Emergency Management Agency, November 2010.
- Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide, Comprehensive Preparedness Guide (CPG) 201, Federal Emergency Management Agency.
- Considerations for Fusion Center and Emergency Operations Center Coordination, U.S. Department of Homeland Security.
- Community Water System Emergency Response Plan Template and Instructions, U.S. Environmental Protection Agency.

- Richland County, Montana Emergency Operations Plan, 2018 (as amended), Richland County Office of Emergency Management.
- Addendum S to the Richland County, Montana Emergency Operations Plan, April 14, 2025.
- Montana Emergency Response Framework (MERF), Montana Disaster and Emergency Services, Montana Department of Military Affairs.
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services, 2025.
- National Response Framework, Federal Emergency Management Agency.
- National Incident Management System, Federal Emergency Management Agency.
- Richland County Pre-Disaster Mitigation Plan, adopted May 19, 2014, as updated.
- Interlocal Agreement / Mutual Aid Agreement between Richland County and the City of Sidney.

ANNEXES

Emergency Support Function (ESF) Annexes

The following fifteen Emergency Support Function (ESF) annexes describe the organization, roles, and responsibilities of City of Sidney departments and cooperating agencies for coordinating specific categories of emergency response and recovery activity, mirroring the structure of the National Response Framework and the Richland County Emergency Operations Plan.

EMERGENCY SUPPORT FUNCTION 1

ESF-1: Transportation

Coordinating Agency	Sidney Public Works Department
Primary Agencies	Sidney Public Works Department, Richland County Road Department (mutual aid)
Support Agencies	Sidney Police Department, Richland County Office of Emergency Management, Montana Department of Transportation, Montana Highway Patrol, Sidney Public Schools (bus transportation)

Purpose

ESF-1 coordinates the assessment and restoration of transportation infrastructure within the City of Sidney and coordinates transportation resources to meet public needs and support the transportation needs of other ESFs during response and recovery, including assessing damage to, and restoring and maintaining, City streets, bridges, and rights-of-way.

Scope

This ESF addresses movement of people and resources within the City; repair and restoration of City transportation infrastructure; supporting emergency operations by identifying routes and controlling traffic; transporting people, with additional consideration for medical patients and vulnerable populations; and transporting material such as equipment and supplies. Additional guidance on debris clearance is in ESF-3, and evacuation route guidance is in the Evacuation Support Annex.

Situation

Damage to City transportation infrastructure is likely in a significant disaster. The type and degree of damage determines the effectiveness of response and recovery. Hazards that could disrupt the ability to use City streets include severe winter weather, flooding, hazardous materials incidents, and earthquake.

Planning Assumptions

- City transportation capabilities are largely limited to road-based ground transportation systems.
- Most residents will use private transportation to evacuate or relocate.
- Increased traffic associated with an evacuation will strain the City's street network.
- The City will coordinate with Richland County Road Department, the Town of Fairview, and Montana Department of Transportation regarding mutual aid, priorities for restoration of critical routes, and public information on road closures and detours.

Concept of Operations — Roles and Responsibilities

Sidney Public Works Department (Coordinating Agency):

- Maintain a resource list of available City transportation resources, including locations of potential fueling points.
- Support Richland County EOC operations and coordinate ESF-1 activities for the City.

- Work with Richland County and Montana DOT to designate transportation bases, staging areas, and refueling and repair facilities.

Primary and Support Agencies:

- Undertake an immediate survey of City streets following a severe disaster and report estimates of traffic capability and route closures to the Richland County EOC and the City Emergency Management Coordinator for public information purposes.
- Prioritize the repair and restoration of transportation infrastructure so essential services receive first priority.
- Maintain records of expenditures and document resources utilized during response and recovery.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 2

ESF-2: Communications

Coordinating Agency	Richland County 9-1-1 Dispatch – Richland County Sheriff's Office (serving the City of Sidney)
Primary Agencies	Richland County 9-1-1 Dispatch – Richland County Sheriff's Office, Sidney Police Department, Sidney Fire Department
Support Agencies	City of Sidney Administration, National Weather Service, Montana Disaster and Emergency Services, Amateur Radio Emergency Services (ARES), Local radio and broadcast media

Purpose

ESF-2 organizes, develops, and maintains adequate communications capability to support City emergency operations, and to provide or supplement alerting and warning to key City officials and the public of an impending or occurring emergency or disaster.

Scope

This ESF applies to the communications and warning assets serving the City of Sidney, including radio, Richland County 9-1-1 dispatch, voice and data links, telephone and cellular systems, the National Warning System, the Emergency Alert System, and amateur radio.

Situation

The City of Sidney is served by the Richland County 9-1-1 dispatch center, a division of the Richland County Sheriff's Office, acts as the central receiving point for warning information for the City. The Montana Criminal Justice Information Network (CJIN) is the primary means of receiving and disseminating warnings to City and County officials; the National Warning System (NAWAS) serves as backup.

Planning Assumptions

- City departments have their own communications equipment and rely on interoperable radio frequencies coordinated through Richland County.
- Normal telephone, cellular, and internet communications may be disrupted during a significant emergency, requiring reliance on radio and amateur radio resources.
- Tests of local warning systems will be conducted periodically with Richland County to familiarize City government and the public with their use.

Concept of Operations — Roles and Responsibilities

Richland County 9-1-1 Dispatch (serving the City of Sidney) (Coordinating Agency):

- Coordinate the Richland County 9-1-1 dispatch center's communications support for City incidents.
- Coordinate with local amateur radio operators to establish a secondary communications network supporting City shelters and operations.

- Coordinate access to and activation of the Integrated Public Alert and Warning System (IPAWS) and Wireless Emergency Alerts for City-specific protective action messages, in accordance with Richland County procedures.
- Periodically test communications systems serving the City through joint exercises with Richland County.

Primary and Support Agencies:

- Maintain an inventory of City radio frequencies and communications resources.
- Encourage that all City personnel with emergency responsibilities are trained in radio operation and procedures.
- Assure that City staff are trained in Emergency Alert System (EAS) procedures.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 3

ESF-3: Public Works and Engineering

Coordinating Agency	Sidney Public Works Department
Primary Agencies	Sidney Public Works Department, Sidney Fire Marshal / Building Inspector
Support Agencies	Richland County Road Department, Richland County Office of Emergency Management, Montana Department of Transportation, Montana Disaster and Emergency Services

Purpose

ESF-3 provides guidance for the emergency coordination of public works and engineering services within the City, including debris removal, collection, and disposal, and the restoration of water, wastewater, and other essential City infrastructure after a disaster or incident.

Scope

This ESF's scope is to remove debris from City streets, manage storm damage, provide rapid restoration of City water and sewer services, repair essential City infrastructure, provide damage assessment information, and cooperate with other emergency agencies, including technical evaluations, emergency repair of water and wastewater facilities, debris clearance, and emergency power.

Situation

An emergency or disaster may cause serious life-safety issues or property damage to City infrastructure. Damage to City roads, bridges, water/wastewater treatment facilities, and other facilities may require reinforcement, temporary repair, or demolition for safety.

Planning Assumptions

- A major emergency or disaster may cause extensive damage to City property and infrastructure; debris may make City streets impassable.
- City water and wastewater utilities may be damaged or partially or fully inoperable.
- Assistance from Richland County, the State, and the federal government may be needed to clear debris, perform damage assessments, make emergency repairs to essential public facilities, and provide emergency water for human health needs and firefighting.

Concept of Operations — Roles and Responsibilities

Sidney Public Works Department (Coordinating Agency):

- Coordinate all responding public and private public works and engineering resources within the City.
- Assess the need for outside public works and engineering resources to support City emergency operations.
- Work with those responsible for damage assessment to deploy appropriately trained personnel to assess damage to City roads, bridges, buildings, and infrastructure.

Primary and Support Agencies:

- Provide personnel for internal and external preliminary damage assessment teams.
- Coordinate with support agencies to supply services and resources through the Richland County EOC and provide initial damage assessment on City public facilities.
- Maintain records of expenditures and document resources utilized during response and recovery.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 4

ESF-4: Firefighting

Coordinating Agency	Sidney Fire Department
Primary Agencies	Sidney Fire Department, Sidney Fire Marshal / Building Inspector
Support Agencies	Richland County Rural Fire Districts (mutual aid), Montana Department of Natural Resources and Conservation, Sidney Police Department, Sidney Public Works Department, Montana Disaster and Emergency Services

Purpose

ESF-4 describes how the City of Sidney will detect and suppress structural, wildland, and vehicle fires, and provides an organized capability for effective fire management that utilizes all available firefighting resources within the City and through mutual aid.

Scope

This ESF addresses all firefighting activities within City limits, including the detection and suppression of structural, wildland-urban interface, and vehicle fires occurring separately or coincidentally with a significant natural or technological disaster, and mutual aid coordination with Richland County rural fire districts and neighboring municipal fire departments.

Situation

The City of Sidney faces hazards that may require firefighting support, including structure fires, wildland-urban interface fire risk in and around the City, and hazardous materials fires associated with rail, pipeline, and highway transport corridors.

Planning Assumptions

- During a disaster, some City firefighting resources may become scarce or damaged; mutual aid from Richland County rural fire districts and the State will be requested as needed.
- The Sidney Fire Department will ensure fire protection to the City prior to committing resources to mutual aid.
- Fire personnel are trained in ICS/NIMS, providing a strong level of command structure understanding during an incident.

Concept of Operations — Roles and Responsibilities

Sidney Fire Department (Coordinating Agency):

- Work within the guidelines of established fire mutual aid agreements and operating plans.
- Coordinate activation of the Richland County EOC in support of significant fire operations.

Primary and Support Agencies:

- Assume command of structural fire incidents within City limits until relieved or until Unified Command is established.

- Provide support functions, resources, or emergency personnel as agreed upon in mutual aid agreements.
- Maintain updated resource inventories of supplies, equipment, and personnel resources.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 5

ESF-5: Emergency Management

Coordinating Agency	City of Sidney Emergency Management Coordinator, in coordination with the Richland County Office of Emergency Management
Primary Agencies	Mayor, Chief Administrative Officer, City of Sidney Administration, Sidney Police Department
Support Agencies	Richland County Office of Emergency Management, Richland County 9-1-1 Dispatch, American Red Cross, Montana Disaster and Emergency Services

Purpose

ESF-5 describes how the City of Sidney will support incident information and planning needs to develop and maintain a common operating picture, and collects, analyzes, and shares information about a potential or actual emergency or disaster to enhance the response and recovery activities of the City and Richland County.

Scope

ESF-5 serves as the hub for receipt and dissemination of incident information affecting the City; coordinates with on-scene Incident Commanders, City departments, and Richland County to facilitate the flow of situational information; supports collection and aggregation of City damage assessment data; and supports incident action planning coordinated through the Richland County EOC.

Situation

Emergencies or disasters may occur within the City at any time, causing significant human suffering, injury and death, public and private property damage, economic hardship, and disruption of City government.

Planning Assumptions

- There will be an immediate and continuing need to collect, process, and disseminate situational information from the City to identify urgent response requirements.
- During the early stages of an event, information available to the City may be vague or incomplete; verification will improve as the event matures.
- The City will keep the Richland County EOC current on all pertinent activities occurring within City limits.

Concept of Operations — Roles and Responsibilities

City of Sidney Emergency Management Coordinator, in coordination with the Richland County Office of Emergency Management (Coordinating Agency):

- Prepare, in concert with the Mayor and Chief Administrative Officer, a Declaration of Local Emergency or Disaster and any amendments, consistent with §§ 10-3-402 through 10-3-404 MCA.

- Coordinate emergency management mutual aid with Richland County, the Town of Fairview, and relief organizations such as the American Red Cross.
- Coordinate and conduct a post-disaster situation analysis (After-Action Report) to identify lessons learned and revise plans as needed.

Primary and Support Agencies:

- Provide ongoing status reports to the Richland County EOC as requested.
- Assess City-specific information and make recommendations on actions to be taken.
- Procure available documentation of the event for archiving.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 6

ESF-6: Mass Care

Coordinating Agency	American Red Cross, in coordination with the City of Sidney
Primary Agencies	American Red Cross, Sidney Public Schools (shelter facilities)
Support Agencies	City of Sidney Administration, Voluntary Organizations Active in Disaster (VOAD) partners, The Salvation Army, Local churches, Richland County Public Health Department

Purpose

ESF-6 describes how the City of Sidney will support the efforts of the American Red Cross and nongovernmental organizations to address the mass care, emergency assistance, temporary housing, and human services needs of City residents and visitors impacted by disaster.

Scope

This ESF addresses temporary short-term sheltering needs within or near the City during a major emergency or disaster, coordination of opening shelters through the Richland County EOC and the American Red Cross, mass feeding operations, and reunification services.

Situation

The City of Sidney can provide emergency short-term protection to meet the needs of residents by maximizing use of Sidney Public Schools, churches, and community facilities as temporary housing, feeding, or medical facilities. The American Red Cross — Sidney Chapter is the primary organization responsible for mass care and shelter operations serving the City.

Planning Assumptions

- The City may need to activate one or more shelters located within City limits for a limited number of residents and visitors.
- Some residents will go to shelters; others will find shelter with friends and relatives.
- Household pets and service animals require coordinated sheltering consistent with ESF-11 and applicable federal and State requirements.

Concept of Operations — Roles and Responsibilities

American Red Cross, in coordination with the City of Sidney (Coordinating Agency):

- Coordinate with the American Red Cross and Richland County on inventories of available public shelter facilities within the City.
- Coordinate the implementation of the overall shelter program serving City residents as needed.
- Establish communications between City shelters and the Richland County EOC.

Primary and Support Agencies:

- Identify suitable City and community facilities and develop emergency SOPs and MOUs for their use as shelters.
- Maintain a list of shelters, capabilities, and resources available within the City.
- Track displaced City residents and support family reunification.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 7

ESF-7: Resource Support

Coordinating Agency	City of Sidney Administration, in coordination with the Richland County Office of Emergency Management
Primary Agencies	City of Sidney Administration, Richland County Office of Emergency Management
Support Agencies	City Finance/Clerk Department, American Red Cross, Montana Disaster and Emergency Services

Purpose

ESF-7 coordinates resource support to the City of Sidney consisting of emergency relief supplies, facility space, office equipment and supplies, contracting services, transportation services (in coordination with ESF-1), security services, and personnel required to support immediate City response activities.

Scope

ESF-7 provides a flexible organizational structure for coordinating the procurement and provision of City and private-sector resources during a disaster; receiving and coordinating response to resource requests from City departments; monitoring and tracking available and committed resources; and documenting the financial costs of providing resources.

Situation

Resource support could be affected by several disaster scenarios, including severe winter weather, flooding, or wildfire, which could isolate the City and prevent timely arrival of outside resource support. The City must be able to coordinate local resources for a period of time prior to the arrival of additional assistance.

Planning Assumptions

- Requests for and utilization of outside resources will often become necessary in a larger-scale emergency or disaster affecting the City.
- Resource requirements beyond the capacity of City departments will be coordinated through the Richland County EOC.
- Local (City, County, and mutual aid) resources must be exhausted before State or federal assistance becomes available through a Governor's or Presidential declaration.

Concept of Operations — Roles and Responsibilities

City of Sidney Administration, in coordination with the Richland County Office of Emergency Management (Coordinating Agency):

- Maintain the City's role within the Richland County EOC with appropriate equipment, consumables, resource lists, and staff availability.

- Maintain liaison with support agencies, the local business community, and volunteer organizations serving the City.
- Classify and inventory City resources using NIMS resource typing definitions where applicable, to speed mutual aid requests and tracking.
- Develop procedures for field personnel to register emergency workers at a City disaster site.

Primary and Support Agencies:

- Coordinate City resources through use of the Richland County EOC or other coordination point during an emergency or disaster.
- Locate, procure, and issue resources to City departments for use in emergency operations.
- Maintain records of expenditures and document resources utilized during recovery.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 8

ESF-8: Public Health and Medical Services

Coordinating Agency	Richland County Public Health Department, in coordination with Sidney Health Center
Primary Agencies	Richland County Public Health Department, Sidney Health Center, Richland County Emergency Medical Services / Ambulance Service
Support Agencies	City of Sidney Administration, Area pharmacies, American Red Cross, Eastern Montana Community Mental Health Center, Montana Department of Public Health and Human Services

Purpose

ESF-8 coordinates plans, procedures, and resources to support health and medical care within the City of Sidney during a time of emergency or a developing potential health and medical situation, complementing rather than replacing the existing emergency plans and procedures of Sidney Health Center and area medical providers.

Scope

ESF-8 is designed to provide a flexible organizational structure capable of meeting the requirements of many emergency scenarios with the potential to require activation of the Richland County EOC and implementation of this Plan, including surge support for Sidney Health Center, coordination of mental and behavioral health services, and coordination with the Richland County Coroner for mass fatality management.

Situation

Sidney Health Center serves as the regional hospital for the City of Sidney and much of Richland County. A significant natural disaster or technological event could overwhelm the City's and region's medical system, necessitating both State and federal public health and medical care assistance.

Planning Assumptions

- Emergency medical and public health services will be an extension of normal duties for area providers during most incidents.
- City and County resources are capable of meeting most emergencies; large-scale disasters may require State and federal assistance and, in catastrophic situations, relocation of medical facilities.
- Disaster victims and emergency services personnel who report to established shelters may require triage and treatment of minor injuries.

Concept of Operations — Roles and Responsibilities

Richland County Public Health Department, in coordination with Sidney Health Center (Coordinating Agency):

- Provide leadership in directing, coordinating, and integrating overall public health and medical assistance to areas of the City affected by an incident.

- Coordinate the activation and deployment of health and medical services personnel, supplies, and equipment supporting the City.
- Notify Montana DES of significant public health emergencies affecting the City.

Primary and Support Agencies:

- Coordinate services, equipment, and personnel to meet the health and medical needs of City disaster victims.
- Coordinate with the Richland County Coroner for mass fatality management, consistent with the Mass Fatality and Mass Casualty Support Annex.
- Maintain records of expenditures and document resources utilized during recovery.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 9

ESF-9: Search and Rescue

Coordinating Agency	Sidney Police Department
Primary Agencies	Sidney Police Department, Sidney Fire Department
Support Agencies	Richland County Sheriff's Office, City of Sidney Administration, Montana Highway Patrol, Montana National Guard, Amateur Radio Operators

Purpose

ESF-9 describes how the City of Sidney will coordinate deployment of resources for both urban and non-urban search and rescue within City limits during a major disaster or incident.

Scope

This ESF addresses urban and structural collapse search and rescue, and, in coordination with Richland County, wilderness, water, and aeronautical search and rescue operations affecting the City. This ESF also addresses use of search and rescue resources in support of emergency management response and recovery activities.

Situation

A major disaster or emergency situation affecting the City may result in displaced, stranded, lost, or trapped individuals needing prompt rescue and medical attention. Local resources are capable of handling day-to-day activities; the Sidney Police Department is the lead City agency for search and rescue activities within City limits.

Planning Assumptions

- Heavy rescue operations, or water rescue due to flooding, will be a team effort of City police, fire, Richland County Sheriff's Office, and other agencies as appropriate under NIMS.
- An emergency or disaster can cause buildings to collapse or leave people stranded due to rising water, threatening lives and requiring prompt search, rescue, or medical care.
- Whenever local resources are exhausted, unavailable, or unqualified for a particular search and rescue mission, assistance may be requested through Richland County, the State, and federal search and rescue resources.

Concept of Operations — Roles and Responsibilities

Sidney Police Department (Coordinating Agency):

- Provide leadership in directing, coordinating, and integrating overall City search and rescue efforts.
- Coordinate and direct the activation and deployment of City personnel, supplies, and equipment.
- Provide a point of contact for the public to report possible search and rescue needs within the City.

Primary and Support Agencies:

- Respond as required on a priority basis and coordinate activities with responding agencies.

- Coordinate with search and rescue elements responding from outside the City.
- Conduct other specific response actions as dictated by the situation.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 10

ESF-10: Oil and Hazardous Materials Response

Coordinating Agency	Sidney Fire Department
Primary Agencies	Sidney Fire Department, Sidney Police Department
Support Agencies	City of Sidney Public Works Department, Montana Department of Environmental Quality, Montana State HAZMAT Incident Response Team (SHMIRT), Montana Disaster and Emergency Services, Richland County LEPC

Purpose

ESF-10 describes how the City of Sidney will respond to an actual or potential discharge or release of hazardous materials resulting from a natural, human-caused, or technological incident within City limits, and coordinates the appropriate response to related environmental protection issues, consistent with § 10-3-1209 MCA.

Scope

ESF-10 provides for a coordinated, effective, and efficient response to discharges and releases of oil, gas, or hazardous materials within the City, including chemical, biological, radiological, nuclear, or explosive (CBRNE) substances, whether accidental or intentional, and establishes lead coordination roles among City departments.

Situation

Hazardous materials are commonly stored, used, and transported through the City of Sidney via roadway, railroad, and pipeline in support of regional agriculture and energy development. A release of hazardous materials from either fixed facilities or transportation incidents poses a possible threat to the City.

Planning Assumptions

- Local response to hazardous materials incidents is limited in scope by financial and training constraints; specialized State teams (SHMIRT, EOD, Civil Support Team) may be requested through Montana DES.
- A natural or technological disaster could result in single or numerous situations in which hazardous materials are released into the environment within the City.

Concept of Operations — Roles and Responsibilities

Sidney Fire Department (Coordinating Agency):

- Provide leadership in directing, coordinating, and integrating overall City efforts to provide hazardous materials response.
- Encourage that all first responders be trained in awareness and operations-level hazardous materials response.

- Notify Montana DES of all significant hazardous materials incidents within the City and request assistance when needed.

Primary and Support Agencies:

- Make tactical field decisions consistent with the Sidney Fire Department's hazardous materials Standard Operating Guidelines, including establishing an isolation area, perimeter control, and incident command.
- Coordinate all federal or State hazardous materials resources into the affected area from staging areas.
- Continue to reassess priorities and strategies throughout the emergency.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 11

ESF-11: Agriculture and Natural Resources

Coordinating Agency	Richland County Extension Office, in coordination with the City of Sidney
Primary Agencies	Richland County Extension Office, Richland County Public Health Department
Support Agencies	City of Sidney Public Works Department, Local veterinarians, Humane Society, Montana Department of Livestock, Montana Department of Agriculture

Purpose

ESF-11 identifies the responsibilities of organizations charged with oversight of food and water supplies within the City in the case of a disaster or emergency, and organizes the resources available to address animal care, including household pets and service animals, in the event of a disaster.

Scope

This ESF addresses assessment of food and water needs for areas of the City impacted by disaster; assuring the safety and security of the commercial food supply; coordinating actions to prevent the loss of household pets and service animals; and coordinating with Richland County on livestock and agricultural issues affecting the surrounding area.

Situation

A significant emergency or disaster may diminish food and water stores within the City. Any displacement or evacuation of City residents may place household pets and service animals at risk for food, shelter, and care.

Planning Assumptions

- The need for fresh food and water will likely overwhelm the City's local supply if electricity is not available for three or more days.
- Emergency shelters operated by the American Red Cross generally will not accommodate household pets; the City and County will coordinate identification of pet-friendly sheltering options consistent with the PETS Act.

Concept of Operations — Roles and Responsibilities

Richland County Extension Office, in coordination with the City of Sidney (Coordinating Agency):

- Exercise overall responsibility for the coordination of ESF-11 activities affecting the City.
- Coordinate agriculture and animal care assessments at the disaster site to determine needs and priorities.
- Provide media releases, in accordance with ESF-15, regarding sheltering options for displaced household pets.

Primary and Support Agencies:

- Identify sites and facilities within or near the City for boarding and/or quarantining household pets, if possible.
- Advise the Richland County EOC of food and agricultural health hazards.
- Document all costs and expenses associated with response and recovery activities.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 12

ESF-12: Energy

Coordinating Agency	City of Sidney Public Works Department, in coordination with area utility providers
Primary Agencies	City of Sidney Public Works Department, Electric utility providers, Natural gas providers
Support Agencies	Richland County Road Department, Sidney Police Department, Montana Disaster and Emergency Services

Purpose

ESF-12 describes how the City of Sidney will coordinate plans, procedures, and resources to support response to and recovery from shortages and disruptions in the supply and delivery of utilities within the City during a major disaster or incident.

Scope

This ESF coordinates with utilities operating within the City to maintain the integrity of supply systems during emergency situations and to ensure damages are repaired and services restored efficiently; monitors and coordinates the availability of electricity, natural gas, and generation fuels; and coordinates with private-sector providers of energy and transportation fuels.

Situation

Emergencies, both natural and human-caused, can significantly affect public and privately owned utilities serving the City. The ability to quickly restore damaged water, power, natural gas, and sewer systems is essential to minimizing a disaster's impact on the safety, health, and economy of the City.

Planning Assumptions

- A major disaster could destroy or damage portions of the City's energy and utility systems.
- Widespread and possibly prolonged electrical power failures could occur in a major disaster.
- City departments, under an emergency declaration, may require authority to access private property to evaluate and shut off utilities that jeopardize public and private property or threaten public health, safety, or the environment.

Concept of Operations — Roles and Responsibilities

City of Sidney Public Works Department, in coordination with area utility providers (Coordinating Agency):

- Maintain liaison with local utilities serving the City, including the ability to contact representatives on a 24-hour basis.
- Seek an emergency declaration and coordinate the regulation of water and utility usage in times of shortages, as appropriate.
- Coordinate public information and instructions with ESF-15.

Primary and Support Agencies:

- Coordinate assistance to support local utility and energy providers, as requested.
- In conjunction with the Richland County EOC, determine priorities among users if adequate utility supply is not available to meet all essential needs.
- Make initial damage assessments and provide information necessary for compiling damage and operational capability reports.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 13

ESF-13: Public Safety and Security

Coordinating Agency	Sidney Police Department
Primary Agencies	Sidney Police Department, City of Sidney Administration
Support Agencies	Richland County Sheriff's Office, Montana Highway Patrol, Montana Disaster and Emergency Services

Purpose

ESF-13 supports the Sidney Police Department in addressing public safety and security capabilities and resources to support the full range of incident management activities associated with emergencies and disasters within the City.

Scope

This ESF provides a mechanism for coordinating and providing adequate support to authorities for law enforcement, public safety, and security capabilities and resources within the City, including normal law enforcement responsibilities such as evacuation and movement of the public away from a hazard area and enforcing limited access to hazardous areas.

Situation

The City of Sidney is vulnerable to the effects of flooding, extreme wind, winter storms, and other hazards identified in the Basic Plan that could cause public and private property loss and damage, death and injury, and prolonged impact.

Planning Assumptions

- General law enforcement problems are compounded by disaster-related community disruption, restriction of movement, and a shortage of law enforcement resources.
- The capabilities of the Sidney Police Department will be quickly exceeded in a significant incident; supplemental assistance will be requested through Richland County and State mutual aid channels.

Concept of Operations — Roles and Responsibilities

Sidney Police Department (Coordinating Agency):

- Notify Richland County 9-1-1 of a major law enforcement emergency within the City.
- Coordinate capabilities, resources, and assets necessary to alleviate disaster impacts on City residents and public entities.
- Provide a representative to the Richland County EOC with the authority to coordinate law enforcement functions for the City.

Primary and Support Agencies:

- Restore and maintain law and order within the City; control traffic during and after emergencies and maintain access and egress routes.

- Recommend evacuation of endangered populations within the City and inform the public of evacuation orders.
- Maintain updated resource inventories of supplies, equipment, and personnel resources.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 14

ESF-14: Long-Term Community Recovery

Coordinating Agency	City of Sidney Administration, in coordination with the Richland County Office of Emergency Management
Primary Agencies	Mayor, Chief Administrative Officer, City of Sidney Administration, City of Sidney Public Works Department
Support Agencies	Richland County Office of Emergency Management, Sidney Chamber of Commerce, Federal Small Business Administration, Federal Emergency Management Agency, Montana Disaster and Emergency Services

Purpose

ESF-14 provides a framework for City of Sidney support to nongovernmental organizations and the private sector to recover from the effects of a major disaster, and enables community recovery from long-term consequences, including assessment of damages, restoration, and reduction of risk from future incidents where possible.

Scope

This ESF applies to City departments following a disaster that affects the long-term recovery of the community. Support and resources vary depending on the extent and type of incident. ESF-14 may be activated for large-scale events requiring City assistance in areas such as housing, business, employment, and infrastructure.

Situation

The City of Sidney is vulnerable to a variety of natural and human-caused disasters that could cause public and private property loss and damage, death and injury, damage to the environment, and prolonged disruption in the community.

Planning Assumptions

- Given the City's limited resources to accomplish recovery operations, Richland County, the State, and federal governments will play a major role in substantially supplementing City efforts.
- Depending on the type and scope of the incident, federal resources and/or funds may be available for public and/or private (individual and business) assistance.

Concept of Operations — Roles and Responsibilities

City of Sidney Administration, in coordination with the Richland County Office of Emergency Management (Coordinating Agency):

- Recruit volunteers with professional skills to assist with City damage assessment efforts.
- Establish points of contact with Richland County and State officials to determine approximate areas affected and extent of damage.

- Work to establish a partnership with local business and industry to encourage available programs assisting with economic stabilization and recovery.

Primary and Support Agencies:

- Develop applicable SOPs, guidelines, and/or checklists detailing the accomplishment of assigned functions.
- Provide ongoing status reports as requested by the ESF-14 Coordinator.
- Document all costs and expenses associated with response and recovery activities.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 15

ESF-15: Public Information

Coordinating Agency	City of Sidney Public Information Officer, or designee
Primary Agencies	City of Sidney Public Information Officer, Mayor and City Council, City of Sidney Administration
Support Agencies	Richland County 9-1-1, Public and private media (television, radio, newspaper), Amateur Radio Emergency Services, NOAA National Weather Service (EAS), Montana Disaster and Emergency Services

Purpose

ESF-15 disseminates information to the public and other partners during times of emergency affecting the City of Sidney (e.g., evacuation/shelter-in-place orders, water boil notices, and similar public safety information).

Scope

This ESF applies to any event designated by the City Emergency Management Coordinator or elected officials where significant interagency coordination is necessary; it supports City departments and Richland County partners in the timely and accurate dissemination of information to the public, media, and private sector, and supports development of consistent and accurate messaging.

Situation

The ability to disseminate information to the public during a disaster can be hampered by power outages and damage to telecommunications infrastructure. During a City-wide or larger incident, a Joint Information Center (JIC) may be established, coordinated with Richland County, to coordinate the dissemination of information about all City, County, State, and federal disaster response and recovery programs.

Planning Assumptions

- A public education and information program will help save lives and property during emergencies and disasters affecting the City.
- Demands for information from media outside the City will be significantly increased in a disaster.
- In a significant disaster or emergency event, a Joint Information Center (JIC) may be established with Richland County to help facilitate the flow of information between agencies and the general public.

Concept of Operations — Roles and Responsibilities

City of Sidney Public Information Officer, or designee (Coordinating Agency):

- Coordinate City public information activities with Richland County and other participating agencies.
- Obtain approval for release of information from the Incident Commander.
- Disseminate public information to the Mayor, City Council, and the State PIO when approved.

Primary and Support Agencies:

- Provide maps, charts, status reports, photos, schematics, or other displays that clarify the emergency or disaster situation in support of press conferences and briefings.
- Monitor media broadcasts and articles to check for accuracy and coordinate rumor control.
- Provide updates for the City website and social media regarding the scope of the emergency, impact to the City, and protective action guidance.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

ANNEXES

Support Annexes

Support annexes describe City-wide policies, processes, and organizational structures for cross-cutting emergency management functions that are not specific to a single hazard.

SUPPORT ANNEX

Continuity of Operations and Continuity of Government Support Annex

Coordinating Agency	Mayor and City Council
Support Agencies	City of Sidney Administration and all City departments

Continuity of Government (COG) and Continuity of Operations (COOP) are essential functions of emergency management for the City of Sidney, ensuring the preservation, maintenance, or reconstitution of the City government's ability to carry out its constitutional and statutory responsibilities during and after an emergency or disaster.

Purpose

To provide the framework for the continued operation and continuity of City government and its essential functions during and after an emergency or disaster, and to ensure the preservation of public and other records essential to the continued operations of City government.

Scope

This annex applies to the City of Sidney and its departments, addressing succession of officers, seat of government, emergency powers and authority, the Emergency Operations Plan, primary and alternate emergency operations facilities, preservation of vital records, and protection of critical infrastructure.

Situation

Human-caused or natural disasters may threaten the functional capability of City government through potential destruction of, or harm to, government personnel, facilities, critical systems, resources, and vital records. Contingency plans must provide for the continued protection and safety of the population and bring about the prompt and orderly restoration and recovery of public and private property and services.

Planning Assumptions

- Even during disasters and emergencies, City residents expect government to continue to provide its normal services.
- Services that directly affect the preservation of life, property, and the environment will be given the highest priority for receiving resources.
- Each City department will maintain a continuing program to encourage individual employee preparedness.

Concept of Operations

Succession of Officers

The Mayor has ultimate authority for the City of Sidney. In the event the Mayor is unable or unavailable to perform the duties identified under this Plan, the City Council President, followed by the order of seniority of the remaining Aldermen/Councilmen as established by City ordinance, is designated as the successor. The Chief Administrative Officer maintains continuity of day-to-day City operations and

direction of department heads throughout. Line of succession for each City department head is according to department rules and standard operating procedures.

Seat of Government

The seat of government for the City of Sidney is City Hall, 115 2nd Street S.E., Sidney, Montana 59270. The Mayor, in consultation with the Chief Administrative Officer, may designate an alternate or temporary seat of government should that be necessary, which may be the Richland County EOC or its alternate location during an extreme emergency.

Emergency Powers and Authority

Should a situation be serious enough to warrant the use of City emergency powers, the Mayor may declare a local emergency or local disaster consistent with §§ 10-3-402 through 10-3-405 MCA. Declarations and executive orders invoking emergency power should be filed, within 48 hours or as soon as practical, with the City Council for ratification, confirmation, modification, or rejection.

Emergency Operations Plan

The basis for a coordinated, effective response to a disaster is this Emergency Operations Plan. The objectives of the EOP are to foster a City-wide systematic approach to planning; support a capability for prompt, coordinated response to disasters or threats; provide a basis for assured continuity of government; and promote uniformity in principles, policies, and concepts of operations with Richland County.

Primary and Alternate Emergency Operations Facilities

Primary — City Hall serves as the primary location from which City officials direct and coordinate the City's response, and the Richland County EOC is the facility from which multi-jurisdictional support to on-scene response is coordinated. Alternate — City departments should prepare for the possibility of unannounced relocation of essential functions to alternate facilities capable of supporting operations in a threat-free environment.

Preservation of Vital Records

In order to provide normal government operations following a disaster, vital records — ordinances and resolutions, deeds, financial records, personnel and payroll rosters, succession lists, and operational plans — must be protected by each City department. Department heads are encouraged to inventory and prioritize vital records in their custody and arrange for appropriate backup or off-site storage.

Protection of Essential Functions and Critical Infrastructure

Essential functions are those that enable the City to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the local economic base in emergencies. City departments should take maximum advantage of available communications media, redundant systems, and mutual aid to sustain essential functions.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

SUPPORT ANNEX

Civil Unrest Support Annex

Coordinating Agency	Sidney Police Department
Support Agencies	Sidney Fire Department, Richland County Sheriff's Office, Richland County 9-1-1 Dispatch, City of Sidney Public Works Department, Montana Highway Patrol, Montana National Guard

Civil unrest, like terrorism, is a hazard that, while the frequency of occurrence can seldom be predicted, necessitates considerable planning by the agencies responsible for addressing it within the City of Sidney.

Purpose

To establish the procedures necessary to reduce or minimize the loss of property and threat to persons in areas of civil unrest within the City of Sidney, and to assist in the restoration of order and a return to normal activity after such disturbances.

Scope

Planning for and responding to civil disturbances within the City is primarily the responsibility of the Sidney Police Department and associated resources. Unless other considerations warrant, all other City departments are responsible for maintaining their own operations and services during this type of event. When situations occur that are beyond the capabilities of the City, additional support may be necessary from Richland County and/or the State.

Situation

Civil unrest will be defined to include acts that involve criminal activity by a group comprising a threat to the lives and property of others within the City, whether precipitated by a specific event or resulting from longstanding grievances. These events generally fall under definitions in Montana Code Annotated Title 45, Chapter 8, Part 1.

Planning Assumptions

- Civil disturbances within the City that are addressed under mutual aid agreements providing for limited assistance from Richland County will generally be reported to Montana DES for informational purposes.
- State resources committed to a civil disturbance affecting the City will be coordinated through the Montana DES State Emergency Coordination Center and the Richland County EOC as appropriate.

Concept of Operations

Direction and Control

All operations will be carried out using NIMS/ICS. The Sidney Police Department will assume the Incident Command role. Upon notification to Richland County 9-1-1 dispatch of a potential or actual civil disturbance within the City, communications among all responding agencies will be established to

ensure coordinated response, information sharing, and, at the state level, release of information through the Joint Information Center as detailed in ESF-15.

Authorities and Limitations

The Incident Commander has authority to coordinate the use of resources and personnel at the scene of the emergency. The Mayor has the authority to declare a local emergency within the City, subject to ratification by the City Council, and the responsibility to request a State or federal declaration if appropriate, consistent with §§ 10-3-402 through 10-3-404 MCA. MCA Title 45, Chapter 8, Part 1 addresses conduct disruptive of public order.

Public Information

Once appointed, the Public Information Officer will be responsible for the coordination and dissemination of public information during the emergency and will clear all press releases through the Incident Commander. Instructions to the public may include traffic detours, areas of operation restricted due to actual or anticipated unlawful activity, and curfews imposed as a result of the activity.

Operational Roles and Responsibilities

The Sidney Police Department, in the warning period, should maintain adequate stock of items likely to be in high demand, evaluate equipment needs, update resource lists, and establish inter-agency coordination. During the operations period, the Department should respond to and control the incident consistent with department SOPs, establish Unified Command with other affected jurisdictions as appropriate, and maintain contact with the media through the PIO. During the recovery phase, the Department should release excess personnel and equipment according to a demobilization plan, assist in the compilation of damage assessment, and participate in post-incident analysis.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

SUPPORT ANNEX

EOC Activation Support Annex

Coordinating Agency	City of Sidney Emergency Management Coordinator, in coordination with the Richland County Office of Emergency Management
Support Agencies	Mayor, Chief Administrative Officer, City department heads

The Emergency Operations Center (EOC) serving the City of Sidney is the Richland County EOC, activated and staffed in accordance with the interlocal agreement between the City and County. This annex provides guidance for City participation in the activation and operating procedures for the EOC during an emergency or disaster affecting the City.

Purpose

The purpose of this annex is to provide guidance for City of Sidney representation, coordination, and support during activation of the Richland County Emergency Operations Center. The purpose of the EOC is to support field operations by obtaining and providing resources, maintaining up-to-date information, coordinating activities, providing information to the public, and bringing chief decision-makers together to coordinate the response to a disaster affecting the City.

Scope

It is not intended that the Richland County EOC assume incident command responsibilities for the separate incidents that may occur as the result of a major emergency or disaster within the City, nor does it have authority to do so. The Incident Command System (ICS) is used as the organizational structure to manage the EOC's response activities, enhancing the ability to interface with City departments and field incident command posts.

Situation

In order to provide the most effective response to an emergency affecting the City, efforts should be coordinated through a central office. The Richland County EOC has been designated as the base for county-wide and City-wide emergency management activities. The City of Sidney is responsible for participating in and supporting the maintenance of this EOP and coordinating with the County's emergency operations facility.

Planning Assumptions

- A natural or human-caused disaster or emergency affecting the City may occur at any time, requiring response capabilities beyond what is normally available locally.
- Utilization of this EOP does not require activation of the Richland County EOC; the need for activation will be determined at the time of notification of the event.
- City department heads will send a designated representative to the EOC when requested and will bring personnel, SOPs, and special items such as maps and resource lists needed to operate effectively.

Concept of Operations

Notification

In the event of a natural disaster or other emergency requiring the activation of the EOC, Richland County 9-1-1 will contact the Richland County Emergency Manager, who will coordinate with the City of Sidney Emergency Management Coordinator to determine the level of City participation and representation required.

Levels of Activation

Standby — the lowest level, covering the period before an emergency when there is forewarning of an impending situation. Partial Activation — occurs when the emergency situation reoccurs on a relatively regular basis and requires response by multiple agencies, such as closure of City streets during snowstorms or minor flooding. Full EOC Activation — occurs when the emergency requires the participation of multiple and outside agencies performing the full range of emergency service functions, such as a major flood or earthquake affecting the City.

City Roles and Responsibilities

The City of Sidney Emergency Management Coordinator, in collaboration with the Mayor and Chief Administrative Officer, is responsible for determining and coordinating City representation at the Richland County EOC. City department heads should ensure sufficient staffing is available to represent department interests at the EOC when activated, and to continue delivery of essential City services during the activation.

Administration and Support

All City personnel entering the EOC are required to check in and follow Richland County EOC security procedures. Reports and records, including staffing records, message logs, and situation reports, should be maintained consistent with the Richland County EOC's established forms (e.g., ICS 203, 204, 207, 209, 211, 213, 214).

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

SUPPORT ANNEX

Evacuation Support Annex

Coordinating Agency	Sidney Police Department, in coordination with the Richland County Sheriff's Office
Support Agencies	City of Sidney Public Information Officer, City of Sidney Administration, Sidney Public Schools, American Red Cross, Montana Disaster and Emergency Services

The purpose of this annex is to provide for the orderly and coordinated evacuation of all or any part of the population of the City of Sidney if it is determined that such action is the most effective means available for protecting the population from the effects of any disaster.

Purpose

To provide for the orderly and coordinated evacuation of all or any part of the population of the City of Sidney if it is determined that such action is the most effective means available for protecting the population from the effects of any disaster. The use of in-place sheltering is also considered part of the evacuation process and is addressed in this annex.

Scope

Several emergency situations may require evacuation of all or part of the City. Small-scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, or other incident. Large-scale evacuation may be needed in the event of a City-wide or regional disaster. The basic approach to evacuation is the same regardless of the type of threat.

Situation

There are a wide variety of emergency situations that might require an evacuation of all or part of the City of Sidney. An evacuation may require substantial physical resources for transportation, communication, and traffic control.

Planning Assumptions

- Evacuation of the affected area may be the most effective means of safeguarding lives.
- It is assumed that the public will receive and understand official information related to evacuation, and that most residents will act in their own interest and evacuate dangerous areas when advised to do so by City or County officials.
- Most evacuees will use private transportation; however, transportation may need to be provided for some evacuees, including those with access and functional needs.

Concept of Operations

Authority

The ultimate responsibility for ordering an evacuation within the City rests with City government. The Mayor, and the Incident Commander for the immediate vicinity of an incident site, have the authority to order an evacuation during an emergency. No official has the legal authority to force citizens to

evacuate their homes against their will, unless they are obstructing emergency operations; officials can, however, enforce evacuation of public facilities or places of business.

Evacuation Area Definition and Security

Areas to be evacuated within the City should be determined by the Incident Commander based on the advice of individuals and agencies with the necessary expertise. The Sidney Police Department, through the Incident Commander, establishes an inside and outside security perimeter for the evacuated area, coordinating with the Richland County Sheriff's Office as needed for the outer perimeter.

Shelter-in-Place

This option should always be considered and evaluated in lieu of evacuation. In cases of limited release of hazardous materials of relatively short duration, shelter-in-place is preferable and just as effective a protective measure as evacuation.

Moving Evacuees

The Sidney Police Department, in coordination with the Incident Commander, designates evacuation routes and establishes traffic control points to assist evacuees and maintain continuous flow of traffic toward reception centers and shelters coordinated through ESF-6.

Return of Evacuees

Return of evacuees to their homes or businesses within the City requires the same consideration, coordination, and control as the original evacuation. The following conditions should generally prevail before evacuees are authorized to return: the threat has been resolved; debris has been removed sufficient to permit travel; downed power lines and ruptured utility lines have been repaired or secured; and structures have been inspected and determined safe to reoccupy.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

SUPPORT ANNEX

Mass Fatality and Mass Casualty Support Annex

Coordinating Agency	Sidney Police Department and Richland County Coroner's Office
Support Agencies	Sidney Fire Department, Sidney Health Center, Richland County Health Department, Richland County Coroner's Office, American Red Cross, Montana Disaster and Emergency Services

The purpose of this annex is to provide guidance and a framework for the City of Sidney's response to a casualty-producing event where multiple victims require hospital medical care or mortuary services, and where the number of casualties is likely to exceed local hospital medical surge and/or Richland County Coroner's Office capacity.

Purpose

To provide guidance for the City of Sidney's response to a mass casualty or mass fatality incident, and to provide for a coordinated effort between primary and support agencies responsible for providing mass casualty services and resources during both small-scale emergencies and catastrophic disasters affecting the City.

Scope

A mass casualty incident is generally an event having ten or more casualties all requiring immediate triage and treatment within or affecting the City. This annex addresses direction and control, search and recovery operations, mortuary operations coordinated with the Richland County Coroner, and family assistance.

Situation

A mass casualty incident within the City may result from a transportation accident, structural collapse, severe weather event, hazardous materials release, or other incident. Sidney Health Center serves as the regional hospital; local hospital surge capacity may be exceeded during a major disaster or catastrophic incident.

Planning Assumptions

- There will be little or no warning for a mass casualty incident within the City; such an incident could occur at any time.
- A mass casualty incident may require the use of mutual aid agreements and a declaration of emergency to obtain the support necessary to handle the situation.
- The Richland County Coroner shall be notified in the event of a mass fatality incident within the City to coordinate removal and transfer of human remains.

Concept of Operations

Direction and Control

The first emergency responder on scene should take command of the incident until relieved by an appropriate authority, typically a senior Sidney Fire Department officer during lifesaving operations. The Richland County Coroner may assume command of the incident once all lifesaving activities have been accomplished, survivors removed, and on-site hazards stabilized.

Search and Recovery Operations

Once all lifesaving actions are completed, evidence preservation and collection become paramount. Responders should not move or touch remains without direction or approval by the Coroner. The Richland County Coroner or a designated representative should coordinate the transportation of remains from the incident scene.

Mortuary Operations

During a mass-fatality incident, a centrally located Incident Morgue should be identified and established, in coordination with the Richland County Coroner, as the location where victims are identified, cause of death is determined, and disposition decisions are made. Local funeral homes may provide temporary holding facilities until victims can be transferred to the Incident Morgue.

Family Assistance Center

A designated location for families to gather should be established as a Family Assistance Center in an area away from the scene, coordinated with the American Red Cross and Richland County Public Health Department, including crisis counseling resources for families of victims and for responders.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

SUPPORT ANNEX

Access and Functional Needs Support Annex

Coordinating Agency	City of Sidney Emergency Management Coordinator, in coordination with Richland County
Support Agencies	American Red Cross, Sidney Police Department, Richland County Public Health Department, Sidney Health Center, Montana Volunteer Organizations Active in Disaster (VOAD)

Persons with special physical or mental needs generally manage their lives competently and enjoy a full range of activities commensurate with their limitations. Emergencies, however, can create situations in which such individuals are at greater risk than the general population within the City of Sidney.

Purpose

To provide a framework for supporting City residents and visitors whose members may have additional needs before, during, and after an incident in functional areas including, but not limited to, maintaining independence, communication, transportation, supervision, and medical care.

Scope

This annex is intended to encompass all public and private institutions housing or supervising special needs populations, as well as individuals with special needs living independently within the City of Sidney, including individuals with disabilities, unaccompanied children, older adults, individuals with limited English proficiency, and persons who lack the resources to self-evacuate.

Situation

The City faces special challenges in identifying, locating, and responding to the varied special needs associated with a significant number of City residents and visitors. Statistical estimates following past disasters suggest that approximately 20 percent of a jurisdiction's population may be considered to have access and functional needs.

Planning Assumptions

- The capabilities of public and private agencies to anticipate special needs will be less than perfect; responders must be prepared to act with initiative, creativity, and sensitivity to respond appropriately to those needs.
- There is no dedicated stand-alone Special Needs Shelter facility currently maintained within the City; evacuees with special needs will be managed at existing shelters coordinated under ESF-6, transported to Sidney Health Center or other appropriate facilities, or coordinated with family and caregivers.
- Community resources such as interpreters, health care personnel, and facility managers may make themselves available to provide assistance to City residents with special needs.

Concept of Operations

Identification

There are common challenges in the identification of individuals with disabilities and older adults which emergency managers must appreciate. Many special needs individuals are known to City service providers, Sidney Health Center, area churches, and senior service organizations, which may be of assistance in outreach and identification.

Communication

Traditional means of exchanging information, particularly notification methods, are frequently not accessible to or usable by people with disabilities. A combination of methods — combining visual and audible alerts — is more effective than relying on one method alone, reaching a greater audience than any one method would by itself.

Shelter and Transportation Support

The City coordinates with the American Red Cross and Richland County to identify accessible shelter sites so individuals with mobility limitations are not misdirected unnecessarily, and to identify transportation resources (including accessible vehicles, drivers, and trained attendants) that can provide needed services during an evacuation.

Roles and Responsibilities

The City of Sidney Emergency Management Coordinator maintains a list of special needs providers by name, address, and telephone number that may assist with emergency operations when needed, and works with ESF-6 and ESF-8 representatives to address the needs of City residents who have special needs and may require additional assistance following an emergency or disaster.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

SUPPORT ANNEX

Volunteer and Donations Management Support Annex

Coordinating Agency	City of Sidney Emergency Management Coordinator, in coordination with the American Red Cross
Support Agencies	The Salvation Army, Montana Voluntary Organizations Active in Disaster (VOAD), Area churches, Amateur Radio Emergency Services, Richland County Office of Emergency Management

During emergencies, the unplanned arrival of unsolicited donations and unaffiliated volunteers at a disaster site within the City can jam distribution channels, overwhelm volunteer agencies, and hamper lifesaving operations. Careful planning for donations management should reduce or eliminate these problems.

Purpose

This annex is designed to direct donated goods and services to designated staging areas away from the disaster site within or serving the City, allowing goods to be sorted, organized, and sent to the disaster site based upon specific criteria and priorities set by on-scene personnel. This annex also outlines the handling of spontaneous volunteers during a disaster affecting the City.

Scope

Volunteer services and donated goods in this annex refer to unsolicited donations and unaffiliated volunteer services offered to support the City of Sidney's response and recovery activities.

Situation

During an emergency situation affecting the City of Sidney, local resources and capabilities may become quickly exhausted. In many situations, volunteers and donated goods and services will become essential to the recovery process; managing established needs and coordinating receipt, sorting, prioritizing, and distribution is best accomplished at the Voluntary Organizations Active in Disaster (VOAD) level, in coordination with the City and Richland County.

Planning Assumptions

- Persons not directly affected by an emergency or disaster are eager to render aid to disaster victims through donations of money, goods, and services.
- Unless pre-planned for, an adequate number of personnel to manage donated goods and services may not be available within the City.
- Timely release of information to the public regarding needs and collection points is essential to the effective management of donated goods and services.

Concept of Operations

Receipt of Donated Goods

Voluntary Organizations Active in Disaster (VOAD) may serve as the lead for the reception and distribution of donated goods supporting the City. The magnitude of the disaster and severity of local need should dictate the amount of space and personnel required for reception and distribution.

Volunteer Coordination

The City of Sidney Emergency Management Coordinator, in coordination with Richland County, will solicit donations to address specific unmet needs, and will coordinate a Volunteer Reception Center for registration of volunteers wishing to donate their services in support of City emergency operations.

Public Information

Any time this annex is activated, in whole or part, close coordination with the City Public Information Officer is essential so donation needs, information on the availability of donated goods, and pertinent information on the donations and volunteer management program is provided to the media for dissemination to the public.

Roles and Responsibilities

The City Emergency Management Coordinator maintains a list of volunteers, by name, address, telephone number, and applicable special capabilities, that may assist with City emergency operations when needed, and coordinates the deployment of volunteers in support of City emergency operations.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

ANNEXES

Incident Annexes

Incident annexes describe City of Sidney response strategies for specific hazards identified in the Basic Plan's Hazard Analysis and in the Richland County Pre-Disaster Mitigation Plan.

INCIDENT ANNEX

Earthquake Incident Annex

Coordinating Agency	City of Sidney Emergency Management Coordinator
Support Agencies	Sidney Police Department, Sidney Fire Department, City of Sidney Public Works Department, Amateur Radio Emergency Services, American Red Cross, Utilities serving the City, Montana Disaster and Emergency Services

Purpose

To provide instructions and standard processes for warning, response, and recovery from the effects of a damaging earthquake affecting the City of Sidney.

Scope

This annex addresses response to a damage-producing earthquake and the planned recovery actions within the City. There is no history of a major earthquake in Richland County, but the City includes earthquake planning consistent with an all-hazards approach.

Situation

All City facilities, including public schools, Sidney Health Center, and municipal buildings, are subject to damage from even a moderate earthquake. The inability to predict or provide timely warning for earthquakes means that all earthquake planning is reactive or responsive; a large number of City employees may be unable to reach City Hall or the Richland County EOC depending on when the earthquake occurs.

Planning Assumptions

- Field units may need to self-initiate responses and work independently until centralized command, control, and communications can be reestablished.
- An immediate assessment should be made by all City response agencies to determine their ability to respond, availability of responders, and status of stations and equipment.
- The Richland County EOC should be immediately activated to support City response following a significant earthquake.

Concept of Operations

Preparedness Actions

- Continue to maintain and revise applicable response plans pertaining to earthquakes and other seismic activity, including this EOP and supporting City department SOGs.
- Pre-designate evacuation routes and alternate routes for City areas vulnerable to structural collapse.
- Conduct pre-incident planning for sheltering and evacuation related to earthquakes, in coordination with ESF-6 and the Evacuation Support Annex.

Response Actions

- Activate this EOP when earthquake and/or seismic incidents pose threats to the City.
- Coordinate activation of the Richland County EOC and establish Incident Command for City response.
- Conduct preliminary damage assessment of critical City infrastructure (City Hall, Sidney Health Center, roads, bridges, schools, and municipal facilities) to determine structural safety.
- Direct search and rescue and firefighting resources to the most essential facilities within the City, and provide basic mass care (food, water, shelter).

Recovery Actions

- Encourage an orderly demobilization of emergency operations in accordance with current demobilization plans.
- Once the threat to public safety is eliminated, conduct and/or coordinate City cleanup and recovery operations.
- Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of an After-Action Report / Improvement Plan.

Mitigation Actions

- Encourage non-structural mitigation projects at critical City facilities and schools.
- Encourage participation in Earthquake Preparedness Month outreach activities.
- Encourage private utilities serving the City to retrofit their systems for seismic stability.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan and Pre-Disaster Mitigation Plan.
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

INCIDENT ANNEX

Flooding and Dam Failure Incident Annex

Coordinating Agency	City of Sidney Emergency Management Coordinator, in coordination with the Richland County Office of Emergency Management
Support Agencies	City of Sidney Public Works Department, Sidney Fire Department, Sidney Police Department, Richland County Environmental Health Department, Utilities serving the City, U.S. Army Corps of Engineers, Montana Department of Natural Resources and Conservation, National Weather Service

Purpose

To provide a framework of coordination between City departments, Richland County, and other agencies to help ensure the safety of life and property during a flood or dam failure event affecting the City of Sidney, defining roles, responsibilities, and organizational relationships of government and private agencies.

Scope

This annex covers all areas within the City of Sidney. Types of flooding include riverine flooding of the Yellowstone River, flash flooding along Lone Tree Creek and City storm drainage, ice-jam flooding, and dam-failure flooding associated with upstream dams identified in the Richland County Pre-Disaster Mitigation Plan.

Situation

Both the City of Sidney and the Town of Fairview are located near the Yellowstone River, and Lone Tree Creek travels through the southwest portion of the City, creating riverine and flash-flood exposure. Vulnerability to flooding is dependent on local weather conditions, local development patterns, and site-specific floodwater constraints.

Planning Assumptions

- Information pertaining to weather changes that could result in flooding will continue to be available through the National Weather Service and shared with the City through Richland County.
- Local resources may be rendered useless or severely degraded as the result of a flood affecting the City.
- Large numbers of flood evacuees requiring mass care are possible; City infrastructure, including water and wastewater systems, may be compromised as a result of flooding.

Concept of Operations

Preparedness Actions

- Continue to maintain and revise applicable response plans pertaining to flood events affecting the City.

- Coordinate City preparedness activities with Richland County, seeking understanding of interactions with participating agencies for flooding scenarios.
- Encourage City Public Works to keep current physical and personnel resource lists (e.g., heavy equipment, sandbags) and to test and maintain response and communications equipment.

Response Actions

- Activate mutual aid agreements with Richland County as needed.
- Coordinate activation of the Richland County EOC and implement appropriate City staffing.
- Coordinate the evacuation of affected City areas, if necessary, consistent with the Evacuation Support Annex.
- Assist with the coordination of public works-type activities, such as debris removal from storm drains, bridges, main arterial routes, and public rights-of-way within the City.

Recovery Actions

- Monitor secondary hazards associated with floods (e.g., landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities).
- Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans.
- Offer recommendations to City departments for improvements in planning, zoning, and building code ordinances.

Mitigation Actions

- Encourage facilities to keep Emergency Action Plans current and exercise them regularly.
- Encourage City participation in the National Flood Insurance Program (NFIP) and, where feasible, the NFIP Community Rating System (CRS).
- Encourage appropriate entities to consider conservation easements for land within the City's floodplain.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan and Pre-Disaster Mitigation Plan.
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

INCIDENT ANNEX

Severe Weather Incident Annex

Coordinating Agency	City of Sidney Emergency Management Coordinator
Support Agencies	City of Sidney Public Works Department, Sidney Police Department, Richland County Public Health Department, Amateur Radio Emergency Services, American Red Cross, National Weather Service

Purpose

To outline the organization, responsibilities, operational concepts, and procedures specific to City of Sidney response operations for forecasted severe weather emergencies, with special emphasis on the safety of employees, residents, and visitors, and the protection of property.

Scope

This annex addresses pre-storm warning and preparations, response during and immediately after a storm, and general recovery actions within the City. Damage assessment is covered in ESF-14.

Situation

The City of Sidney is subject to periodic severe weather throughout the year, including winter storms and blizzards, extreme cold, high winds, severe thunderstorms, hail, and tornadoes. Damage potential includes flooding and erosion, heavy snow or ice buildup, disruption of public services and communications, and damage to or destruction of public and private property.

Planning Assumptions

- Severe weather situations can occur at any time; equipment and procedures to warn City residents of impending severe weather must be in place and ready to use at any time.
- The National Weather Service will activate the local Emergency Alert System (EAS) to broadcast warnings of imminent or occurring severe weather phenomena, disseminated to the City through Richland County dispatch.
- The most severe consequences result from an extended loss of electrical power, which can immediately and seriously impact City residents, particularly older adults and households with young children.

Concept of Operations

Preparedness Actions

- Monitor weather reports, especially weather advisories, watches, and warnings affecting the City.
- Conduct pre-incident planning for shelter-in-place or evacuation within the City.
- Update emergency contact lists and establish a pre-event duty roster allowing for 24/7 operational support for City coordination with the Richland County EOC.

Response Actions

- Activate this EOP when severe weather threatens the City.
- Coordinate activation and staffing of the Richland County EOC and establish Incident Command for City response.
- Determine the need to conduct sheltering or evacuation activities within the City.
- Coordinate with private-sector utility partners as needed to address power outages and infrastructure damage affecting the City.

Recovery Actions

- Encourage an orderly demobilization of emergency operations in accordance with current demobilization plans.
- Once the threat to public safety is eliminated, conduct City cleanup and recovery operations.
- Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of an After-Action Report / Improvement Plan.

Mitigation Actions

- Encourage utilities serving the City to bury electric lines where feasible to improve reliability.
- Publicize the National Weather Service's Severe Weather Awareness Week and Winter Weather Hazards Awareness Week to help educate the public.
- Encourage utilities to apply for mitigation grants to install airflow spoilers on above-ground utility lines.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan and Pre-Disaster Mitigation Plan.
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

INCIDENT ANNEX

Terrorism Incident Annex

Coordinating Agency	Sidney Police Department
Support Agencies	All City departments and agencies assigned primary or supporting Emergency Support Function responsibilities, Richland County Sheriff's Office, Federal Bureau of Investigation (local field office), Montana Disaster and Emergency Services

Purpose

To describe the policies and procedures with which the City of Sidney will operate in the event of a terrorist incident, intended as a guide for emergency response personnel to safely respond to and protect themselves and City residents from the consequences of terrorist attacks.

Scope

This annex applies to all threats or acts of terrorism within the City of Sidney that require a response from any City agency, building upon the existing concept of operations by addressing unique authorities, responsibilities, assumptions, and situations applied for crisis and consequence management.

Situation

The City of Sidney is vulnerable to acts of terrorism, domestic and/or foreign, that may be directed against the population in general, a specific segment of the population, or a governmental or private organization, potentially involving explosive or incendiary devices, or chemical, biological, or nuclear agents.

Planning Assumptions

- The first response to a terrorism incident within the City is always the responsibility of local emergency response groups — Sidney Police, Sidney Fire, or Sidney Health Center personnel — who will in most cases initially detect and evaluate the potential or actual incident.
- Emergency response groups should be aware of the threat of possible secondary devices in all instances.
- There may be multiple agencies involved in response to a terrorism incident affecting the City, including local, County, State, tribal, and federal resources.

Concept of Operations

Preparedness Actions

- Assess the current capabilities of the City to respond to and recover from a terrorist attack.
- Schedule and participate in training related to terrorism response, developed and carried out in coordination with Richland County, regional, State, and federal agencies.
- Participate in simulations and exercises on a regularly scheduled basis, including tabletop exercises, functional communications and coordination drills, and field exercises.

Response Actions

- Initiate Incident Command and establish scene control within the City.
- Identify the hazard control zone and establish an inner and, as needed, outer incident perimeter.
- Coordinate mutual aid resources through Richland County and, as needed, the FBI and Montana DES.
- Preserve the crime scene while addressing lifesaving priorities, and coordinate the disposition of the deceased with the Richland County Coroner.

Recovery Actions

- Provide assistance to victims or their families who may be eligible for assistance under State or federal victims' assistance laws.
- Provide crisis counseling to injured victims and the families of persons who may have suffered psychological trauma as a result of the attack.
- Coordinate decontamination of affected City buildings or land, and relocation of affected residents or businesses as needed, until repairs are complete.

Mitigation Actions

- Develop protocol for reporting suspicious activity or behavior within the City.
- Coordinate with the Richland County LEPC and regional fusion center resources on threat information sharing, consistent with FEMA/DHS guidance on fusion center and emergency operations center coordination.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan and Pre-Disaster Mitigation Plan.
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

City of Sidney

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: Micheal & Susan Ownby
Name of Applicant: Susan Ownby
Address of Applicant: 1313 S. Central Ave. Sidney, MT 59270
Phone Number of Applicant: 406 478-3762
Legal Description of property: Single family Home
Current Zoning: R2
Land Area: 23522
Variance request if for the following reasons: 10 ft Left side fence left instead of 3 Ft. explanation on seperate paper.

(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
   Property markers are so far back from the street and highway the there is no obstruction.

115 Second Street SE * Sidney, MT 59270
Phone: (406) 433-2809 * Fax: (406) 433-7509

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
requesting the variance prior to putting the fence up

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
Having a 6' ft fence will allow or create a barrier from sound + site from a busy intersection

4. Necessary to Provide Reasonable Use
Granting the Variance is necessary to provide a reasonable use of the land or building; and
it allows privacy + noise restriction

5. Minimum Variance
The Variance is the minimum variance necessary to allow a reasonable use of the land or building; and
allows me to use my yard fully

6. Not Injurious
Granting the Variance will not be injurious to the neighborhood or detrimental to the public welfare; and
The fence location does not cause a site issue with traffic

City of Sidney

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.
   Allows for good use of my land and will be appealing to the neighborhood.

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

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_____

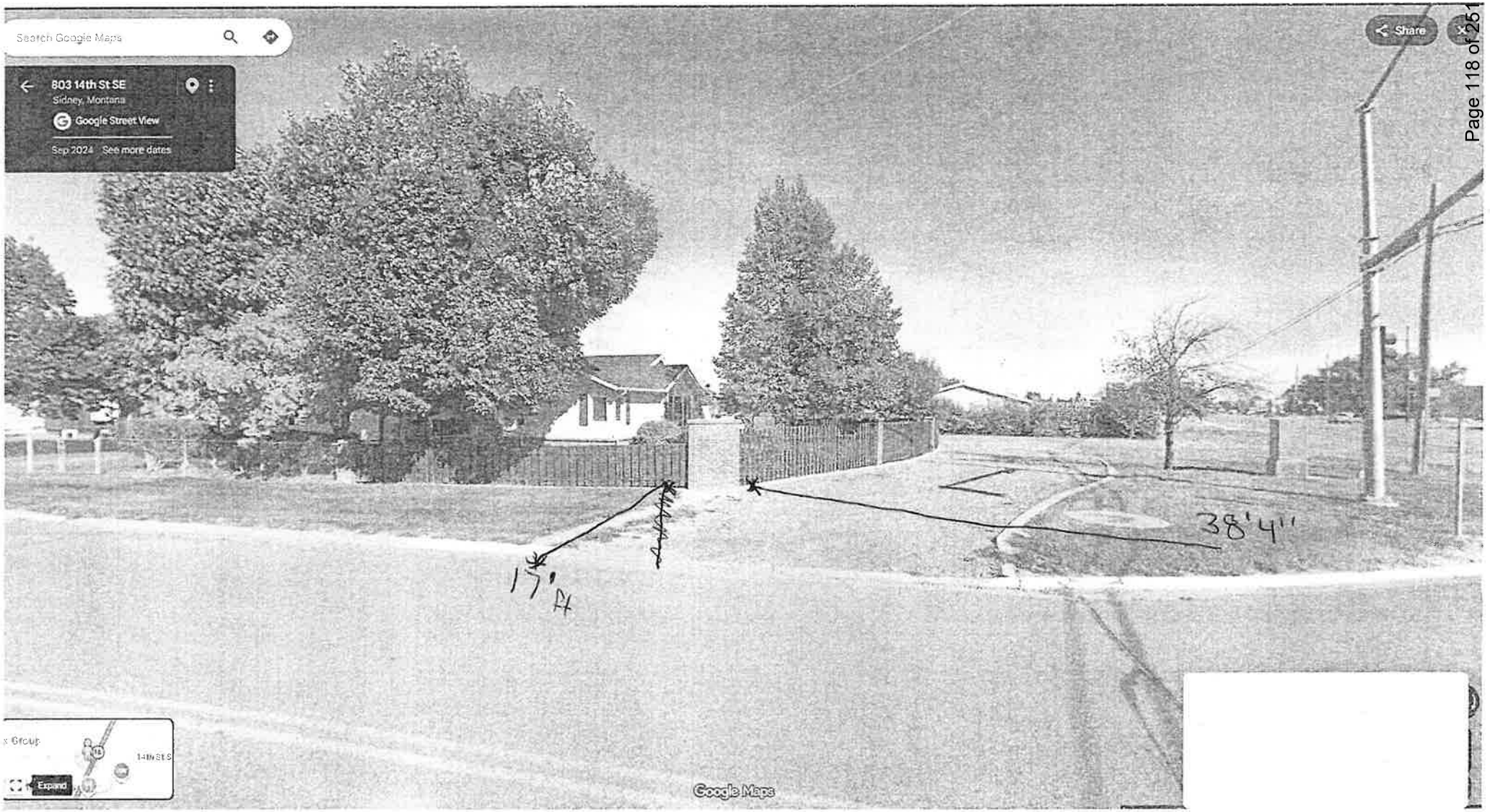
Board decision to approve/deny request/and or conditions of approval:_____

Chairperson Signautre:_____

115 Second Street SE * Sidney, MT 59270
Phone: (406) 433-2809 * Fax: (406) 433-7509

To Whom it May Concern:

We are asking for a variance due to cost issues. Last winter, part of our fence was blown down due to a storm. In the spring, we got a quote from a company in Williston to replace our fence. Originally, we were going to purchase supplies and have them build the fence. When we received the quote, the price was completely out of our range. The company allowed us to purchase the fence supplies they had ordered and we would do the work. When we were unloading the trailer, we noticed the gate was 6 ft when it was supposed to be 3ft. The metal poles that are used for this fence are custom made so the fence company will not replace them with 3 ft ones. We do not have the funds to replace this section of fencing with 3ft material. The way our house sits on the corner of Central and 14th, the 6 ft fencing will not interfere with either street. It will not obstruct vision when turning either way at the light on Central and 14th. If need be, I can supply photos to support this information. Thank you.


Search Google Maps
803 14th St SE
Sidney, Montana
Google Street View
Sep 2024 See more dates
Share
38'4"
15'
Expand
Google Maps

CITY OF SIDNEY

NOTICE

There will be a Public Hearing on Wednesday August 19th, 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 variance request of Michael and Susan Ownby to have a side fence setback greater than thirty six inches (36") in height per City Code 11-5-3. This property is located at 1313 S. Central Ave., Lot 11, Block 4, Peterson First Addition.

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

Karmen Lange
Interim Clerk/Treasurer

Publish: August 5th and August 12th, 2026

Doc #	Per	Line #	Fund	Account	Object	Org	Proj	Receipt #	Description	Type	Amount	Rec Date/ Cash Offset	User ID
27-39	7/26										500.00	07/27/26	karm
MICHAEL & SUSAN OWNBY- VARIANCE APPLICATION FEE- FENCE													
ACTUAL BANK DEPOIST- $500.00													
		2	1000	341000					CASH		500.00	101000	
										Total:	500.00		

City of Sidney
Montana's Sunrise City
115 2nd Street S.E., Sidney, Montana - 406-433-2809

Re: Variance Request for 1313 S. Central Ave.

Dear City of Sidney Resident,

This is notice that Michael and Susan Ownby are requesting a variance per City Code 11-5-3. The current zoning for this location is R-2: One and Two Family Residential. The legal description is Peterson First Addition, Block 004, Lot 011. Mr. and Mrs. Ownby would like to build a 6' fence on the south side of the residence where a 3' fence is currently. The request is for a variance of 3' on the fence height per city code while still providing a clear sight triangle for traffic and pedestrians.

A Board of Adjustments Meeting will be called for Wednesday August 19th, 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

Karmen Lange
Interim City Clerk/Treasurer
City of Sidney

The City of Sidney is an equal opportunity provider.

David & Debra Nees
1311 S Central Ave
Sidney, MT 59270

Darryn Welnel & Jodie Leland
805 14th St SW
Sidney, MT 59270

RPR3MT LLC
1511 S Central Ave
Sidney, MT 59270

Richland Inn & Suites LLC
1200 S Central Ave
Sidney, MT 59270

Walkera Development LC
775 W 1200 N Ste 100
Springville, UT 84663

Kirby & Kelly Feldman
309 2nd Ave SW
Sidney, MT 59270

Michael & Naomi Shenk
817 14th St SW
Sidney, MT 59270

Todd Cole Rentals LLC
PO Box 468
Sidney, MT 59270

Omni Communications LLC
120 2nd Ave SW
Sidney, MT 59270

Justin & Melissa Damm
1540 S Central Ave
Sidney, MT 59270

Justin & Stephanie Verhasselt
803 14th St SW
Sidney, MT 59270

RPR1MT LLC
1511 S Central Ave
Sidney, MT 59270

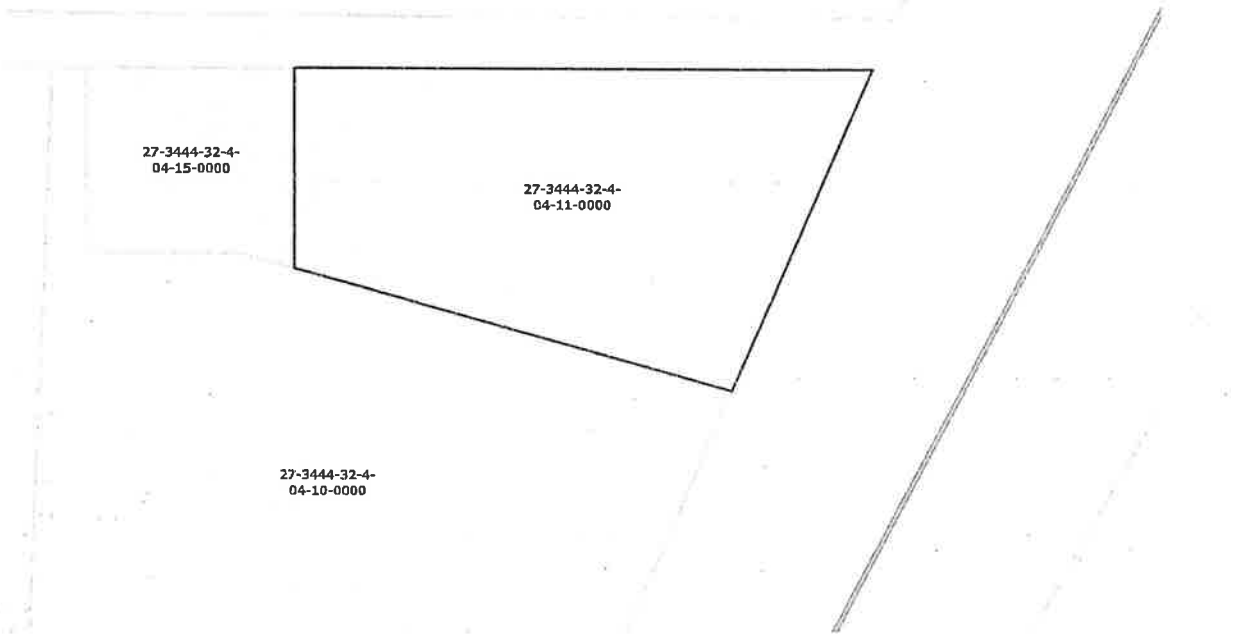
L N Real Estate LLC
PO Box 20117
Atlanta, GA 30325

Corinne Crowe
PO Box 784
Sidney, MT 59270

Cadastral Property Report

Tax Year: 2026

Scale: 1:553.20 Basemap: Cadastral Application Base Map



Summary

Primary Information

Property Category: RP	Subcategory: Residential Property
Geocode: 27-3444-32-4-04-11-0000	Assessment Code: 0000001867

Primary Owner:
NEES DAVID & DEBRA
1311 S CENTRAL AVE
SIDNEY, MT 59270-5223
Note: See Owners section for all owners

Property Address:
1311 S CENTRAL AVE
SIDNEY, MT 59270

Certificate of Survey: n/a

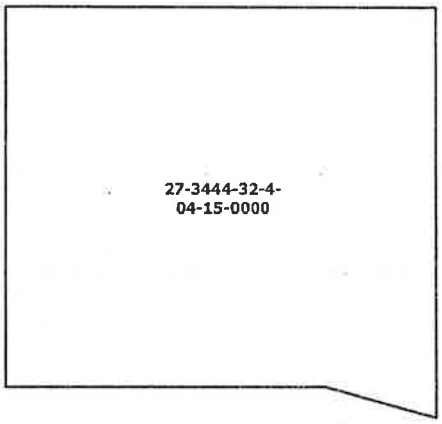
Legal Description: PETERSON FIRST ADD, S32, T23 N, R59 E, BLOCK 004, Lot 012, LOT-12B AMEND BLK-4 PETERSON 1ST

Last Modified: 7/13/2026 3:3:41 AM

Cadastral Property Report

Tax Year: 2026

Scale: 1:267.47 Basemap: Cadastral Application Base Map



Summary

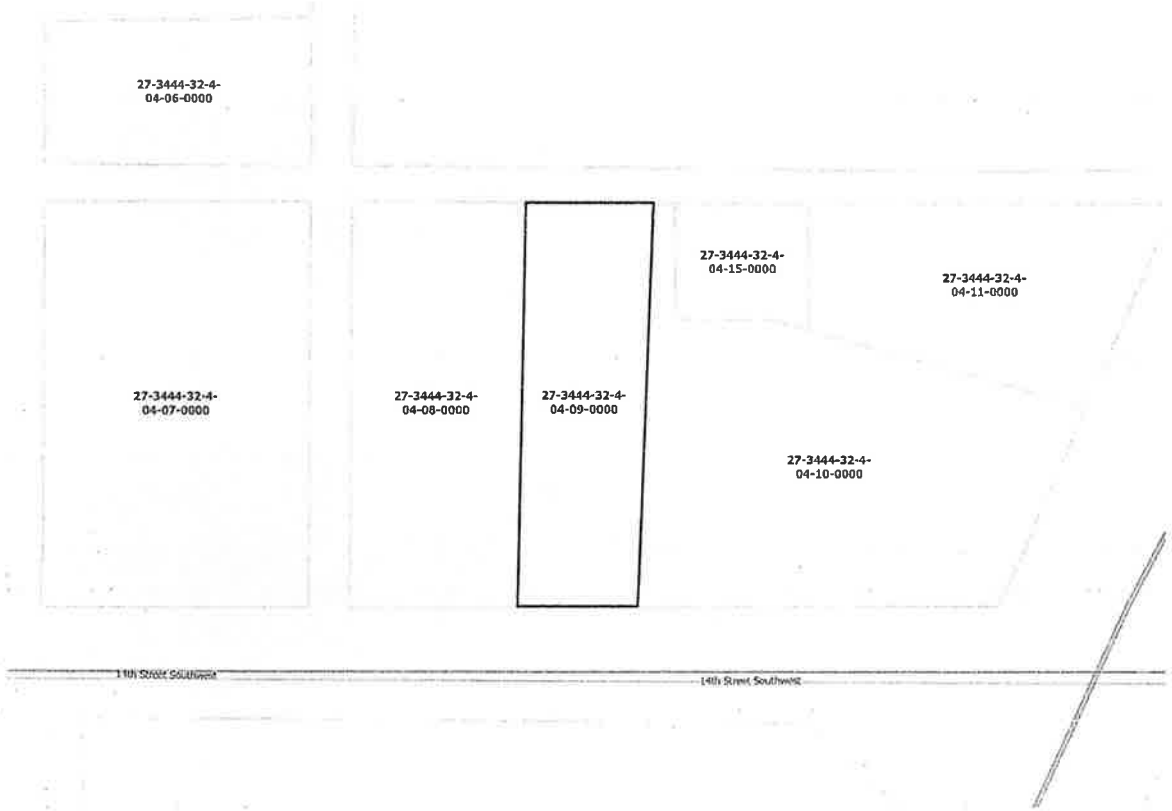
Primary Information

Property Category: RP	Subcategory: Commercial Property
Geocode: 27-3444-32-4-04-15-0000	Assessment Code: 0000006710
Primary Owner: FELDMAN KIRBY R & KELLY D 309 2ND AVE SW SIDNEY, MT 59270-4021 Note: See Owners section for all owners	**Property Address:** n/a n/a
Certificate of Survey: n/a	Legal Description: PETERSON FIRST ADD, S32, T23 N, R59 E, BLOCK 004, Lot 12A, AP OF BLOCK 4
Last Modified: 7/13/2026 3:3:41 AM	

Cadastral Property Report

Tax Year: 2026

Scale: 1:870.87 Basemap: Cadastral Application Base Map



Summary

Primary Information

Property Category: RP	Subcategory: Residential Property
Geocode: 27-3444-32-4-04-09-0000	Assessment Code: 0000000051

Primary Owner:
VERHASSELT JUSTIN AND STEPHANIE
803 14TH ST SW
SIDNEY, MT 59270-5231
Note: See Owners section for all owners

Property Address:
803 14TH ST SW
SIDNEY, MT 59270

Certificate of Survey: n/a

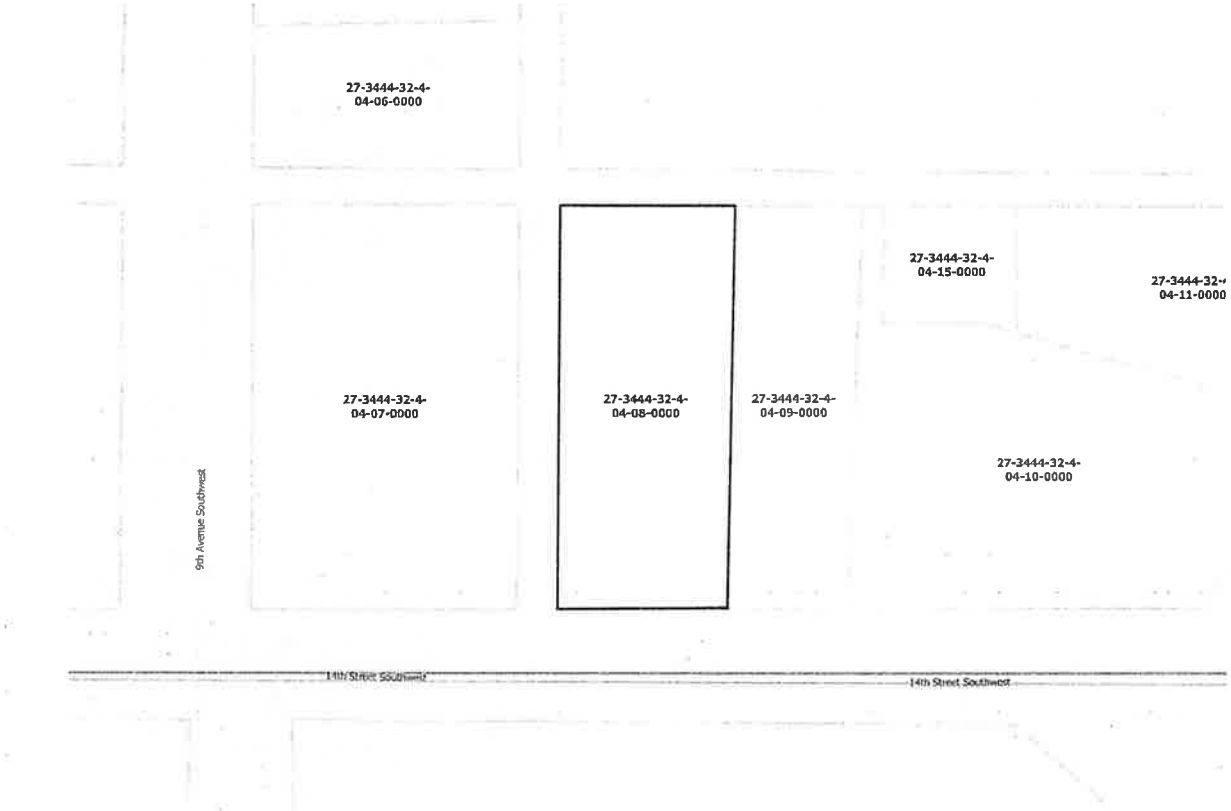
Legal Description: PETERSON FIRST ADD, S32, T23 N, R59 E, BLOCK 004, Lot 10B, LT-10 B BLK 4 PETERSONS 1ST

Last Modified: 7/13/2026 3:3:41 AM

Cadastral Property Report

Tax Year: 2026

Scale: 1:871.75 Basemap: Cadastral Application Base Map



Summary

Primary Information

Property Category: RP

Subcategory: Residential Property

Geocode: 27-3444-32-4-04-08-0000

Assessment Code: 0000006145

Primary Owner:
WELNEL DARRYN W & LELAND JODIE
805 14TH ST SW
SIDNEY, MT 59270-5231
Note: See Owners section for all owners

Property Address:
805 14TH ST SW
SIDNEY, MT 59270

Certificate of Survey: n/a

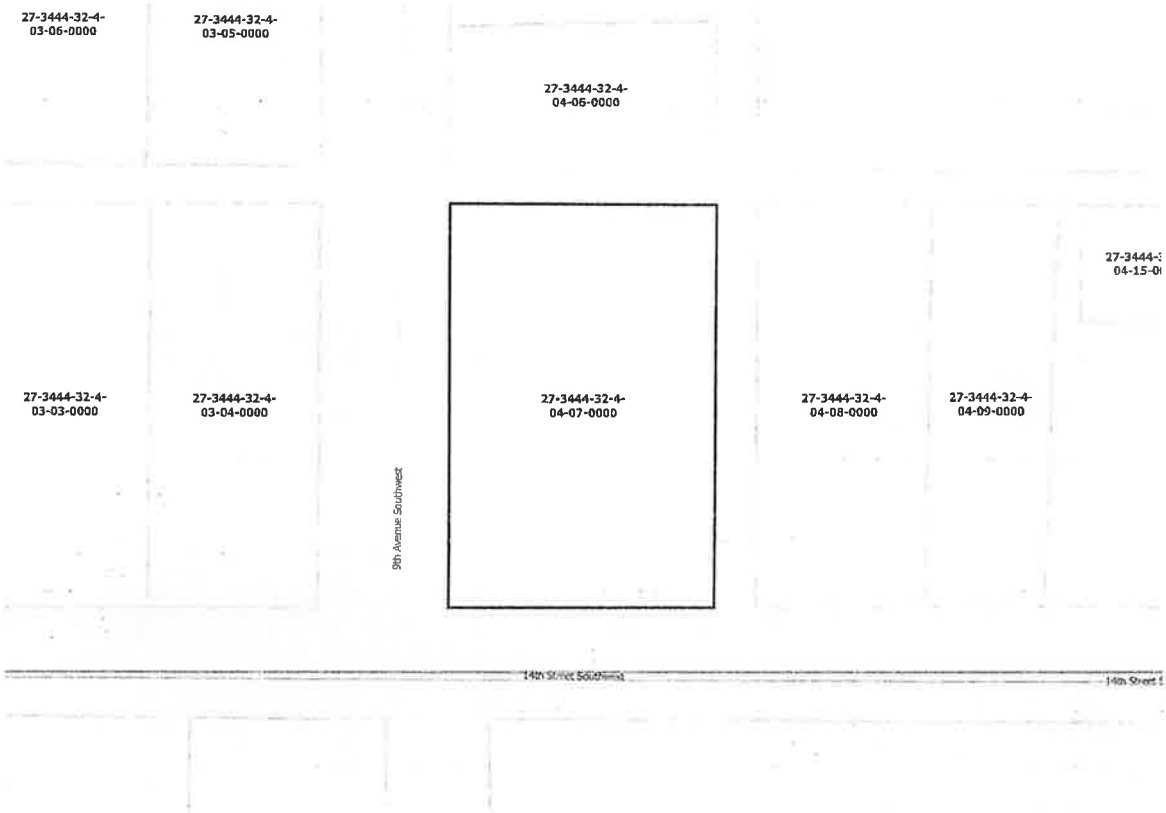
Legal Description: PETERSON FIRST ADD, S32, T23 N, R59 E, BLOCK 004, Lot 10A, LT-10A BLK-4 PETERSONS 1ST ADD.

Last Modified: 7/13/2026 3:3:41 AM

Cadastral Property Report

Tax Year: 2026

Scale: 1:872.97 Basemap: Cadastral Application Base Map



Summary

Primary Information

Property Category: RP

Subcategory: Residential Property

Geocode: 27-3444-32-4-04-07-0000

Assessment Code: 0000002468

Primary Owner:
SHENK MICHAEL L & NAOMI
817 14TH ST SW
SIDNEY, MT 59270-5231
Note: See Owners section for all owners

Property Address:
817 14TH ST SW
SIDNEY, MT 59270

Certificate of Survey: n/a

Legal Description: PETERSON FIRST ADD, S32, T23 N, R59 E, BLOCK 004, Lot 009, LOT-9 BLK-4 PETERSON ADD

Last Modified: 7/13/2026 3:3:41 AM

Cadastral Property Report

Tax Year: 2026

Scale: 1:1244.54 Basemap: Cadastral Application Base Map

Summary

Primary Information

Property Category: RP	Subcategory: Commercial Property
Geocode: 27-3325-05-1-12-04-0000	Assessment Code: 0000002081

Primary Owner:
RPR1MT LLC
1511 S CENTRAL AVE
SIDNEY, MT 59270-5520
Note: See Owners section for all owners

Property Address:
9TH AVE SW
SIDNEY, MT 59270

Certificate of Survey: n/a

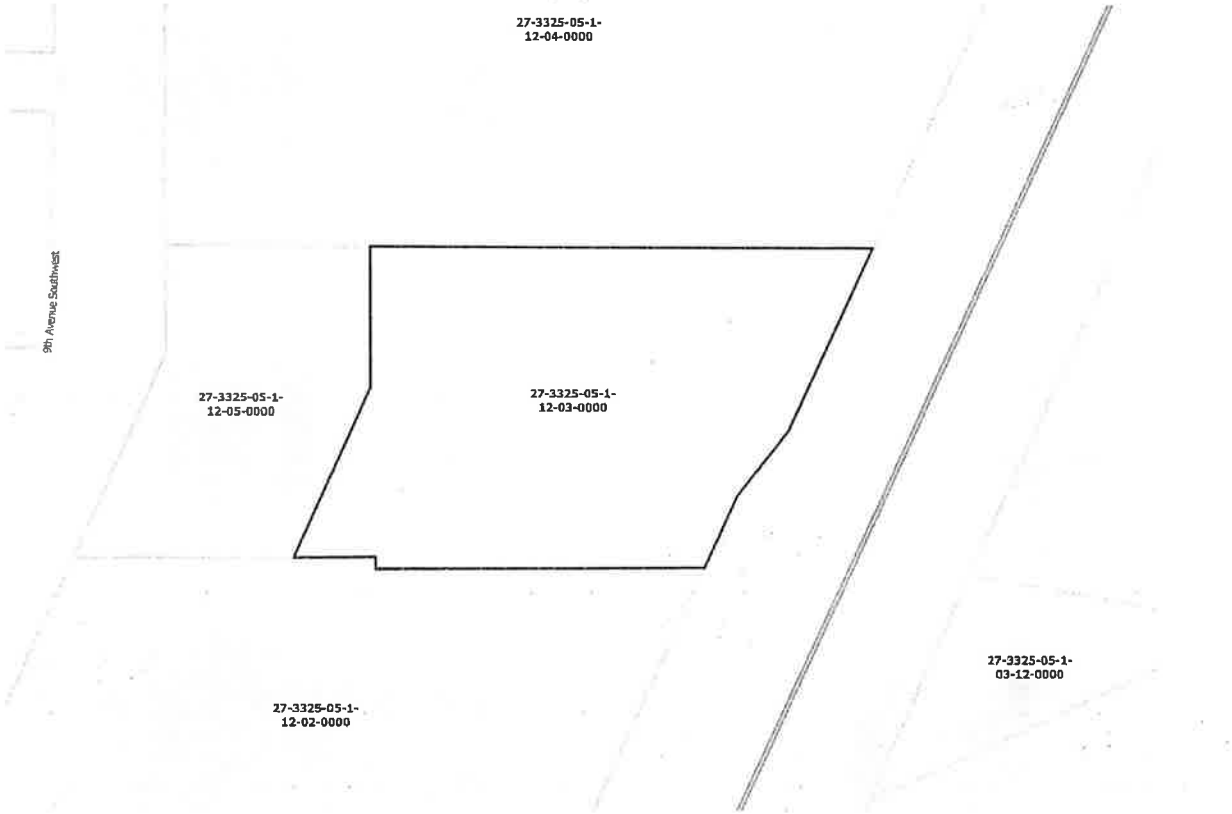
Legal Description: LYNDALE ACRES SUBDIVISION, S05, T22 N, R59 E, BLOCK 003, Lot 001

Last Modified: 7/13/2026 3:3:41 AM

Cadastral Property Report

Tax Year: 2026

Scale: 1:838.72 Basemap: Cadastral Application Base Map



Summary

Primary Information

Property Category: RP	Subcategory: Commercial Property
Geocode: 27-3325-05-1-12-03-0000	Assessment Code: 0000003027
Primary Owner: RPR3MT LLC 1511 S CENTRAL AVE SIDNEY, MT 59270-5520 Note: See Owners section for all owners	**Property Address:** 1511 S CENTRAL AVE SIDNEY, MT 59270
Certificate of Survey: n/a	Legal Description: LYNDALE ACRES SUBDIVISION, S05, T22 N, R59 E, BLOCK 003, Lot 001, ACRES 0.8, AP OF LOT 2A, AMENDED OF LOT 2 BLOCK 3 (23)
Last Modified: 7/13/2026 3:3:41 AM	

Cadastral Property Report

Tax Year: 2026

Scale: 1:648.41 Basemap: Cadastral Application Base Map

Summary

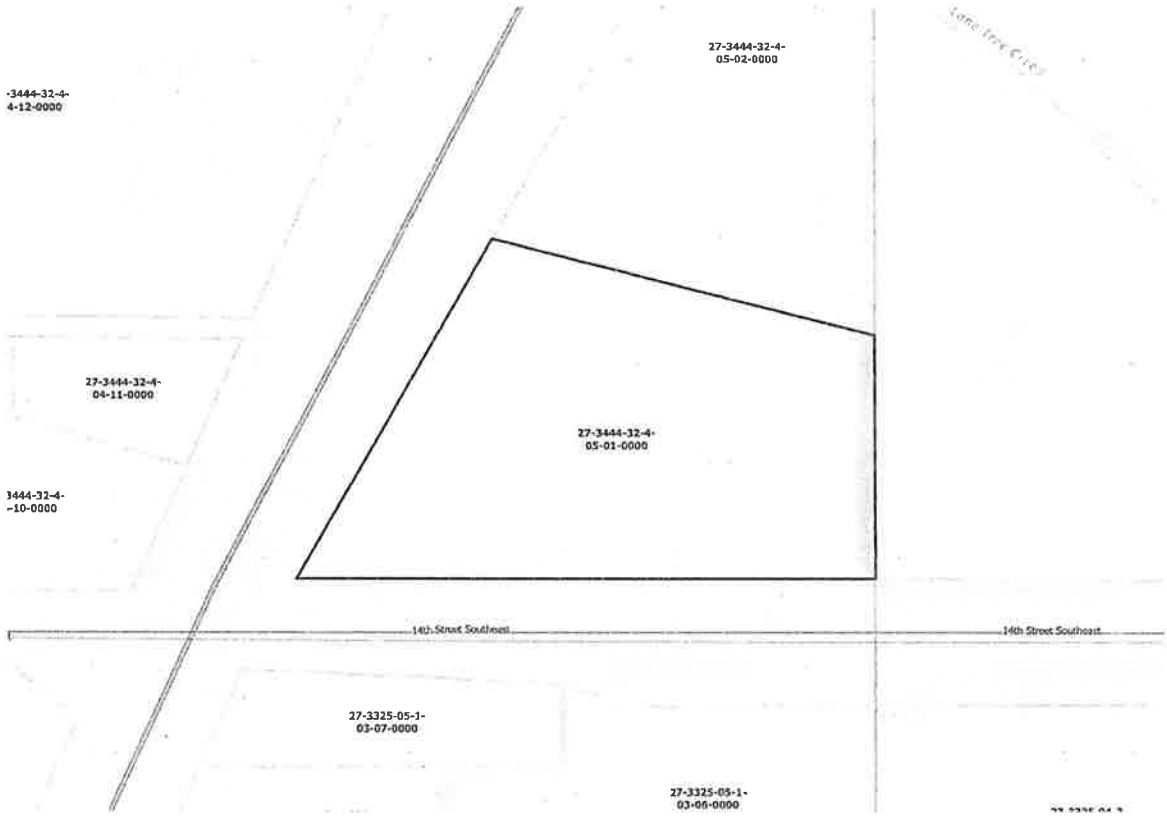
Primary Information

Property Category: RP	Subcategory: Commercial Property
Geocode: 27-3325-05-1-12-05-0000	Assessment Code: 0000005959
Primary Owner: TODDCOLE RENTALS LLC PO BOX 468 SIDNEY, MT 59270-0468 Note: See Owners section for all owners	**Property Address:** 1502 9TH AVE SW SIDNEY, MT 59270
Certificate of Survey: n/a	Legal Description: LYNDALE ACRES SUBDIVISION, S05, T22 N, R59 E, BLOCK 003, Lot 02B, LOT 2B AMENDED BLK 3 CONT .39 LYNDALE AC
Last Modified: 7/13/2026 3:3:41 AM	

Cadastral Property Report

Tax Year: 2026

Scale: 1:1391.29 Basemap: Cadastral Application Base Map



Summary

Primary Information

Property Category: RP	Subcategory: Commercial Property
Geocode: 27-3444-32-4-05-01-0000	Assessment Code: 0000001615

Primary Owner:
L N REAL ESTATE LLC
PO BOX 20117
ATLANTA, GA 30325-0117
Note: See Owners section for all owners

Property Address:
100 14TH ST SE
SIDNEY, MT 59270

Certificate of Survey: n/a

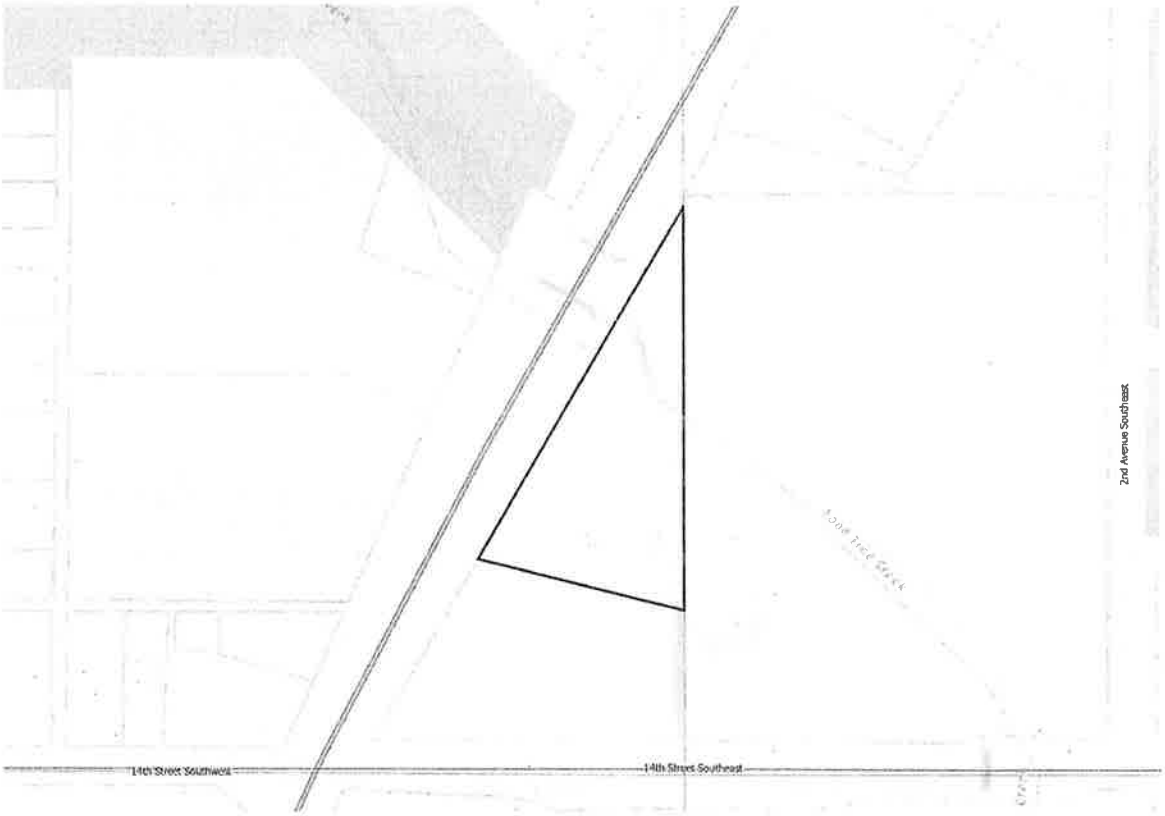
Legal Description: S32, T23 N, R59 E, ACRES 2.645, SESE E OF RD

Last Modified: 7/13/2026 3:3:41 AM

Cadastral Property Report

Tax Year: 2026

Scale: 1:2586.21 Basemap: Cadastral Application Base Map



Summary

Primary Information

Property Category: RP	Subcategory: Commercial Property
Geocode: 27-3444-32-4-05-02-0000	Assessment Code: 0000004886

Primary Owner:
RICHLAND INN & SUITES LLC
1200 S CENTRAL AVE
SIDNEY, MT 59270-5222
Note: See Owners section for all owners

Property Address:
1200 S CENTRAL AVE
SIDNEY, MT 59270

Certificate of Survey: n/a	Legal Description: S32, T23 N, R59 E, ACRES 2.33, IN SESE

Last Modified: 7/13/2026 3:3:41 AM

Cadastral Property Report

Tax Year: 2026

Scale: 1:878.21 Basemap: Cadastral Application Base Map

Summary

Primary Information

Property Category: RP	Subcategory: Commercial Property
Geocode: 27-3325-05-1-03-07-0000	Assessment Code: 0000005337
Primary Owner: OMNI COMMUNICATIONS LLC 120 2ND AVE SW SIDNEY, MT 59270-4018 Note: See Owners section for all owners	**Property Address:** 303 1/2 N CENTRAL AVE SIDNEY, MT 59270
Certificate of Survey: n/a	Legal Description: S05, T22 N, R59 E, ACRES 0.526, M&B TRACTS IN NENE PER BK A137 PG 107
Last Modified: 7/13/2026 3:3:41 AM	

Cadastral Property Report

Tax Year: 2026

Scale: 1:987.41 Basemap: Cadastral Application Base Map

Summary

Primary Information

Property Category: RP	Subcategory: Commercial Property
Geocode: 27-3325-05-1-03-08-0000	Assessment Code: 0000009067

Primary Owner:
CROWE CORINNE
PO BOX 784
SIDNEY, MT 59270-0784
Note: See Owners section for all owners

Property Address:
1440 S CENTRAL AVE
SIDNEY, MT 59270

Certificate of Survey: 27-697

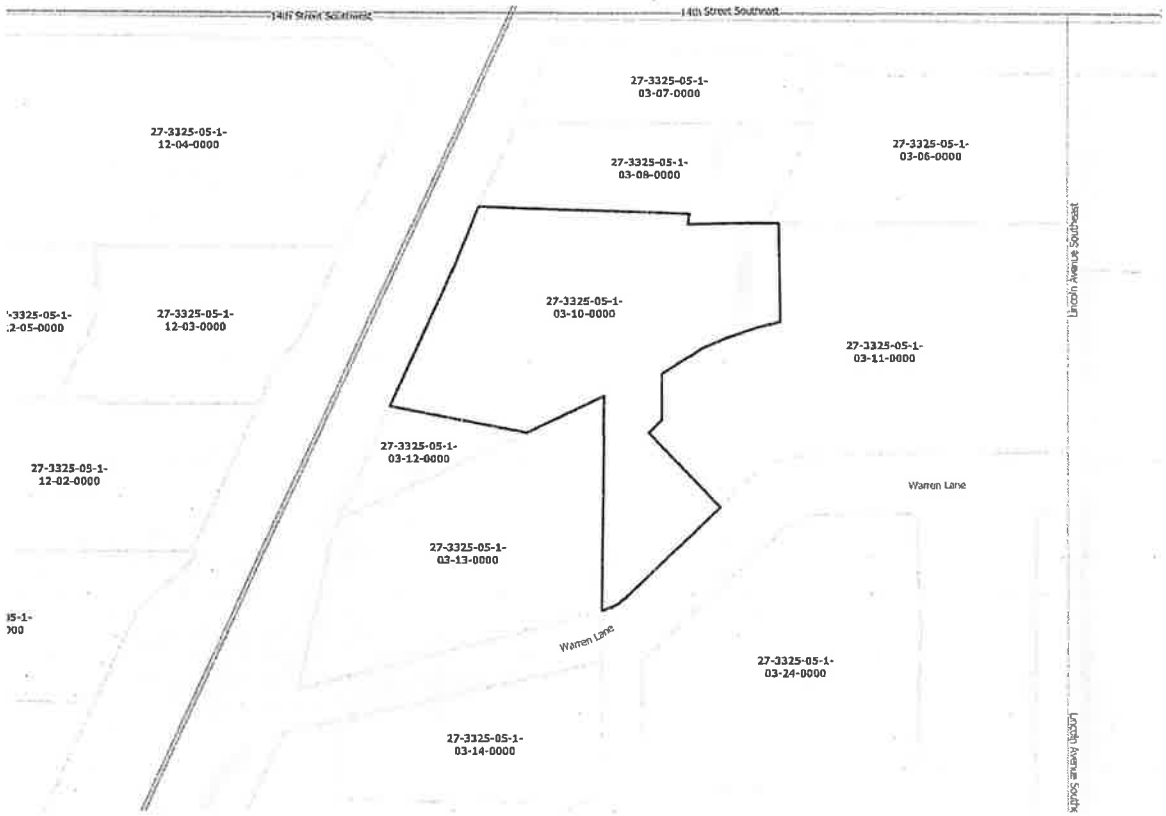
Legal Description: S05, T22 N, R59 E, C.O.S. 27-697, PARCEL 2, ACRES 0.628, IN NENE, ENV 452B

Last Modified: 7/13/2026 3:3:41 AM

Cadastral Property Report

Tax Year: 2026

Scale: 1:1707.75 Basemap: Cadastral Application Base Map



Summary

Primary Information

Property Category: RP	Subcategory: Commercial Property
Geocode: 27-3325-05-1-03-10-0000	Assessment Code: 0000008730

Primary Owner:
WALKERA DEVELOPMENT LC
775 W 1200 N STE 100
SPRINGVILLE, UT 84663-3070
Note: See Owners section for all owners

Property Address:
1490 S CENTRAL AVE
SIDNEY, MT 59270

Certificate of Survey: 27-947

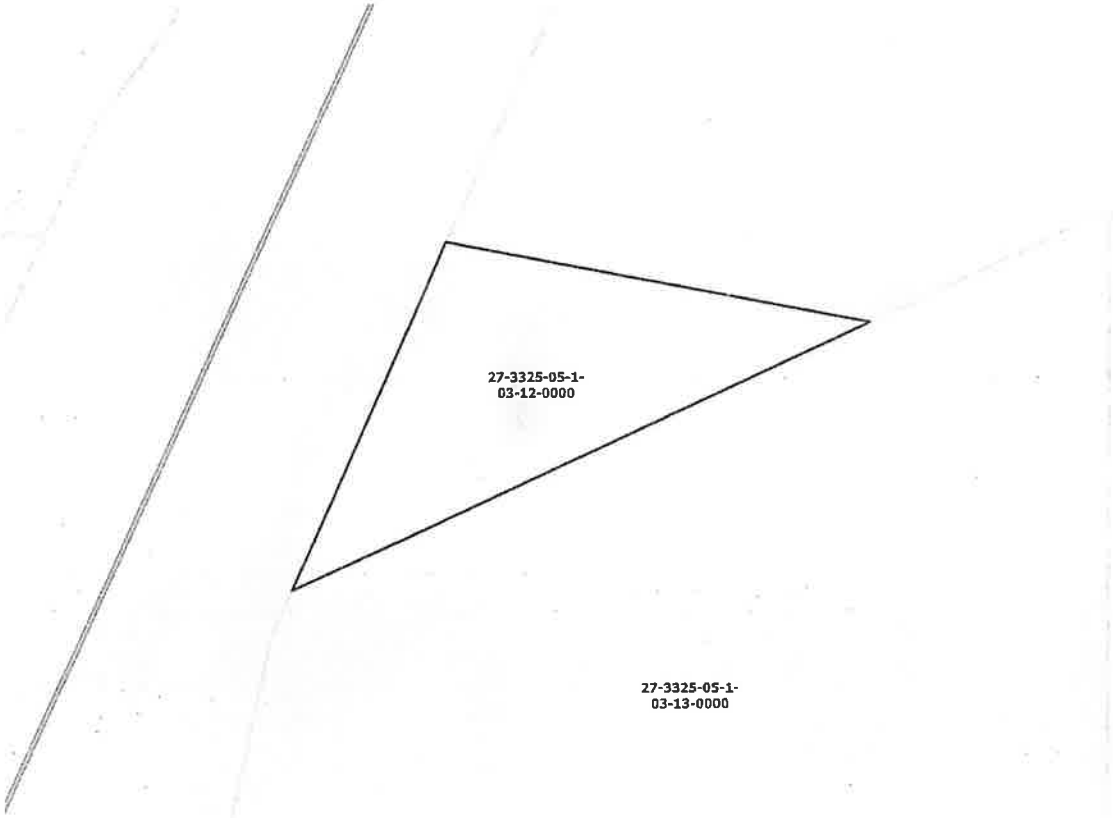
Legal Description: S05, T22 N, R59 E, C.O.S. 27-947, PARCEL 1A, ACRES 1.7981

Last Modified: 7/13/2026 3:3:41 AM

Cadastral Property Report

Tax Year: 2026

Scale: 1:553.35 Basemap: Cadastral Application Base Map



Summary

Primary Information

Property Category: RP	Subcategory: Mixed Use - Res & Comm
Geocode: 27-3325-05-1-03-12-0000	Assessment Code: 0000005317

Primary Owner:
DAMM JUSTIN & MELISSA
1540 S CENTRAL AVE
SIDNEY, MT 59270-5519
Note: See Owners section for all owners

Property Address:
n/a
n/a

Certificate of Survey: n/a	Legal Description: S05, T22 N, R59 E, .21 AC IN NENE LESS .01 HWY R W 5-22-59

Last Modified: 7/13/2026 3:3:41 AM

billie.mele@yaho.com

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:
Billie Jean + Bryan Christensen

Name of Applicant:
215 3rd St N.W. Sidney, MT 59270

Address of Applicant:
307-670-4582 406-489-1022

Phone Number of Applicant:
Augustus Vaux Subdivision, S28, T23, N, R59E, Block 002, Lot 01A, 26914 SQ FT, Amended Lts 1+2, ENV 647A62

Legal Description of property:
Residential R-3

Current Zoning:
26,914 SQ feet

Land Area:
Garage taller than house

Variance request if for the following reasons:
We built the garage 8inches taller than the 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**

- 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

  Kale had told us of the height compliance but we had not took in to account of the 8 inch cement pad.

- 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

  We did not realize the heights of the garage/house were non compliant with code until Kale came by for his inspection

- 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

  We have put every last penny we had to build the garage and cannot tear the Roof to make it shorter with a new one.

- Necessary to Provide Reasonable Use
  Granting the Variance is necessary to provide a reasonable use of the land or building; and

  10ft garage height was meant to use for elevating cars to work on
  The attic was made to walk in without being a dungeon

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

  with the heights of the garage/attic the "Barn" roof was the shortest option

- Not Injurious
  Granting the Variance will not be injurious to the public welfa

< on back →

I do not believe that the 8inch height difference would reflect badly on the neighborhood as it is not the tallest structure on that corner. Also, it is not so massively tall that it makes the house look out of place next to it.

P.S. I did plan on having submitted the day after Kates visit, but that plot plan drawing had me stuck. I hope what I drew up was OK.

Flowers are mything ... not LAD drawings

– Billie

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

Billie-Jean Christensen
Applicant Signature

For Office Use Only

Date Filed: Filing Fee:

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

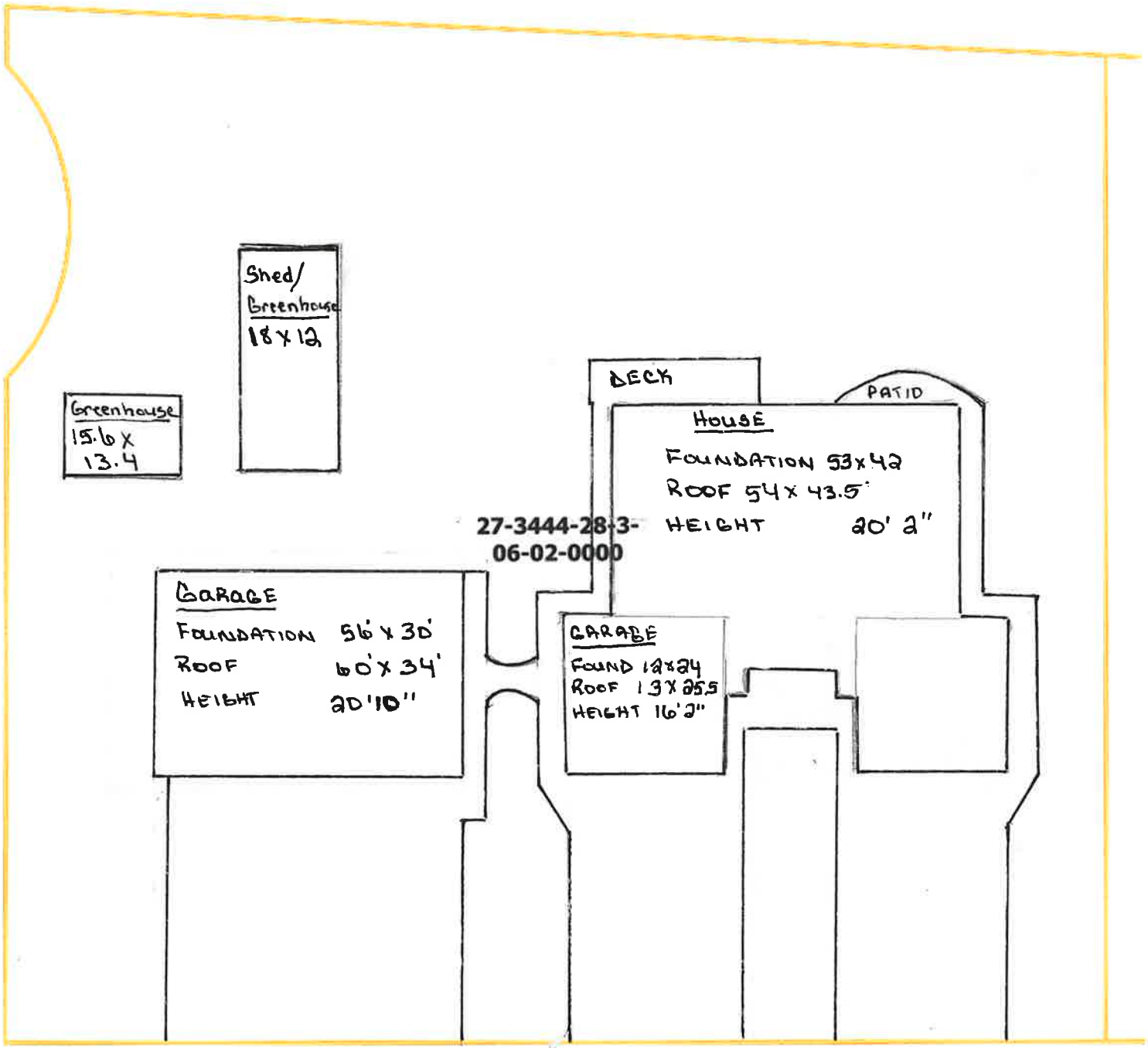
_____ Yes_____ No_____
_____ Yes_____ No_____
_____ Yes_____ No_____
_____ Yes_____ No_____
_____ Yes_____ No_____

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

_____

_____

Chairperson Signautre:_____



Jacob + Cara Bailey

Reynolds

Lunderby Apartments

Stockman Bank

Holiday Inn

Richland Credit Union

US Post

Shops at Fox Run

Jake Lunderby
12353 County Road 351
Sidney, MT 59270

Jacob & Cara Bailey
801 6th St SE
Sidney, MT 59270

Stockman Bank
700 Main Street
Miles City, MT 59301

Holiday Inn
Yogi-PM LLC
251 W Holly
Sidney, MT 59270

Richland Federal Credit Union
201 W Holly St
Sidney, MT 59270

United States Postal Service
101 W Holly St
Sidney, MT 59270

Reynolds Management Group
1204 14th St SW
Sidney, MT 59270

Shops at Fox Run LLC
PO Box 1048
Sidney, MT 59270

300 ft neighbors:

Jake Lunderby

406-480-0628

12353 County Rd. 351

Sidney, MT 59270

Jacob & Cara Bailey

541-771-1651

801 6th St. SE

Sidney, MT 59270

I did contact both neighbors and they stated they think it was a good thing that makes the block better and they wont contest the application (I know you still have to send the letters but it was just for my piece of mind)

Stockman Bank

700 Main Street

Miles City, MT 59301

Holiday Inn

YOGI-PM LLC

251 West Holly

Sidney, MT 59270

RICHLAND FEDERAL CREDIT UNION

201 W Holly ST

Sidney, MT 59270

United States Postal Service

101 W. Holly ST

Sidney, MT 59270

REYNOLDS MANAGEMENT GROUP INC

1204 14TH ST SW

Sidney, MT 59270

SHOPS AT FOX RUN LLC

PO BOX 1048

Sidney, MT 59270-1048

City of Sidney
Montana's Sunrise City
115 2nd Street S.E., Sidney, Montana - 406-433-2809

Re: Variance Request for 215 3rd St NW

Dear City of Sidney Resident,

This is notice that Bryan and Billie-Jean Christensen are requesting a variance per City Code 11-6-3-E. The current zoning for this location is R-3: Multiple Family Residential. The legal description is Augustus Vaux Subdivision, Block 002, Ammended Lots 1-2. Mr. and Mrs. Christensen are requesting a variance for the height of the newly constructed garage as it exceeds the height of the house by 8".

A Board of Adjustments Meeting will be called for Wednesday August 19th, 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

Karmen Lange
Interim City Clerk/Treasurer
City of Sidney

The City of Sidney is an equal opportunity provider.

CITY OF SIDNEY

NOTICE

There will be a Public Hearing on Wednesday August 19th, 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 variance request of Bryan and Billie-Jean Christensen new garage being exceeded the height of the house by eight inches (8") per City Code 11-6-3-E. This property is located at 215 3rd St NW, Amended lots 1-2, Block 2, Augustus Vaux Subdivision.

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

Karmen Lange
Interim Clerk/Treasurer

Publish: August 5th and August 12th, 2026

Doc #	Per	Line #	Fund Account	Object	Org	Proj	Receipt #	Description	Type	Amount	Rec Date/ Cash Offset	User ID
27-43	7/26									500.00	07/29/26	karm
BRYAN & BILLIE-JEAN CHRISTENSEN- VARIANCE APPLICATION FEE- GARAGE HEIGHT ACTUAL BANK DEPOIST- $500.00												
		2	1000 341000				CHECK 7282			500.00	101000	
									Total:	500.00		

City of Sidney

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 of the Sidney Zoning Ordinance

Name of Property Owner: Continental Resources Inc.
Name of Applicant: Montana Flagpole Guy - Will Kathbun
Address of Applicant: Box 216 Fairview, MT - 504 N Interstate Ave
Phone Number of Applicant: 406 790-0866
Legal Description of subject property: B&B Minor Sub, S30, T23 N, R59E, Lot 001-002
Current Zoning: CLM Land Area: 6.269
Variance request if for the following reason: 6 feet flagpole height variance

(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.**

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

William Kathbun
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:_____

115 Second Street SE * Sidney, MT 59270
Phone: (406) 433-2809 * Fax: (406) 433-7509

CHECKLIST FOR GRANTING A VARIANCE

APPLICANT MUST ESTABLISH ALL OF THE FOLLOWING:

Criteria	Explanation
1. The spirit of the Ordinance is observed.	The proposed use must not conflict with the explicit or implicit purpose of the Ordinance, must not alter the essential character of the neighborhood or impair the use of adjacent property.
2. Public welfare is protected.	The benefit to the applicant should not outweigh harm to the general health, safety, or welfare of the public or infringe on the private rights of others.
3. Unique physical circumstances or conditions exist where the property is located.	Conditions such as irregularity, narrowness, or shallowness of a lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the zoning regulations in the neighborhood or district in which the property is located.
4. The values of surrounding properties are not diminished.	Expert testimony on this question is not conclusive, but cannot be ignored. The board may consider other evidence of the effect on property values, including personal knowledge of the members themselves.
5. Literal enforcement of the Ordinance would result in unnecessary hardship. "**Unnecessary hardship**" means that owing to a special condition of the property that distinguishes it from other properties in the area: (a) The property cannot be reasonably used in strict conformance with the Ordinance, and a variance is therefore necessary; and (b) The proposed use is a reasonable one; and (c) The unnecessary hardship cannot be created by the applicant.	The applicant must establish the property is burdened by the zoning restriction in a manner that is distinct from other similar property. Determine the purpose of the zoning restriction in question. The applicant must establish that, because of the special conditions of the property, the restriction as applied, does not serve that purpose in a "fair and substantial" way. The applicant must establish that the special conditions of the property cause the proposed use to be reasonable. The use must not alter the essential character of the neighborhood. Alternatively, the applicant can satisfy the unnecessary hardship requirement by establishing that, because of the special conditions of the property, there is no reasonable use that can be made of the property that would be permitted under the ordinance. If there is any reasonable use (including an existing use) that is permitted under the Ordinance, this alternative is not available.

Google Maps

Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 Google 100 ft

Live traffic Fast Slow

Holly St

Sidney, Montana

Google Street View

Sep 2024 See more dates

Image capture: Sep 2024 © 2026 Google

Explanation for requesting variance

We are contracted by Continental Resources to install three flagpoles on this property. The center pole is 30' and the two other poles are 20'. The peak of the roof is 24' so we will be 6' taller than the peak of the roof. The flag poles will go exactly where the other three were existing.

Neighboring property owners within 300 feet of Continental Resources

Last Chance Acres
Box 787
Sidney, Mt. 59270

Crescent Electric
PO Box 500
East Dubuque, IL 61025

R J Contractors
Box 107
Sidney, Mt. 59270

REA Lower Yellowstone
Box 1047
Sidney, Mt. 59270

Sidney Auto Wrecking
34701 CR 119
Sidney, Mt. 59270

Cory Albin
2810 Central Ave Suite A
Billings, Mt. 59102

Rick Partin
2024 Bitteroot Drive
Sidney, Mt. 59270

Cadastral Property Report

Tax Year: 2026

Scale: 1:3260.33 Basemap: Imagery Hybrid

Summary

Primary Information

Property Category: RP

Subcategory: Industrial Real Property

Geocode: 27-3444-30-2-09-01-0000

Assessment Code: 0000008086

Primary Owner:
CONTINENTAL RESOURCES INC
PO BOX 269000
OKLAHOMA CITY, OK 73126-9000
Note: See Owners section for all owners

Property Address:
704 34TH AVE NW
SIDNEY, MT 59270

Certificate of Survey: n/a

Legal Description: B & B MINOR SUB, S30, T23 N, R59 E, Lot 001 - 002

Last Modified: 7/13/2026 3:3:41 AM

Cadastral Property Report

Tax Year: 2026

General Property Information

Neighborhood: 227.303.C	Property Type: Industrial Property
Living Units: n/a	Levy District: 27-0745-5C
Zoning: n/a CLM	Ownership: 100
LinkedProperty: No linked properties exist for this property	
Exemptions: No exemptions exist for this property	
Condo Ownership: General: n/a	Limited: n/a

Property Factors

Topography: n/a	Fronting: n/a
Utilities: n/a	Parking Type: n/a
Access: n/a	Parking Quantity: n/a
Location: n/a	Parking Proximity: n/a

Land Summary

Land Type:	Acres:	Value:
Grazing	n/a	n/a
Fallow	n/a	n/a
Irrigated	n/a	n/a
Continuous Crop	n/a	n/a
Wild Hay	n/a	n/a
Farmsite	n/a	n/a
ROW	n/a	n/a
NonQual Land	n/a	n/a
Total Ag Land	n/a	n/a
Total Forest Land	n/a	n/a
Total Market Land	6.269	305836

Deed Information

Deed Date	Book	Page	Recorded Date	Document Number	Document Type
6/5/2012	A155	751	6/5/2012	570239	Warranty Deed

Owners

Party #1

Default Information:	CONTINENTAL RESOURCES INC PO BOX 269000 OKLAHOMA CITY, OK 73126-9000
Ownership %:	100
Primary Owner:	Yes
Interest Type:	Fee Simple
Last Modified:	4/12/2017 14:51:51 PM

Cadastral Property Report

Tax Year: 2026

Appraisals

Appraisal History

Tax Year	Land Value	Building Value	Total Value	Method
2026	305836	2392240	2698076	COST
2025	305836	2392240	2698076	COST
2024	227524	2226190	2453714	COST

Market Land

Market Land Item #1

Method: Acre	Type: Primary Site
Width: n/a	Depth: n/a
Square Feet: 273121	Acres: 6.269
Class Code: 2611	Value: 305836

Dwellings

No dwellings exist for this parcel

Other Buildings

Outbuilding/Yard Improvement #1

Type: Industrial	Description: CPA3 - Paving, concrete, 5-6"
Quantity: 1	Year Built: 2012
Grade: A	Condition: Com 4 Good
Functional: 3-Normal	Class Code: 3817

Dimensions

Width/Diameter: 30	Length: 100
Size/Area: 3000	Height: n/a
Bushels: n/a	Circumference: n/a

Commercial

Cadastral Property Report

Tax Year: 2026

Commercial Summary

Buildings Summary

Building Number	Building Name	Structure Type	Units	Year Built
1	Continental Resources Inc	353 - Office Building, Low Rise (1 to 4 stories)	1	2012
2	Warehouse	398 - Warehouse	1	2012

Existing Building #1

General Building Information

Building Number: 1
Building Name: Continental Resources Inc

Structure Type: 353 - Office Building, Low Rise (1 to 4 stories)
Units/Building: 1

Identical Units: 1
Grade: A

Year Built: 2012
Year Remodeled: n/a

Class Code: 3817
Effective Year: n/a

Percent Complete: n/a

Interior/Exterior Data #1

Level From: 01
Level To: 01
Use Type: 053 - Office

Dimensions
Area:
Perimeter: 336
Use SK Area:
Wall Height:

Features
Exterior Wall Desc: 06 - Masonry & Frame
Construction: 4-Pre-engineered Steel
Economic Life: 45
% Interior Finished: 100
Partitions:
Heat Type:
AC Type:
Plumbing:
Physical Condition: 3-Normal
Functional Utility: 3-Normal

Other Features

Description	Qty	Width	Length	Height	Area	Calculated Value	Unadjusted Value
SS1 - Sprinkler System - wet pipe	1	n/a	n/a	n/a	6912	54146.936229	54147
EE1 - Enclosed Entry	2	8	16	n/a	n/a	9510.4	19021

Interior/Exterior Data #2

Level From: B1
Level To: B1
Use Type: 082 - Multi-Use Office

Dimensions
Area:
Perimeter: 336
Use SK Area:
Wall Height:

Features
Exterior Wall Desc: 00 - None
Construction: 2-Fire Resistant
Economic Life: 55
% Interior Finished: 100
Partitions:
Heat Type:
AC Type:
Plumbing:
Physical Condition: 3-Normal
Functional Utility: 3-Normal

Other Features

Description	Qty	Width	Length	Height	Area	Calculated Value	Unadjusted Value
SS1 - Sprinkler System - wet pipe	1	72	96	n/a	6912	54146.936229	54147

Elevators and Escalators

Tax Year: 2026

Description	Units	Rise-ft	Stops	Speed	Capacity	Cost

Existing Building #2

General Building Information

Building Number: 2
Building Name: Warehouse
Structure Type: 398 - Warehouse
Units/Building: 1
Identical Units: 1
Grade: A
Year Built: 2012
Year Remodeled: n/a
Class Code: 3817
Effective Year: n/a
Percent Complete: n/a

Interior/Exterior Data #1

Level From: 01
Level To: 01
Use Type: 045 - Warehouse

Dimensions
Area:
Perimeter: 354
Use SK Area:
Wall Height:

Features
Exterior Wall Desc: 07 - Metal, light
Construction: 4-Pre-engineered Steel
Economic Life: 40
% Interior Finished: 100
Partitions:
Heat Type:
AC Type:
Plumbing:
Physical Condition: 3-Normal
Functional Utility: 3-Normal

Other Features

Description	Qty	Width	Length	Height	Area	Calculated Value	Unadjusted Value
OD3 - Overhead Door, wood/metal with motor & operator	1	45	n/a	18	n/a	20973.97	20974
OD3 - Overhead Door, wood/metal with motor & operator	1	14	n/a	14	n/a	5973.95	5974

Elevators and Escalators

Description	Units	Rise-ft	Stops	Speed	Capacity	Cost

Ag/Forest Land

No ag/forest land exists for this parcel

Conservation Easements

No conservation easements exist for this parcel

Disclaimer

Cadastral Property Report

Tax Year: 2026

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City of Sidney
Montana's Sunrise City
115 2nd Street S.E., Sidney, Montana - 406-433-2809

Re: Variance Request for 704 34th Avenue NW, Sidney MT 59270

Dear City of Sidney Resident,

This is notice that Continental Resources Inc. requesting a variance per City Code 11-13-3-D. The current zoning for this location is CLM: Commercial Light Manufacturing. The legal description is B & B Minor Subdivision, S30, T23 N, R59 E, Lot 001-002.

Continental Resources Inc. is requesting a variance to allow the installation of a flagpole that will exceed the height of the primary building by approximately six feet (6'). City code 11-13-3-D provides that accessory structures shall not exceed the primary building height.

A Board of Adjustments Meeting will be held on Wednesday, September 2nd, 2026 at 8:00 am at City Hall to consider and 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 the comments 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

Karmen Lange
Interim City Clerk/Treasurer
City of Sidney

The City of Sidney is an equal opportunity provider.

Doc #	Per	Line #	Fund	Account	Object	Org	Proj	Receipt #	Description	Type	Amount	Rec Date/ Cash Offset	User ID
27-63	8/26										500.00	08/12/26	karm
MONTANA FLAG POLE GUY VARIANCE FILING FEE													
ACTUAL BANK DEPOSIT-$500.00													
		1	1000	323010					CHECK 1027		500.00	101000	
										Total:	500.00		

CITY OF SIDNEY

NOTICE

There will be a Public Hearing on Wednesday, September 2nd, 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 variance request of Continental Resources Inc. installing a flagpole exceeding the height of the primary building by six feet (6') per City Code 11-13-3-D. This property is located at 704 34th Avenue NW, legal description is B & B Minor Subdivision, S30, T23 N, R59 E, Lot 001-002.

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

Karmen Lange
Interim Clerk/Treasurer

Publish: August 19th and August 26th, 2026

City of Sidney, MT
Zoning/Board of Adjustments Meeting
September 2, 2026 8:00 AM
115 2nd Street SE |Sidney, MT 59270

---

1. New Business

Board Present: Chair Justin Jones, Terry Meldahl, Adam Smith and PWD Jeff Hintz
Others Present: Fire Marshal/Building Inspector Rasmussen, Interim CAO Chamberlin

a. Variance Request-Continental Resources Inc.
The public hearing for the flag pole height variance request of Continental Resources was called to order at 8:01am. Interim CAO Chamberlin reported there was no testimony submitted to City Hall. Chair Jones called for any opponents, three times, with none coming forward. He then called for any proponents, three times, with none coming forward. The public hearing was closed at 8:02am.

In discussion the Zoning Board questioned if the airport should be contacted to ensure that this is not int the runway protection zone or could cause any issues. FM/BI Rasmussen stated he can reach out to the airport for their review as a condition of approval.

Motion was made by Mr. Meldahl and seconded by PWD Hintz to approve the 6-foot flag pole height variance of Continental Resources with the condition that the Sidney Airport reviews for the runway protection zone. The motion carried unanimously.

[MIN_SIGNATURES]

Axon Enterprise, Inc.

17800 N 85th St, Scottsdale, Arizona 85255, United States
VAT: 86-0741227
Domestic: (800) 978-2737 | International: +1 800.978.2737

Q-897854-006 Acct: 415122

Issued	**Sep 4, 2026**
Expires	**Sep 30, 2026**
Payment Terms	**N30**
Mode of Delivery	**AUTO-GND**

Sidney Police Department - MT

Currency: USD

CUSTOMER DETAILS

SHIP TO
Sidney Police Department - MT
300 12th Ave NW
Sidney, MT
59270-3631
USA

BILL TO
Sidney Police Department - MT
300 12th Ave NW
Sidney, MT
59270-3631
USA

SALES REPRESENTATIVE
Theo Azevedo
Email: tazevedo@axon.com

PRIMARY CONTACT
Travis Rosaaen
Phone: (406) 433-2210
Email: travis.rosaaen@richland.org

QUOTE SUMMARY

Program Length	**60 Months**
Contract Start	**Nov 15, 2026**
Contract End	**Nov 14, 2031**
TOTAL CONTRACT	
Net Total	**$331,006.84**
Est. Tax	**$0.00**
Total Contract Value	**$331,006.84**

DISCOUNT SUMMARY

List Price	**$388,325.21**
Bundled Savings	**$38,916.17**
Additional Discount	**$18,402.20**
Total Discount	**$57,318.37**
Net Price	**$331,006.84**

PAYMENT SUMMARY

DATE	SUBTOTAL	EST. TAX	TOTAL
Oct 15, 2026	$57,983.00	$0.00	$57,983.00
Oct 15, 2027	$68,255.96	$0.00	$68,255.96
Oct 15, 2028	$68,255.96	$0.00	$68,255.96
Oct 15, 2029	$68,255.96	$0.00	$68,255.96
Oct 15, 2030	$68,255.96	$0.00	$68,255.96
Total	**$331,006.84**	**$0.00**	**$331,006.84**

SUMMARY PRICING FOR TERM

ITEM	DESCRIPTION	QTY	TERM (START)	UNBUNDLED	LIST PRICE	NET PRICE	SUBTOTAL	EST. TAX	TOTAL
TRANSFER BALANCE									
100552	Transfer Balance - Goods	1	—	—	$1.00	$27,854.05	$27,854.05	$0.00	$27,854.05
100553	Transfer Balance - Software and Services	1	—	—	$1.00	$4,272.87	$4,272.87	$0.00	$4,272.87
						Transfer Balance Total	$32,126.92	$0.00	$32,126.92

ITEM	DESCRIPTION	QTY	TERM (START)	UNBUNDLED	LIST PRICE	NET PRICE	SUBTOTAL	EST. TAX	TOTAL
SUMMARY PRICING									
BWCUwTAP	Body Worn Camera Unlimited with TAP Bundle	13	60 (11/2026)	$145.68	$102.91	$102.91	$80,269.80	$0.00	$80,269.80
85760	Axon Auto-Transcribe - Unlimited Service	13	60 (11/2026)	—	$27.12	$27.12	$21,153.60	$0.00	$21,153.60
101283	Axon Records - Draft One - AI-Assisted Report Writing	13	60 (11/2026)	—	$70.52	$70.52	$55,005.60	$0.00	$55,005.60
102610	Axon Community Link	13	60 (11/2026)	—	$16.27	$16.27	$12,690.60	$0.00	$12,690.60
100105	Community Link/Pro PSO Setup	1	—	—	$3,600.00	$0.00	$0.00	$0.00	$0.00
102011	Axon AI Assistant	13	60 (11/2026)	—	$32.55	$26.04	$20,311.20	$0.00	$20,311.20
73682	Axon Evidence - Auto Tagging License	13	60 (11/2026)	—	$10.85	$0.00	$0.00	$0.00	$0.00
79999	Axon Evidence - Implementation for Auto Tagging/Performance	1	—	—	$3,000.00	$0.00	$0.00	$0.00	$0.00
102597	TASER CEW + VR Instructor Cert + VR Implementation (2-Day)	1	—	—	$6,400.00	$0.00	$0.00	$0.00	$0.00
20248	Axon TASER - Evidence.Com License	13	60 (11/2026)	—	$5.83	$5.83	$4,547.40	$0.00	$4,547.40
101180	Axon TASER - Data Science Program	13	60 (11/2026)	—	$1.08	$1.08	$842.40	$0.00	$842.40
Fleet3B+TAP	Fleet 3 Basic + TAP	1	60 (11/2026)	$233.42	$210.15	$169.71	$10,182.60	$0.00	$10,182.60
Fleet3B+TAPRe	Fleet 3 Basic + TAP Renewal	8	60 (11/2026)	$148.39	$139.74	$139.74	$67,075.20	$0.00	$67,075.20
72036	Axon Fleet 3 - Standard 2 Camera Kit	8	—	—	$2,695.00	$0.00	$0.00	$0.00	$0.00
103346	Axon Fleet - Ericsson R980-5GD-A+5Yr Netcloud	8	—	—	$1,899.00	$1,899.00	$15,192.00	$0.00	$15,192.00
101924	Axon Fleet - Taoglas Ant - 7-in-1 4Cell 2WIFI 1GNSS Int	8	—	—	$149.00	$149.00	$1,192.00	$0.00	$1,192.00
100738	Axon Fleet 3 - SIM Insertion - VZW 4FF	8	—	—	$15.00	$15.00	$120.00	$0.00	$120.00
50041	Axon Interview - Streaming Server License - Per Server	2	—	—	$1,750.00	$1,750.00	$3,500.00	$0.00	$3,500.00
50043	Axon Interview - Streaming Server Maintenance - Per Server	2	60 (11/2026)	—	$32.98	$32.98	$3,957.60	$0.00	$3,957.60
80374	Axon TASER - Ext Warranty - Battery Pack T7/T10	15	24 (11/2026)	—	$0.51	$0.51	$183.60	$0.00	$183.60
80395	Axon TASER 7 - Ext Warranty - Handle	13	24 (11/2026)	—	$7.91	$7.91	$2,467.92	$0.00	$2,467.92
80396	Axon TASER - Ext Warranty - Dock Six-Bay T7/T10	1	24 (11/2026)	—	$7.85	$7.85	$188.40	$0.00	$188.40
						Summary Pricing Total	$298,879.92	$0.00	$298,879.92

		SUBTOTAL	EST. TAX	TOTAL
	Total	$331,006.84	$0.00	$331,006.84

DELIVERY SCHEDULE

ESTIMATED SHIPPING DATE: Oct 15, 2026

Shipping Location: **300 12th Ave NW, Sidney, MT, 59270-3631, USA**

HARDWARE	QTY
Axon Fleet - Ericsson R980-5GD-A+5Yr Netcloud	9
Axon Fleet - Taoglas Ant - 7-in-1 4Cell 2WIFI 1GNSS Int	9
Axon Fleet 3 - Standard 2 Camera Kit	9
Axon Signal Vehicle	1
SOFTWARE	**QTY**
Axon Interview - Streaming Server License - Per Server	2
SERVICES	**QTY**
Axon Evidence - Implementation for Auto Tagging/Performance	1
Axon Fleet 3 - Deployment Per Vehicle - Not Oversized	1
Axon Fleet 3 - Installation - Upgrade (Per Vehicle)	8
Axon Fleet 3 - SIM Insertion - VZW 4FF	9
Community Link/Pro PSO Setup	1
TASER CEW + VR Instructor Cert + VR Implementation (2-Day)	1
WARRANTIES	**QTY**
Axon Body - TAP Warranty - Camera	13
Axon Body - TAP Warranty - Single-Bay Dock	13
Axon Fleet 3 - Ext Warranty - 2 Camera Kit	9
Axon Signal - Ext Warranty - Signal Vehicle	1
Axon TASER - Ext Warranty - Battery Pack T7/T10	15
Axon TASER - Ext Warranty - Dock Six-Bay T7/T10	1
Axon TASER 7 - Ext Warranty - Handle	13

ESTIMATED SHIPPING DATE: Nov 15, 2026

Shipping Location: **300 12th Ave NW, Sidney, MT, 59270-3631, USA**

SOFTWARE	QTY
Axon AI Assistant	13
Axon Auto-Transcribe - Unlimited Service	13
Axon Community Link	13
Axon Evidence - Auto Tagging License	13
Axon Evidence - Fleet Vehicle License	9
Axon Evidence - License - Pro	13
Axon Evidence - Storage - Axon Device Unlimited	13
Axon Evidence - Storage - Fleet 1 Camera Unlimited	18
Axon Interview - Streaming Server Maintenance - Per Server	2
Axon Records - Draft One - AI-Assisted Report Writing	13
Axon TASER - Data Science Program	13
Axon TASER - Evidence.Com License	13

ESTIMATED SHIPPING DATE: Apr 15, 2029

Shipping Location: **300 12th Ave NW, Sidney, MT, 59270-3631, USA**

HARDWARE	QTY
Axon Body - TAP Refresh 1 - Camera	13
Axon Body - TAP Refresh 1 - Dock Single-Bay	13

ESTIMATED SHIPPING DATE: Oct 15, 2031

Shipping Location: **300 12th Ave NW, Sidney, MT, 59270-3631, USA**

HARDWARE	QTY
Axon Body - TAP Refresh 2 - Camera	13
Axon Body - TAP Refresh 2 - Dock Single-Bay	13
Axon Fleet - TAP Refresh 1 - 2 Camera Kit	9

TERMS & CONDITIONS

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

STANDARD TERMS AND CONDITIONS

Axon Master Services and Purchasing Agreement:
This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at https://www.axon.com/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:
The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:
Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

EXCEPTIONS TO STANDARD TERMS AND CONDITIONS

Agency has existing contract(s) originated via Quote(s):

Q-483570, Q-483571, Q-484113, Q-538692, Q-573297, Q-583129, Q-749491,

Agency is terminating those contracts effective 11/15/2026. Any changes in this date will result in modification of the program value which may result in additional fees or credits due to or from Axon.

The parties agree that Axon is applying a Transfer Balance of $32,126.92

100% discounted body-worn camera and docking station hardware contained in this quote reflects a TAP replacement for hardware purchased under existing quotes aforementioned above. All TAP obligations from this contract will be considered fulfilled upon execution of this quote.

Any credits contained in this quote are contingent upon payment in full of the following amounts:

Outstanding Invoice - INUS311880 - 1/1/2025 - $1,344.32

Outstanding Invoice - INUS418525 - 2/1/2026 - $17,895.36

Outstanding Invoice - INUS386649 - 10/15/2025 - $191.09

Rewrite Estimates
Estimated Amounts and Contract Terminations. Any amounts stated as due under existing or terminated contracts — including contract transfer balances carried forward to new or pending contracts — are estimates based on payments received as of the calculation date. These estimates may be adjusted if new contracts are not executed on the anticipated dates or if expected payments are not made.

Refresh Shipment Timing
Technology Assurance Plan (TAP) Refresh Prior to Renewal. For Customers with expiring agreements that include TAP refresh rights, Axon may, in its discretion, ship refresh hardware under the existing contract while renewal or replacement agreements are in progress. Any such shipments will be deemed made under the terms of the existing contract until the new contract is fully executed, after which any applicable updates, fees, or adjustments will apply.

Shipment Timing
Shipment Variance . Estimated shipment dates are provided for planning purposes only and are not guarantees. Axon may ship hardware before or after the estimated shipment date, and failure to meet an estimated shipment date will not, by itself, constitute a breach, provided Axon uses commercially reasonable efforts to meet estimated shipment dates.

Signature
9/4/2026

Date Signed

TASK ORDER

This is Task Order No. 1, consisting of 3 pages.

Task Order – 2026 Police Department Capital Improvement Plan and Equipment Rotation Schedule

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated June 1, 2026 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

a. Effective Date of Task Order: September 21, 2026

b. Owner: City of Sidney

c. Engineer: Triple Tree Engineering

d. Specific Project (title): Police Department CIP

e. Specific Project (description): Capital Improvement Plan -PD

2. Services of Engineer

A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:

- Three (3) Trips to Sidney, one is a City Council meeting for CIP Presentation.
- One (1) Call in meeting with Chief Kraft.
- Document Drafting: 2 Drafts for review/edits and one (1) Final Document.
- Four (4) Bound Copies and One (1) Electronic Copy.

B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement.

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4. Task Order Schedule

In addition to any schedule provisions provided elsewhere, the parties shall meet the following schedule:

September 21, 2026, Task Order Approved.

October 6, 2026, Kick off meeting, first meeting with City Staff.

November 2, 2026, First Draft Due to City.

November 17, 2026, Second meeting with City Staff.

December 2, 2026, Second Draft Due to City.

December 18, 2026, Call in with City for edits and comments.

January 5, 2027, Final Draft Due to City.

January 18, 2027, City Council Presentation.

February 1, 2027 Bound and Electronic Copies Delivered to the City.

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Lump Sum Not to Exceed $35,000. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

6. Consultants retained as of the Effective Date of the Task Order: Peaks Planning & Consulting

7. Other Modifications to Agreement and Exhibits: None

8. Attachments: None

9. Other Documents Incorporated by Reference: Agreement Between Owner and Engineer for Professional Services – Task Order Edition (June 1, 2026)

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10. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is [September 21, 2026].

OWNER:		ENGINEER:	
By:	City of Sidney	By:	Bradley Koon
Print Name:		Print Name:	Brad Koon
Title:		Title:	President
		Engineer License or Firm's Certificate No. (if required):	14124
		State of:	Montana

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TASK ORDER NO. 3

This is Task Order No. **3**, consisting of **5** pages (plus attachments).

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **May 27, 2026**, Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	**September 8, 2026**
b.	Owner:	**City of Sidney, MT**
c.	Engineer:	**Interstate Engineering, Inc.**
d.	Specific Project (title)	**3rd Avenue SE Watermain Replacement**
e.	Specific Project (description):	**Watermain replacement (8 Blocks):** • **3rd Ave SE, 2nd Ave SE, & 5th St SE** **Sewermain replacement (1 Block):** • **100 Block Central Ave NE Alley**
f.	Related Task Orders	**None**

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

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Specific Project Title:	**3rd Avenue SE Watermain Replacement**
Type and Size of Facility:	**N/A**
Description of Improvements:	**Watermain replacement (8 Blocks):** • **3rd Ave SE, 2nd Ave SE, & 5th St SE** **Sewermain replacement (1 Block):** • **100 Block Central Ave NE Alley**
Expected Construction Start:	**2027**
Prior Studies, Reports, Plans:	**N/A**
Facility Location(s):	**Sidney, MT**
Current Specific Project Budget:	**$102,000**
Funding Sources:	**Design: City** **Construction: TBD**
Known Design Standards:	**MDEQ Circulars, MPWSS, & City Standard Modifications**
Known Specific Project Limitations:	**N/A**
Specific Project Assumptions:	**N/A**
Other Pertinent Information:	**Engineer will work with the Owner during the design process to determine if Project will require funding assistance from SRF for construction of the water and/or sewer replacement.**

3. SERVICES OF ENGINEER ("SCOPE")

A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:

as follows:

Task 1 – Design Engineering Services

- The Engineer will provide a topography survey of the project area using traditional survey methods. Property corners will not be set.
- The Engineer will review current project components for compliance with the Department of Environmental Quality (DEQ) guidelines. The Engineer will make recommendations to the Owner regarding design components and project schedule.

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- The Engineer will perform a layout of the proposed water and sewer system improvements that will be extended and replaced, including incidental construction items. This layout will be reviewed with the Owner.
- The Engineer will prepare construction plans and specifications (bidding documents) incorporating the proposed water system improvements.
- The Engineer will submit proposed water and sewer system improvements to DEQ for approval. Submittal will include an updated hydraulic model analysis.

Excludes

- Legal Survey
- Water and Sewer Main plan & profile sheets along East Main Street
- Existing sewer capacity analysis
- Funding Assistance
- Bidding or Negotiating Services
- Construction Engineering Services
- Easement negotiations with landowners
- Environmental and cultural assessment
- Geotechnical analysis of subsurface soils
- Subsurface investigations for existing utility size, material, and depth.
- Review fees, variance fees, deviation fees, filing fees

B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.

C. Resident Project Representative (RPR) Services: **N/A**

D. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner's written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. DELIVERABLES SCHEDULE – NOT APPLICABLE

5. ADDITIONS TO OWNER'S RESPONSIBILITIES

A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order: **No supplemental responsibilities.**

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6. TASK ORDER SCHEDULE

A. In addition to any schedule provisions provided in Exhibit B or elsewhere, the parties shall meet the following schedule:

Duration	Action / Milestone	Comment
3 Months	**Task 1 – DEQ Submittal**	The time for DEQ review and approval is out of the Engineer's control. Project is intended to ready for bid in winter 2027, subject to City approval.

7. ENGINEER'S COMPENSATION

A. The terms of payment are set forth in Article 4 of the Main Agreement.

B. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
Task 1 – Final Design	**$102,000**	**Lump Sum**
TOTAL COMPENSATION	**$102,000**	**Lump Sum**
3. Additional Services under Section 2.D above	**$10,000**	**Hourly**

C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

8. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER: NOT APPLICABLE

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9. EXHIBITS AND ATTACHMENTS:

A. Schedule of Rates

B. Exhibit A: Project Overview

C. Exhibit B: Project Estimate

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER: City of Sidney, MT	ENGINEER: Interstate Engineering, Inc.
By: _____	By:
Print Name: Rick Norby	Print Name: Jordan Mayer, PE
Title: Mayor	Title: Client Manager
	Engineer's License or Firm's Certificate No. (if required): PEL-EF-LIC419
	State of: Montana
DESIGNATED REPRESENTATIVE FOR TASK ORDER:	DESIGNATED REPRESENTATIVE FOR TASK ORDER:
Name:	Name: Jordan Mayer, PE
Title:	Title: Client Manager
Address:	Address: PO Box 648 2177 Lincoln Ave SE
E-Mail Address:	E-Mail Address: Jordan.Mayer@interstateeng.com
Phone:	Phone: 406.433.5617
Date:	Date: 8/27/2026

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SCHEDULE OF RATES

	Hourly Rate
Engineers	
ENG I	$137.00
ENG II	$152.00
ENG III	$167.00
ENG IV	$182.00
ENG V	$197.00
ENG VI	$212.00
ENG VII	$227.00
ENG VIII	$242.00
ENG IX	$262.00
ENG X	$280.00
Surveyors	
SURV I	$113.00
SURV II	$128.00
SURV III	$143.00
SURV IV	$158.00
SURV V	$173.00
SURV VI	$188.00
SURV VII	$203.00
SURV VIII	$218.00
SURV IX	$233.00
SURV X	$255.00

	Hourly Rate
Planners	
PLANNER I	$125.00
PLANNER II	$150.00
PLANNER III	$175.00
PLANNER IV	$200.00
PLANNER V	$225.00
Landscape Architects	
LA I	$120.00
LA II	$140.00
LA III	$160.00
LA IV	$180.00
LA V	$200.00
Funding	
FUNDING I	$125.00
FUNDING II	$150.00
FUNDING III	$175.00
FUNDING IV	$200.00
Administrative	
ADMIN I	$ 93.00
ADMIN II	$100.00
ADMIN III	$107.00

	Hourly Rate
Technicians	
TECH I	$ 92.00
TECH II	$107.00
TECH III	$122.00
TECH IV	$137.00
TECH V	$152.00
TECH VI	$167.00
TECH VII	$182.00
TECH VIII	$197.00
TECH IX	$212.00
TECH X	$235.00
GIS	
GIS I	$120.00
GIS II	$140.00
GIS III	$160.00
GIS IV	$180.00
GIS V	$200.00
Information Technologists	
IT I	$145.00
IT II	$195.00
Expert Witness	$400.00

CHARGEABLE EXPENSES

Subsistence ..... Actual cost

Subconsultant Services – Geotechnical ... Actual cost plus 15%

Subconsultant Services – Other..... Actual cost plus 10%

Survey Materials Required ..... Actual cost plus 25%

Plat Certification per Certification $35.00

Recordation per Monument..... $35.00

24" x 36" Prints per Page $9.00

Other Miscellaneous Project Expenses .... Actual cost

Travel Vehicle ..... $0.85 per mile

Survey Vehicle ..... $0.95 per mile

ATV ..... $75.00 per day

ATV with Tracks ..... $125.00 per day

UTV..... $150.00 per day

UTV with Tracks ..... $200.00 per day

Snowmobile ..... $200.00 per day

Any and all sales and use tax, TERO or other special fees which apply to this contract.

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Task Order 3

Exhibit A

Sewer Add Alt 3
(1 Block)

Water Base Bid
(4 Blocks)

Water Add Alt 1 & 2
(4 Blocks)

Phase 4a, Schedule 2
Watermain Improvements in 2027
IEI Task Order 7
Under Contract: WMC

Proposed Corridor for
Construction of Pedestrian
Facilities in 2027:
IEI Task Order 2

3RD ST NE
2ND ST NE
WATERTOWER PARK
E MAIN ST
CENTRAL ELEMENTARY SCHOOL
2ND ST SE
3RD ST SE
3RD AVE SW
2ND AVE SW
SIDNEY MIDDLE SCHOOL
S CENTRAL AVE
CENTRAL PARK
2ND AVE SE
3RD AVE SE
4TH AVE SE
4TH ST SE
5TH AVE SE
5TH ST SE
6TH AVE SE
6TH ST SE
7TH AVE SE
7TH ST SE
QUILLINGS PARK

0 150' 300'
HORIZONTAL SCALE IN FEET

LEGEND

AC - 4"	4-INCH ASBESTOS CEMENT (AC)
CI - 4"	4-INCH CAST IRON (CI)
PVC - 4"	4-INCH POLYVINYL CHLORIDE (PVC)
AC - 6"	6-INCH AC
CI - 6"	6-INCH CI
PVC - 6"	6-IN PVC
W - 6"	6-INCH WATER LINE (UNKNOWN TYPE)
AC - 8"	8-INCH AC
PVC - 8"	8-INCH PVC
HDPE - 8"	8-INCH HDPE
W - 8"	8-INCH WATER LINE (UNKNOWN TYPE)
AC - 10"	10-INCH AC
PVC - 10"	10-INCH PVC
DI - 10"	10-INCH DUCTILE IRON (DI)
W	UNKNOWN PIPE SIZE & TYPE
	FIRE HYDRANT
	GATE VALVE & BOX

REV NO	DATE	BY	DESCRIPTION

SIDNEY WATER
PRELIMINARY ENGINEERING REPORT (PER)
SIDNEY, MONTANA

EXHIBIT A TO TASK ORDER 3

DRAWN BY: AVL
CHECKED BY: GCB/JLM
SURVEYED BY: --
DESIGNED BY: GCB/JLM
PROJECT NO.: WR24-04-163
DATE: 08-20-2026

Interstate Engineering
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PO Box 648
Sidney, MT 59270
(406) 433.5617
www.interstateeng.com

INTERSTATE ENGINEERING
Professionals You Need, People You Trust.

CHAPTER
EX

A
FIGURE

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Task Order 3

Exhibit B

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

PROJECT NAME: 3rd Avenue SE Water Improvements
PROJECT NO: MT26-03-078
CLIENT: City of Sidney
ESTIMATOR: JLMayer

DATE: 8/26/2026

CONTINGENCY: 15.0% FUNDING: 0.0% (ADJ. FACTOR)
YEARS TILL CONSTRUCTION: 1 INFLATION: 3.0% (% / YEAR)

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
	BASE BID - 3rd Ave SE: Main St to 5th St SE (4 Blocks)				
101	MOBILIZATION, TAXES, BONDS, AND INSURANCE (1	LS	1	$ 85,000.00	$ 85,000.00
102	8" WATERMAIN (PVC)	LF	1400	$ 110.00	$ 154,000.00
103	8" GATE VALVE	EA	4	$ 5,500.00	$ 22,000.00
104	DUCTILE IRON FITTING (SIZE/TYPE VARIES)	EA	1	$ 1,500.00	$ 1,500.00
105	CONNECT TO EXISTING WATER MAIN (SIZE VARIES)	EA	5	$ 6,000.00	$ 30,000.00
106	FIRE HYDRANT ASSEMBLY	EA	3	$ 15,000.00	$ 45,000.00
107	FIRE HYDRANT LEAD	LF	75	$ 100.00	$ 7,500.00
108	TRACER WIRE	LF	2045	$ 1.00	$ 2,045.00
109	WATER SERVICE CONNECTION (RESIDENTIAL)	EA	18	$ 4,000.00	$ 72,000.00
110	WATER SERVICE CONNECTION (COMMERCIAL)	EA	1	$ 8,000.00	$ 8,000.00
111	RESIDENTIAL WATER SERVICE (HDPE)	LF	540	$ 70.00	$ 37,800.00
112	COMMERCIAL WATER SERVICE (PVC)	LF	30	$ 75.00	$ 2,250.00
113	ASBESTOS PIPE REMOVAL	LS	1	$ 5,000.00	$ 5,000.00
114	TEMPORARY WATER (3%)	LS	1	$ 21,000.00	$ 21,000.00
115	ASPHALT REMOVAL & REPLACEMENT (HMA ONLY)	SY	1550	$ 15.00	$ 23,250.00
116	ASPHALT & ROAD BASE REMOVAL & REPLACEMENT	SY	1150	$ 125.00	$ 143,750.00
117	CURB & GUTTER REMOVAL & REPLACEMENT	LF	330	$ 130.00	$ 42,900.00
118	SIDEWALK REMOVAL & REPLACEMENT	SF	1100	$ 35.00	$ 38,500.00
119	GRASS RESTORATION	SF	2200	$ 3.00	$ 6,600.00
120	EXPLORATORY EXCAVATION	HR	15	$ 350.00	$ 5,250.00
121	IMPORTED BACKFILL	CY	80	$ 50.00	$ 4,000.00
122	TYPE II BEDDING	CY	80	$ 75.00	$ 6,000.00
123	TRAFFIC CONTROL (1.5%)	LS	1	$ 10,500.00	$ 10,500.00
124	MATERIALS TESTING ALLOWANCE	UNIT	5000	$ 1.00	$ 5,000.00
125	MISCELLANEOUS WORK ALLOWANCE	UNIT	15000	$ 1.00	$ 15,000.00

ESTIMATED CONSTRUCTION COST	$ 793,845.00
FUNDING ADJUSTMENT FACTOR (0.0%)	$ -
INFLATION ADJUSTMENT (1 YEAR @ 3.0%/YEAR)	$ 23,815.35
CONTINGENCY (15.0%)	$ 122,649.05
ESTIMATED TOTAL COST W/ ADJUSTMENTS	$ 940,309.40

COST SUMMARY

CONSTRUCTION COST SUMMARY	
CONSTRUCTION COST SUBTOTAL	$ 793,845.00
FUNDING ADJUSTMENT SUBTOTAL	$ -
INFLATION ADJUSTMENT SUBTOTAL	$ 23,815.35
CONTINGENCY SUBTOTAL	$ 122,649.05
ESTIMATED COST FOR CONSTRUCTION	$ 940,309.40

ENGINEERING & ADMINISTRATIVE COST SUMMARY		
4.8%	DESIGN ENGINEERING	$ 45,000.00
10.6%	CONSTRUCTION ENGINEERING	$ 100,000.00
0.0%	GEOTECHNICAL INVESTIGATION	$ -
0.0%	LEGAL & ADMINISTRATION	$ -
ESTIMATED COST FOR ENGINEERING & ADMIN		$ 145,000.00

ENGINEER'S OPNINION OF TOTAL PROJECT COST	$ 1,085,309.40

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

PROJECT NAME: 3rd Avenue SE Water Improvements
PROJECT NO: MT26-03-078
CLIENT: City of Sidney
ESTIMATOR: JLMayer

DATE: 8/26/2026

CONTINGENCY: 15.0% FUNDING: 0.0% (ADJ. FACTOR)
YEARS TILL CONSTRUCTION: 1 INFLATION: 3.0% (% / YEAR)

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
	ADDITIVE ALTERNATE 1 & 2 - 5th St SE: Central Ave to 4th Ave SE (3 Blocks) & 2nd Ave SE: 4th St SE to 5th St SE (1 Block)				
201	MOBILIZATION, TAXES, BONDS, AND INSURANCE (	LS	1	$ 69,000.00	$ 69,000.00
202	8" WATERMAIN (PVC)	LF	1400	$ 110.00	$ 154,000.00
203	8" GATE VALVE	EA	3	$ 5,500.00	$ 16,500.00
204	DUCTILE IRON FITTING (SIZE/TYPE VARIES)	EA	2	$ 1,500.00	$ 3,000.00
205	CONNECT TO EXISTING WATER MAIN (SIZE VARIES)	EA	3	$ 6,000.00	$ 18,000.00
206	FIRE HYDRANT ASSEMBLY	EA	2	$ 15,000.00	$ 30,000.00
207	FIRE HYDRANT LEAD	LF	50	$ 100.00	$ 5,000.00
208	TRACER WIRE	LF	2080	$ 1.00	$ 2,080.00
209	WATER SERVICE CONNECTION (RESIDENTIAL)	EA	21	$ 4,000.00	$ 84,000.00
210	WATER SERVICE CONNECTION (COMMERCIAL)	EA	0	$ 8,000.00	$ -
211	RESIDENTIAL WATER SERVICE (HDPE)	LF	630	$ 70.00	$ 44,100.00
212	COMMERCIAL WATER SERVICE (PVC)	LF	0	$ 75.00	$ -
213	ASBESTOS PIPE REMOVAL	LS	1	$ 10,000.00	$ 10,000.00
214	TEMPORARY WATER (3%)	LS	1	$ 21,000.00	$ 21,000.00
215	ASPHALT REMOVAL & REPLACEMENT (HMA ONLY)	SY	1550	$ 15.00	$ 23,250.00
216	ASPHALT & ROAD BASE REMOVAL & REPLACEMENT	SY	1200	$ 125.00	$ 150,000.00
217	CURB & GUTTER REMOVAL & REPLACEMENT	LF	345	$ 130.00	$ 44,850.00
218	SIDEWALK REMOVAL & REPLACEMENT	SF	1150	$ 35.00	$ 40,250.00
219	GRASS RESTORATION	SF	2300	$ 3.00	$ 6,900.00
220	EXPLORATORY EXCAVATION	HR	15	$ 350.00	$ 5,250.00
221	IMPORTED BACKFILL	CY	80	$ 50.00	$ 4,000.00
222	TYPE II BEDDING	CY	80	$ 75.00	$ 6,000.00
223	TRAFFIC CONTROL (1.5%)	LS	1	$ 10,500.00	$ 10,500.00
224	MATERIALS TESTING ALLOWANCE	UNIT	5000	$ 1.00	$ 5,000.00
225	MISCELLANEOUS WORK ALLOWANCE	UNIT	15000	$ 1.00	$ 15,000.00

ESTIMATED CONSTRUCTION COST	$ 767,680.00
FUNDING ADJUSTMENT FACTOR (0.0%)	$ -
INFLATION ADJUSTMENT (1 YEAR @ 3.0%/YEAR)	$ 23,030.40
CONTINGENCY (15.0%)	$ 118,606.56
ESTIMATED TOTAL COST W/ ADJUSTMENTS	$ 909,316.96

COST SUMMARY

CONSTRUCTION COST SUMMARY	
CONSTRUCTION COST SUBTOTAL	$ 767,680.00
FUNDING ADJUSTMENT SUBTOTAL	$ -
INFLATION ADJUSTMENT SUBTOTAL	$ 23,030.40
CONTINGENCY SUBTOTAL	$ 118,606.56
ESTIMATED COST FOR CONSTRUCTION	$ 909,316.96

ENGINEERING & ADMINISTRATIVE COST SUMMARY		
3.5%	DESIGN ENGINEERING	$ 32,000.00
11.0%	CONSTRUCTION ENGINEERING	$ 100,000.00
0.0%	GEOTECHNICAL INVESTIGATION	$ -
0.0%	LEGAL & ADMINISTRATION	$ -
ESTIMATED COST FOR ENGINEERING & ADMIN		$ 132,000.00

ENGINEER'S OPNINION OF TOTAL PROJECT COST	$ 1,041,316.96

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

PROJECT NAME: 3rd Avenue SE Water Improvements
PROJECT NO: MT26-03-078
CLIENT: City of Sidney
ESTIMATOR: JLMayer

DATE: 8/26/2026

CONTINGENCY: 25.0% FUNDING: 0.0% (ADJ. FACTOR)
YEARS TILL CONSTRUCTION: 1 INFLATION: 3.0% (% / YEAR)

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
	ADDITIVE ALTERNATE 3 - Alley Behind 100 Block of Central Ave NE (1 Block)				
301	MOBILIZATION, TAXES, BONDS, AND INSURANCE (	LS	1	$ 59,000.00	$ 59,000.00
302	8" SEWERMAIN (PVC)	LF	380	$ 350.00	$ 133,000.00
303	STANDARD MANHOLE	EA	2	$ 15,000.00	$ 30,000.00
304	ADDITIONAL VERTICAL FEET (>5.0')	VF	13	$ 500.00	$ 6,500.00
305	SEWER SERVICE LINE	LF	130	$ 150.00	$ 19,500.00
306	RECONNECT EXISTING SEWER SERVICE	EA	13	$ 2,000.00	$ 26,000.00
307	EXTENDED BYPASS PUMPING (3%)	LS	1	$ 15,000.00	$ 15,000.00
308	DEWATERING	LS	1	$ 15,000.00	$ 15,000.00
309	CONCRETE PAVEMENT REMOVAL & REPLACEMENT	SY	780	$ 200.00	$ 156,000.00
310	ASPHALT REMOVAL & REPLACEMENT (HMA ONLY)	SY	60	$ 15.00	$ 900.00
311	ASPHALT & ROAD BASE REMOVAL & REPLACEMENT	SY	60	$ 125.00	$ 7,500.00
312	CURB & GUTTER REMOVAL & REPLACEMENT	LF	60	$ 130.00	$ 7,800.00
313	SIDEWALK REMOVAL & REPLACEMENT	SF	400	$ 35.00	$ 14,000.00
314	EXPLORATORY EXCAVATION	HR	20	$ 350.00	$ 7,000.00
315	IMPORTED BACKFILL	CY	150	$ 50.00	$ 7,500.00
316	TYPE II BEDDING	CY	150	$ 75.00	$ 11,250.00
317	TRAFFIC CONTROL (2.5%)	LS	1	$ 12,500.00	$ 12,500.00
318	MATERIALS TESTING ALLOWANCE	UNIT	2500	$ 1.00	$ 2,500.00
319	MISCELLANEOUS WORK ALLOWANCE	UNIT	25000	$ 1.00	$ 25,000.00

ESTIMATED CONSTRUCTION COST	$ 555,950.00
FUNDING ADJUSTMENT FACTOR (0.0%)	$ -
INFLATION ADJUSTMENT (1 YEAR @ 3.0%/YEAR)	$ 16,678.50
CONTINGENCY (25.0%)	$ 143,157.13
ESTIMATED TOTAL COST W/ ADJUSTMENTS	$ 715,785.63

COST SUMMARY

CONSTRUCTION COST SUMMARY	
CONSTRUCTION COST SUBTOTAL	$ 555,950.00
FUNDING ADJUSTMENT SUBTOTAL	$ -
INFLATION ADJUSTMENT SUBTOTAL	$ 16,678.50
CONTINGENCY SUBTOTAL	$ 143,157.13
ESTIMATED COST FOR CONSTRUCTION	$ 715,785.63

	ENGINEERING & ADMINISTRATIVE COST SUMMARY	
3.5%	DESIGN ENGINEERING	$ 25,000.00
5.6%	CONSTRUCTION ENGINEERING	$ 40,000.00
0.0%	GEOTECHNICAL INVESTIGATION	$ -
0.0%	LEGAL & ADMINISTRATION	$ -
	ESTIMATED COST FOR ENGINEERING & ADMIN	$ 65,000.00

ENGINEER'S OPNINION OF TOTAL PROJECT COST	$ 780,785.63

TASK ORDER NO. 4

This is Task Order No. **4**, consisting of **5** pages (plus attachments).

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **May 27, 2026**, Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	**September 8, 2026**
b.	Owner:	**City of Sidney, MT**
c.	Engineer:	**Interstate Engineering, Inc.**
d.	Specific Project (title)	**Comprehensive Parks Master Plan**
e.	Specific Project (description):	**Tasks 1-5**
f.	Related Task Orders	**None**

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

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Specific Project Title:	**Comprehensive Parks Master Plan**
Type and Size of Facility:	**N/A**
Description of Improvements:	**Tasks 1-5**
Expected Construction Start:	**2026**
Prior Studies, Reports, Plans:	**N/A**
Facility Location(s):	**Sidney, MT**
Current Specific Project Budget:	**$100,000**
Funding Sources:	**City of Sidney**
Known Design Standards:	**N/A**
Known Specific Project Limitations:	**N/A**
Specific Project Assumptions:	**N/A**
Other Pertinent Information:	**Anticipated Project Timeline = 18 months** **Optional Additional Services Available**

3. SERVICES OF ENGINEER ("SCOPE")

A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:

as follows:

Tasks 1 – 5

- Refer to Exhibit A, Scope of Work

Excludes

- Refer to Exhibit A, Scope of Work

B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.

C. Resident Project Representative (RPR) Services: **N/A**

D. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner's written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events

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or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. DELIVERABLES SCHEDULE

A. Refer to Exhibit A, Scope of Work

5. ADDITIONS TO OWNER'S RESPONSIBILITIES

A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order: **No supplemental responsibilities.**

6. TASK ORDER SCHEDULE

A. In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

Duration	Action / Milestone	Comment
18 Months	**Tasks 1 - 5**	Refer to Exhibit A, Scope of Work, for Action / Milestone / Duration of each Task.

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7. ENGINEER'S COMPENSATION

A. The terms of payment are set forth in Article 4 of the Main Agreement.

B. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
Task 1 – Project Initiation & Kickoff	**$5,600**	**Lump Sum**
Task 2 – Background Analysis – Understanding the Context	**$27,900**	**Lump Sum**
Task 3 – Community Needs Assessment	**$21,300**	**Lump Sum**
Task 4 – Internal Operations, Maintenance & Financial Assessment	**$26,500**	**Lump Sum**
Task 5 – Plan Development & Adoption	**$28,600**	**Lump Sum**
SUB-TOTAL	**$109,900**	**Lump Sum**
Legacy Discount	-$9,900	Lump Sum
TOTAL COMPENSATION	**$100,000**	**Lump Sum**
Additional Services under Section 3.D above	**N/A**	**N/A**

C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

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8. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

A. PROS Consulting

9. EXHIBITS AND ATTACHMENTS:

A. Schedule of Rates

B. Exhibit A: Scope of Work

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER: City of Sidney, MT	ENGINEER: Interstate Engineering, Inc.
By: _____	By:
Print Name: Rick Norby	Print Name: Jordan Mayer, PE
Title: Mayor	Title: Client Manager
	Engineer's License or Firm's Certificate No. (if required): PEL-EF-LIC419
	State of: Montana
DESIGNATED REPRESENTATIVE FOR TASK ORDER:	DESIGNATED REPRESENTATIVE FOR TASK ORDER:
Name: _____	Name: Jordan Mayer, PE
Title: _____	Title: Client Manager
Address: _____	Address: PO Box 648 2177 Lincoln Ave SE
E-Mail Address: _____	E-Mail Address: Jordan.Mayer@interstateeng.com
Phone: _____	Phone: 406.433.5617
Date: _____	Date: 9/4/2026

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EXHIBIT A

Task Order 4

September 4, 2026

City of Sidney
Jessica Chamberlin, Chief Administrative Officer
Sidney City Hall, 115 2nd Street SE, Sidney, MT 59270

RE: Sidney Comprehensive Parks Master Plan (IE# WR25-06-084)

Dear Ms. Chamberlin,

Thank you for the opportunity to submit our proposal for the Sidney Comprehensive Parks Master Plan. We recognize that this planning effort represents an investment of public resources and staff time, and with that investment comes an important question: Why plan?

Successful communities do not plan because they lack ideas. They plan because they need a clear and objective framework for making decisions. Sidney must balance aging infrastructure, changing recreation interests, competing priorities, financial constraints, and community expectations. Without a comprehensive plan, decisions can become reactive, addressing immediate requests or short-term opportunities without advancing a coordinated, long-term vision.

A well-executed master plan replaces competing assumptions with defensible priorities grounded in community input, objective analysis, operational realities, and available resources. It serves as both a declaration of community needs and a catalyst for action, helping the City direct limited resources toward the investments that will provide the greatest long-term benefit.

Our Approach

Interstate Engineering proposes an implementation-focused planning process organized around five integrated tasks:

Task 1: Project Initiation & Ongoing Coordination

Establish project goals, expectations, responsibilities, communication protocols, and information needs through a kickoff meeting. A Project Advisory Committee will provide strategic guidance at four key milestones throughout the process.

Task 2: Background Analysis: Understanding the Context

Review relevant plans and policies; analyze demographic, lifestyle, and recreation trends; establish park classifications; inventory and assess aboveground park assets using a GIS-based methodology; and update and expand the Capital & Cyclical Improvement Plan developed through the 2014 Parks Assessment.

Task 3: Community Needs Assessment

Gather community input through an online survey, three focus groups, participatory engagement at one community event, and a self-guided engagement opportunity. Park classification, amenity level of service, and GIS proximity analyses will identify current gaps and project needs over the next ten years.

Task 4: Internal Operations, Maintenance & Financial Assessment

Evaluate park maintenance practices, recreation services and partnerships, policies and procedures, organizational capacity, existing funding, and potential funding mechanisms to ensure recommendations can be operated, maintained, and financially sustained.

Task 5: Plan Development & Adoption

Translate the findings into clear goals, prioritized recommendations, and practical implementation strategies. The process will include internal review, a public comment period, a community town hall, final plan development, and presentation to the City Commission.

As a firm with deep roots in eastern Montana, Interstate Engineering understands the importance of developing recommendations that are locally responsive, financially realistic, and positioned for implementation. Our goal is not simply to deliver another plan, but to provide Sidney with a living decision-making tool that supports transparent prioritization, responsible investment, and meaningful progress.

We appreciate the opportunity to submit this proposal and look forward to partnering with the City to establish a clear and achievable roadmap for the future of Sidney's parks and recreation system.

Sincerely,

Gordon Lemmel, PLA, ASLA
Senior Landscape Architect / Parks Planner

Jordan Mayer, PE
Client Manager

Scope of Work

The Interstate Engineering team (Consulting Team) proposes a comprehensive planning process that will result in a practical, implementation-focused document to guide future decision-making. The plan will establish a shared vision, prioritize needs and opportunities, and provide a clear roadmap for strategic investments, operations, and improvements in a financially sustainable and achievable manner. The following outlines our approach to developing the comprehensive plan.

Task 1: Project Initiation & Kickoff

A project kickoff meeting will be conducted with key Department staff and Consulting Team members to establish a shared understanding of project goals, objectives, expectations, and responsibilities. This meeting will serve as the foundation for the planning process and help ensure alignment among all project participants. Detailed elements of this task include:

- **Project Confirmation** – Confirm the project goals, objectives, scope of work, schedule, and key milestones.
- **Outcome Expectations** – Discuss desired project outcomes, measures of success, and expectations for the completed plan.
- **Communications & Coordination** – Establish communication protocols, identify primary points of contact, define anticipated levels of involvement from Department staff and local leadership, and agree upon procedures for scheduling meetings and coordinating project activities.
- **Data Collection & Review** – Collect, organize, and review available plans, studies, reports, mapping, demographic information, and other relevant background materials to develop a thorough understanding of existing conditions and project context.
- **Stakeholder Database Development** – Work with key Department staff to identify and compile a database of key stakeholders, community partners, user groups, and local leaders. This information will support the Project Advisory Committee (PAC), stakeholder interviews, focus groups, and other engagement activities conducted throughout the planning process.

Project Advisory Committee (ongoing throughout project)

A project advisory committee (PAC) helps to provide strategic guidance and direction for the master planning process. Representing diverse interests, perspectives, and areas of expertise, the PAC will help identify community needs, evaluate opportunities and challenges, review project findings, and assist in the development of goals, priorities, and recommendations.

Through a series of facilitated discussions, the PAC will provide feedback on existing conditions, community engagement results, emerging trends, operational considerations, and draft recommendations. Each meeting will build on the work completed to date to keep the planning process grounded in community input, industry best practices, available resources, and local priorities. Discussions will focus on strengths, opportunities, and shared vision for the future.

The anticipated PAC Meetings include:

- **Meeting 1:** Vision and Priorities Alignment
- **Meeting 2:** Existing Conditions & Public Engagement Strategy
- **Meeting 3:** Community Needs Findings, Operations, Maintenance, Finances & Partnerships
- **Meeting 4:** Goals, Recommendations & Implementation Strategy Discussion

NOTE: A separate presentation of the Final Master Plan and its recommendations will be to presented to City Council.

Task 2: Background Analysis - Understanding the Context

A successful master plan must be grounded in a thorough understanding of the community, its park and recreation system, and the factors influencing future needs. This task will establish the foundation for subsequent planning efforts by evaluating

existing conditions, identifying trends, assessing assets, and developing a comprehensive understanding of the opportunities and challenges facing the system. Detailed elements of this task include:

Relevant Document Review

Comprehensive planning is never a standalone effort. The plan must be responsive to the community's unique geographic, organizational, regulatory, and political context. As part of the planning process, the Consulting Team will review relevant internal and external documents to ensure alignment with local and regional initiatives, emerging trends, applicable policies, and industry best practices. This review provides valuable context for understanding existing conditions, community priorities, recreation needs, and future opportunities.

Documents to be reviewed may include, but are not limited to:

- 2014 Community Park Assessment
- County Planning & Zoning Documents
- Montana State Comprehensive Outdoor Recreation Plan (SCORP)
- Land Use & Transportation Plan(s)
- Growth Management Plan(s) and Policies
- Montana Code Annotated (MCA)
- Capital Improvement Plan
- Previous planning documents and studies

Community Profile & Trends Analysis

Understanding who lives in a community is critical to understanding how parks and recreation services should evolve. While Census data provides a valuable demographic snapshot, it does not fully explain recreation preferences, participation patterns, lifestyle characteristics, or emerging needs.

To develop a more comprehensive understanding of the community, the Consulting Team will analyze U.S. Census and demographic projection data alongside ESRI's Tapestry Segmentation, Market Potential Index (MPI), and Sports & Leisure Participation Index (SPI) datasets. Together, these tools provide insight into residents' interests, behaviors, recreation preferences, spending habits, and participation trends.

This analysis helps identify current and emerging recreation needs, evaluate the alignment between community interests and existing facilities, and support data-driven recommendations for future investments, programming, and service delivery. By understanding who is being served today and who may need to be served tomorrow, the City can make more informed decisions regarding resource allocation and long-term planning priorities.

Outcomes: Community Demographic Profile, Tapestry Segmentation Analysis, Market Potential Index (MPI) Analysis, and Sports & Leisure Participation Index (SPI) Analysis.

Park Classification Framework, Asset Inventory & Condition Assessment

Park Classification Framework

The Consulting Team will evaluate existing park properties and establish a park classification framework based on NRPA guidance and local community needs. Park classifications will define the intended role and function of each park within the overall system and provide a consistent framework for evaluating service levels, identifying gaps, and projecting future needs. This framework will serve as a key component of the subsequent needs assessment and recommendations phases.

Outcome/Deliverable: Spreadsheet of Sidney's Park Classification and Current Level of Service

Park Asset Inventory & Condition Assessment

The Consulting Team will inventory and assess all aboveground park and recreation assets the city. Assets will be documented within a GIS-based inventory database, creating a record of facilities, amenities, and infrastructure.

This phase utilizes a modified Community ark Assessment Tool (CPAT) originally developed by the Kansas City Department of Parks and Recreation to provide a consistent and objective evaluation framework. The assessment will include, but not be limited to, parking lots, playgrounds, athletic fields, sports courts, shelters, trails, restroom facilities, and other major park assets. Evaluation criteria will consider asset condition, functionality, accessibility, maintenance needs, safety concerns, and remaining useful life.

The resulting inventory and condition assessment will provide a system-wide understanding of existing assets, identify deficiencies and opportunities for improvement, and establish the foundation for future capital planning, maintenance strategies, and replacement forecasting.

Outcome/Deliverable: GIS Database of collected inventory or Google Earth (.kmz) File

Capital & Cyclical Replacement Database

As part of the 2014 Parks Assessment, a Capital & Cyclical Improvement Plan (CCIP) was developed to support long-term asset management and capital planning. The Consulting Team will update, expand, and modernize the existing CCIP using information collected through the inventory and condition assessment process.

Building upon the existing framework, the CCIP will document major park and recreation assets, establish or verify estimated useful lives, update replacement values, identify rehabilitation and replacement cycles, and forecast future capital expenditures. New assets and facilities added since the previous analysis will be incorporated, while existing records will be evaluated and refined based on current conditions and industry best practices.

The updated CCIP will provide a defensible framework for forecasting capital needs, identifying cyclical maintenance requirements, evaluating funding needs, and supporting annual budgeting and capital improvement programming. More importantly, the CCIP will serve as a practical management tool that allows staff to proactively plan for future asset replacement rather than react to unexpected failures and deferred maintenance issues.

Outcome/Deliverable: Updated Capital & Cyclical Improvement Plan (CCIP) spreadsheet

Project Advisory Committee Meeting 1

The purpose of this session is to align District leadership and staff around a shared vision and strategy that capitalizes on organizational strengths while recognizing limited resources. Long-term goals should be both aspirational and achievable.

> *Without translating vision into purposeful actions, a plan becomes a collection of aspirations. Conversely, actions without a clear vision can result in disconnected investments. Effective planning requires both.*

This session, and all PAC sessions, will be facilitated using a strengths-based approach known as Appreciative Inquiry. Rather than focusing primarily on deficiencies, discussions emphasize opportunities, common ground, and practical solutions that build upon existing strengths.

PAC Meeting 2: Existing Conditions Review & Public Engagement Strategy

This session will review the findings of the Background Analysis task and identify key opportunities, challenges, and information gaps. The discussion will also help shape the public engagement process by identifying the questions that need to be answered and the perspectives that should be represented to inform future recommendations and priorities.

Discussion may include existing conditions findings, key opportunities and challenges, public engagement goals, and information needs for the Needs Assessment phase.

Task 3: Community Needs Assessment

Building upon the existing conditions assessment, this task evaluates how effectively the park and recreation system serves the community today and identifies opportunities to meet future needs. The Community Needs Assessment integrates public input, stakeholder perspectives, and industry-based service level analyses to understand community expectations, identify gaps in service, and establish priorities for future investment. Together, these efforts will provide a data-driven foundation for recommendations and implementation strategies.

Community Needs Survey

Understanding community needs and priorities is a primary purpose of the master planning process. The Community Needs Survey will help identify park usage patterns, satisfaction levels, recreation interests, investment priorities, and emerging community needs. Results will be used in conjunction with demographic analysis, stakeholder input, and technical assessments to help establish priorities and guide future recommendations.

For budgeting purposes, the Consulting Team proposes an online survey administered through SurveyMonkey and distributed through a variety of digital platforms, including the City's website and social media channels. While the survey is not intended to be statistically valid, it will provide valuable community input regarding park use, preferences, priorities, and desired improvements. A statistically valid survey may be completed as an optional supplemental service.

Outcome: Community Needs Survey Report, Summary Findings, Tables, and Graphics.

Focus Group Meetings

Focus groups provide context behind the numbers. While surveys help identify trends and priorities, focus groups help explain the experiences, perspectives, and stories driving those responses. These discussions often uncover important themes, needs, and opportunities that may not emerge through quantitative engagement alone.

The Consulting Team will facilitate three focus groups representing diverse community interests and user groups. The objective is to identify common themes, priorities, and emerging issues that will inform subsequent recommendations and implementation strategies.

Potential Participants may include:

- Youth and young adults
- Older adults
- Individuals with disabilities
- Conservation and environmental interests
- Park User Groups
- Non-Users

Outcome: Key Themes Report

Community Event Engagement

The Consulting Team will participate in one community event, identified in coordination with the City, to engage residents in a fun, interactive, and accessible manner. Rather than relying solely on traditional public meetings, this engagement activity is designed to meet people where they are and encourage participation from residents who may not otherwise engage in the planning process.

Activities may include quick surveys, interactive preference boards, mapping exercises, dot-voting activities, photo opportunities, youth-focused engagement activities, and other hands-on tools designed to gather meaningful input regarding community needs, priorities, favorite park experiences, and future aspirations for the park system.

Outcome: Community Event Engagement Summary and Key Findings

Self-Guided Engagement

Recognizing that not all residents are able to attend meetings or events, the Consulting Team will provide a self-guided engagement opportunity that allows community members to participate on their own schedule. The format will be determined in coordination with the City and may include interactive displays, project boards, mapping exercises, or other engagement tools.

Outcomes: Self-Guided Public Engagement Activity & Summary

Level of Service Analysis

Using the established park classification framework, inventory data, and population projections, the Consulting Team will evaluate the level of service currently provided throughout the park and recreation system. The analysis will assess both park acreage by classification and major recreation amenities to establish existing levels of service and identify deficiencies, surpluses, and service gaps.

Current levels of service will be compared against recommended levels derived from industry best practices, community input, and local priorities. The analysis will also project future needs based on anticipated population growth and demographic trends, helping the City understand where deficiencies exist today and where future investments may be needed over the next ten years.

Outcome: Existing & Recommended Level of Service Standards

Proximity & Access Analysis

The Consulting Team will utilize GIS to evaluate community access to parks and major recreation amenities based on established service areas and park classifications. The analysis will identify areas that are well served, underserved, or experience overlapping service coverage, helping the City better understand access gaps and opportunities for future improvements.

Outcome: Service Area Maps / Proximity Analysis

Task 4: Internal Operations, Maintenance & Financial Assessment

Interstate Engineering is teaming with PROS Consulting to provide the tasks described in this task. PROS Consulting is an internationally recognized company that specializes in parks and recreation best practices, programming, operations and maintenance planning, sustainable funding, and revenue strategies.

Parks Maintenance Assessment

Maintaining a high-quality park and recreation system requires adequate staffing, equipment, operational practices, and resources. The Consulting Team will evaluate the Department's current maintenance and operational practices to better understand its ability to care for existing assets and support future system improvements.

This task involves evaluating current park maintenance practices, staffing, service levels, workload, equipment, and resources to identify operational efficiencies and future maintenance needs.

Outcome: Operations & Maintenance Assessment and Recommendations.

Services & Partnership Review

The Consulting Team will assess existing recreation services, programs, partnerships, and delivery roles to identify gaps, overlaps, efficiencies, and opportunities to strengthen service delivery.

Particular attention will be given to understanding whether current partnerships align with community needs, emerging recreation trends, and the future vision established through the master planning process.

Outcome: Services & Partnerships Assessment and Recommendations

Policy & Procedure Review

The Consulting Team will review existing policies, procedures, operational practices, and service delivery methods to better understand how the Department functions today and how it can support future goals. The assessment will focus on organizational alignment, efficiency, consistency, and long-term sustainability.

Best practices and recommendations will be evaluated through the lens of the National Recreation and Park Association's Commission for Accreditation of Park and Recreation Agencies (CAPRA) standards. While accreditation is not the objective of this effort, CAPRA provides a nationally recognized framework for evaluating operational practices and identifying opportunities for continuous improvement.

Outcome: Policy & Procedure Assessment and Best Practice Recommendations.

Funding Review & Opportunities/Mechanisms

Implementation of the Master Plan will depend upon the City's ability to align community priorities with sustainable funding sources. The Consulting Team will review existing revenue sources, funding practices, and financial resources to evaluate the City's capacity to support future operational, maintenance, capital, and land acquisition needs.

Building upon community priorities, system needs, and national best practices, the Consulting Team will identify and evaluate potential funding opportunities and implementation mechanisms. Potential strategies may include user fees and charges, grants, sponsorships, partnerships, dedicated funding sources, development agreements, earned income opportunities, land or facility leases, endowments, and other funding tools appropriate to the City's goals and financial context.

Outcome: Funding Assessment, Funding Opportunities Matrix, and Implementation Funding Strategies.

PAC Meeting 3: Operations, Maintenance, Finances & Public Engagement Results

This session will review the findings of the Community Needs Assessment and Organizational & Financial Analysis. Discussions will focus on community priorities, operational considerations, maintenance needs, funding opportunities, and implementation challenges. The intent is to identify key themes and establish a foundation for goal development and recommendations.

Discussion topics include: Community engagement findings, level of service and service gap findings, operations and maintenance considerations, funding opportunities and constraints, and emerging priorities and recommendations.

Task 5: Plan Development & Adoption

This task transforms the findings, analyses, and community input gathered throughout the planning process into a practical and actionable roadmap for the future. Recommendations will be developed based on community priorities, existing conditions, operational considerations, financial realities, and industry best practices. The resulting plan will establish clear goals, implementation strategies, and investment priorities that guide decision-making over the next ten years.

PAC Meeting 4: Goals, Recommendations & Implementation Strategies

This session will focus on reviewing and refining the draft goals, recommendations, and implementation strategies developed through the planning process. Discussions will focus on prioritization, feasibility, funding considerations, and implementation approaches to ensure recommendations are both community-supported and achievable.

Discussion topics include: Draft goals and recommendations, priority projects and initiatives, implementation strategies, funding considerations, and short-, mid-, and long-term priorities.

Draft Plan Development & Internal Review

The Consulting Team will prepare a draft Master Plan incorporating findings from the existing conditions assessment, community engagement process, needs assessment, and organizational and financial analysis. The draft plan will be provided to key Department staff for review and comment prior to public release.

Outcome: Draft Master Plan

Public Comment Period

The draft Master Plan will be made available for public review and comment. Feedback will be collected through an online Microsoft Forms platform to provide residents and stakeholders an opportunity to review recommendations and provide input prior to finalization.

Outcome: Public Comment Summary

Community Town Hall Meeting

The Consulting Team will facilitate one community town hall meeting to present the draft plan and "close the feedback loop" by demonstrating how community input influenced recommendations and priorities. The meeting will provide an opportunity for questions, clarification, and additional feedback prior to completion of the final plan.

Outcome: Town Hall Meeting Summary

Final Plan Development

The Consulting Team will evaluate public and stakeholder feedback and incorporate appropriate revisions into the final Master Plan. The final document will include goals, recommendations, implementation strategies, priority projects, and supporting analyses developed throughout the planning process.

Outcome: Final Master Plan

City Council Presentation

The Consulting Team will present the Final Master Plan to the City Council, summarizing key findings, recommendations, implementation priorities, and next steps. Following presentation and discussion, the Council may consider formal acceptance or adoption of the plan.

Outcome: Final Plan Presentation & Adoption

Budget

This project will be conducted on lump sum basis.

Task	Fee
Task 1: Project Initiation & Kickoff	$5,600
Task 2: Background Analysis - Understanding the Context	$27,900
Task 3: Community Needs Assessment	$21,300
Task 4: Internal Operations, Maintenance & Financial Assessment	$26,500
Task 5: Plan Development & Adoption	$28,600
SUB-TOTAL	**109,900**
Legacy Discount	*($9,900)*
TOTAL	**$100,000**

Optional Additional Services (see below for descriptions)

Building Condition Assessments	$15,800
Pool Condition Assessment	$10,000
Standalone Project Website	$11,000
Statistically Valid Community Needs Assessment	$14,725

Anticipated Project Timeline

Phase / Task	Month																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Project Initiation & Kickoff	m																	
Background Analysis – Understanding the Context																		
PAC Meeting #1	m																	
Relevant Document Review																		
Community Profile & Trends																		
Park Classification, Asset Inventory & Assessment																		
Capital & Cyclical Replacement Database																		
PAC Meeting #2					m													
Community Needs Assessment																		
Community Needs Survey							◆											
Focus Group Meetings							m	m										
Community Event Engagement									m									
Self-Guided Engagement																		
Level of Service Analysis																		
Proximity & Access Analysis																		
Internal O&M and Financial Assessment																		
Park Maintenance Assessment																		
Services & Partnership Review																		
Policy & Procedure Review																		
Funding Review & Opportunities/Mechanisms																		
PAC Meeting #3														m				
Plan Development & Adoption																		
PAC Meeting #4															m			
Draft Plan Development & Internal Review																		
Public Comment Period																		
Community Town Hall																		
City Commission Presentation & Adoption																		◆

◆ = Milestone
m = Meeting

Note: The project completion date is anticipated to be approximately 18 months; however, this timeline may can shorten or extend depending on the actual start date, final schedule, or other unforeseen factors.

Optional Additional Services

The following services are not included in the base scope of work but may be added at the City's discretion to further expand the planning process and supporting analyses.

Building Condition Assessments ($15,800)

A system-wide inventory and assessment of park assets; however, it does not include detailed evaluations of building facilities. As an optional service, Interstate Engineering has partnered with SDI Architects can conduct high-level building condition assessments to evaluate the physical condition of park buildings and identify capital improvement priorities.

The assessment will consider factors such as health, safety, and welfare; code compliance; accessibility; building systems; functionality; and overall condition. Findings will help prioritize future reinvestment needs and identify facilities that may warrant more detailed architectural or engineering evaluation.

Outcome: Building Condition Assessment Report and Facility Priority Matrix.

Pool Condition Assessment ($10,000)

Aquatic facilities are highly specialized assets that often require a more detailed evaluation than can be provided through a general parks assessment. The Consulting Team can perform a comprehensive condition assessment of the pool facility, including major components, operational considerations, lifecycle needs, and capital improvement requirements.

Outcome: Pool Condition Assessment Report and Priorities

Standalone Project Website ($11,000)

A project website can be developed to serve as a centralized source of information throughout the whole planning process. The site may include project updates, schedules, meeting materials, engagement opportunities, draft plan documents, and other resources that enhance transparency and public awareness.

Statistically Valid Community Needs Assessment ($14,725)

The online survey included in the base scope provides valuable community input and helps identify emerging themes, priorities, and opportunities. As an optional service, Interstate Engineering will partner with ETC Institute, a nationally recognized leader in community and parks and recreation research, to conduct a statistically valid Community Needs Assessment.

A statistically valid survey provides a scientifically representative understanding of community-wide needs and preferences. Because the results can be generalized to the broader population, findings provide a stronger and more defensible basis for major capital investments, funding initiatives, level of service standards, and long-term policy decisions.

For communities considering significant investments or funding requests, a statistically valid survey helps answer an important question: *Are we hearing from the community at large, or primarily from those most likely to participate in the planning process?* By establishing a representative sample of community perspectives, the survey helps ensure recommendations reflect broader community priorities rather than the preferences of any single user group, stakeholder group, or highly engaged segment of the population.

Another benefit of a statistically valid survey is the establishment of a measurable benchmark that can be repeated in future years to assess changes in community needs, satisfaction, participation trends, and investment priorities. This allows the City to evaluate progress over time and measure the effectiveness of future investments.

Given Sidney's relatively small population, ETC Institute proposes a community-wide survey effort rather than a limited random sample. Households would receive a cover letter, paper survey, and prepaid return envelope, while also being offered the option to complete the survey online. This approach maximizes participation while maintaining the rigor necessary to produce statistically valid and defensible results.

Outcome: Statistically Valid Community Needs Assessment Report (95% Confidence Level; ±5.5% Margin of Error).

Assumptions & Exclusions

The following assumptions and exclusions form the basis of this scope of work and fee proposal:

Assumptions

- The City will provide available plans, studies, GIS data, financial information, policies, and other relevant background materials.
- City staff will assist with stakeholder identification and coordination of focus groups, advisory committee meetings, and public engagement activities.
- Existing GIS data, facility information, and inventory records provided by the City are assumed to be substantially accurate. The Consulting Team recognizes that GIS data contains inherent inaccuracies and is intended for planning-level analyses only.
- One community event, one town hall meeting, four Project Advisory Committee meetings, and three focus groups are included in the scope.
- The City will designate staff representatives and Project Advisory Committee members to participate in the four Project Advisory Committee meetings identified in the scope and provide timely feedback throughout the planning process.

Exclusions

- Site-specific park master planning, concept design, schematic design, construction documents, or engineering design services.
- Detailed facility, building, pool, aquatic, structural, architectural, or engineering assessments beyond those specifically identified in this proposal.
- Surveying, geotechnical investigations, environmental reviews, permitting, or regulatory compliance services.
- Detailed cost estimating beyond planning-level opinions of probable cost.
- Grant writing, grant administration, fundraising services, or bond campaign support.
- Additional public engagement activities, meetings, presentations, or workshops beyond those identified in the scope. These can be provided for an additional cost.
- Preparation of ordinances, development regulations, impact fee studies, or legal analyses.
- Implementation of recommendations resulting from the Master Plan.

Outlook

Sidney Water Tower Replacement_WRF-26638_Draw #6

From Jordan Mayer <Jordan.Mayer@interstateeng.com>
Date Fri 9/4/2026 11:03 AM
To Jessica Chamberlin <cao@cityofsidneymt.com>
Cc Jeff Hintz <publicworks@cityofsidneymt.com>; LaNette Diaz <LaNette.Diaz@interstateeng.com>; Wendy Johnson <Wendy.Johnson@interstateeng.com>

3 attachments (11 MB)

Sidney_SRF_DLoan_DrawPacket#6_ToCoS.pdf; Uniform_Budget_PhIV_20260903.xlsx; 20260828_Sidney_NPWTR_Ph2-Ph4b_Project Update.pdf;

This sender is trusted.

Jessie,

Attached are the uniform tracker and Draw Packet for the SRF D Loan for the North Park Elevated Water Tower Project for Draw #6. This draw includes reimbursement from SRF for $1,219,432. Please have the Mayor sign page #1 and #2. The following documents are included within the reimbursement:

- Maguire Iron Pay Application #8 - $1,102,929.87
  - *Work through August 31, 2026*
- 1% MT Gross Receipts Tax - $11,140.71
- Braun Intertec Invoice #IN1025285 - $191.25
  - *Construction Support*
- Interstate Engineering Invoice #62816 - $6,120.00
  - *Phase 4c design engineering for North Park Site Improvements*
- Interstate Engineering Invoice #62814 - $1,350.00
  - *Funding Assistance*
- Interstate Engineering Invoice #62815- $53,058.36
  - *Phase 4b construction engineering for North Park Elevated Water Tower Replacement*
  - *We are slightly below the budgetary breakdown associated with Maguire Iron's Construction Schedule in Attachment #3 to Contract Amendment #3*

I've also attached a project update with project photos through August 31, 2026. I sent the same update to DEQ. Feel free to pass along to anyone who is interested at the City!

Please let me know if you have any questions.

Thanks,

Jordan Mayer, PE
Senior Project Engineer
Licensed in MT

(406) 480.2889

(406) 433.5617

2177 Lincoln Avenue SE
Sidney, MT 59270

interstate.engineering

Professionals You Need, People You Trust.

City of Sidney

North Park Elevated Water Tower Replacement (Phase 2 / 4b)

Project Update for Construction

August 1, 2026 – August 30, 2026

A summary of construction activity is below. Interstate Engineering is reviewing submittals as received. Maguire Iron provides and updates BABA Certificates as construction progresses. Construction Progress Meetings are being held every two (2) weeks during civil work activities.

Materials Testing Services, Minot, ND, is providing material testing for the project. Compaction testing of the inlet/outlet pipe trench, exterior ring wall native backfill material, and interior ring wall imported backfill met project specifications. Concrete has been tested for air, slump, and density in the field. Concrete cylinders are cast in the field and broke in the laboratory to determine compressive strength. Concrete test results for the pipe piling, pile cap, vault floor, ring wall, vault wall, and vault lid have met project specifications. Concrete for the project is being supplied by Sidney Red-E-Mix.

Pictures of steel reinforcement for structural components have been uploaded to a digital drop box and shared with the City of Sidney Building Official.

Week of August 3, 2026 – COGI poured concrete for the pile cap and vault floor. The forecast called for rain, and COGI protected the fresh concrete with plastic sheeting. The 12" ductile iron inlet/outlet piping was installed inside the 20" steel casing. Sacrificial anodes were welded to the steel casing, and the trench was backfilled and compacted. An informal pressure test at system pressure was successfully performed by COGI on the 12" inlet/outlet pipe from the shut-off valve in 3rd Street NE to the vertical 90° bend inside the vault. COGI began forming the ring wall above the pipe piles per the structural design. Sleeves for conduit penetrations were placed within the form work 4' below finish floor.

Maguire Iron continued with the assembly and welding of the new tower's transition panels (T1 – T4) within the staging area.

Week of August 10, 2026 – COGI poured concrete for the ring wall and set anchor bolts for the tower's base cone. After forms were removed from the ring wall, COGI began forming the vault walls. PVC water

stops were installed between the vault floor and the vault wall. The vault walls were poured with concrete. A sleeve for the sump pump discharge piping was placed within the vault wall forms 2' below finish floor.

Interstate Engineering conducted labor interviews in accordance with the funding agency's requirements on August 12, 2026.

Maguire Iron stacked the tower's final transition panel (T5). Welding continued on all transition panels. Half of the tower's bottom knuckle panels arrived on site and ground prep work was performed.

Week of August 17, 2026 – COGI applied a dampproofing coating to the internal and external face of the ring wall, and external face of the vault wall per project specifications. The exterior of the ring wall was backfilled and compacted using native material to 4' below finish floor. The interior of the ring wall was backfilled and compacted using imported material to 4' below finish floor. The thrust block for the vertical 90° bend inside the vault was poured with concrete.

An electrical permit for the project was pulled on 8/20/2026. Maguire Iron's electrical subcontractor, Colstrip Electric, installed the under-slab conduit and interior slab penetrations. The tower's external lightning protection system wiring and ground rods were installed per project specifications.

COGI backfilled and compacted the native material outside the ring wall to 1.5' below finish floor and inside the ring wall to 2.5' below finish floor using imported frost-free material. COGI formed the vault lid and included a floor drain and penetrations per project drawings.

Interstate Engineering's subconsultant, KLM Engineering, visited the site on 8/19/2026. KLM provided a daily log and photos. Field welding to date has met project specifications.

Maguire Iron continued welding on the tower's transition panels and bottom knuckles. Delivery of the remaining half of tower's bottom knuckles was delayed. As a result, Maguire Iron delivered roof fingers and other miscellaneous steel to the site. The roof ringers will be field blasted and primed after erection. Maguire Iron will adjust the quantity and location of the tower's shop and field x-ray testing accordingly to meet project specifications. The remaining half of the tower's bottom knuckles were delivered to the site at the end of the week.

The project's SRF sign has been updated to reflect the budget for Phase 2 / 4b.

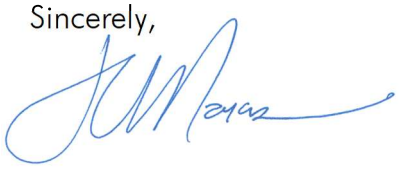
Week of August 24, 2026 – COGI poured concrete for the vault lid. The interior of the ring wall was backfilled and compacted using imported material to 5" below finish floor. The interior slab was poured with concrete. COGI installed available interior processing piping and fittings. A temporary enclosure will be constructed over the process piping for protection during tank erection. The material on site has been relocated to the west side of the staging area to assist with future steel deliveries and ground assembly.

Maguire Iron stacked the tower's bottom knuckles and continued with aerial welding. Transition panels T4 and T5 fit together temporarily for mockup. During erection, transition panels T1-T4 will be raised in one piece. Transition panel T5 and the tower's bottom knuckles will be raised in one piece. Maguire iron began ground assembly of the tower's roof fingers within the staging area.

Interstate Engineering's subconsultant, KLM Engineering, visited Maguire Iron's shop in Sioux Falls, South Dakota to review sandblasting and priming activities of the new elevated tower's panels. This was the second and final shop visit for KLM Engineering. KLM will provide daily logs and photos next week.

Construction of the Project is on schedule. There are no contract change orders pending or anticipated at this time.

Sincerely,



Jordan Mayer, PE

c: City of Sidney Officials & Staff; Denver Fraser, PE, MT DEQ; File

Figure 1: 20" Casing Installation

Figure 2: Ring Wall Reinforcement

Figure 3: Casing Penetration in Ring Wall

Figure 4: Ring Wall – Future Conduits & Lightning Protection Penetration Locations

Figure 5: Vault Wall Reinforcement – Sump Discharge Wall Sleeve

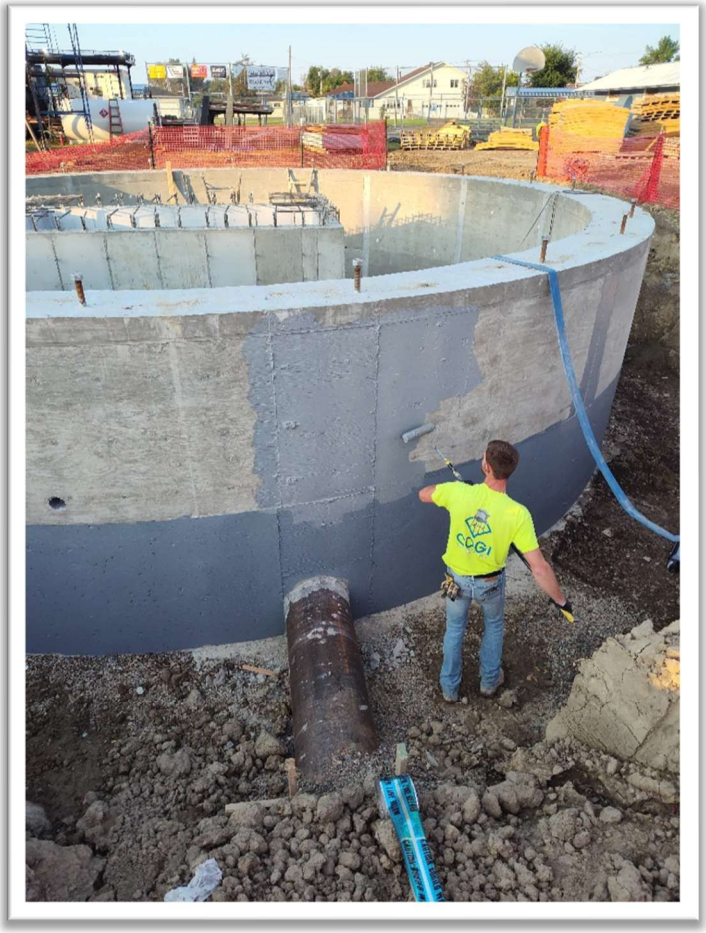


Figure 6: Dampproofing Ring Wall Exterior

Figure 7: Vault Wall with Insulation – Compacting Imported Backfill Inside Ring Wall

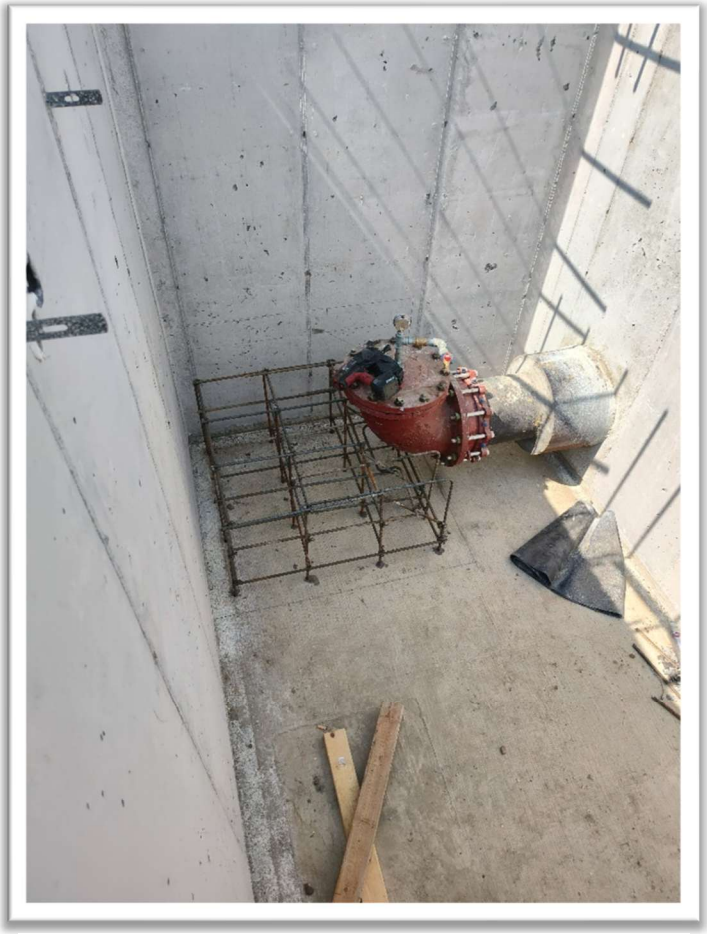


Figure 8: Thrust Block Reinforcement – Interior 90° Bend

Figure 9: Lightning Protection System - Wiring

Figure 10: NE Exterior Ring Wall Backfill – Interior Conduits

Figure 11: NW Exterior Ring Wall Backfill – Interior Conduits

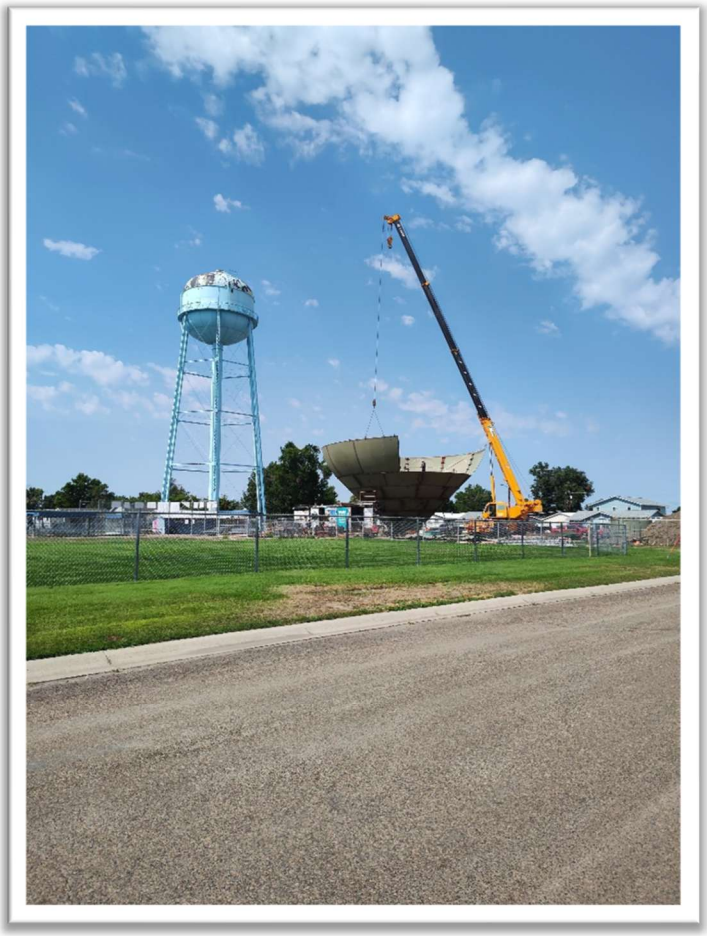


Figure 12: Stacking Tower's Bottom Knuckles

Figure 13: Tower's Roof Fingers – Ground Assembly

Figure 14: Vault Lid & Pouring Interior Concrete Slab (Photo Courtesy of PWD Hintz)

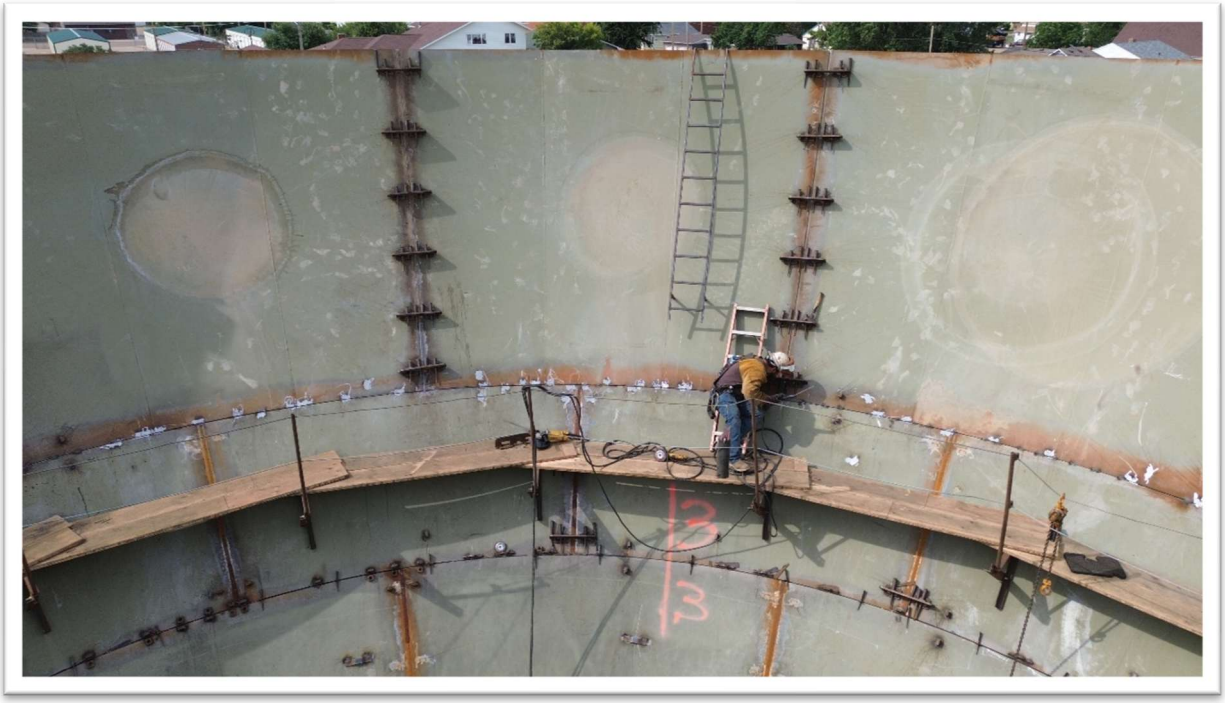


Figure 15: Welding on Bottom Knuckles (Photo Courtesy of PWD Hintz)

Figure 16: Tank Welding #1 (Photo Courtesy KLM Engineering)

Figure 17: Tank Welding #2 (Photo Courtesy KLM Engineering)

Figure 18: Tank Welding #3 (Photo Courtesy KLM Engineering)

Figure 19: Tank Welding #4 (Photo Courtesy KLM Engineering)

Figure 20: Project Sign – Updated

Montana State Revolving Fund ("WRF") Program
Loan Disbursement Report for
Revenue Bonds/First Round

For State use only (100% Federal Funds only)

1. Borrower:
Name: City of Sidney
Address: 101 W Holly St, Sidney, MT, 59720
Employee ID: 81-6001310

5. Disbursement Number: 6

6. Period covered by this Disbursement Report:
From: 8/13/2026 (Mo/Day/Yr) To: 8/31/26 (Mo/Day/Yr)

2. Project Name: Water Tower Replacement
WRF Project Number: WRF-26638
Borrower's Project Number: _____

3. Committed Amount: $8,825,000
(From the Binding Commitment Agreement)

4. Total Loan Amount: $8,825,000 B Loan

7. Payment Instructions:
☒ Wire Instructions:
Bank: Stockman Bank
ABA : 092905249
Account : 3010010486
Contact person at bank: Misty Anderson
Bank phone number: (406) 433-8600
☐ Check if this is the final disbursement request.

8. Use of Funds

Classification	Amount This Period	Cumulative to Date
A. Administrative Charges	$1,350.00	$ 34,100.00
B. Land and Rights of Way		
C. Architectural & Engineering	$59,178.00	$266,780.00
D. Equipment		
E. Construction Improvements	$1,114,071.00	$3,948,313.00
F. Miscellaneous	$ 191.00	$2,885.00
G. Total Construction Costs (Add Lines A through F)	$1,174,790.00	$ 4,252,078.00
H. Administrative Fee - For Initial Disbursement Only (Multiply Committed Amount by .00575)	N/A	N/A
I. Origination Fee - For Initial Disbursement Only (Multiply Committed Amount by .01)	N/A	N/A
J. Sub-Total (Add Amounts on Lines G, H and I)	$1,174,790.00	$ 4,252,078.00
K. Debt service Reserve Deposit (Multiply Amount on Line J by .038)	$44,642.00	$161,578.00
L. Total Disbursement (Add Amounts on Line J and K)	$1,219,432.00	$4,413,656.00
M. Federal Share of Disbursement (For State Use Only)	$	$
N. Percentage of Physical Completion	%	%

Debt Service Reserve of $280,630.

9. Certification

I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project, that the disbursements represent amounts which have not been previously requested, that an inspection has been performed and that all work is in accordance with the terms of the project as described in the Commitment Agreement.

a. Borrower(s) [Note: two borrower signatures are required only when two parties (i.e. a County and a District) borrow WRF funds through an interlocal agreement.]

Signature of Authorized Certifying Official — Date Signed:

Rick Norby, Mayor — (406) 433.2809
Typed or Printed Name and Title — Telephone (Area Code, Number & Extension)

Signature of "Authorized Certifying Official" — Date Signed:

Jessica Chamberlin, Clerk/Treasurer — (406) 433.2809
Typed or Printed Name and Title — Telephone (Area Code, Number & Extension)

b. Engineer or other Representative certifying to line 8.O.

Signature of "Authorized Certifying Official" — 9/3/2026 Date Signed:

Jordan Mayer, Project Engineer — (406) 433.5617
Typed or Printed Name and Title — Telephone (Area Code, Number & Extension)

10. Approval (For State Use Only)

DEQ Signature — Date

DNRC Signature — Date

Contractor's Application For Payment

Owner:	City of Sidney	Owner's Project Number:	WR2300047.02
Engineer:	Interstate Engineering, Inc.	Engineer's Project Number:	WR2300047.02
Contractor:	Maguire Iron, Inc.	Contractor's Project Number:	Sidney, MT
Project:	North Park Elevated Water Tower Replacement (Phase 2)		
Contract:	Schedule 1 and Schedule 2		

Application No.: 8 Application Date: 9/2/2026

Application Period: From 8/1/2026 to 8/31/2026

1. ORIGINAL CONTRACT PRICE	$	6,195,000.00
2. Net change by Change Orders	$	
3. CURRENT CONTRACT PRICE (Line 1 ± 2)	$	6,195,000.00
4. Total Work completed and material stored to date (Column L Unit Price Total)	$	4,183,806.80
5. RETAINAGE:		
a. 5.0% x Work Completed	$	206,856.25
b. 5.0% x Stored Material Remaining	$	2,334.09
c. Total Retainage (Line 5.a + 5.b)	$	209,190.34
6. SET-OFFS:		
a. Direct Expenses (Reimbursable)	$	
b. Direct Expenses (Non-Reimbursable)	$	
c. Total Direct Expenses (Line 6.a + 6.b)	$	
7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c - Line 6.c)	$	3,974,616.46
8. LESS PREVIOUS PAYMENTS (Line 7 from prior Application)	$	2,860,545.88
9. GROSS AMOUNT DUE THIS APPLICATION	$	1,114,070.58
10. 1% MT GROSS RECEIPTS TAX	$	11,140.71
11. NET AMOUNT DUE THIS APPLICATION	$	1,102,929.87
12. BALANCE TO FINISH + RETAINAGE (Line 3 - Line 4 + Line 5.c)	$	2,220,383.54

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest or encumbrances); and
(3) All Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Maguire Iron, Inc.

Signature: _____ Date: 09/02/2026

Recommended by Engineer: INTERSTATE ENGINEERING Professionals You Need, People You Trust.

By: _____
Title: Project Engineer
Date: 09/02/2026

Approved by Owner: City of Sidney

By: _____
Title: _____
Date: _____

Approved by Funding Agency:

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

EJCDC C-620 Contractor's Application for Payment
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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Sidney
Engineer: Interstate Engineering, Inc.
Contractor: Maguire Iron, Inc.
Project: North Park Elevated Water Tower Replacement (Phase 2)
Contract: Schedule 1 and Schedule 2

Owner's Project Number: WR2300047.02
Engineer's Project Number: WR2300047.02
Contractor's Project Number: Sidney, MT

Application No.: 8 Application Period: From 8/1/2026 To 8/31/2026 Application Date: 9/2/2026

A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Contract Information				Work Completed							
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of bid Item (CxE) ($)	Estimated Quantity Incorporated Previously	Estimated Quantity Incorporated This Period	Estimated Quantity Incorporated To Date	Value of Work Completed to Date (E*I) ($)	Materials Currently Stored (not in G or H) ($)	Work Completed and Materials Stored to Date (J+K) ($)	% of Value of Item (L / F)	Balance to Finish (F - L) ($)
Original Contract													
Schedule I													
101	Mobilization, Taxes, Bonds, & Insurance	1	LS	$600,000.00	$ 600,000.00	0.75	0.05	0.80	$ 480,000.00		$480,000.00	80.00%	$ 120,000.00
102	750,000 GAL Elevated Water Tank (Spheroid)	($3,285,045.00)											
102.1	Steel Receipts	1	LS	$299,000.00	$ 299,000.00		1.00	1.00	$ 299,000.00	$ -	$299,000.00	100.00%	$ -
102.2	Shop Fabrication	1	LS	$1,637,045.00	$ 1,637,045.00	0.94	0.06	1.00	$1,637,045.00		$1,637,045.00	100.00%	$ -
102.3	Shop Sandblasting, Priming	1	LS	$200,000.00	$ 200,000.00	0.60	0.32	0.92	$ 184,000.00		$184,000.00	92.00%	$ 16,000.00
102.4	Steel Delivery	1	LS	$162,000.00	$ 162,000.00	0.20	0.40	0.60	$97,200.00		$ 97,200.00	60.00%	$ 64,800.00
102.5	Tank Erection	1	LS	$987,000.00	$ 987,000.00	0.05	0.24	0.29	$ 286,230.00		$286,230.00	29.00%	$ 700,770.00
103	Water Tank Mixer	1	LS	$20,000.00	$ 20,000.00				$ -		$ -		$ 20,000.00
104	Water Tank Cathodic Protection	1	LS	$40,000.00	$ 40,000.00				$ -		$ -		$ 40,000.00
105	Interior & Exterior Water Tank Painting	1	LS	$400,000.00	$ 400,000.00				$ -		$ -		$ 400,000.00
106	Water Tank Logo Painting	1	LS	$10,000.00	$ 10,000.00				$ -		$ -		$ 10,000.00
107	Soil Foundation Improvement Design	1	LS	$5,000.00	$ 5,000.00	1.00		1.00	$ 5,000.00		$ 5,000.00	100.00%	$ -
108	Soil Foundation Improvement Installation	1	LS	$350,000.00	$ 350,000.00	1.00		1.00	$ 350,000.00		$350,000.00	100.00%	$ -
109	Water Tank Foundation Ring Wall Design	1	LS	$5,000.00	$ 5,000.00	1.00		1.00	$ 5,000.00		$ 5,000.00	100.00%	$ -
110	Water Tank Foundation Ring Wall Installation	1	LS	$600,000.00	$ 600,000.00	0.15	0.85	1.00	$ 600,000.00		$600,000.00	100.00%	$ -
111	Dewatering	1	LS	$20,000.00	$ 20,000.00	0.50		0.50	$10,000.00		$ 10,000.00	50.00%	$ 10,000.00
112	Water Tank Interior Concrete Floor	1	LS	$5,000.00	$ 5,000.00		1.00	1.00	$ 5,000.00		$ 5,000.00	100.00%	$ -
113	Concrete Vault & Accessories	1	LS	$24,000.00	$ 24,000.00		1.00	1.00	$24,000.00		$ 24,000.00	100.00%	$ -
114	Steel Casing & Cathodic Protection	38	LF	$ 350.00	$ 13,300.00		38.00	38.00	$13,300.00		$ 13,300.00	100.00%	$ -
115	Interior Process Piping & Appurenances	1	LS	$130,000.00	$ 130,000.00		0.65	0.65	$84,500.00		$ 84,500.00	65.00%	$ 45,500.00
116	Interior Control Building	1	LS	$30,000.00	$ 30,000.00				$ -		$ -		$ 30,000.00
117	Electrical	1	LS	$86,500.00	$ 86,500.00				$ -		$ -		$ 86,500.00
118	SCADA Subcontractor Coordination & Markup	1	LS	$3,800.00	$ 3,800.00				$ -		$ -		$ 3,800.00
119	12 Inch Water Main (DIP)	53	LF	$ 200.00	$ 10,600.00		53.00	53.00	$10,600.00		$ 10,600.00	100.00%	$ -
120	Connect to Existing 12" Main	1	EA	$10,000.00	$ 10,000.00		1.00	1.00	$10,000.00		$ 10,000.00	100.00%	$ -
121	Exterior Concrete Pad	5184	SF	$ 10.00	$ 51,840.00				$ -		$ -		$ 51,840.00
122	6' Tall Ornamental Fence	238	LF	$ 140.00	$ 33,320.00				$ -	$31,276.81	$ 31,276.81	93.87%	$ 2,043.19
123	7' Tall Ornamental Fence	26	LF	$ 185.00	$ 4,810.00				$ -	$ 4,201.36	$ 4,201.36	87.35%	$ 608.64
124	4' Wide Swing Gate	1	EA	$4,000.00	$ 4,000.00				$ -	$ 3,267.73	$ 3,267.73	81.69%	$ 732.27
125	12' Wide Swing Gate	1	EA	$9,000.00	$ 9,000.00				$ -	$ 7,935.91	$ 7,935.91	88.18%	$ 1,064.09
126	Temporary Security Fence	1	LS	$10,000.00	$ 10,000.00	1.00		1.00	$10,000.00		$ 10,000.00	100.00%	$ -
127	Site Preparation	1	LS	$25,000.00	$ 25,000.00	0.75		0.75	$18,750.00		$ 18,750.00	75.00%	$ 6,250.00
128	Grass Restoration (Hydro Mulch)(New Water Tank Site)	1	LS	$15,000.00	$ 15,000.00				$ -		$ -		$ 15,000.00
129	Grass Restoration (Hydro Mulch)(Staging Area)	1	LS	$10,000.00	$ 10,000.00				$ -		$ -		$ 10,000.00
130	Exploratory Excavation	10	HR	$ 150.00	$ 1,500.00				$ -		$ -		$ 1,500.00
131	Imported Trench Backfill	50	CY	$ 300.00	$ 15,000.00				$ -		$ -		$ 15,000.00
132	Type II Pipe Bedding	50	CY	$ 300.00	$ 15,000.00				$ -		$ -		$ 15,000.00
133	Traffic Control	1	LS	$5,000.00	$ 5,000.00		0.50	0.50	$ 2,500.00		$ 2,500.00	50.00%	$ 2,500.00
134	Materials Testing	1	LS	$10,000.00	$ 10,000.00		0.50	0.50	$ 5,000.00		$ 5,000.00	50.00%	$ 5,000.00
135	Micro-Comm SCADA Allowance	37485	UNIT	$ 1.00	$ 37,485.00				$ -		$ -		$ 37,485.00
136	Miscellaneous Work Allowance	25,000	UNIT	$ 1.00	$ 25,000.00				$ -		$ -		$ 25,000.00
	Schedule I Totals				$5,920,200.00				$ 4,137,125.00	$46,681.80	$ 4,183,806.80		$1,736,393.20

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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Sidney
Owner's Project Number: WR2300047.02
Engineer: Interstate Engineering, Inc.
Engineer's Project Number: WR2300047.02
Contractor: Maguire Iron, Inc.
Contractor's Project Number: Sidney, MT
Project: North Park Elevated Water Tower Replacement (Phase 2)
Contract: Schedule 1 and Schedule 2

Application No.: 8 Application Period: From 8/1/2026 To 8/31/2026 Application Date: 9/2/2026

A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Contract Information				Work Completed							
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of bid Item (CxE) ($)	Estimated Quantity Incorporated Previously	Estimated Quantity Incorporated This Period	Estimated Quantity Incorporated To Date	Value of Work Completed to Date (E*I) ($)	Materials Currently Stored (not in G or H) ($)	Work Completed and Materials Stored to Date (J+K) ($)	% of Value of Item (L / F)	Balance to Finish (F - L) ($)
Original Contract													
Schedule II													
201	Mobilization, Taxes, Bonds, & Insurance	1	LS	$10,000.00	$ 10,000.00				$ -		$ -		$ 10,000.00
202	Remove Existing Elevated Water Tank Structure	1	LS	$189,600.00	$ 189,600.00				$ -		$ -		$ 189,600.00
203	Dispose of Existing Elevated Water Tank Structure	1	LS	$10,000.00	$ 10,000.00				$ -		$ -		$ 10,000.00
204	Abandon Existing Water Main	1	LS	$10,000.00	$ 10,000.00				$ -		$ -		$ 10,000.00
205	Remove Existing Electrical Service	1	LS	$1,500.00	$ 1,500.00				$ -		$ -		$ 1,500.00
206	Temporary Security Fence	1	LS	$10,000.00	$ 10,000.00				$ -		$ -		$ 10,000.00
207	Site Preparation	1	LS	$10,000.00	$ 10,000.00				$ -		$ -		$ 10,000.00
208	Grass Restoration (Hydro Mulch)(Existing Water Tank Site)	1	LS	$20,000.00	$ 20,000.00				$ -		$ -		$ 20,000.00
209	Exploratory Excavation	10	HR	$ 150.00	$ 1,500.00				$ -		$ -		$ 1,500.00
210	Traffic Control	1	LS	$2,200.00	$ 2,200.00				$ -		$ -		$ 2,200.00
211	Miscellaneous Work Allowance	10,000	UNIT	$ 1.00	$ 10,000.00				$ -		$ -		$ 10,000.00
	Schedule II Totals				$ 274,800.00				$ -		$ -		$ 274,800.00

Summary Table									
Schedule I	$ 5,920,200.00				$ 4,137,125.00		$ 4,183,806.80	70.67%	$ 1,736,393.20
Schedule II	$ 274,800.00				$ -		$ -		$ 274,800.00
Original Contract Totals	$6,195,000.00				$ 4,137,125.00	$46,681.80	$ 4,183,806.80	67.54%	$2,011,193.20

Summary Table									
Change Order #1									
Change Order #2									
Change Order Totals	$ -				$ -		$ -		$ -
Total Contract Including Change Orders									
Project Totals	$6,195,000.00				$ 4,137,125.00	$46,681.80	$ 4,183,806.80	67.54%	$2,011,193.20

EJCDC C-620 Contractor's Application for Payment
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Stored Materials Summary

Contractor's Application for Payment

Owner:	City of Sidney	Owner's Project Number:	WR2300047.02
Engineer:	Interstate Engineering, Inc.	Engineer's Project Number:	WR2300047.02
Contractor:	Maguire Iron, Inc.	Contractor's Project Number:	Sidney, MT
Project:	North Park Elevated Water Tower Replacement (Phase 2)		
Contract:	Schedule 1 and Schedule 2		

Application No.: 8 Period: From 8/1/2026 To 8/31/2026 Application Date: 9/2/2026

A	B	C	D	E	F	G	H	I	J	K	L	M
						Materials Stored			Incorporated in Work			
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Description of Materials or Equipment Stored	Storage Location	Application No. When Materials Placed in Storage	Previous Amount Stored ($)	Amount Stored this Period ($)	Amount Stored to Date (G+H) ($)	Amount Previously Incorporated in the Work ($)	Amount Incorporated in the Work this Period ($)	Total Amount Incorporated in the Work (J+K) ($)	Materials Remaining in Storage (I-L) ($)
102.1	03428956	TBD	Steel; McNeilus Steel, Inc.	Maguire; Sioux Falls, SD	1	$ 11,539.30	$ -	$ 11,539.30	$ -	$ 11,539.30	$ 11,539.30	$ -
102.1	03428954	TBD	Steel; McNeilus Steel, Inc.	Maguire; Sioux Falls, SD	1	$ 28,852.63	$ -	$ 28,852.63	$ -	$ 28,852.63	$ 28,852.63	$ -
102.1	03428955	TBD	Steel; McNeilus Steel, Inc.	Maguire; Sioux Falls, SD	1	$ 28,852.63	$ -	$ 28,852.63	$ -	$ 28,852.63	$ 28,852.63	$ -
102.1	175200	TBD	Steel; Ratner Steel Supply	Maguire; Sioux Falls, SD	1	$ 20,046.80	$ -	$ 20,046.80	$ -	$ 20,046.80	$ 20,046.80	$ -
102.1	175224	TBD	Steel; Ratner Steel Supply	Maguire; Sioux Falls, SD	1	$ 6,682.42	$ -	$ 6,682.42	$ -	$ 6,682.42	$ 6,682.42	$ -
102.1	SF701775	TBD	Steel; State Steel of SD	Maguire; Sioux Falls, SD	1	$ 11,909.52	$ -	$ 11,909.52	$ -	$ 11,909.52	$ 11,909.52	$ -
102.1	SF701902	TBD	Steel; State Steel of SD	Maguire; Sioux Falls, SD	1	$ 14,690.06	$ -	$ 14,690.06	$ -	$ 14,690.06	$ 14,690.06	$ -
102.1	03428953	TBD	Steel; McNeilus Steel, Inc.	Maguire; Sioux Falls, SD	2	$ 25,849.30	$ -	$ 25,849.30	$ -	$ 25,849.30	$ 25,849.30	$ -
102.1	03433629	TBD	Steel; McNeilus Steel, Inc.	Maguire; Sioux Falls, SD	2	$ 3,884.62	$ -	$ 3,884.62	$ -	$ 3,884.62	$ 3,884.62	$ -
102.1	SF703035	TBD	Steel; State Steel of SD	Maguire; Sioux Falls, SD	2	$ 13,031.86	$ -	$ 13,031.86	$ -	$ 13,031.86	$ 13,031.86	$ -

EJCDC C-620 Contractor's Application for Payment
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Stored Materials Summary

Contractor's Application for Payment

Owner:	City of Sidney	Owner's Project Number:	WR2300047.02
Engineer:	Interstate Engineering, Inc.	Engineer's Project Number:	WR2300047.02
Contractor:	Maguire Iron, Inc.	Contractor's Project Number:	Sidney, MT
Project:	North Park Elevated Water Tower Replacement (Phase 2)		
Contract:	Schedule 1 and Schedule 2		

Application No.: 8 Period: From 8/1/2026 To 8/31/2026 Application Date: 9/2/2026

A	B	C	D	E	F	G	H	I	J	K	L	M
						Materials Stored			Incorporated in Work			
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Description of Materials or Equipment Stored	Storage Location	Application No. When Materials Placed in Storage	Previous Amount Stored ($)	Amount Stored this Period ($)	Amount Stored to Date (G+H) ($)	Amount Previously Incorporated in the Work ($)	Amount Incorporated in the Work this Period ($)	Total Amount Incorporated in the Work (J+K) ($)	Materials Remaining in Storage (I-L) ($)
102.1	603963	TBD	Steel; Leeco Steel	Maguire; Sioux Falls, SD	3	$ 10,175.38	$ -	$ 10,175.38	$ -	$ 10,175.38	$ 10,175.38	$ -
102.1	604067	TBD	Steel; Leeco Steel	Maguire; Sioux Falls, SD	3	$ 22,321.96	$ -	$ 22,321.96	$ -	$ 22,321.96	$ 22,321.96	$ -
102.1	604187	TBD	Steel; Leeco Steel	Maguire; Sioux Falls, SD	3	$ 11,950.98	$ -	$ 11,950.98	$ -	$ 11,950.98	$ 11,950.98	$ -
102.1	604196	TBD	Steel; Leeco Steel	Maguire; Sioux Falls, SD	3	$ 14,123.55	$ -	$ 14,123.55	$ -	$ 14,123.55	$ 14,123.55	$ -
102.1	604414	TBD	Steel; Leeco Steel	Maguire; Sioux Falls, SD	3	$ 28,247.10	$ -	$ 28,247.10	$ -	$ 28,247.10	$ 28,247.10	$ -
102.1	605252	TBD	Steel; Leeco Steel	Maguire; Sioux Falls, SD	3	$ 17,381.84	$ -	$ 17,381.84	$ -	$ 17,381.84	$ 17,381.84	$ -
102.1	606029	TBD	Steel; Leeco Steel	Maguire; Sioux Falls, SD	4	$ 15,556.88	$ -	$ 15,556.88	$ -	$ 15,556.88	$ 15,556.88	$ -
122-125	2640DF60001		Ameristar Majestic Fence	Maguire; Sioux Falls, SD	5	$ 46,681.80	$ -	$ 46,681.80		$ -	$ -	$ 46,681.80
				Subtotal:		$331,778.63	$ -	$ 331,778.63	$ -	$ 285,096.83	$ 285,096.83	$ 46,681.80
				Totals			$ -	$ 331,778.63	$ -	$285,096.83	$ 285,096.83	$ 46,681.80

EJCDC C-620 Contractor's Application for Payment
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MONTANA Department of REVENUE

CGR-2
V2 01/2010

1% Contractor's Gross Receipts
Gross Receipts Withholding Return

Form CGR-2 is required to be completed and mailed to the Department of Revenue within 30 days after each payment is made to the prime contractor or subcontractor.

1.	**Contract Awarded by:** Enter the federal employer identification number, business name and address. Place an "X" in "Government Entity" box if you are remitting the 1% contractor's gross receipts payment on behalf of a prime contractor. Place an "X" in the "Prime Contractor" box if you are allocating the 1% contractor's gross receipts from your prime contractor's account to your subcontractor's account. Government Entity ☑ Prime Contractor ☐ Federal Identification Number (FEIN): 81-6001310			
	Name: City of Sidney			
	Address: 115 2nd Street SE			
	City: Sidney	State: MT	Zip Code: 59270	
2.	**Contract Awarded to:** Enter the federal employer identification number, business name and address. Place an "X" in the "Prime Contractor" box if you are remitting the 1% contractor's gross receipts on behalf of a prime contractor. Place an "X" in "Subcontractor" box if you are allocating the 1% contractor's gross receipts from your prime contractor's account to your subcontractor's account. Prime Contractor ☑ Sub-Contractor ☐ Federal Identification Number (FEIN): 46-0256425			
	Name: Maguire Iron, Inc.			
	Address: 2001 E. Robur Drive (PO Box 1446)			
	City: Sioux Falls	State: SD	Zip Code: 57104	
3.	Enter the Government Issued Purchase Order Number here..... 3.			WR2300047.02
4.	Enter the contract award date here..... 4.			10/6/2025
5.	Enter the month and year this payment was earned..... 5.			9/2/2026
6.	Enter the gross dollar amount due to the prime contractor or sub-contractor here..... 6.			$1,114,070.58
7.	Multiply the amount on line 6 by 1% (.01) and enter the result here. **This is your 1% Contractor's Gross Receipts**..... 7.			$11,140.71
8.	Subtract line 7 from line 6 and enter the result here. **This is the net amount paid to the prime contractor or subcontractor**..... 8.			$1,102,929.87
9.	Check the box below that identifies the type of return you are filing and enter the date the payment was made to the prime contractor or subcontractor..... 9.			
9(a)	☑ I am enclosing the amount reported on line 7 for credit to my prime contractor's account.			
9(b)	☐ I am allocating the amount reported on line 7 for credit to my subcontractor's account.			
10.	Enter a description of work to be performed under this contract. North Park Elevated Water Tower Replacement (Phase 2) Schedule 1 and Schedule 2			
11.	Enter the location in Montana where this work is performed. Be specific with your description. North Park, Sidney, Montana			

Witholding return submitted by: Select the appropriate box identifying which entity is completing this return; sign this return and enter the information requested below.

Government Entity ☑ Prime Contractor ☐ Sub-Contractor ☐

Preparer's Signature: _____

Preparer's Title: _____ Date: _____

Telephone Phone: _____ Fax Number: _____

For Information Only
Owner must
e-file at http://tap.dor.mt.gov.

Please mail this registration to:
Department of Revenue, P.O. Box 5835, Helena, MT 59604-5835

INTERSTATE ENGINEERING

PLEASE MAIL PAYMENTS TO:
INTERSTATE ENGINEERING, INC.
PO BOX 2035 • JAMESTOWN, ND 58402
PH. 701.252.0234

City of Sidney
Attn: Jessie Chamberlin
115 2nd Street SE
Sidney, MT 59270

September 03, 2026
Project No: WR2300047.01
Invoice No: 62815

Task Order No. 7 - North Park Elevated Water Tank
Contract Amendment No. 3 - Construction Engineering for Tank Replacement
Sidney, Montana

Professional Services from August 09, 2026 to August 29, 2026

Professional Personnel

	Hours	Rate	Amount	
ENG V	1.50	197.00	295.50	
ENG VII	33.00	227.00	7,491.00	
ENG IX	.50	262.00	131.00	
TECH I	1.50	92.00	138.00	
TECH IV	5.50	137.00	753.50	
TECH IX	135.00	212.00	28,620.00	
Totals	177.00		37,429.00	
Total Labor				**37,429.00**

Consultants

KLM Engineering, Inc.		12,962.13	
Total Consultants		**12,962.13**	**12,962.13**

Reimbursable Expenses

Travel and Motel		1,425.00	
Meals		273.23	
Total Reimbursables		**1,698.23**	**1,698.23**

Unit Billing

Travel Vehicle	1,140.0 Miles @ 0.85	969.00	
Total Units		**969.00**	**969.00**

Billing Limits	**Current**	**Prior**	**To-Date**
Total Billings	53,058.36	158,665.39	211,723.75
Limit			400,000.00
Remaining			188,276.25

Total this Invoice **$53,058.36**

Please call me if you have any questions regarding this invoice.

Jordan Mayer, PE
406.433.5617

PLEASE MAIL PAYMENTS TO:
INTERSTATE ENGINEERING, INC.
PO BOX 2035 • JAMESTOWN, ND 58402
PH. 701.252.0234

City of Sidney
Attn: Jessie Chamberlin
115 2nd Street SE
Sidney, MT 59270

September 03, 2026
Project No: WR2300047.02
Invoice No: 62816

Task Order No. 7 - North Park Elevated Water Tank
Contract Amendment No. 3 - Design Engineering and Bidding or Negotiating for Site and Park Improvements
Sidney, Montana

Professional Services from August 02, 2026 to August 29, 2026

Fee

Total Fee	153,000.00			
Percent Complete	31.00	Total Earned	47,430.00	
		Previous Fee Billing	41,310.00	
		Current Fee Billing	6,120.00	
		Total Fee		**6,120.00**
			Total this Invoice	**$6,120.00**

Please call me if you have any questions regarding this invoice.

Jordan Mayer, PE
406.433.5617

PLEASE MAIL PAYMENTS TO:
INTERSTATE ENGINEERING, INC.
PO BOX 2035 • JAMESTOWN, ND 58402
PH. 701.252.0234

City of Sidney
Attn: Jessie Chamberlin
115 2nd Street SE
Sidney, MT 59270

September 03, 2026
Project No: WR2300047
Invoice No: 62814

Task Order No. 7 and Contract Amendment No. 1-3 - North Park Elevated Water Tank
Phase 4: Removal of 300,000 Gallon Water Storage Tank Located at North Park
and Replace With 750,000 Gallon Elevated Tank
Sidney, Montana

Professional Services through August 29, 2026

Design Engineering Services

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Study and Report Services	34,000.00	100.00	34,000.00	34,000.00	0.00
Funding Assistance Watermain+TankReplace	45,000.00	68.00	30,600.00	29,250.00	1,350.00
Design Engineering (Tank Replacement)	287,000.00	100.00	287,000.00	287,000.00	0.00
Bidding or Negotiating Watermain+Tank	20,000.00	100.00	20,000.00	20,000.00	0.00
Total Fee	386,000.00		371,600.00	370,250.00	1,350.00
Total Fee					**1,350.00**
			Total this Phase		**$1,350.00**
			Total this Invoice		**$1,350.00**

Please call me if you have any questions regarding this invoice.

Jordan Mayer, PE
406.433.5617

BRAUN INTERTEC
the science you build on

PLEASE REMIT TO:
Braun Intertec Corporation
Lockbox 446035
PO Box 64384
St. Paul, MN 55164

Braun Intertec Online Payment
Telephone: 952.995.2000
Fed Tax ID: 41-1684205

INVOICE

Invoice #: IN1025285
Invoice date: 8/17/2026
Project ID: 10011161_001
Customer PO:

Jeff Hintz
City of Sidney
115 2ND St SE
Sidney, MT 59270-4103

Sidney Water Tower - Design and Construction
3rd Street NE
6th Avenue NE
Sidney, MT 59270

For professional services from 07/11/2026 through 08/07/2026

Contract Details:

	Total Previous	Total this Invoice	Total to Date	Budget	Remaining	% of Budget
Design and Construction Support						
Design Submittal Review	2,284.00	0.00	2,284.00	2,000.00	(284.00)	114.2%
Construction Support	410.25	191.25	601.50	0.00	(601.50)	0.0%
Subtotal	$2,694.25	$191.25	$2,885.50	$2,000.00	($885.50)	144.3%

Subtotal $191.25

Total this Invoice $191.25

Terms: Due on receipt, 1 1/2% per month after 30 days, 18% annual percentage rate unless otherwise specified by written agreement

Billing Backup

Project Sidney Water Tower - Design and Construction

		Qty/Hours	Rate	Amount
Design and Construction Support				
Construction Support				
Labor Detail				
Principal Engineer		0.50	292.00	146.00
Project Manager		0.25	181.00	45.25
Task Subtotal	Construction Support			$191.25
Phase Subtotal	Design and Construction Support			$191.25
	Total this Invoice			$191.25

ATTACHMENT B

SUBRECIPIENT: City of Sidney
PROJECT TITLE: Phase IV-North Park Elevated Water Tower Replacement

ADMINISTRATION	*ARPA Minimum Allocation*	*SRF Loan C (roll over $287,771)*	*SRF Loan D (2.5% Interest)*	*Other*	*Local Contribution - Non SRF Eligible Components*	*TOTAL*			
Grant Management	$10,000.00	$8,750.00	$31,250.00			***$50,000.00***	$	50,000.00	
Bond Counsel			$25,000.00			***$25,000.00***	$	25,000.00	
Debt Service Reserves			$280,630.00			***$280,630.00***	$	559,788.00	
Audit Fees					$20,000.00	***$20,000.00***	$	20,000.00	
						$0.00	$	-	
TOTAL ADMINISTRATION	***$10,000.00***	***$8,750.00***	***$336,880.00***	***$0.00***	***$20,000.00***	***$375,630.00***	**$**	**654,788.00**	
CONSTRUCTION RELATED ACTIVTIES									
Design Engineering	$70,920.50	$261,118.00	$0.00			***$332,038.50***	$	332,038.50	
Design Engineering - Phase 3			$133,000.00			***$133,000.00***	$	133,000.00	
Construction Engineering - Phase 1	$109,856.80		$30,143.00			***$139,999.80***	$	140,000.00	
Construction Engineering - Phase 2			$400,000.00			***$400,000.00***	$	400,000.00	
Construction Engineering - Phase 3			$27,000.00		$65,000.00	***$92,000.00***	$	92,000.00	
Geotech		$17,903.00	$2,885.50			***$20,788.50***	$	17,903.00	
Bidding	$30,259.50					***$30,259.50***	$	30,259.50	
Bidding - Phase 3			$20,000.00			***$20,000.00***	$	20,000.00	
Construction - Phase 1	$834,176.39		$491,044.00			***$1,325,220.39***	$	1,325,220.39	$ -
Construction - Phase 2	$26,303.81		$6,195,000.00			***$6,221,303.81***	$	6,121,303.81	
Construction - Phase 3			$764,000.00	$1,286,000.00	$592,000.00	***$2,642,000.00***	$	2,592,000.00	
Contingency - Phase 1			$20,000.00			***$20,000.00***	$	20,000.00	
Contingency - Phase 2			$320,047.50			***$320,047.50***	$	193,774.80	
Contingency - Phase 3			$85,000.00	$445,000.00	$73,000.00	***$603,000.00***	$	603,000.00	689 total
TOTAL ACTIVITY	***$1,071,517.00***	***$279,021.00***	***$8,488,120.00***	***$1,731,000.00***	***$730,000.00***	***$12,299,658.00***	**$**	**12,020,500.00**	
TOTAL PROJECT BUDGET	***$1,081,517.00***	***$287,771.00***	***$8,825,000.00***	***$1,731,000.00***	***$750,000.00***	***$12,675,288.00***	**$**	**12,675,288.00**	
	$ 1,081,517.00	$ 287,771.00	$ 8,825,000.00	$ 1,731,000.00	$ 750,000.00	$ 12,675,288.00			
	$ -		$ -						

SUMMARY OF MATCHING FUNDS

FUNDING SOURCE	*AMOUNT*
ARPA Minimum Allocation	$1,081,517.00
SRF Loan C (roll over $287,771)	$287,771.00
SRF Loan D (2.5% Interest)	$8,825,000.00
Other	$1,731,000.00
Local Contribution - Non SRF Eligible Com	$750,000.00
TOTAL	***$12,675,288.00***

UNIFORM STATUS OF FUNDS SPREADSHEET FOR: City of Sidney Phase IV-North Park Elevated Water Tower Replacement

DATE:

	ARPA Minimum Allocation				SRF Loan C (roll over $287,771)				SRF Loan D (2.5% Interest)				Other				Local Contribution - Non SRF Eligible Components				Total Budget			
ADMINISTRATIVE/ FINANCIAL COSTS:	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Expended	Balance	
Grant Management	$ 10,000.00	$ 10,000.00		$ -	$ 8,750.00	$ 8,750.00		$ -	$ 31,250.00	$ 7,750.00	$ 1,350.00	$ 22,150.00	$ -			$ -	$ -			$ -	$ 50,000.00	$ 27,850.00	$ 22,150.00	
Bond Counsel	$ -			$ -	$ -			$ -	$ 25,000.00	$ 25,000.00		$ -	$ -			$ -	$ -			$ -	$ 25,000.00	$ 25,000.00	$ -	
Debt Service Reserves	$ -			$ -	$ -			$ -	$ 280,630.00	$ 116,936.00	$ 44,642.02	$ 119,051.98	$ -			$ -	$ -			$ -	$ 280,630.00	$ 161,578.02	$ 119,051.98	
Audit Fees	$ -			$ -	$ -			$ -	$ -			$ -	$ -			$ -	$ 20,000.00			$ 20,000.00	$ 20,000.00	$ -	$ 20,000.00	
				$ -				$ -				$ -				$ -				$ -	$ -	$ -	$ -	
Total Administrative Costs	$ 10,000.00	$ 10,000.00	$ -	$ -	$ 8,750.00	$ 8,750.00	$ -	$ -	$ 336,880.00	$ 149,686.00	$ 45,992.02	$ 141,201.98	$ -	$ -	$ -	$ -	$ 20,000.00	$ -	$ -	$ 20,000.00	$ 375,630.00	$ 214,428.02	$ 161,201.98	
ACTIVITY COSTS:																								
Design Engineering	$ 70,920.50	$ 70,920.50		$ -	$ 261,118.00	$ 261,118.00		$ -	$ -			$ -	$ -			$ -	$ -			$ -	$ 332,038.50	$ 332,038.50	$ -	
Design Engineering - Phase 3	$ -			$ -	$ -			$ -	$ 133,000.00	$ 41,310.00	$ 6,120.00	$ 85,570.00	$ -			$ -	$ -			$ -	$ 133,000.00	$ 47,430.00	$ 85,570.00	
Construction Engineering - Phase 1	$ 109,856.80	$ 109,856.80		$ -	$ -			$ -	$ 30,143.00	$ 7,626.29		$ 22,516.71	$ -			$ -	$ -			$ -	$ 139,999.80	$ 117,483.09	$ 22,516.71	
Construction Engineering - Phase 2	$ -			$ -	$ -			$ -	$ 400,000.00	$ 158,665.39	$ 53,058.36	$ 188,276.25	$ -			$ -	$ -			$ -	$ 400,000.00	$ 211,723.75	$ 188,276.25	
Construction Engineering - Phase 3	$ -			$ -	$ -			$ -	$ 27,000.00			$ 27,000.00	$ -			$ -	$ 65,000.00			$ 65,000.00	$ 92,000.00	$ -	$ 92,000.00	
Geotech	$ -			$ -	$ 17,903.00	$ 17,903.00		$ -	$ 2,885.50	$ 2,694.25	$ 191.25	$ -	$ -			$ -	$ -			$ -	$ 20,788.50	$ 20,788.50	$ -	
Bidding	$ 30,259.50	$ 30,259.50		$ -	$ -			$ -				$ -	$ -			$ -	$ -			$ -	$ 30,259.50	$ 30,259.50	$ -	
Bidding Phase 3									$ 20,000.00															
Construction - Phase 1	$ 834,176.39	$ 834,176.39		$ (0.00)	$ -			$ -	$ 491,044.00			$ 491,044.00	$ -			$ -	$ -			$ -	$ 1,325,220.39	$ 834,176.39	$ 491,044.00	0.370538
Construction - Phase 2	$ 26,303.81	$ 26,303.81		$ -	$ -			$ -	$ 6,195,000.00	$ 2,834,242.07	$ 1,114,070.58	$ 2,246,687.35	$ -			$ -	$ -			$ -	$ 6,221,303.81	$ 3,974,616.46	$ 2,246,687.35	
Construction - Phase 3	$ -			$ -	$ -			$ -	$ 764,000.00			$ 764,000.00	$ 1,286,000.00			$ 1,286,000.00	$ 592,000.00			$ 592,000.00	$ 2,642,000.00	$ -	$ 2,642,000.00	
Contingency - Phase 1	$ -			$ -	$ -			$ -	$ 20,000.00			$ 20,000.00	$ -			$ -	$ -			$ -	$ 20,000.00	$ -	$ 20,000.00	
Contingency - Phase 2	$ -			$ -	$ -			$ -	$ 320,047.50			$ 320,047.50	$ -			$ -	$ -			$ -	$ 320,047.50	$ -	$ 320,047.50	
Contingency - Phase 3	$ -			$ -	$ -			$ -	$ 85,000.00			$ 85,000.00	$ 445,000.00			$ 445,000.00	$ 73,000.00			$ 73,000.00	$ 603,000.00	$ -	$ 603,000.00	
Total Activity Costs	$ 1,071,517.00	$ 1,071,517.00	$ -	$ (0.00)	$ 279,021.00	$ 279,021.00	$ -	$ -	$ 8,488,120.00	$ 3,044,538.00	$ 1,173,440.19	$ 4,270,141.81	$ 1,731,000.00	$ -	$ -	$ 1,731,000.00	$ 730,000.00	$ -	$ -	$ 730,000.00	$ 12,299,658.00	$ 5,568,516.19	$ 6,731,141.81	
TOTAL PROJECT COSTS	$ 1,081,517.00	$ 1,081,517.00	$ -	$ (0.00)	$ 287,771.00	$ 287,771.00	$ -	$ -	$ 8,825,000.00	$ 3,194,224.00	$ 1,219,432.21	$ 4,411,343.79	$ 1,731,000.00	$ -	$ -	$ 1,731,000.00	$ 750,000.00	$ -	$ -	$ 750,000.00	$ 12,675,288.00	$ 5,782,944.21	$ 6,892,343.79	
			100%	$ 1,081,517.00			100%	$ 287,771.00			50%	$ 4,413,656.21			0%	$ -			0%	$ -		46%		

ARPA Notes:

Draw #1 - moved $10,000 from construction to Grant Management $ 10,000.00

Draw #1 - moved $51,132 from construction to design engineering $ 70,920.50

Draw #1 - moved $50,000 from construction to construction engineering $ 109,856.80

Draw #1 - moved 20,000 from construction to bidding $ 30,259.50

Draw #2 - moved $8,750 from construction to design engineering

Draw #2 - moved $45,000 from construction to construction engineering

Draw #5 - moved $2,788.50 from construction to design engineering

Draw #5 - moved $13,162.30 from construction to construction engineering

Draw #5 - moved $10,259.50 from construction to bidding

Draw #5 - realized the total budget amount in ARPA was not totaling the contract amount. Added $63,789.70 into construction to balance

Draw #6 - moved $8,250 from construction to design engineering

Draw #6 - moved $1,694.50 from construction to construction engineering

Draw #7- moved $26,303.81 from construction Phase 1 to Construction Phase 2

$ 3,948,312.65 That

$ 117,359.79

Contigency Phase 2

$100,000 moved to construction for actual bid amount

8/12/26 - $2,694.25 moved to Geotech to cover Braun Invoices

9/2/2026 - $191.25 moved to Geotech to cover Braun Invoices

UNIFORM INVOICE TRACKING SPREADSHEET FOR: City of Sidney h Park Elevated Water Tower Replacement

DATE:

Vendor's Name	Invoice or Pay Estimate Number	Invoice Date or Time Period Covered	Task Description (match budget)	Total Amount of Invoice	Total Line Item Amount	Warrant Number	Date Paid	ARPA Minimum Allocation	#	SRF Loan C (roll over $287,771)	#	SRF Loan D (2.5% Interest)	#	Other	#	Local Contribution - Non SRF Eligible Components	#	Total Amount Paid This Invoice	Notes on Split or Partial Invoices
Interstate Engineering - Design Engineering	50699	5/4/2023	Design Engineering	$ 19,760.00	$ 19,360.00			$ -		$ 19,360.00	1	$ -		$ -		$ -		$ 19,360.00	
Interstate Engineering - Funding Assistance	50699	5/4/2023	Grant Management	$ -	$ 400.00			$ -		$ 400.00	1	$ -		$ -		$ -		$ 400.00	
Interstate Engineering - Design Engineering	50882	5/25/2023	Design Engineering	$ 7,560.00	$ 6,760.00			$ -		$ 6,760.00	1	$ -		$ -		$ -		$ 6,760.00	
Interstate Engineering - Funding Assistance	50882	5/25/2023	Grant Management	$ -	$ 800.00					$ 800.00	1							$ 800.00	
Interstate Engineering - Design Engineering	51118	6/21/2023	Design Engineering	$ 11,380.00	$ 11,080.00			$ -		$ 11,080.00	1	$ -		$ -		$ -		$ 11,080.00	
Interstate Engineering - Funding Assistance	51118	6/21/2023	Grant Management	$ -	$ 300.00					$ 300.00	1							$ 300.00	
Interstate Engineering - Design Engineering	52411	10/31/2023	Design Engineering	$ 8,000.00	$ 8,000.00			$ -		$ 8,000.00	1	$ -		$ -		$ -		$ 8,000.00	
Interstate Engineering - Design Engineering	52814	12/11/2023	Design Engineering	$ 20,000.00	$ 20,000.00			$ -		$ 20,000.00	1	$ -		$ -		$ -		$ 20,000.00	
Interstate Engineering - Design Engineering	53320	2/2/2024	Design Engineering	$ 32,000.00	$ 32,000.00			$ -		$ 32,000.00	1	$ -		$ -		$ -		$ 32,000.00	
Interstate Engineering - Design Engineering	53875	4/3/2024	Design Engineering	$ 30,000.00	$ 30,000.00			$ -		$ 30,000.00	1	$ -		$ -		$ -		$ 30,000.00	
Interstate Engineering - Design Engineering	54428	5/28/2024	Design Engineering	$ 10,000.00	$ 10,000.00	41298	1/29/2025	$ -		$ 10,000.00	1	$ -		$ -		$ -		$ 10,000.00	
Interstate Engineering - Design Engineering	55485	9/3/2024	Design Engineering	$ 27,800.00	$ 26,000.00	41298	1/29/2025	$ -		$ 26,000.00	1	$ -		$ -		$ -		$ 26,000.00	
Interstate Engineering - Funding Assistance	55485	9/3/2024	Grant Management	$ -	$ 1,800.00	41298	1/29/2025			$ 1,800.00	1							$ 1,800.00	
Interstate Engineering - Design Engineering	56370	11/22/2024	Design Engineering	$ 83,700.00	$ 78,250.00	41298	1/29/2025	$ -		$ 78,250.00	1	$ -		$ -		$ -		$ 78,250.00	
Interstate Engineering - Funding Assistance	56370	11/22/2024	Grant Management	$ -	$ 5,450.00	41298	1/29/2025			$ 5,450.00	1							$ 5,450.00	
Braun Intertech - Geotech	B377824	2/26/2024	Geotech	$ 11,994.00	$ 11,994.00	40164	3/5/2024	$ -		$ 11,994.00	1	$ -		$ -		$ -		$ 11,994.00	
Braun Intertech - Geotech	B2311372	3/15/2024	Geotech	$ 5,401.25	$ 5,401.25	42053	4/3/2024	$ -		$ 5,401.25	1	$ -		$ -		$ -		$ 5,401.25	
Braun Intertech - Geotech	B410866	12/4/2024	Geotech	$ 507.75	$ 507.75	41255	1/22/2025	$ -		$ 507.75	1	$ -		$ -		$ -		$ 507.75	
Interstate Engineering - Design Engineering	56993	02/03/25	Design Engineering	$ 59,650.00	$ 52,150.00	41431	3/14/2025	$ 32,482.00	1	$ 19,668.00	2	$ -		$ -		$ -		$ 52,150.00	
Interstate Engineering - Funding Assistance	56993	02/03/25	Grant Management	$ -	$ 2,500.00	41431	3/14/2025	$ 2,500.00	1	$ -		$ -		$ -		$ -		$ 2,500.00	
Interstate Eng - Bidding	56993	02/03/25	Bidding	$ -	$ 5,000.00	41431	3/14/2025	$ 5,000.00	1	$ -		$ -		$ -		$ -		$ 5,000.00	
Interstate Engineering - Funding Assistance	57077	02/12/25	Grant Management	$ 10,850.00	$ 500.00	41431	3/14/2025	$ 500.00	1	$ -		$ -		$ -		$ -		$ 500.00	$ 17,000.00
Interstate Engineering - Design Engineering	57077	02/12/25	Design Engineering	$ -	$ 8,350.00	41431	3/14/2025	$ 8,350.00	1	$ -		$ -		$ -		$ -		$ 8,350.00	
Interstate Eng - Bidding	57077	02/12/25	Bidding	$ -	$ 2,000.00	41431	3/14/2025	$ 2,000.00	1	$ -		$ -		$ -		$ -		$ 2,000.00	
Interstate Engineering	57417	3/19/2025	Design Engineering	$ 11,810.00	$ 8,610.00	41828	7/16/2025	$ 8,610.00	2	$ -		$ -		$ -		$ -		$ 8,610.00	
Interstate Engineering	57417	3/19/2025	Bidding	$ -	$ 1,200.00	41828	7/16/2025	$ 1,200.00	2	$ -		$ -		$ -		$ -		$ 1,200.00	
Interstate Engineering	57417	3/19/2025	Grant Management	$ -	$ 2,000.00	41828	7/16/2025	$ 2,000.00	2	$ -		$ -		$ -		$ -		$ 2,000.00	
Interstate Engineering	57689	4/18/2028	Design Engineering	$ 7,578.50	$ 4,528.50	41828	7/16/2025	$ 4,528.50	2	$ -		$ -		$ -		$ -		$ 4,528.50	$2,788.50 add1 added
Interstate Engineering	57689	4/18/2025	Bidding	$ -	$ 1,800.00	41828	7/16/2025	$ 1,800.00	2	$ -		$ -		$ -		$ -		$ 1,800.00	
Interstate Engineering	57689	4/18/2025	Grant Management	$ -	$ 1,250.00	41828	7/16/2025	$ 1,250.00	2	$ -		$ -		$ -		$ -		$ 1,250.00	
Interstate Engineering	58024	05/23/25	Const Engineering Ph 1	$ 51,638.50	$ 51,638.50	41764	6/30/2025	$ 51,638.50	3	$ -		$ -		$ -		$ -		$ 51,638.50	
Western Municipal Construction	1	05/27/25	Construction	$ 313,933.58	$ 313,933.58	41762	6/23/2025	$ 313,933.58	3	$ -		$ -		$ -		$ -		$ 313,933.58	
Big Sky Surveying	55	06/12/25	Construction	$ 385.00	$ 385.00	41896	7/23/2025	$ 385.00	4	$ -		$ -		$ -		$ -		$ 385.00	
Interstate Engineering	58322	06/24/25	Design Engineering	$ 54,611.25	$ 8,700.00	41897	7/23/2025	$ 8,700.00	4	$ -		$ -		$ -		$ -		$ 8,700.00	
Interstate Engineering	58322	06/24/25	Grant Management	$ -	$ 2,000.00	41897	7/23/2025	$ 2,000.00	4									$ 2,000.00	
Interstate Engineering	58322	06/24/25	Bidding	$ -	$ 10,000.00	41897	7/23/2025	$ 10,000.00	4									$ 10,000.00	
Interstate Engineering	58322	06/24/25	Construction Engineering		$ 33,911.25	41897	7/23/2025	$ 33,911.25	4	$ -		$ -		$ -		$ -		$ 33,911.25	
Western Municipal Construction	2	07/01/25	Construction	$ 463,003.78	$ 463,003.78	41894	7/23/2025	$ 463,003.78	4	$ -		$ -		$ -		$ -		$ 463,003.78	
Interstate Engineering	58843	08/13/25	Grant Management	$ 34,122.05	$ 1,250.00	42022	9/11/2025	$ 1,250.00	5	$ -		$ -		$ -		$ -		$ 1,250.00	
Interstate Engineering	58843	08/13/25	Const Engineering Ph 1	$ -	$ 22,612.55	42022	9/11/2025	$ 22,612.55	5	$ -		$ -		$ -		$ -		$ 22,612.55	
Interstate Engineering	58843	08/13/25	Additional Services	$ -	$ 10,259.50	42022	9/11/2025	$ 10,259.50	5	$ -		$ -		$ -		$ -		$ 10,259.50	$10,259.50 to design e
Western Municipal Construction	3	08/13/25	Construction	$ 56,854.03	$ 56,854.03	42023	9/11/2025	$ 56,854.03	5	$ -		$ -		$ -		$ -		$ 56,854.03	
Interstate Engineering	59242	09/05/23	Design Engineering	$ 9,944.50	$ 2,750.00	42148	10/14/2025	$ 2,750.00	6	$ -		$ -		$ -		$ -		$ 2,750.00	
Interstate Engineering	59242	09/05/23	Const Engineering Ph 1	$ -	$ 1,694.50	42148	10/14/2025	$ 1,694.50	6	$ -		$ -		$ -		$ -		$ 1,694.50	
Interstate Engineering	59242	09/05/23	Additional Services	$ -	$ 5,500.00	42148	10/14/2025	$ 5,500.00	6	$ -		$ -		$ -		$ -		$ 5,500.00	$5,500 to design engin
Interstate Engineering	59472	09/28/25	Additional Services	$ 1,506.00	$ 506.00	42065	10/27/2025					$ 506.00	1					$ 506.00	
Interstate Engineering	59472	09/28/25	Grant Management	$ -	$ 1,000.00	42065	10/27/2025	$ 500.00	7	$ -		$ 500.00	1	$ -		$ -		$ 1,000.00	
Maguire Iron Inc.	1	12/09/25	Construction	$ 401,444.69	$ 401,444.69	42411	1/7/2026	$ 26,303.81	7	$ -		$ 375,140.88	1	$ -		$ -		$ 401,444.69	Subcontractor
Interstate Engineering	60624	03/11/26	Grant Management	$ 10,770.29	$ 3,650.00	42730	3/30/2026					$ 3,650.00	1					$ 3,650.00	
Interstate Engineering	60624	03/11/26	Const Engineering Ph 1	$ -	$ 7,120.29	42730	3/30/2026					$ 7,120.29	1					$ 7,120.29	
Interstate Engineering	61051	03/11/26	Construction Engineering Ph 2	$ 17,745.00	$ 17,745.00	42730	3/30/2026					$ 17,745.00	1					$ 17,745.00	Additional Svcs
Interstate Engineering	61052	03/11/26	Design Engineering Ph 3	$ 9,180.00	$ 9,180.00	42730	3/30/2026					$ 9,180.00	1					$ 9,180.00	Grant Mngmnt
SRF Debt Service Reserves	1	03/13/26		$ 15,726.00	$ 15,726.00	NA	NA					$ 15,726.00	1					$ 15,726.00	Construction Eng Ph1
Maguire Iron Inc.	2	03/26/26	Construction	$ 69,127.49	$ 69,127.49	42937	5/20/2026	$ -		$ -		$ 69,127.49	2	$ -		$ -		$ 69,127.49	Construction Eng Ph2
Maguire Iron Inc.	3	03/26/26	Construction	$ 127,490.77	$ 127,490.77	42937	5/20/2026	$ -		$ -		$ 127,490.77	2	$ -		$ -		$ 127,490.77	Construction
Debt Service Reserve	2	04/15/26		$ 23,197.00	$ 23,197.00	NA	NA	$ -		$ -		$ 7,471.00	2	$ -		$ -		$ 7,471.00	Design Eng Ph3
Dorsey & Whitney LLP	4178352	04/30/26	Bond Counsel	$ 25,000.00	$ 25,000.00	43036	6/22/2026	$ -		$ -		$ 25,000.00	3	$ -		$ -		$ 25,000.00	Bond Counsel
Interstate Engineering	61608	05/14/26	Grant Management	$ 1,350.00	$ 1,350.00	43037	6/22/2026	$ -		$ -		$ 1,350.00	3	$ -		$ -		$ 1,350.00	Debt Svc Reserve
Interstate Engineering	61609	05/14/26	Design Engineering Ph 3	$ 12,240.00	$ 12,240.00	43037	6/22/2026	$ -		$ -		$ 12,240.00	3	$ -		$ -		$ 12,240.00	
Interstate Engineering	61612	05/15/26	Construction Engineering Ph 2	$ 38,385.50	$ 38,385.50	43037	6/22/2026	$ -		$ -		$ 38,385.50	3	$ -		$ -		$ 38,385.50	
Maguire Iron Inc.	4	05/15/26	Construction	$ 403,577.23	$ 403,577.23	43038	6/22/2026	$ -		$ -		$ 403,577.23	3	$ -		$ -		$ 403,577.23	
Maguire Iron Inc.	5	05/15/26	Construction	$ 557,561.31	$ 557,561.31	43038	6/22/2026	$ -		$ -		$ 557,561.31	3	$ -		$ -		$ 557,561.31	
Debt Service Reserve	3	05/15/26		$ 39,448.00	$ 39,448.00	NA	NA	$ -		$ -		$ 39,448.00	3	$ -		$ -		$ 39,448.00	
Interstate Engineering	62172	07/06/26	Grant Management	$ 900.00	$ 900.00	43185	8/13/2026	$ -		$ -		$ 900.00	4	$ -		$ -		$ 900.00	
Interstate Engineering	62181	07/07/26	Construction Engineering Ph 2	$ 15,081.50	$ 15,081.50	43185	8/13/2026	$ -		$ -		$ 15,081.50	4	$ -		$ -		$ 15,081.50	
Maguire Iron Inc.	6	07/07/26	Construction	$ 557,561.31	$ 557,561.31	43186	8/13/2026	$ -		$ -		$ 557,561.31	4	$ -		$ -		$ 557,561.31	
Debt Service Reserve	4	07/13/26		$ 21,795.00	$ 21,795.00	NA	NA	$ -		$ -		$ 21,795.00	4	$ -		$ -		$ 21,795.00	
Braun Intertech - Geotech	1018488	06/18/26	Geotech	$ 1,898.00	$ 1,898.00	43073	7/2/2026					$ 1,898.00	5					$ 1,898.00	
Maguire Iron Inc.	7	07/07/26	Construction	$ 743,783.08	$ 743,783.08	43279	8/25/2026					$ 743,783.08	5					$ 743,783.08	
Braun Intertech - Geotech	1022756	07/24/26	Geotech	$ 796.25	$ 796.25	43280	8/25/2026					$ 796.25	5					$ 796.25	
Interstate Engineering	62581	08/11/26	Design Engineering Ph 3	$ 19,890.00	$ 19,890.00	43278	8/25/2026					$ 19,890.00	5					$ 19,890.00	
Interstate Engineering	62594	08/12/26	Grant Management	$ 1,350.00	$ 1,350.00	43278	8/25/2026					$ 1,350.00	5					$ 1,350.00	
Interstate Engineering	62598	08/12/26	Construction Engineering Ph 2	$ 87,453.39	$ 87,453.39	43278	8/25/2026					$ 87,453.39	5					$ 87,453.39	
Debt Service Reserve	5	08/12/26		$ 32,496.00	$ 32,496.00	NA	NA	$ -		$ -		$ 32,496.00	5	$ -		$ -		$ 32,496.00	
Braun Intertech - Geotech	1025285	08/17/26	Geotech	$ 191.25	$ 191.25			$ -		$ -		$ 191.25	6	$ -		$ -		$ 191.25	
Maguire Iron Inc.	8	09/02/26	Construction	$1,114,070.58	$1,114,070.58			$ -		$ -		$ 1,114,070.58	6	$ -		$ -		$ 1,114,070.58	
Debt Service Reserve	6	09/02/26		$ 44,642.02	$ 44,642.02	NA	NA	$ -		$ -		$ 44,642.02	6	$ -		$ -		$ 44,642.02	
Interstate Engineering	62815	09/03/26	Construction Engineering Ph 2	$ 53,058.36	$ 53,058.36			$ -		$ -		$ 53,058.36	6	$ -		$ -		$ 53,058.36	
Interstate Engineering	62814	09/03/26	Grant Management	$ 1,350.00	$ 1,350.00			$ -		$ -		$ 1,350.00	6	$ -		$ -		$ 1,350.00	
Interstate Engineering	62816	09/03/26	Design Engineering Ph 3	$ 6,120.00	$ 6,120.00			$ -		$ -		$ 6,120.00	6	$ -		$ -		$ 6,120.00	
				$ -	$ -			$ -		$ -		$ -		$ -		$ -		$ -	
				$ -	$ -			$ -		$ -		$ -		$ -		$ -		$ -	
	TOTAL INVOICES				$5,798,670.21			$ 1,081,517.00		$ 287,771.00		$ 4,413,656.21		$ -		$ -		$ 5,782,944.21	
	TOTAL BUDGET							$ 1,081,517.00		$ 287,771.00		$ 8,825,000.00		$1,731,000.00		$ 750,000.00		$ 12,675,288.00	
	BALANCE							$ -		$ -		$ 4,411,343.79		$1,731,000.00		$ 750,000.00		$ 6,892,343.79	

ARPA MAG	#	Loan C	#	Loan D	#

STATE OF MONTANA

VENDOR INVOICE

- VENDOR RETURNS SIGNED ORIGINAL
- FILE ORIGINAL WITH TRANSFER-WARRANT CLAIM.

VENDOR'S NAME AND ADDRESS	BILLED TO
City of Sidney 115 2md Street SE Sidney, MT 59270	DNRC-CARDD PO Box 201601 Helena, MT 59620-1601 Attn Grant Manager: Shawn Swanz & Cristalle Thompson

PROJECT INFORMATION:

Grant Agreement Number:	AM-23-0207	Project Name	Phase IV-North Park Elevated Water Tower Replacement
Period of Performance:	August 23, 2023 to December 9, 2025	Reimbursement Request Number:	Draw #7

DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED:

Name of Business/Vendor	Invoice Number	Dates of Service/ Invoice Date	Budget Category / Task Number and Description (see Grant Agreement Attachment B Budget)	Amount
Interstate Engineering	59472	9/28/2025	Grant Management	$500.00
Maguire Iron inc.	1	12/9/2025	Construction	$26,303.81
			GRAND TOTAL	$26,803.81

STATE USE ONLY APPROVED FOR PAYMENT		*I certify that this invoice is correct in all respects and that payment has not been received.*	
		Authorized Recipient Name	Rick Norby
		Date Processed	
Authorized Signature		Authorized Recipient Signature	
Date		Title	Mayor

There are multiple tabs in this workbook.

Budget Tab

Fill in:

SUBRECIPIENT:	(Name of the local gover
PROJECT TITLE:	(Name of the project - sh
FUNDING SOURCE 1…	Enter the name of grant o
Budget Table	Enter the dollar amounts t
	The summary of matching

Budget Tracking Tab

UNIFORM STATUS OF FUNDS SPREADSHEET FOR:	Automatically populates fr
DATE:	Update the date each time
FUNDING SOURCE 1	Automatically populates fr
Budget	Dollar amounts will autom
Previously Expended	Update each time a reque
Amount of Draw	Update each time a reque

Invoice Tracking

UNIFORM INVOICE TRACKING SPREADSHEET FOR:	Automatically populates fr
DATE:	Update the date each time
Vendor's Name	Enter the name of the ver
Task Description	Enter the Task that match
Invoice or Pay Estimate Number	Enter the vendor's invoice
Invoice Date or Time Period Covered	Enter the invoice date or t
Total Amount of Invoice	Enter the total amount of
Warrant Number	Enter the warrant number
Date Paid	Enter the date the vendor
FUNDING SOURCE 1	Automatically populates fr
#	The claim number or draw

DNRC Vendor Invoice

	This tab may be duplicate
VENDOR'S NAME AND ADDRESS	Automatically populates fr
	Enter address
Grant Agreement #	Enter the Grant Agreemer
DNRC Grant Manager	Enter the DNRC Grant or
Project Name	Automatically populates fr
Claim Number	Enter a new number for e
Vendor	Enter the Vendor Name fr
Invoice Number	Enter the Vendor Invoice
Dates of Service	Enter the Dates of Service
Task Description	Enter the Task Descriptio
Total Invoice	Total all of the vendor inv
DNRC or RRGL Total	Total amount of invoice re
Vendor Name (Authorized Person)	Name of the person autho
Date Processed	Date the invoice is submit
Vendor's Signature	Signature
Title	Title of authorized signer

nment receiving the grant)
ould match DNRC's Award Project Title)
r loan i.e. RRGL, MCEP, ARPA, Local Funds, RD Grant, RD Loan, SRF Loan, etc.
that correspond to each task to the appropriate Funding Source.
g funds will automatically populate based on the entries above.

rom the Budget Tab (Subrecipient)
e a request for reimbursement is submitted.
rom the Budget Tab
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est for reimbursement is submitted.
est for reimbursement is submitted. Must match the Vendor Invoice and the Invoice Tracking Tab

rom the Budget Tab (Subrecipient)
e a request for reimbursement is submitted.
ndor that provided the service, i.e. engineering firm, construction company, etc.
nes the budget tasks (Admin, Engineering, Construction, etc.)
e or pay estimate number.
time period covered by the invoice
the vendor's invoice
r of the subrecipient organization that paid the vendor invoice.
r was paid.
rom the Budget Tab
w number submitted to each funding source

ed for as many reimbursement requests are submitted. Right click on tab, "Move or Copy" Create a Copy and rena
rom the Budget Tab (Subrecipient)

nt or Loan Agreement Number
Loan Manager Name
rom the Budget Tab (Project Title)
ach claim submitted to DNRC for reimbursement, 1, 2, 3 etc.
rom the Invoice Tracker
Number from the Invoice Tracker
e from the Invoice Tracker
n from the Invoice Tracker
oices submitted for reimbursement
equested for reimbursement (used for split invoice costs)
orized to sign for reimbursements
tted to DNRC

ame.

Morrison Maierle
engineers • surveyors • planners • scientists

1055 Mount Avenue Ph: (406)-542-8880
Missoula, Montana 59801 Fax: (406)-542-4801

Attn: Carly Kittleson, ckittleson@m-m.net

Date: July 10, 2026

PAYMENT APPLICATION NO **4-Retainage**
FOR PERIOD ENDING: 4/30/2026

OWNER: City of Sidney
Meadows Subdivision Drainage Improvements Project

CONTRACTOR: Western Municipal Construction

CONTRACT TIME (DAYS)	NOTICE TO PROCEED	CONTRACT COMPLETION DATE		PERCENT TIME USED	
	8/28/2025	4/18/2026		PERCENT COMPLETE	0%

		CONTRACT QUANTITIES				THIS ESTIMATE		PRIOR ESTIMATES		PERFORMED TO DATE		
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	%
SCHEDULE I												
101	General Requirements (10% MAX)	1	LS	$136,000.00	$136,000.00	0.00	$68,000.00	1.00	$136,000.00	1.00	$136,000.00	100%
102	Taxes, Bonds, Insurance (3% MAX)	1	LS	$39,100.00	$39,100.00	0.00	$0.00	1.00	$39,100.00	1.00	$39,100.00	100%
103	Mobilization & Demobilization (3% MAX)	1	LS	$38,000.00	$38,000.00	0.00	$22,800.00	1.00	$38,000.00	1.00	$38,000.00	100%
104	Erosion Control	1	LS	$15,500.00	$15,500.00	0.00	$7,750.00	1.00	$15,500.00	1.0	$15,500.00	100%
105	Dewatering	1	LS	$108,000.00	$108,000.00	0.00	$0.00	0.00	$0.00	0.0	$0.00	0%
106	Demolition	1	LS	$6,200.00	$6,200.00	0.00	$3,100.00	1.00	$6,200.00	1.0	$6,200.00	100%
107	Exploratory Excavation - Small Crew	10	HR	$210.00	$2,100.00	0.00	$1,680.00	2.00	$420.00	2.0	$420.00	20%
108	Exploratory Excavation - Large Crew	20	HR	$810.00	$16,200.00	0.00	$12,960.00	4.00	$3,240.00	4.0	$3,240.00	20%
109	36-inch Storm Drain	1,400	LF	$294.00	$411,600.00	0.00	$247,548.00	1400.00	$411,600.00	1400.0	$411,600.00	100%
110	24-inch Storm Drain	35	LF	$265.00	$9,275.00	0.00	$0.00	35.00	$9,275.00	35.0	$9,275.00	100%
111	18-inch Storm Drain	80	LF	$240.00	$19,200.00	0.00	$0.00	80.00	$19,200.00	80.0	$19,200.00	100%
112	12-inch Storm Drain	350	LF	$200.00	$70,000.00	0.00	$0.00	350.00	$70,000.00	350.0	$70,000.00	100%
113	Precast Area Inlet	1	EA	$30,100.00	$30,100.00	0.00	$0.00	1.00	$30,100.00	1.0	$30,100.00	100%
114	Circular Precast Area Inlet	3	EA	$6,600.00	$19,800.00	0.00	$3,300.00	3.00	$19,800.00	3.0	$19,800.00	100%
115	84-inch Diameter Manhole	2	EA	$22,700.00	$45,400.00	0.00	$22,700.00	2.00	$45,400.00	2.0	$45,400.00	100%
116	Additional 84" Manhole Depth	5	FT	$850.00	$4,420.00	0.00	$3,536.00	5.00	$884.00	5.0	$4,420.00	100%
117	60-inch Diameter Manhole	5	EA	$15,300.00	$76,500.00	0.00	$15,300.00	5.00	$76,500.00	5.0	$76,500.00	100%
118	Additional 60" Manhole Depth	13	FT	$460.00	$5,842.00	0.00	$1,572.00	13.00	$4,270.00	13.0	$5,842.00	100%
119	48-inch Diameter Manhole	1	EA	$10,400.00	$10,400.00	0.00	$10,400.00	2.00	$20,800.00	2.0	$20,800.00	200%
120	Storm Drain Inlet	2.0	EA	$11,400.00	$22,800.00	0.00	$0.00	2.00	$22,800.00	2.0	$22,800.00	100%
121	4' x 6' Type S Curb Inlet	1.0	EA	$18,000.00	$18,000.00	0.00	$0.00	1.00	$18,000.00	1.0	$18,000.00	100%
122	Trench Plug	4.0	EA	$1,600.00	$6,400.00	0.00	$3,200.00	4.00	$6,400.00	4.0	$6,400.00	100%
123	Asphalt Restoration	76.0	SY	$450.00	$34,200.00	0.00	$0.00	0.00	$0.00	0.0	$0.00	0%
124	Curb and Gutter Restoration	250.0	LF	$200.00	$50,000.00	0.00	$64,400.00	322.00	$64,400.00	322.0	$64,400.00	129%
125	Flowable Fill	300.0	CY	$230.00	$69,000.00	0.00	$0.00	290.00	$66,700.00	290.0	$66,700.00	97%
126	Type 2 Bedding	527.0	CY	$15.00	$7,905.00	0.00	$0.00	0.00	$0.00	0.0	$0.00	0%
127	Geotextile Fabric - Pipe Bedding	1,135.0	LF	$37.00	$41,995.00	0.00	$21,349.00	1135.00	$41,995.00	1135.0	$41,995.00	100%
128	Utility Crossing	3.0	EA	$2,000.00	$6,000.00	0.00	$6,000.00	7.00	$14,000.00	7.0	$14,000.00	233%
129	Utility Relocation	7.0	EA	$1,000.00	$7,000.00	0.00	$1,000.00	5.00	$5,000.00	5.0	$5,000.00	71%
130	Water Main Lowering	1.0	EA	$16,300.00	$16,300.00	0.00	$0.00	0.00	$0.00	0.0	$0.00	0%
131	Riprap Class II	18.0	CY	$446.00	$8,028.00	0.00	$8,028.00	18.00	$8,028.00	18.0	$8,028.00	100%
132	Revegetation	1.0	LS	$10,500.00	$10,500.00	0.00	$10,500.00	1.00	$10,500.00	1.0	$10,500.00	100%
133	Chain Link Fence Crossing	2.0	EA	$1,600.00	$3,200.00	0.00	$3,200.00	2.00	$3,200.00	2.0	$3,200.00	100%
134	Traffic Control	1.0	LS	$6,500.00	$6,500.00	0.00	$1,625.00	1.00	$6,500.00	1.0	$6,500.00	100%
135	Imported Backfill	250.0	CY	$15.00	$3,750.00	0.00	$0.00	0.00	$0.00	0.0	$0.00	0%

136	Fence Salvage	110.0	LF	$15.00	$1,650.00	0.00	$0.00	0.00	$0.00	0.0	$0.00	0%
137C	Water valve Replacement	1.0	LS	$4,699.50	$4,699.50	0.00	$4,699.50	1.00	$0.00	1.0	$4,699.50	100%
CR114	Install Credit for CAI #2	1.0	LS	-$3,000.00	-$3,000.00	0.00	$3,000.00	1.00	$0.00	1.0	-$3,000.00	100%
138C	Water Pumping	1.0	LS	$700.00	$700.00	0.00	$700.00	1.00	$0.00	1.0	$700.00	100%
139C	Concrete Restoration	1.0	LS	$22,160.46	$22,160.46	0.00	$22,160.46	1.00	$0.00	1.0	$22,160.46	100%
140C	Concrete Apron - Area Inlet 1	1.0	LS	$2,903.00	$2,903.00	0.00	$2,903.00	1.00	$0.00	1.0	$2,903.00	100%
141C	Fence Repair	1.0	LS	$5,879.00	$5,879.00	0.00	$5,879.00	1.00	$0.00	1.0	$5,879.00	100%
142C	Ditch Grading	1.0	LS	$2,355.00	$2,355.00	0.00	$2,355.00	1.00	$0.00	1.0	$2,355.00	100%
143C	Base Course	237.0	CY	$124.74	$29,563.38	0.00	$29,563.38	237.00	$0.00	237.0	$29,563.38	100%
144C	Asphalt Removal	711.0	SY	$19.32	$13,736.52	0.00	$13,736.52	711.00	$0.00	711.0	$13,736.52	100%
	Sub-Total				**$1,455,861.86**		**$624,944.86**		**$1,213,812.00**		**$1,297,916.86**	**0%**

TOTAL PROJECT

TOTAL AMOUNT EARNED TO DATE	$1,297,916.86
MATERIALS STORED ON SITE	$0.00
SUBTOTAL	$1,297,916.86
LESS DEDUCTIONS	
(1) RETAINAGE (5.0%) $0.00	
(2) LIQUIDATED DAMAGES $0.00	
(3) RETESTING $0.00	
(4) MATERIALS DEDUCTION $0.00	
TOTAL AMOUNT DEDUCTED	$0.00
NET EARNINGS TO DATE	$1,297,916.86
1% STATE TAX	$12,979.17
LESS PREVIOUS PAYMENTS	$1,220,690.81
AMOUNT DUE CONTRACTOR THIS PAY ESTIMATE	**$64,246.88**

CERTIFICATION OF CONTRACTOR -- I HEREBY CERTIFY that I submitted a Request for Payment for the pay period covered in this Progress Estimate and that there are no claims for extra work, delays, omitted items of any nature whatsoever pending against the Owner or Engineer not set forth herein unless expressly stated otherwise in this Progress Estimate. I further certify that the work performed and the materials supplied to date, as shown on this Projress Estimate, represents the value of accomplishment under the terms of the contract, that the work performed and the materials supplied are in convormance with the plans and specifications, that the quantities were properly determined and are correct, and that there has been full compliance with all labor provisions included in the contract identified above.

NAME OF CONTRACTOR: Western Municipal Construction

SIGNATURE Dillon Clause

PRINTED NAME:

DATE: 7/10/2026

CONCURRENCE AND CERTIFICATION OF SPONSOR'S ENGINEER - I have examined this periodic cost estimate, and concur in the certificate of the contractor and certify that the materials used and the construction accomplished meet the requirements of the plans and specifications, as evidenced by the certified test and inspection reports included in the project records.

SPONSOR'S ENGINEER: MORRISON-MAIERLE, INC. (for construction)

SIGNATURE

DATE:

PRINTED NAME:

OWNER'S CONCURRENCE -

OWNER: City of Sidney

SIGNATURE _____ DATE: _____

PRINTED NAME:

City of Sidney

Montana's Sunrise City

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

Special Event and Temporary Road Closure Application

Event Name: _____ Applicant/Organization: _____

Contact Person: _____ Phone: _____ Email: _____

Purpose of Event:_____

Event Date(s): _____ Times: _____

Requested Closure Streets: _____Cross Streets: _____

Estimated Attendance: _____

Attach map showing closure, barricades, detours, emergency access, and event layout: ☐ Attached

Traffic control plan attached? ☐ Yes ☐ No ☐ Not Applicable

Emergency Access plan attached? ☐ Yes ☐ No ☐ Not Applicable

Will MDT Permit be provided? ☐ Yes ☐ No ☐ Not Applicable Anticipated Date: _____

Will vendors be present? ☐ Yes ☐ No Estimated Number: _____

Anticipated Types:_____

Will solicitors/fundraising occur? ☐ Yes ☐ No Details: _____

Will food be served? ☐ Yes ☐ No Will alcohol be served? ☐ Yes ☐ No
(If yes to alcohol, attach Alcohol Management Plan, Security Plan, licensing, and insurance.)

Parade Information (Complete if Applicable)

Estimated Total Participants: _____ Special participation: _____

Will candy/promotional items be distributed? ☐ Yes ☐ No

NOTE: Throwing candy or any other items from moving vehicles or floats is prohibited.

Will the parade stop for performances? ☐ Yes ☐ No

Location(s): _____

Reason(s): _____

Approximate stop duration: _____

Other special accommodations requested: _____

Businesses/Residents Affected

Applicants must obtain acknowledgement from affected businesses.

Business/Resident	Contact	Signature	Date

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

Business/Resident	Contact	Signature	Date

Staff Review

Applicants must obtain signatures from the Public Works Department and Police Department prior to turning in application.

Public Works

Recommendation: ☐ Approve ☐ Approve with Conditions ☐ Deny

Conditions/Comments: _____

Signature: _____ Date: _____

Police Department

Recommendation: ☐ Approve ☐ Approve with Conditions ☐ Deny

Conditions/Comments: _____

Signature: _____ Date: _____

Applicant Certification

I certify the information is accurate and agree to comply with all City requirements.

Applicant Signature: _____ Date: _____

City Council

Recommendation: ☐ Approve ☐ Approve with Conditions ☐ Deny

Conditions/Comments: _____

Signature: _____ Date: _____

Administrative Notification Checklist

Agency	Date	Employee Signature
Dispatch		
Fire Department		
Police Department		
Public Works		
EMS (if applicable)		

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

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

Ordinance No. 608

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIDNEY, MONTANA, AMENDING TITLE 3, CHAPTER 1, WATER SERVICE AREA, OF THE CITY CODE OF THE CITY OF SIDNEY, MONTANA.

WHEREAS, the City Council of the City of Sidney desires to amend and replace Title 3, Chapter 1, to modernize fees assessed,

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS by the City Council of the City of Sidney that Chapter 1 of Title 3 of the City Code of the City of Sidney is hereby amended and is replaced in its entirety as follows:

B. There shall be charged a one-time fee for a new connection of any building, facility or mobile home to the city water system. Such fee shall be computed according to the following schedule:

Size Of Dwelling	Unit Value	Amount Of Fee ($1000.00/Unit)
Single-family	2 units	$2,000.00
Two-family	4 units	4,000.00
Three-family	5 units	5,000.00
Four-family	6 units	6,000.00
Five-family	6.5 units	6,500.00
Six-family	7 units	7,000.00
Seven-family	7.5 units	7,500.00
Eight-family	8 units	8,000.00

For the purposes of this section all motels and hotels and all residential structures larger than eight-family shall be charged at a one fee unit per dwelling unit. All mobile homes shall be classified as single-family size dwellings. All other buildings or facilities which are not residential in nature shall be reviewed and charged on a case by case basis using an EDU (equivalent dwelling unit) multiplier based on water service line size.

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

1st reading: _____

2nd 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

Ordinance No. 609

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIDNEY, MONTANA, AMENDING TITLE 3, CHAPTER 5, WASTEWATER SYSTEM DEPARTMENT, OF THE CITY CODE OF THE CITY OF SIDNEY, MONTANA.

WHEREAS, the City Council of the City of Sidney desires to amend and replace Title 3, Chapter 5, to modernize fees assessed,

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS by the City Council of the City of Sidney that Chapter 5 of Title 3 of the City Code of the City of Sidney is hereby amended and is replaced in its entirety as follows:

3-5-4: HOOKUP FEE:

A. There shall be charged a onetime fee for a new connection of any building or mobile home to the city sewer system. Such fee shall be computed according to the following schedule:

Size Of Dwelling	Unit Value	Amount Of Fee ($1000.00/Unit)
Single-family	2 units	$2,000.00
Two-family	4 units	4,000.00
Three-family	5 units	5,000.00
Four-family	6 units	6,000.00
Five-family	6.5 units	6,500.00
Six-family	7 units	7,000.00
Seven-family	7.5 units	7,500.00
Eight-family	8 units	8,000.00

For the purposes of this section all motels and hotels and all residential structures larger than eight-family shall be charged at a one fee unit per dwelling unit. All mobile homes shall be classified as single-family size dwellings. All other buildings or facilities which are not residential in nature shall be reviewed and charged on a case by case basis using an EDU (equivalent dwelling unit) multiplier based on water service line size.

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

1st reading: _____

2nd 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 # 3987

A RESOLUTION OF THE CITY COUNCIL OF SIDNEY, MONTANA, CALLING FOR A MUNICIPAL GENERAL ELECTION

WHEREAS, Pursuant to MCA 13-1-405, a local government election must be held on the same day as the primary election day or the general election day except that an election concerning funding may be called as a special election; and

WHEREAS, A local government election may not be held sooner than 85 days after the date of the order or resolution calling for the election, and;

WHEREAS, the governing body authorized by law to call an election shall specify in the order or resolution calling for the election whether the governing body is requesting that the election be conducted by mail;

WHEREAS, Resolution #3986 was previously adopted calling for the November 3rd, 2026 special election, and this Resolution is intended to replace Resolution #3986 solely to allow the addition of an explanatory statement on the ballot and to update the ballot language;

NOW THEREFORE, be it resolved by the City Commission of the City of Sidney, Montana that an election occur as follows:

A special election shall take place on November 3rd, 2026, and the question presented to the electorate shall be as follows:

Explanatory Statement

The City of Sidney currently operates under a Mayor-Council Form of Government with General Governing Powers. Under General Governing Powers, the City may exercise only those powers specifically granted by the Montana Constitution or the Montana Legislature.

If approved by the voters, the City would retain its existing Mayor-Council Form of Government, but would adopt Self-Governing Powers pursuant to Article XI, Section 6 of the Montana Constitution. Self-Governing Powers provide municipalities with broader local authority by allowing the City to exercise any power not prohibited by the Montana Constitution, federal law, or state law. Adoption of Self-Governing Powers does not change the City's elected officials, ward boundaries, council representation, or the Mayor-Council form of government.

The following question shall be submitted to the qualified electors of the City of Sidney:

Official Ballot Question

Shall the City of Sidney adopt Self-Governing Powers pursuant to Article XI, Section 6 of the Montana Constitution?

____ FOR adopting Self-Governing Powers

____ FOR keeping current General Powers

Adopted by the Commission of the City of Sidney, Montana, on this ____ day of _____, 2026.

_____
Mayor

ATTEST:

_____
Clerk/Treasurer of the City of Sidney

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
		*** Claim from another period (8/26) ****									
45550		1361 HEALTHY IS WELLNESS LLC	450.00								
	1253 08/24/26	WELLNESS & HEALTH PROGRAM	450.00			5710	430252		300		101000
		*** Claim from another period (8/26) ****									
45551		7 ASSOCIATED SUPPLY CO. INC.	613.95								
	A109321 08/23/26	SPRAY NOZZLE FOR POOL	561.60			1000	460445		200		101000
	A109321 08/23/26	FREIGHT	52.35			1000	460445		300		101000
		*** Claim from another period (8/26) ****									
45552		105 FRANZ CONSTRUCTION, INC.	2,080.54								
	76825 08/19/26	PATCHING HOTMIX	602.70			2820	430200		200		101000
	76799 08/13/26	ASPHALT PATCHING	1,477.84			2565	430200		200		101000
		*** Claim from another period (8/26) ****									
45553	E	399 VERIZON WIRELESS	875.73								
	6150772118 08/10/26	WATER CELL PHONE	146.10			5210	430500		300		101000
	6150772118 08/10/26	SEWER CELL PHONE	141.40			5310	430600		300		101000
	6150772118 08/10/26	PARKS CELL PHONE	38.65			1000	460430		300		101000
	6150772118 08/10/26	STREETS CELL PHONE	97.14			2565	430200		300		101000
	6150772118 08/10/26	GARBAGE CELL PHONE	38.65			5410	430830		300		101000
	6150772118 08/10/26	FIRE CELL PHONE	68.34			1000	420400		300		101000
	6150772118 08/10/26	CITY PHONE SYSTEM	345.45			1000	411200		300		101000
		*** Claim from another period (8/26) ****									
45554		1432 DICKINSON TRUCK EQUIPMENT	34,151.80								
	82624 08/05/26	SWIVEL D-RING 95 TOPKICK	28.69			2565	430200		200		101000
26813											
	82624 08/05/26	FREIGHT	26.32			2565	430200		300		101000
26813											
	72780 07/28/26	PETERBILT DIAGNOSES	1,102.79*			2565	430200		940		101000
	72781 07/28/26	PETERBILT REPAIR	32,994.00*			2565	430200		940		101000
		*** Claim from another period (8/26) ****									
45555		1064 FASTENAL COMPANY	306.14								
	NDWAT23479 08/06/26	BOLT BIN RESTOCK	272.50			2565	430200		200		101000
26802											
	NDWAT23479 08/06/26	FREIGHT	33.64			2565	430200		300		101000
26802											
		*** Claim from another period (8/26) ****									
45556		1435 HOLMLUND MOBILE LOCK & KEY	341.75								
	990747 08/21/26	SERVICE LOCK	341.75			2565	430200		300		101000
		*** Claim from another period (8/26) ****									
45557		102 NEWMAN SIGNS, INC.	148.10								
	TRFQTE0948 07/27/26	BRACKETS FOR SPEED SIGNS	128.10			2565	430200		200		101000
26293											
	TRFQTE0948 07/27/26	FREIGHT	20.00			2565	430200		300		101000
26293											

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
		*** Claim from another period (8/26) ****									
45558		1406 ACE HARDWARE	1,172.11								
	031693/7	07/29/26 OIL MIX FOR CHAINSAWS	49.47			2565	430200		200		101000
26801											
	031853/7	08/03/26 SELF SEAL	12.98			5210	430500		200		101000
26986											
	031868/7	08/03/26 PVC PIPE FITTINGS	155.86			1000	460430		200		101000
26578											
	031870/7	08/03/26 ELBOW & COUPLERS	67.55			5210	430500		200		101000
25388											
	031905/7	08/04/26 COPPER PIPE FITTING	63.92			5210	430500		200		101000
26987											
	032155/7	08/10/26 WALL SCRAPER & PUTTY KNIFE	37.96			1000	460430		200		101000
26296											
	032175/7	08/10/26 PIPE FITTINGS & PRIMER	92.46			1000	460430		200		101000
26581											
	032120/7	08/11/26 POLY ADAPTER & FITTING	47.95			1000	460430		200		101000
26582											
	032459/7	08/18/26 HOSE & DEHUMIDIFER	434.97			1000	411200		200		101000
KALE											
	032482/7	08/19/26 CONTRACTOR BAGS	29.98			2565	430200		200		101000
27003											
	032677/7	08/24/26 DREMEL & DRILL BITS	178.99			2565	430200		200		101000
27004											
		07/27/26 ADJUSTMENT FROM LAST STMT	0.02			2565	430200		200		101000
		*** Claim from another period (8/26) ****									
45559		25 AUTO VALUE PARTS STORE	122.97								
	440135318	08/04/26 STARTER FOR 96 F150	90.99			2565	430200		200		101000
26809											
	440135425	08/06/26 DOOR HANDLE	31.98			2565	430200		200		101000
26814											
		*** Claim from another period (8/26) ****									
45561		661 PRAIRIE ELECTRIC	347.50								
	22171	08/19/26 WIRED NEW VFD & TESTED	347.50			5310	430600		300		101000
		*** Claim from another period (8/26) ****									
45562		119 CENTRAL WATER CONDITIONING	30.00								
		07/29/26 WATER FOR POOL	30.00			5710	430252		200		101000
		*** Claim from another period (8/26) ****									
45563		263 BOSS INC.	641.47								
	884262-0	07/24/26 PENS, BINDERS, BAGS	58.94			5210	430500		200		101000
26984											
	884819-0	07/28/26 INK CARTRIDGES	56.97			5210	430500		200		101000
26985											
	885338-0	07/30/26 CANON RENTAL	280.71			1000	411200		200		101000
	886953-0	08/07/26 FOLDERS	86.97			1000	411200		200		101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	886958-0	08/07/26 LABELS	24.99			1000	411200		200		101000
	886990-0	08/07/26 FOLDERS & TAPE	53.96			1000	411200		200		101000
	888357-0	08/14/26 PAPER, CARTRIDGE, INK	53.97			5210	430500		200		101000
26988											
	88432-0	08/14/26 PAPER, STAPLES, PENS	24.96			5310	430600		200		101000
27201											
		*** Claim from another period (8/26) ****									
45564		1185 SWANSTON EQUIPMENT CORP	720.55								
	126102	08/21/26 SPEED SENSOR	709.56			2565	430200		200		101000
26827											
	126102	08/21/26 FREIGHT	10.99			2565	430200		300		101000
26827											
45565		1507 TEXT MY GOV, INC	4,000.00								
	505862	09/01/26 MNGMNT & SUPPRT OCT 26 SEP	571.43			1000	410540		300		101000
	505862	09/01/26 MNGMNT & SUPPRT OCT 26 SEP	571.43			2565	430200		300		101000
	505862	09/01/26 MNGMNT & SUPPRT OCT 26 SEP	571.43			2566	430251		300		101000
	505862	09/01/26 MNGMNT & SUPPRT OCT 26 SEP	571.43			5210	430500		300		101000
	505862	09/01/26 MNGMNT & SUPPRT OCT 26 SEP	571.42			5310	430600		300		101000
	505862	09/01/26 MNGMNT & SUPPRT OCT 26 SEP	571.43			5410	430830		300		101000
	505862	09/01/26 MNGMNT & SUPPRT OCT 26 SEP	571.43			5710	430252		300		101000
45566		36 NAPA	1,112.92								
	921610	08/03/26 BATTERIES & WIPERS	351.34			2565	430200		200		101000
26807											
	921699	08/04/26 GLOVES	56.26			2565	430200		200		101000
26810											
	921728	08/04/26 BATTERY & OIL FILTER	166.16			1000	460430		200		101000
26811											
	922484	08/12/26 SHOP STOCK ORDER	48.76			5310	430600		200		101000
26817											
	922484	08/12/26 SHOP STOCK ORDER	48.77			5210	430500		200		101000
26817											
	922484	08/12/26 SHOP STOCK ORDER	48.77			2565	430200		200		101000
26817											
	922633	08/13/26 CABLE, SOLDER PETTETS	47.18			2565	430200		200		101000
26819											
	922726	08/14/26 GLASS CLEANER	41.94			2565	430200		200		101000
26822											
	922951	08/17/26 NUTS & BOLTS	2.88			5410	430830		200		101000
26823											
	922982	08/18/26 THREADLOCK	20.46			5310	430600		200		101000
27126											
	922994	08/18/26 HAND PUMP	23.99			2565	430200		200		101000
26820											

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	923081	08/18/26 CLAMPS, VALVE, FITTINGS	42.97			5310	430600		200		101000
26825											
	923274	08/20/26 BATTERY FOR BRUSHHOG	37.30			5310	430600		200		101000
26826											
	923876	08/27/26 GLOVES	28.13			5210	430500		200		101000
26990											
	923940	08/27/26 MOBIL OIL STOCK	29.97			5210	430500		200		101000
26830											
	923940	08/27/26 MOBIL OIL STOCK	29.97			5310	430600		200		101000
26830											
	923940	08/27/26 MOBIL OIL STOCK	29.97			2565	430200		200		101000
26830											
	923940	08/27/26 MOBIL OIL STOCK	29.97			1000	460430		200		101000
26830											
	924039	08/28/26 GLOVES	28.13			2565	430200		200		101000
27204											
45567		165 TRI-COUNTY IMPLEMENT	286.25								
	CT87797	08/10/26 REAR GASS 756 TRACTOR	286.25			5310	430600		200		101000
26815											
45568		27 JOHNSON HARDWARE	570.22								
	17652	08/03/26 COPPER PIPE & TUBING CUTTER	69.99			5210	430500		200		101000
25389											
	17661	08/03/26 COPPER COUPLERS	13.98			5210	430500		200		101000
25390											
	17705	08/05/26 PVC PIPE & FITTINGS-FISCHER	161.75			1000	460430		200		101000
26580											
	17889	08/18/26 WEED & FEED	21.99			1000	411200		200		101000
25396											
	17903	08/18/26 SPRINKLER PARTS-CITY HALL	82.55			1000	411200		200		101000
26583											
	17925	08/19/26 FILTERS	81.48			5210	430500		200		101000
26989											
	17987	08/24/26 WASP STRAY	7.98			5210	430500		200		101000
25397											
	18031	08/25/26 HORNET SPRAY & LYSOL	45.54			1000	460430		200		101000
26585											
	17990	08/24/26 WASP SPRAY	17.98			1000	460430		200		101000
	18008	08/24/26 WEEDEATER LINE	66.98			1000	460430		200		101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
45569		470 AGRI INDUSTRIES INC.	86.35								
	CS-038971	08/12/26 PRESSURE GUAGES	23.20			1000	460445		200		101000
25392											
	CS-039023	08/13/26 COUPLERS, TEES, PIPE	42.48			1000	460445		200		101000
25393											
	CS-039046	08/14/26 RETURN PARTS	-39.80			1000	460445		200		101000
	CS-039047	08/14/26 PIPE FITTINGS	21.41			1000	460445		200		101000
25394											
	CS-039071	08/17/26 BUSHING, DOPE, TAPE	39.06			1000	460445		200		101000
25395											
45570	E	1213 SIDNEY WATER DEPARTMENT	1,842.78								
		08/27/26 WATER BILL-AUGUST 2026	858.96			1000	420400		340		101000
		08/27/26 SEWER BILL-AUGUST 2026	983.82			1000	420400		340		101000
45571		77 RICHLAND COUNTY TREASURER	1,957.00								
		08/31/26 CRIMINAL CONVICTION	610.00		NA	7467	212300				101000
		08/31/26 TECHNOLOGY SURCHARGE	460.00		NA	7458	212200				101000
		08/31/26 VICTIM WITNESS SURCHARGE	887.00		NA	2917	212500				101000
45572		402 UTILITIES UNDERGROUND LOCATION	99.68								
	6085110	08/31/26 40 EXCAVATION NOTIF-AUG 26	49.84			5210	430500		300		101000
	6085110	08/31/26 40 EXCAVATION NOTIF AUG 26	49.84			5310	430600		300		101000
45573		1408 PEAKS PLANNING & CONSULTING	2,625.00								
	8312026-8	08/31/26 AUGUST PLANNING SERVICES	2,625.00			1000	411030		300		101000
45574		489 YELLOWSTONE CHIROPRACTIC	100.00								
	6266	08/25/26 DOT PHYSICAL-MEISSEL	100.00			5410	430830		300		101000
45575		815 THIEL BROTHERS ROOFING, INC	13,113.08								
	7133	08/27/26 GUTTER & DOWNSPOUT-WTP	13,113.08			5210	430500		300		101000
45576		249 MID-RIVERS COMMUNICATIONS	348.81								
		09/01/26 WATER-PHONE/INTERNET	58.14			5210	430500		300		101000
		09/01/26 SEWER- PHONE/INTERNET	58.14			5310	430600		300		101000
		09/01/26 CITY SHOP- PHONE/INTERNET	58.13			5410	430830		300		101000
		09/01/26 FIREHALL- PHONE/INTERNET	58.14			1000	420400		340		101000
		09/01/26 CITY HALL- PHONE/INTERNET	58.13			1000	411200		300		101000
		09/01/26 SWIMMING POOL- PHONE/INTERNET	58.13			1000	460445		300		101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
45577		365 CON'S WEED CONTROL	309.00								
	36346	04/15/26 WEEDS AT ALL WEST RANCH	309.00			2565	430200		300		101000
45578		35 LEE'S TIRE CENTER, INC.	5,774.96								
	168817	08/03/26 DRIVE TIRES-#425	5,774.96			5410	430830		200		101000
26808											
45579		1534 NATIOWIDE FIXTURE	15,000.00								
	10260296-1	07/31/26 COMPLETION-FITNESS COURT	15,000.00			4015	460400		950		101000
26584											
45580		1159 TBID	9,451.58								
	W9545	09/01/26 CANDLEWOOD W9545 & W9491	9,451.58			2101	460440		700		101000
45581		277 THE ROUNDUP	214.00								
	276207	08/05/26 LEGAL: PUBLIC HEARING	52.00			1000	410240		300		101000
	276265	08/12/26 LEGAL: PUBLIC HEARING	70.00			1000	410240		300		101000
	276405	08/19/26 BUDGET PUBLIC NOTICE	48.00			1000	410240		300		101000
	276498	08/26/26 BUDGET PUBLIC NOTICE	44.00			1000	410240		300		101000
45582		3 MONTANA DAKOTA UTILITIES	17,321.00								
		08/25/26 NPEWTR ELECTRIC AGREEMENT	17,321.00			5310	430600		952		101000
45583		3 MONTANA DAKOTA UTILITIES	8,502.39								
		08/17/26 1101 3RD ST NW	336.67			2425	430263		300		101000
		08/17/26 SHOP-LAWRENCE BUILDING	260.02			2425	430263		300		101000
		08/17/26 SEWER WASH DOWN FACILITY	25.79			2425	430263		300		101000
		08/17/26 WELL #9	467.71*			5210	430500		340		101000
		08/17/26 WELL #11	855.87*			5210	430500		340		101000
		08/17/26 WELL #12	5,116.93*			5210	430500		340		101000
		08/17/26 WELL #5 AND #7	869.86*			5210	430500		340		101000
		08/17/26 S MEADOW SEWER LIFT	152.75			5310	430600		300		101000
		08/17/26 LEES TIRE SEWER LIFT	41.18			5310	430600		300		101000
		08/17/26 N SIDNEY SEWER LIFT	119.80			5310	430600		300		101000
		08/17/26 WALK PATH LONE TREE CREEK	51.28			2425	430263		300		101000
		08/17/26 S MEADOW SOFTBALL FIELD	53.65			2425	430263		300		101000
		08/17/26 REYNOLDS PARKING LOT/BIKE PATH	32.88			2425	430263		300		101000
		08/17/26 LYNDALE PARK	27.04*			1000	460430		340		101000
		08/07/26 PARK PAVILION	73.56*			1000	460430		340		101000
		08/10/26 175 W MV YL ON BIKE PATH	8.79			2425	430263		300		101000
		08/07/26 SWIMMING POOL	8.61			1000	460445		300		101000

* ... Over spent expenditure

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45584		350 ENERGY LABORATORIES INC	3,319.00								
	803117	08/05/26 SEWER SAMPLES	112.00			5310	430600		300		101000
	804335	08/10/26 SEWER SAMPLES	112.00			5310	430600		300		101000
	806210	08/18/26 WATER SAMPELS	336.00			5210	430500		300		101000
	806790	08/20/26 WATER SAMPLES	114.00			5210	430500		300		101000
	808435	08/26/26 WATER SAMPLES	2,082.00			5210	430500		300		101000
	808500	08/26/26 SEWER SAMPLES	182.00			5310	430600		300		101000
	809212	08/28/26 SEWER SAMPLES	381.00			5310	430600		300		101000
45585		56 BUILDERS FIRSTSOURCE	55.60								
	700372495	08/05/26 J-TRIM 10' METAL	55.60			2565	430200		200		101000
45586		1114 PINE COVE	1,350.00								
	28142C	09/01/26 MANAGED SERVICES AGREEMENT	1,050.00			5210	430500		300		101000
	28143C	09/01/26 RESTORE BASE FEE	300.00			5210	430500		300		101000
45587		1482 ALLSTATE PETERBILT OF	277.36								
	4404377290	08/18/26 DOOR CATCHES AND FLOOR	277.36			5410	430830		200		101000
45588		458 POWER PLAN OIB	4,508.65								
	P8448906	08/11/26 HAMM ROLLER CANOPY	1,349.65			2565	430200		200		101000
26763											
	R15579408	08/17/26 ASPHALT ROLLER RENTAL	3,159.00			2565	430200		300		101000
45589		3 MONTANA DAKOTA UTILITIES	193.92								
		08/31/26 QUILLINGS PARK	146.17			1000	460430		300		101000
		08/28/26 WATER TOWER	47.75			5210	430500		300		101000
45590	E	1038 WEX BANK	12,585.22								
	115027110	08/31/26 STREETS FUEL	1,080.78			2565	430200		300		101000
	115027110	08/31/26 WATER FUEL	1,750.38			5210	430500		300		101000
	115027110	08/31/26 SEWER FUEL	1,902.15			5310	430600		300		101000
	115027110	08/31/26 SOLID WASTE FUEL	5,219.28			5410	430830		300		101000
	115027110	08/31/26 PARKS FUEL	988.90			1000	460430		300		101000
	115027110	08/31/26 SWEEPING FUEL	1,643.73			5710	430252		300		101000
45591		1121 CENTRALSQUARE TECHNOLOGIES	20,908.72								
	469470	08/05/26 ANNUAL MAINTENANCE SPLIT W/	16,186.84			1000	420100		300		101000
	470125	08/14/26 ECITATION ANNUAL MAINTENANCE	4,721.88			1000	420100		300		101000

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45592		1532 ECOLAB PEST EMIL. DIV.	200.00								
	4783348 08/17/26	PEST SERVICES	200.00			1000	420100		300		101000
45593		628 HIGH PLAINS VET CLINIC, INC.	314.00								
	392672 09/03/26	IMPOUND FEES	314.00			1000	420100		300		101000
45594		83 ACTION AUTO INC.	207.50								
	78987 08/19/26	6264 OIL CHANGE	96.00			1000	420100		210		101000
	79085 09/01/26	6245 OIL CHANGE & TIRE REPAIR	111.50			1000	420100		210		101000
45595	E	399 VERIZON WIRELESS	762.67								
	6150384718 08/06/26	SPD CELLULAR SERVICES	762.67			1000	420100		340		101000
45596		1403 SHRED ND	96.75								
	20810 08/19/26	SECURE SHREDDING SERVICES	96.75			1000	420100		300		101000
45597		1089 MOTOROLA SOLUTIONS, INC	8,354.00								
	8282384555 08/18/26	9999 MOBILE RADIO-NEW	8,354.00			1000	420100		940		101000
45598	E	1038 WEX BANK	4,195.50								
	114682023 08/23/26	SPD FUEL-AUG 2026	4,195.50			1000	420100		230		101000
45599		155 KOHLER COMMUNICATIONS	242.00								
	31767 07/17/26	7977 VEHICLE MODIFICATIONS &	242.00			1000	420100		210		101000
45600		263 BOSS INC.	14.99								
	889579-0 08/24/26	OFFICE SUPPLIES	14.99			1000	420100		200		101000
45601		1539 SECURE WARRANT	3,200.00								
	545 08/24/26	ANNUAL CONTRACT	3,200.00*			4025	420100		300		101000
45602		445 EAGLE COUNTRY FORD	121.77								
	77597 08/20/26	6278 OIL CHANGE	121.77			1000	420100		210		101000
45603		1432 DICKINSON TRUCK EQUIPMENT	1,102.79								
	072780 07/28/26	PETEBILT DIAGNOSE PTO	1,102.79*			2565	430200		940		101000
45604		207 HAWKINS INC	9,291.52								
	7526012 08/05/26	SODA ASH, POT PERM, CLX	5,900.87			5210	430500		200		101000
	7538882 08/19/26	CHLORINE	3,390.65			5210	430500		200		101000

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45605		105 FRANZ CONSTRUCTION, INC.	62,760.90								
BRIC GRANT EXPENSES WILL BE REIMBURSED TO THE CITY OF SIDNEY											
	76839	08/28/26 HOT/COLD MIX-BRIC GRANT	59,855.20			2820	430200		200		101000
	76844	08/28/26 HOT/COLD MIX-REGULAR PATCHING	2,905.70			2820	430200		200		101000
45606		50 SIDNEY RED-E-MIX, INC.	966.60								
	70991	08/06/26 ROAD BASE	238.60			2820	430200		200		101000
	115454	08/26/26 ROAD BASE	728.00			2820	430200		200		101000
		# of Claims 56 Total:	259,747.09								
		Total Electronic Claims	20,261.90	Total Non-Electronic Claims		239,485.19					

Building Permits FY 2026-2027

			Legal								
Owners	**Applicant**	**Address**	**Lot**	**Block**	**Subdivision**	**Permit #**	**Date**	**Fees Paid**	**Project Worth**	**Type of Construction**	**RV #**
Boys and Girls Club	Thiel Bros Roofing	201 3rd Ave SE	1 thru 6	20	Sidney Orig Townsite	2027-013	8/14/2026	$ 678.75	$ 55,000.00	roof	
James Decker	J&L Construction	302 3rd Street NE	7 thru 9	35	Sidney Orig Townsite	2027-014	8/17/2026	$ -		demo	
James Decker	J&L Construction	302 3rd Street NE	7 thru 9	35	Sidney Orig Townsite	2027-015	8/19/2026	$ 3,662.00	$ 399,000.00	new house	
Richard Zoanni	Richard Zoanni	415 3rd Ave SW	3	42	Sidney Orig Townsite	2027-016	8/19/2026	$ 47.00		fence	
Leo Mestas/Tony Frizzell	Better Call Haul	805 4th Street NE	Lot 2	2	Fisher Estates	2027-017	8/24/2026	$ -	$ -	demo	
Jeremy Christiansen	Jeremy Christensen	2102 Sunflower Lane	Lots 2-4		South Meadow	2027-018	8/31/2026	$ 23.50		fence	
Jamie Larson	Mac Grady Construction	314 8th Street SE	11	74	Kenoyer Add	2027-019	9/1/2026	$ 1,416.16	$ 110,000.00	garage	
Time and Brenda Larsen	Franz	284 Lincoln			S29, T23N, R59E	2027-020	9/1/2026	$ -	$ -	demo	