

AGENDA
CITY COUNCIL MEETING
CITY OF SHELBY
June 1, 2026
6:30 P.M.

ROLL CALL OF MEMBERS

PLEDGE OF ALLEGIANCE

POLICY ON CONDUCT AND MANNER OF ADDRESSING COUNCIL

APPROVAL OF MINUTES

- Regular Council Meeting, 5/18/2026 (pgs. 5-6)

APPEARANCE REQUESTS

- Agenda Items
- Non-Agenda Items

CLAIMS REPORT 5/31/26 (pgs. 7-18)

COMMITTEE REPORTS

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CITY FINANCE OFFICER

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CITY ATTORNEY

- Resolution No. 2151 re: Resolution of Intent to Hold Sheriff's Sale for Impounded Property (pgs. 19-22)
- Resolution No. 2152 re: Resolution of Intent to Hold a Public Auction of Surplus Personal Property Owned by the City of Shelby, Montana (pgs. 23-25)
- Resolution No. 2153 re: Resolution Establishing Procedures and Fees for Responding to Public Information Requests (pgs. 26-28)

CITY SUPERINTENDENT

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OTHER MATTERS

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ADJOURN

CITY OF SHELBY MEETING SCHEDULE

June 1, 2026

6:00 p.m. **Audit Committee**
(Mayor, Finance Officer, Clark, Frydenlund, Moritz)

6:30 p.m. **Regular City Council Meeting**

June 8, 2026

6:30 p.m. **City-County Planning Board**
(Mayor, Flesch, Clark)

June 15, 2026

6:30 p.m. **Regular City Council Meeting**

June 29, 2026

6:30 p.m. **Park & Recreation Meeting**
(Mayor, Superintendent, Frydenlund, Kimmet)

City Council Packet Listing

- A. Agenda
- B. Agenda Items
 - 1. Minutes of Regular Council Meeting, 5/18/2026
 - 2. Claims Report, May 2026
 - 3. Resolution No. 2151 re: Resolution of Intent to Hold Sheriff's Sale for Impounded Property
 - 4. Resolution No. 2152 re: Resolution of Intent to Hold a Public Auction of Surplus Personal Property Owned by the City of Shelby, Montana
 - 5. Resolution No. 2153 re: Resolution Establishing Procedures and Fees for Responding to Public Information Requests
- C. Correspondence
 - 1.
 - 2.
- D. Reports
 - 1.
- E. Handouts
 - 1.

Policy on Conduct and Manner of Addressing Council

The public is invited to speak on any item after recognition by the presiding officer.

1. Public comments will be accepted only on items within the jurisdiction of the City of Shelby.
2. Comments shall be limited to 5 minutes per meeting, unless such time is extended by a majority vote of the Council members.
3. While the Council is in session, those in attendance must preserve order and decorum. No member of the public shall delay or interrupt the Council proceedings; disturb any member who may be speaking; or refuse to obey the orders of the Council or its presiding officer.
4. Prepared statements are welcome and should be given to the Finance Officer prior to a Council meeting. Prepared statements that are also read, however, shall be deemed unduly repetitious. All prepared statements for public hearings shall become part of the hearing record.
5. All remarks shall be addressed to the Council as a body and not to any member of the Council or Staff.
6. Public members recognized by the presiding officer, shall:
 - a. Stand, if able
 - b. For the record, give his/her name and address
 - c. If applicable, give the person, firm or organization he/she represents
 - d. Limit comments to the matter of fact
 - e. Address the Council as a body and not to any individual member of the Council or City Staff
 - f. Ask no questions of individuals who are Council members, staff or other public members, except through the presiding officer
 - g. Limit comments to a maximum of 5 minutes, unless such time is extended by a majority vote of Council members.

The Council thanks public members for respectfully and courteously providing constructive and valuable information.

MINUTES OF REGULAR COUNCIL MEETING OF THE SHELBY CITY COUNCIL
HELD IN COUNCIL CHAMBERS
May 18, 2026

Mayor Tokerud called the meeting to order at 6:30 p.m. Present were: Lyle Kimmet, Jayce Yarn, Pat Frydenlund, and Bill Moritz, Council Members; Jade Goroski, Finance Officer; Logan Fehler, City Attorney. Absent & Excused: Joe Flesch & Sanna Clark.

Other citizens present:

POLICY ON CONDUCT AND MANNER OF ADDRESSING COUNCIL

APPROVAL OF MINUTES

- Regular Council Meeting, 5/4/2026
MORITZ MADE A MOTION TO APPROVE THE 5/4/2026 MINUTES.
SECONDED BY KIMMET. VOTE AYES - MORITZ, KIMMET,
FRYDENLUND, YARN. NOES - NONE. ABSENT - FLESCH & CLARK.

APPEARANCE REQUESTS

- AGENDA ITEMS -
- NON-AGENDA ITEMS -

COMMITTEE REPORTS

- Law Enforcement -
- Planning Board Minutes, 5/11/2026

CITY FINANCE OFFICER

1. City Judge's Report, 4/30/2026
2. Bank Account Report, Budget Year to Date, Vendor Summary, Enterprise Funds, Statement of Expenditures, Revenues, Cash Flow Report, 4/30/2026
FRYDENLUND MADE A MOTION TO APPROVE THE REPORTS. SECONDED BY MORITZ. VOTE AYES - MORITZ, KIMMET, FRYDENLUND, YARN. NOES - NONE. ABSENT - FLESCH & CLARK.
3. Great West Task Order No. 14 Sullivan & Cowpath Dams 5-year Inspection & Evaluation
FRYDENLUND MADE A MOTION TO APPROVE THE TASK ORDER. SECONDED BY MORITZ. VOTE AYES - MORITZ, KIMMET, FRYDENLUND, YARN. NOES - NONE. ABSENT - FLESCH & CLARK.
4. Lake Sheloolle Fencing
FRYDENLUND MADE A MOTION TO COVER THE BID FROM WILLIAMSON FENCING FOR \$41,968. SECONDED BY KIMMET. VOTE AYES - MORITZ, KIMMET, FRYDENLUND, YARN. NOES - NONE. ABSENT - FLESCH & CLARK.

5. Concrete Alley Storm Drain

MORITZ MADE A MOTION TO APPROVE THE ESTIMATE FROM SULLIVAN CONSTRUCTION FOR \$32,368. SECONDED BY KIMMET. VOTE AYES - MORITZ, KIMMET, FRYDENLUND, YARN. NOES - NONE. ABSENT - FLESCH & CLARK.

CITY ATTORNEY

CITY SUPERINTENDENT

OTHER MATTERS

ADJOURN

AT 7:10 P.M., MORITZ MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY KIMMET. VOTE AYES - MORITZ, KIMMET, FRYDENLUND, YARN. NOES - NONE. ABSENT - FLESCH & CLARK.

Eric Tokerud, Mayor

ATTEST:

Jade Goroski, Finance Officer

05/28/26
13:11:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 5/26

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Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
250720		00343 ENERGY LABORATORIES INC	698.00					
1	783679 05/12/26 Lagoon weekly testing-Effluent		329.00*			5310 430600	300	101000
2	785426 05/19/26 Lagoon weekly testing-Effluent		227.00*			5310 430600	300	101000
3	785418 05/19/26 Lagoon nitrogen/oil grease		142.00*			5310 430600	300	101000
250721		00400 UTILITIES UNDERGROUND LOCATION	51.62					
1	6045109 04/30/26 29 Locates for 4/26		51.62*			5210 430500	300	101000
250722	32102S	00144 POSTMASTER	478.67					
1	05/23/26 5/26 UB Postage		159.55			5210 430570	310	101000
2	05/23/26 5/26 UB Postage		159.56			5310 430670	310	101000
3	05/23/26 5/26 UB Postage		159.56*			5410 430870	310	101000
250723		02368 OPTUM FINANCIAL INC	4.25					
1	1915512 05/12/26 HSA Service Fee		1.06*			1000 410550	300	101000
2	1915512 05/12/26 HSA Service Fee		1.06*			5210 430570	300	101000
3	1915512 05/12/26 HSA Service Fee		1.06*			5310 430670	300	101000
4	1915512 05/12/26 HSA Service Fee		1.07*			5410 430870	300	101000
24		01862 MOUNTAIN ALARM	154.82					
1	8306137 05/01/26 5/26 Fire Alarm Monitoring		62.99			1000 420401	300	101000
2	8302398 05/01/26 access control software		91.83*			5410 430840	300	101000
250725		00048 TOOLE COUNTY CLERK & RECORDER	56,340.53					
1	05/05/26 City Judge/Sec Wages		3,328.72			1000 410360	100	101000
2	05/05/26 City Judge/Sec Medicare		47.16			1000 410360	142	101000
3	05/05/26 City Judge/Sec SS		201.64			1000 410360	141	101000
4	05/05/26 City Judge/Sec Unemploy Ins		6.74*			1000 410360	145	101000
5	05/05/26 City Judge/Sec Workers Comp		13.35			1000 410360	146	101000
6	05/05/26 City Judge/Sec PERS		174.54			1000 410360	143	101000
7	05/05/26 City Judge Health Insurance		528.00			1000 410360	147	101000
8	05/05/26 City Judge Supplies		20.00			1000 410360	200	101000
9	05/05/26 City Judge Phone		20.38			1000 410360	344	101000
11	05/05/26 Law Enforcement		37,270.00			1000 420000	300	101000
12	05/05/26 Law Enforcement		4,910.00			5210 420100	300	101000
13	05/05/26 Law Enforcement		4,910.00			5310 420100	300	101000
14	05/05/26 Law Enforcement		4,910.00			5410 420100	300	101000
250726	E	00111 FIRST STATE BANK	55.00					
1	05/30/26 FSB Billing ACH Origination		18.33*			5210 430570	300	101000
2	05/30/26 FSB Billing ACH Origination		18.33*			5310 430670	300	101000
3	05/30/26 FSB Billing ACH Origination		18.34*			5410 430870	300	101000

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250727	01137 AQUA TECH LABORATORY		120.00					
	PWSID# MT0000328							
1	43166 05/05/26 Monthly Coliform Water Testing		120.00*			5210 430500	300	101000
250728	01137 AQUA TECH LABORATORY		30.00					
	PWSID# MT0000200							
1	43168 05/05/26 DWI Monthly Water Test		30.00*			5210 430500	300	101000
250729	01137 AQUA TECH LABORATORY		30.00					
	PWSID# MT0004936							
1	43236 05/05/26 NCMRWA Monthly Water Test		30.00*			5210 430500	300	101000
250730	02097 FASTENAL COMPANY		108.89					
2	244919 05/07/26 safety glasses/disp gloves		27.23			1000 430200	200	101000
3	244919 05/07/26 safety glasses/disp gloves		27.22			5210 430500	200	101000
4	244919 05/07/26 safety glasses/disp gloves		27.22*			5310 430600	200	101000
5	244919 05/07/26 safety glasses/disp gloves		27.22*			5410 430840	200	101000
250731	E 01486 USDA RURAL DEVELOPMENT		1,603.00					
1	05/05/26 Fire Hall Improvement Loan		893.26			1000 490527	610	101000
2	05/05/26 Fire Hall Improvement Loan Int		709.74*			1000 490527	620	101000
250732	32095S 02681 R4R CONSTRUCTION LLC		5,500.00					
1	1076 05/05/26 materials/labor pool		5,500.00*			1000 460445	300	101000
250733	32096S 02190 BAUMAN, CHRISTINE		205.00					
1	05/01/26 aluminum trailer to GF 4/29/26		99.00*			1000 480100	200	101000
2	05/01/26 aluminum trailer to GF 4/30/26		106.00*			1000 480100	200	101000
250734	32101S 00043 SHELBY GAS ASSOCIATION		4,218.03					
1	05/10/26 5/26 Gas Bill		27.75			1000 411200	343	101000
2	05/10/26 5/26 Gas Bill		468.00*			1000 420400	343	101000
3	05/10/26 5/26 Gas Bill		468.00*			1000 420401	343	101000
4	05/10/26 5/26 Gas Bill		807.38*			1000 460445	343	101000
5	05/10/26 5/26 Gas Bill		391.75*			1000 460442	343	101000
6	05/10/26 5/26 Gas Bill		236.88			5410 430840	343	101000
7	05/10/26 5/26 Gas Bill		176.63*			1000 430200	343	101000
8	05/10/26 5/26 Gas Bill		176.63			5210 430500	343	101000
9	05/10/26 5/26 Gas Bill		176.63			5310 430600	343	101000
10	05/10/26 5/26 Gas Bill		176.62			5410 430830	343	101000
11	05/10/26 5/26 Gas Bill		47.19			1000 411202	343	101000
12	05/10/26 5/26 Gas Bill		47.19			5210 430520	343	101000
13	05/10/26 5/26 Gas Bill		47.19			5310 430620	343	101000
14	05/10/26 5/26 Gas Bill		47.18			5410 430820	343	101000

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15	05/10/26 5/26 Gas Bill		67.13			5210 430500	343	101000
16	05/10/26 5/26 Gas Bill		766.00			1000 460465	343	101000
17	05/10/26 5/26 Gas Bill		89.88			1000 470270	300	101000
250735	02699 FRESH START CLEANING MT LLC		2,000.00					
1	1070 05/26/26 5/26 Janitorial Service		75.00			1000 411202	390	101000
2	1070 05/26/26 5/26 Janitorial Service		75.00			5210 430520	390	101000
3	1070 05/26/26 5/26 Janitorial Service		75.00			5310 430620	390	101000
4	1070 05/26/26 5/26 Janitorial Service		75.00			5410 430820	390	101000
5	1070 05/26/26 5/26 CC Janitorial Service		1,700.00*			1000 460442	300	101000
250736	32100S 00026 MARIAS RIVER ELECTRIC COOP INC		16,594.79					
1	05/10/26 5/26 Electric Bill		147.33			1000 411200	342	101000
2	05/10/26 5/26 Electric Bill		274.04*			1000 420400	342	101000
3	05/10/26 5/26 Electric Bill		274.03*			1000 420401	342	101000
4	05/10/26 5/26 Electric Bill		50.99			1000 411202	342	101000
5	05/10/26 5/26 Electric Bill		50.99			5210 430520	342	101000
6	05/10/26 5/26 Electric Bill		50.99			5310 430620	342	101000
7	05/10/26 5/26 Electric Bill		50.99			5410 430820	342	101000
8	05/10/26 5/26 Electric Bill		145.20*			1000 430200	342	101000
	05/10/26 5/26 Electric Bill		145.20*			5210 430500	342	101000
	05/10/26 5/26 Electric Bill		145.20			5310 430600	342	101000
11	05/10/26 5/26 Electric Bill		145.20			5410 430830	342	101000
12	05/10/26 5/26 Electric Bill		80.33			1000 440600	342	101000
13	05/10/26 5/26 Electric Bill		80.32			1000 460430	342	101000
14	05/10/26 5/26 Electric Bill		100.55			1000 460430	342	101000
15	05/10/26 5/26 Electric Bill		496.00*			1000 460465	342	101000
16	05/10/26 5/26 Electric Bill		392.84			1000 460439	342	101000
17	05/10/26 5/26 Electric Bill		804.44			1000 460442	342	101000
18	05/10/26 5/26 Electric Bill		119.28			1000 460445	342	101000
19	05/10/26 5/26 Electric Bill		4,812.71			2400 430263	342	101000
20	05/10/26 5/26 Electric Bill		7,000.91*			5210 430500	342	101000
21	05/10/26 5/26 Electric Bill		676.57			5310 430600	342	101000
22	05/10/26 5/26 Electric Bill		451.41			5410 430840	342	101000
23	05/10/26 5/26 Electric Bill		57.33			1000 460430	342	101000
24	05/10/26 5/26 Electric Bill		41.94			1000 470270	300	101000
250737	32099S 01388 3 RIVERS COMMUNICATIONS INC		754.38					
2	05/01/26 5/26 Phone Bill		39.40			1000 410550	344	101000
3	05/01/26 5/26 Phone Bill		39.40			5210 430570	344	101000
4	05/01/26 5/26 Phone Bill		39.40			5310 430670	344	101000
5	05/01/26 5/26 Phone Bill		39.40			5410 430870	344	101000
6	05/01/26 5/26 Phone Bill		23.18*			1000 430200	344	101000
7	05/01/26 5/26 Phone Bill		23.18*			5210 430500	344	101000
8	05/01/26 5/26 Phone Bill		23.18*			5310 430600	344	101000

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9	05/01/26 5/26 Phone Bill		23.18*			5410 430830	344	101000
10	05/01/26 5/26 Phone Bill		177.67			1000 460442	344	101000
11	05/01/26 5/26 Phone Bill		71.46*			1000 420400	344	101000
12	05/01/26 5/26 Phone Bill		71.45*			1000 420401	344	101000
13	05/01/26 5/26 Phone Bill		6.95			1000 410200	344	101000
14	05/01/26 5/26 Phone Bill		6.96			5210 430512	344	101000
15	05/01/26 5/26 Phone Bill		6.96			5310 430612	344	101000
16	05/01/26 5/26 Phone Bill		6.96			5410 430812	344	101000
17	05/01/26 5/26 Phone Bill		5.19			1000 460445	344	101000
18	05/01/26 5/26 Phone Bill		85.58*			5310 430600	344	101000
19	05/01/26 5/26 Phone Bill		32.44*			5210 430500	344	101000
20	05/01/26 5/26 Phone Bill		32.44*			5210 430500	344	101000
250738	00309 PREFERRED OFFICE EQUIPMENT		396.62					
2	58627 05/01/26 5/26 Maintenance/Copies		62.04*			1000 410550	300	101000
3	58627 05/15/26 5/26 Maintenance/Copies		62.04*			5210 430570	300	101000
4	58627 05/15/26 5/26 Maintenance/Copies		62.05*			5310 430670	300	101000
5	58627 05/15/26 5/26 Maintenance/Copies		62.05*			5410 430870	300	101000
6	58804 05/18/26 5/26 Maintenance/Copies Shop		12.41*			1000 430200	300	101000
7	58804 05/18/26 5/26 Maintenance/Copies Shop		12.41*			5210 430500	300	101000
8	58804 05/18/26 5/26 Maintenance/Copies Shop		12.41*			5310 430600	300	101000
9	58804 05/18/26 5/26 Maintenance/Copies Shop		12.41*			5410 430840	300	101000
11	58743 05/15/26 5/26 Maintenance/Copies CC		70.80*			1000 460442	300	101000
12	58594 05/15/26 5/26 Maintenance/Copies		7.00*			1000 410550	300	101000
13	58594 05/15/26 5/26 Maintenance/Copies		7.00*			5210 430570	300	101000
14	58594 05/15/26 5/26 Maintenance/Copies		7.00*			5310 430670	300	101000
15	58594 05/15/26 5/26 Maintenance/Copies		7.00*			5410 430870	300	101000
250739	32097S 02586 DIS TECHNOLOGIES		963.00					
1	18725 05/05/26 Monthly Managed Services		145.00*			1000 410550	300	101000
2	18725 05/05/26 Monthly Managed Services		145.00*			5210 430570	300	101000
3	18725 05/05/26 Monthly Managed Services		145.00*			5310 430670	300	101000
4	18725 05/05/26 Monthly Managed Services		145.00*			5410 430870	300	101000
6	18725 05/05/26 Monthly Managed Services		72.50*			1000 460442	300	101000
7	18725 05/05/26 Monthly Managed Services		54.37*			1000 430200	300	101000
8	18725 05/05/26 Monthly Managed Services		54.37*			5210 430500	300	101000
9	18725 05/05/26 Monthly Managed Services		54.38*			5310 430600	300	101000
10	18725 05/05/26 Monthly Managed Services		54.38*			5410 430830	300	101000
11	18725 05/05/26 Monthly Microsoft 365		23.25*			1000 410550	300	101000
12	18725 05/05/26 Monthly Microsoft 365		23.25*			5210 430570	300	101000
13	18725 05/05/26 Monthly Microsoft 365		23.25*			5310 430670	300	101000
14	18725 05/05/26 Monthly Microsoft 365		23.25*			5410 430870	300	101000

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250740	01137 AQUA TECH LABORATORY		30.00					
	PWSID# MT0005064							
1	43169 05/05/26 NCMRWA Monthly Water Test		30.00*			5210 430500	300	101000
250741	-97995E 00111 FIRST STATE BANK		30.00					
1	05/04/26 card decline fee		10.00*			5210 430570	300	101000
2	05/04/26 card decline fee		10.00*			5310 430670	300	101000
3	05/04/26 card decline fee		10.00*			5410 430870	300	101000
250742	32098S 02697 CARTER, LORETTE		22.46					
1	05/01/26 recycling mountain of cans		22.46*			1000 480100	200	101000
250743	02551 TRIPLE TREE ENGINEERING INC		260.00					
	received 5/8/26							
1	WIP CLEAR 08/05/25 main street		260.00*			1000 410550	350	101000
250744	00238 MT LEGISLATIVE SERVICES DIVISION		350.00					
5	41042 03/18/26 25 MT Code Annotated Full Set		87.50*			1000 410550	300	101000
6	41042 03/18/26 25 MT Code Annotated Full Set		87.50*			5210 430570	300	101000
	41042 03/18/26 25 MT Code Annotated Full Set		87.50*			5310 430670	300	101000
	41042 03/18/26 25 MT Code Annotated Full Set		87.50*			5410 430870	300	101000
250745	02724 COLEMAN OIL COMPANY		142.10					
1	CP-0387672 04/30/26 RFD fuel		142.10			1000 420401	230	101000
250746	00117 QUILT CORPORATION		232.52					
1	48897594 05/12/26 copy paper		21.57*			1000 410550	200	101000
2	48897594 05/12/26 copy paper		21.57*			5210 430570	200	101000
3	48897594 05/12/26 copy paper		21.57*			5310 430670	200	101000
4	48897594 05/12/26 copy paper		21.57*			5410 430870	200	101000
5	48897594 05/12/26 trash bags/disp. gloves		146.24			1000 460430	200	101000
250747	01984 BIG SKY CREATIVE WORKS		150.00					
1	2026-05-11 05/11/26 recycling sign		150.00*			1000 480100	200	101000
250748	02595 PONDEROSA PUBLICATIONS LLC		72.00					
4	83721 04/29/26 public hearing - MCEP		72.00*			5310 430600	300	101000
250749	999998 LOGAN B FEHLER		519.00					
1	05/13/26 mileage/per diem-CLE Billings		129.75			1000 411100	370	101000
2	05/13/26 mileage/per diem-CLE Billings		129.75*			5210 430513	370	101000
3	05/13/26 mileage/per diem-CLE Billings		129.75			5310 430613	370	101000
4	05/13/26 mileage/per diem-CLE Billings		129.75*			5410 430813	370	101000

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CITY OF SHELBY
Claim Details
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* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
250750	02648 MARIAS FAIR BOARD		3,000.00					
	approved via email 5.18.26							
1	05/18/26 TBID fair crows nest sponsorsh		3,000.00			7199 460301	701	101000
250751	00359 BLACK MOUNTAIN SOFTWARE		100.00					
	1,287 records							
1	17439 03/25/26 CASS Certification		25.00*			1000 410550	300	101000
2	17439 03/25/26 CASS Certification		25.00*			5210 430570	300	101000
3	17439 03/25/26 CASS Certification		25.00*			5310 430670	300	101000
4	17439 03/25/26 CASS Certification		25.00*			5410 430870	300	101000
250752	00534 IVERSON CONSTRUCTION & CONCRETE		23,500.00					
1	05/22/26 614 Granite labor & materials		23,500.00			7030 470000	900 2299	101000
250753	0263 STUTZ, JENNIFER		3,500.00					
1	05/26/26 5/26 legal services		875.00			1000 411100	350	101000
2	05/26/26 5/26 legal services		875.00			5210 430513	350	101000
3	05/26/26 5/26 legal services		875.00			5310 430613	350	101000
4	05/26/26 5/26 legal services		875.00			5410 430813	350	101000
250754	02551 TRIPLE TREE ENGINEERING INC		3,143.05					
2	25-146-04 05/26/26 concrete alley storm drain		1,974.00*			5720 430246	300	101000
3	25-141-04 05/26/26 golf course drainage		1,169.05*			1000 430200	300	101000
250755	02725 FURR, BRANDON		144.36					
	Brandon paid the final bill on account 107073.10-01 and the title company also paid the final bill upon sale closure of property. Refund due to Brandon.							
3	05/22/26 refund of double payment		144.36			5210 214100		101000
250756	00653 GREAT WEST ENGINEERING		13,592.59					
	basic services/preliminary design							
1	39816 05/21/26 ww collection-phase 1		13,592.59			5310 430601	950 2301	101000
250757	00653 GREAT WEST ENGINEERING		7,581.00					
	construction phase							
2	39815 05/21/26 Wastewater PER		7,581.00			5310 430600	350	101000
250758	02485 RDO EQUIPMENT CO		283.18					
1	P9578613 05/06/26 hy-gard oil		283.18			1000 430200	200	101000

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250759		01439 CONRAD BUILDING CENTER INC	117.00					
1	141141 05/06/26 plywood sheets		117.00			5210 430500	200	101000
250760		02615 NORMAN'S SPORT & WESTERN	19.95					
1	04/18/26 shirt-stratton clothing allowa		4.98			1000 430200	220	101000
2	04/18/26 shirt-stratton clothing allowa		4.99			5210 430500	220	101000
3	04/18/26 shirt-stratton clothing allowa		4.99			5310 430600	220	101000
4	04/18/26 shirt-stratton clothing allowa		4.99*			5410 430830	220	101000
250761		02335 CINTAS CORPORATION	119.51					
1	5332328110 04/28/26 med cabinet restock		29.87			1000 430200	200	101000
2	5332328110 04/28/26 med cabinet restock		29.88			5210 430500	200	101000
3	5332328110 04/28/26 med cabinet restock		29.88*			5310 430600	200	101000
4	5332328110 04/28/26 med cabinet restock		29.88			5410 430830	200	101000
250762		02069 NATIONAL LAUNDRY CO	114.07					
1	68495 05/06/26 laundry service-red rags		28.51*			1000 430200	300	101000
2	68495 05/06/26 laundry service-red rags		28.52*			5210 430500	300	101000
3	68495 05/06/26 laundry service-red rags		28.52*			5310 430600	300	101000
	68495 05/06/26 laundry service-red rags		28.52*			5410 430840	300	101000
250763		02337 ADVANCED TECHNOLOGY PRODUCTS INC	4,083.39					
1	44785 04/28/26 chlorine & acid - pool		4,083.39			1000 460445	200	101000
250764		00083 MARIAS HEALTHCARE	150.00					
1	05/01/26 DOT physical-montgomery		37.50*			1000 430200	300	101000
2	05/01/26 DOT physical-montgomery		37.50*			5210 430500	300	101000
3	05/01/26 DOT physical-montgomery		37.50*			5310 430600	300	101000
4	05/01/26 DOT physical-montgomery		37.50*			5410 430830	300	101000
250765		00027 MARKS TIRE & ALIGNMENT	105.00					
1	82974 04/22/26 trailer tire		105.00			1000 430200	200	101000
250766		00357 APPELEY REPAIR	227.59					
1	11979 05/21/26 brake shoes/pads-repairs-Terry		227.59*			5210 430500	300	101000
250767		02726 WHEELER SEPTIC LLC	450.00					
1	615 05/12/26 porta potty rental-ballfields		450.00			1000 460430	300	101000

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250768	01338 BALLANTYNE WELDING		967.94					
1	6081 04/03/26 metal lids/plates for containe		967.94*			5410 430840	300	101000
250769	02601 NORTHERN PLAINS ELECTRIC LLC		2,648.10					
1	2279 04/30/26 fuses (uv/booster) troublesho		2,648.10			5210 430500	200	101000
250770	02692 C & C PLUMBING		500.00					
1	2552 05/07/26 service call-sheloole bathroom		500.00			1000 460430	300	101000
250771	E 01226 FAGENSTROM CO		7,210.00					
1	6187 05/12/26 2 manholes-plum street project		7,210.00*			5310 430600	200	101000
250772	02592 WASTE TEK SOLUTIONS		650.00					
1	2211 05/18/26 pm work - compactor		650.00*			5410 430830	300	101000
250773	00049 TRACTOR & EQUIPMENT CO		2,364.13					
1	115638 05/14/26 repairs on CAT dozer		2,364.13*			5410 430840	300	101000
250774	00037 NORTHWEST PIPE FITTINGS INC		5,571.08					
1	2593474 05/05/26 8" sewer pipe (plum street)		3,380.10*			5310 430600	200	101000
2	2551108 05/11/26 air relief valves x2		1,906.50*			5310 430600	200	101000
3	2598988 05/07/26 sewer pipe		284.48*			5310 430600	200	101000
250775	01125 MT DEQ/PERMITTING & COMPLIANCE		180.00					
	Kary #9409 - James #9095 - Lampert #9926							
1	5R2601025 05/01/26 wastewater renewal Lampert		40.00*			5310 430600	300	101000
2	5R2601185 05/01/26 Drinking Water Renewal Kary		30.00*			5210 430500	300	101000
3	5R2601185 05/01/26 Wastewater Renewal Kary		40.00*			5310 430600	300	101000
4	5R2601025 05/01/26 Drinking Water Renewal Jame		30.00*			5210 430500	300	101000
5	5R2601025 05/01/26 Wastewater Renewal James		40.00*			5310 430600	300	101000
250776	02045 NAPA AUTO PARTS		221.23					
1	248239 04/22/26 napa cab filter		23.97*			5410 430840	200	101000
2	248242 04/22/26 filters		124.79*			5410 430840	200	101000
3	249490 05/19/26 socket set/bar		15.48			1000 430200	200	101000
4	249490 05/19/26 socket set/bar		15.50			5210 430500	200	101000
5	249490 05/19/26 socket set/bar		15.50*			5310 430600	200	101000
6	249490 05/19/26 socket set/bar		15.50*			5410 430840	200	101000
7	248932 05/07/26 wire loom		2.63			1000 430200	200	101000
8	248932 05/07/26 wire loom		2.62			5210 430500	200	101000
9	248932 05/07/26 wire loom		2.62*			5310 430600	200	101000
10	248932 05/07/26 wire loom		2.62*			5410 430840	200	101000

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Claim Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
250777	01677	STAPLES	863.68					
1	6062559884	04/30/26 betco cleaner	106.44*			1000 460442	200	101000
2	6062559888	04/30/26 antibacterial-disinfectant	146.79*			1000 460442	200	101000
3	6062559889	04/30/26 toilet bowl brush caddy	13.09*			1000 460442	200	101000
4	6062559882	04/30/26 comet cleaner	85.29*			1000 460442	200	101000
5	6062559885	04/30/26 hand soap/toilet paper	153.08*			1000 460442	200	101000
6	6062559887	04/30/26 hand towels/pinsol/bleach	89.74			1000 430200	200	101000
7	6062559887	04/30/26 hand towels/pinsol/bleach	89.75			5210 430500	200	101000
8	6062559887	04/30/26 hand towels/pinsol/bleach	89.75*			5310 430600	200	101000
9	6062559887	04/30/26 hand towels/pinsol/bleach	89.75*			5410 430840	200	101000
250778	00088	CARQUEST AUTO PARTS	212.52					
1	400023	05/08/26 battery	150.34			1000 430200	200	101000
2	399669	04/29/26 air freshners	8.96			1000 430200	200	101000
3	400293	05/14/26 air freshners	8.96			1000 430200	200	101000
4	400526	05/20/26 gauge/tip	44.26			1000 430200	200	101000
250779	02623	SHELBY PAINT & HARDWARE	767.07					
1	36282	05/07/26 foam board/fitting	28.98			1000 460430	200	101000
	36957	05/12/26 drain plugs	9.59			1000 460430	200	101000
3	36082	05/05/26 coupler/nipples	26.56			1000 460430	200	101000
4	36097	05/05/26 smartflo	31.99			1000 460430	200	101000
5	36246	05/07/26 padlock	39.98			1000 460430	200	101000
6	37596	05/18/26 putty knife/hardware	28.97			1000 460430	200	101000
7	37602	05/18/26 trufuel	29.97			1000 460430	200	101000
8	37679	05/19/26 concrete sealer	59.94			1000 460430	200	101000
9	38880	05/27/26 connector/clip	15.58			1000 460430	200	101000
10	36038	05/05/26 ball valve	16.24			1000 430200	200	101000
11	36038	05/05/26 ball valve	16.25			5210 430500	200	101000
12	36038	05/05/26 ball valve	16.25*			5310 430600	200	101000
13	36038	05/05/26 ball valve	16.25			5410 430830	200	101000
14	36823	05/11/26 lantern light-AA batteries	17.00			1000 430200	200	101000
15	36823	05/11/26 lantern light-AA batteries	16.99			5210 430500	200	101000
16	36823	05/11/26 lantern light-AA batteries	16.99*			5310 430600	200	101000
17	36823	05/11/26 lantern light-AA batteries	16.99			5410 430830	200	101000
18	37581	05/18/26 stencil set	4.24			1000 430200	200	101000
19	37581	05/18/26 stencil set	4.25			5210 430500	200	101000
20	37581	05/18/26 stencil set	4.25*			5310 430600	200	101000
21	37581	05/18/26 stencil set	4.25			5410 430830	200	101000
22	38151	05/22/26 lysol	3.49			1000 430200	200	101000
23	38151	05/22/26 lysol	3.50			5210 430500	200	101000
24	38151	05/22/26 lysol	3.50*			5310 430600	200	101000
25	38151	05/22/26 lysol	3.50			5410 430830	200	101000
26	38841	05/27/26 2" PVC	21.99			1000 430200	200	101000

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27	36152 05/06/26 brush/roller		57.96			5210 430500	200	101000
28	35442 04/30/26 lexel-caulk		69.95			5210 430500	200	101000
29	35297 04/29/26 shovel/squeegee		69.97			5210 430500	200	101000
30	37638 05/18/26 9" foam paint		9.98			5210 430500	200	101000
31	37163 05/13/26 flush valve		28.98*			1000 460442	200	101000
32	37847 05/20/26 6 outlet box		8.99*			1000 460442	200	101000
33	38902 05/27/26 paint/brushes		30.98*			1000 460442	200	101000
34	36057 05/05/26 fork latch		8.99*			1000 440600	200	101000
35	37097 05/13/26 hinges		9.79			1000 460465	200	101000
36	37241 05/14/26 clip		13.99			1000 460465	200	101000
250780	02724 COLEMAN OIL COMPANY		9,701.54					
Accounting - Supplies								
1	92909 05/11/26 LED spotlight		13.74			1000 430200	200	101000
2	92909 05/11/26 LED spotlight		13.75			5210 430500	200	101000
3	92909 05/11/26 LED spotlight		13.75*			5310 430600	200	101000
4	92909 05/11/26 LED spotlight		13.75			5410 430830	200	101000
5	94295 05/26/26 cat food		5.99			1000 430200	200	101000
6	94295 05/26/26 cat food		6.00			5210 430500	200	101000
7	94295 05/26/26 cat food		6.00*			5310 430600	200	101000
8	94295 05/26/26 cat food		6.00			5410 430830	200	101000
9	93787 05/20/26 pick/epoxy		18.23			1000 430200	200	101000
10	93787 05/20/26 pick/epoxy		18.25			5210 430500	200	101000
11	93787 05/20/26 pick/epoxy		18.25*			5310 430600	200	101000
12	93787 05/20/26 pick/epoxy		18.25			5410 430830	200	101000
13	93783 05/20/26 handle/wedges		21.60			1000 430200	200	101000
14	93783 05/20/26 handle/wedges		21.62			5210 430500	200	101000
15	93783 05/20/26 handle/wedges		21.62*			5310 430600	200	101000
16	93783 05/20/26 handle/wedges		21.62			5410 430830	200	101000
17	92969 05/11/26 nails/screws		17.75			1000 430200	200	101000
18	92969 05/11/26 nails/screws		17.74			5210 430500	200	101000
19	92969 05/11/26 nails/screws		17.74*			5310 430600	200	101000
20	92969 05/11/26 nails/screws		17.74			5410 430830	200	101000
21	91857 04/30/26 chalk liner		4.99			1000 430200	200	101000
22	91857 04/30/26 chalk liner		5.00			5210 430500	200	101000
23	91857 04/30/26 chalk liner		5.00*			5310 430600	200	101000
24	91857 04/30/26 chalk liner		5.00			5410 430830	200	101000
25	89935 04/07/26 wipes/fish tape		13.98			1000 430200	200	101000
26	89935 04/07/26 wipes/fish tape		14.00			5210 430500	200	101000
27	89935 04/07/26 wipes/fish tape		14.00*			5310 430600	200	101000
28	89935 04/07/26 wipes/fish tape		14.00			5410 430830	200	101000
29	94497 05/27/26 gloves-garbage		29.99			5410 430830	200	101000
30	93236 05/14/26 sledge hammer		44.99			1000 430200	200	101000
31	92905 05/11/26 pickax		49.99			1000 430200	200	101000
32	93737 05/19/26 90" L/adapter		28.36			5210 430500	200	101000

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33	93226 05/14/26 LED bulbs/broom		52.95			5210 430500	200	101000
34	92316 05/04/26 ziplock bags		20.97*			5310 430600	200	101000
35	91664 04/28/26 blue gasket		13.99*			5310 430600	200	101000
36	92341 05/05/26 miracle grow soil/mulch		188.82			1000 460430	200	101000
37	92286 05/04/26 coupler		10.74			1000 460430	200	101000
38	93694 05/19/26 concrete filler		95.92			1000 460430	200	101000
39	93769 05/20/26 drain cleaner		37.97			1000 460430	200	101000
40	93832 05/20/26 pipe cleaner/cement		32.98			1000 460430	200	101000
41	93634 05/18/26 plastic pipe		10.35			1000 460430	200	101000
42	91673 04/28/26 nipple/couplers		13.36			1000 460430	200	101000
43	93597 05/18/26 fasteners/screws		-67.32			1000 460430	200	101000
44	93588 05/18/26 fasteners/screws		68.00			1000 460430	200	101000
45	93590 05/18/26 3 tray set - painting		10.99			1000 460445	200	101000
46	93275 05/14/26 3/4" union		7.99*			1000 460442	200	101000
47	93288 05/14/26 return 3/4" union/union		1.00*			1000 460442	200	101000
48	93285 05/14/26 nails		6.50			1000 460465	200	101000
49	91372 04/23/26 gloves-Bentley clothing allowa		7.49			1000 430200	200	101000
50	91372 04/23/26 gloves-Bentley clothing allowa		7.50			5210 430500	200	101000
51	91372 04/23/26 gloves-Bentley clothing allowa		7.50*			5310 430600	200	101000
52	91372 04/23/26 gloves-Bentley clothing allowa		7.50			5410 430830	200	101000
	CP-0387591 04/30/26 fuel-animal control		134.80*			1000 440600	230	101000
	CP-0387591 04/30/26 fuel-garbage		974.93			5410 430830	230	101000
55	CP-0387591 04/30/26 fuel-garbage		376.19			5410 430830	230	101000
56	CP-0387591 04/30/26 fuel-water		1,000.00			5210 430500	230	101000
57	CP-0387591 04/30/26 fuel-streets		2,000.00			1000 430200	230	101000
58	CP-0387591 04/30/26 fuel-sewer		264.72			5310 430600	230	101000
59	389769 05/05/26 twine		85.00			1000 460430	200	101000
60	391184 05/01/26 propane-UV		774.00			5210 430500	200	101000
61	399399 05/21/26 fuel-landfill		3,018.01			5410 430840	230	101000

of Claims 61 Total: 184,202.66

Total Electronic Claims 8,898.00 Total Non-Electronic Claims 175304.66

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Fund/Account	Amount
1000 GENERAL	
101000 Cash-Operating	70,582.93
2400 STREET LIGHTING DISTRICT NO. 35	
101000 Cash-Operating	4,812.71
5210 WATER UTILITY	
101000 Cash-Operating	20,141.97
5310 SEWER UTILITY	
101000 Cash-Operating	43,393.74
5410 SOLID WASTE UTILITY	
101000 Cash-Operating	16,797.31
5720 STORM DRAINAGE	
101000 Cash-Operating	1,974.00
7030 HOUSING FUND	
101000 Cash-Operating	23,500.00
7199 TOURISM BUSINESS IMPROVEMENT DIST (TBID)	
101000 Cash-Operating	3,000.00
Total:	184,202.66

RESOLUTION NO. 2151

A RESOLUTION OF INTENT TO HOLD SHERIFF'S SALE FOR IMPOUNDED PROPERTY

WHEREAS, the City of Shelby currently has custody of twenty-six (26) motor vehicles in the City impound lot.

WHEREAS, a list of such vehicles has been attached to this Resolution as Schedule "A".

WHEREAS, the City of Shelby currently has custody of a significant amount of non-vehicle personal property recovered from the Glacier Motel during its demolition.

WHEREAS, it is in the best interest of the City of Shelby to have more available space in the City impound lot due to anticipated future need.

WHEREAS, MCA § 61-12-404 provides the procedures for sale of impounded motor vehicles.

WHEREAS, Resolution No. 2138 provides the procedures for sale of the impounded property recovered from the Glacier Motel and an Inventory List describing such property items.

WHEREAS, MCA § 25-13-701 through -709 provide the procedures for conducting a Sheriff's Sale of impounded property.

WHEREAS, the vehicles listed in Schedule "A" and the items impounded from the Glacier Motel pursuant to Resolution No. 2138 are eligible to be sold at public auction once the appropriate notice procedures are met.

WHEREAS, pursuant to MCA § 61-12-404, the impounded vehicles may not be auctioned until 30 days after the owners of said vehicles are notified by certified mail or by publication, if notice by mail cannot be provided.

WHEREAS, pursuant to Resolution No. 2138, notice to the owner of the property recovered from the Glacier Motel must be provided at least ten days prior to auction of the property items.

WHEREAS, pursuant to MCA § 25-13-701(b), notice of a Sheriff's Sale must be provided "by posting a similar notice in three public places in the county where the sale is to take place for not less than 5 days or more than 10 days and by publishing a copy of the notice at least 1 week before the sale in a newspaper of general circulation published in the county if there is one."

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City of Shelby intends to dispose of the impounded property listed in Schedule "A" attached to this Resolution and the Inventory List attached to Resolution No. 2138 by means of a Sheriff's sale.
2. The City Department Heads are hereby directed to coordinate with the Toole County Sheriff's Department in setting a date for a Sheriff's sale for the vehicles listed in

Schedule "A" and the property listed in the Inventory List attached to Resolution No. 2138; and

3. The City Department Heads are hereby directed to provide adequate notice to the appropriate parties, as prescribed by the statutes cited in this Resolution.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHELBY,
MONTANA, AND APPROVED BY THE MAYOR ON THIS 1st DAY OF JUNE, 2026.

ERIC TOKERUD, MAYOR

ATTEST:

JADE GOROSKI, FINANCE OFFICER

Schedule "A"

Make model vin color in #

	Nissan	Datsun	Blue	21T-2968	21T-2968
	Ford	F-150	1FTDX1863VKA4046	White	38-5139C
	GMC		Yellow		
Illinois	Ford	F-150	1FTPX14575NA70725	Red	3435534B
	Nissan	Pathfinder	JN8HD7Y6QW20391	Black	7-88557C
	Chevy	Montecarlo-ss	2G1WX15119139737	Maroon	DGV1841
	Dodge	Caravan	2D4R15D15AR131315	White	
	Dodge	Durango	1D8HB5825LF101915	Gray	21-31841B
	Ford	F-100		Orange	21T-3887
	Toyota	Prius	JTDDK3200787740983	Red	26-7864B
	Chevy	Monte carlo	2G1WW12M1W9170633	Red	
	Ford	Tempo GL	2FAPP36X4PB131205	white	21-4860A
	Chevy	Venture	1GN0V23E0SD143799	Brown	21-9504A
IDAHO	Dodge	Caravan	2C4RDGC68DR520407	Black	1A733NA
	BMW	325I	WBAET37444NJ47709	Black	2-75874B
	Toyota	camry		Brown	815824A
	Chrysler	Town & Country	2GHGP24R33R362879	white	
	Pontiac	Montana	1GMDX03E31D156771	Red	31-6671B
	Dodge	Ram 2500	3B7XF26W8WN274642	Green	21 0918B
	Chevy	Lumina	1GNPU06D7PT000208	White	21-2805
	Chevy	1500	2GT EK19KXS1584201	Black	212710A
IDAHO	Honda		1HBCD2208VA036836	Red	HQ1668
	AM	General		white	216130
	Ford	F150	1FTEX14N9MKA03616	White	21T6643
	Ford		8G607116212	Bladder	
	Ford	Motorhome		White	

Glacier Hotel Inventory

Room: Inventory removed:

102	Bike
101	Wearables / Chainsaws Zippers / 100
103	TV
104	TV
105	TV
106	TV - Connection Over Nothing
107	TV - Connection Over
108	Nothing
109	4 TV's
110	Nothing
112	Nothing
Far East No. 100	Nothing
115	TV
116	TV
117	TV
118	TV
Far North Kun	Nothing
OPR	100

RESOLUTION NO. 2152

A RESOLUTION OF INTENT TO HOLD A PUBLIC AUCTION OF SURPLUS PERSONAL PROPERTY OWNED BY THE CITY OF SHELBY, MONTANA

WHEREAS, MCA § 7-8-4201 allows the City to sell personal and real property by Resolution passed by a two-thirds vote of all members of the City Council.

WHEREAS, the items of personal property included in Schedule "A" attached to this Resolution (hereinafter "the property items") are not currently in use by the City and are not expected to be of use to the City at any point in the foreseeable future.

WHEREAS, the space currently being used to store the property items could be used purposes of greater value to the City.

WHEREAS, it is in the best interests of the City to dispose of the property items.

WHEREAS, a public auction would be the best way to maximize the revenue the City will receive from the sale proceeds of the property items.

WHEREAS, in the event that of the property items are not sold at auction, it would be in the best interests of the City of dispose of the remaining property items and recover any possible monetary consideration for the property items' scrap value.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A public auction for the property items shall occur on June 25, 2026 at the Shelby City Shop located at 66 City Shop Rd., Shelby, MT 59474. The auction shall start at 2 pm.
2. The auction shall be conducted by City staff.
3. Advertisements for the auction shall be placed in the Shelby Promoter/Cut Bank Pioneer Press newspaper for the June 10th and June 17th editions.
4. The minimum bid amounts for each property item shall be the amount listed to the left of that property item on Schedule "A."
5. In the event that any of the property items are not at sold public auction, the City shall proceed by disposing of the vehicles and recovering as much monetary consideration for the property items' scrap value as possible.

PASSED AND ADOPTED BY TWO-THIRDS VOTE OF THE CITY COUNCIL OF THE CITY OF SHELBY, MONTANA, AND APPROVED BY THE MAYOR ON THIS 1st DAY OF JUNE, 2026.

ERIC TOKERUD, MAYOR

ATTEST:

JADE GOROSKI, FINANCE OFFICER

Schedule "A"

\$500	Yellow Ford 1987
\$100	John Deere mower 2009
\$1,000	Ford F600 flat bed 1979
\$1,500	Ford F150 2000
\$1,500	GMC dump truck 1987
\$1,000	Ford F150 1998
\$1,500	International truck 1988
\$500	Massy tractor 1971
\$500	Arctic Cat ATV 1991

RESOLUTION NO. 2153

**A RESOLUTION ESTABLISHING PROCEDURES AND FEES FOR RESPONDING TO
PUBLIC INFORMATION REQUESTS**

WHEREAS, pursuant to Montana Code Annotated § 2-6-1003 and 2-6-1006, persons have the right to receive or examine copies of public information in the possession of the City of Shelby upon request.

WHEREAS, House Bill 100, which was passed during the 2025 Montana Legislative Session, amongst other things, amended MCA § 2-6-1006 set procedures for how local governments must respond to Public Information Requests and assess fees for Public Information Requests.

WHEREAS, the City of Shelby's continued compliance with Montana law when responding to Public Information Requests would be best ensured by the implementation of a set of written procedures reflecting the applicable changes to Montana law brought forth by HB 100.

WHEREAS, the written procedures and fee schedule attached to this Resolution provide an appropriate balance between convenience for members of the public in accessing Public Information and mitigation of possible situations where lengthy Public Information Requests may disrupt day-to-day City operations.

THEREFORE, BE IT RESOLVED THAT:

The written procedures and fee schedule attached to this Resolution are hereby adopted for use by City staff in responding to Public Information Requests.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHELBY,
MONTANA, AND APPROVED BY THE MAYOR ON THIS 1st DAY OF JUNE, 2026.

ERIC TOKERUD, MAYOR

ATTEST:

JADE GOROSKI, FINANCE OFFICER

CITY OF SHELBY

112 First Street South

Shelby, MT 59474

Telephone: (406) 434-5222

FAX: (406) 434-2039



Mayor: Eric Tokerud

Council: Sanna Clark, Joe Flesch, Pat Frydenlund, Lyle Kimmet, Bill Moritz, Jayce Yarn

Animal Control: Anthony Botts

Attorney: Logan Fehler

Finance Officer: Jade Goroski

Judge: Donna Whitt

Superintendent: Eric Kary

Public Information Request Fee Schedule

Fees for inspection and copying of Public Information at City Hall:

\$25 per hour of City employee time spent gathering, reviewing, processing, and providing information

10 cents per page copied

Fees for a request for one single, specific, clearly identifiable, and readily available public record:

\$25 per hour of City employee time spent gathering, reviewing, processing, and providing information

10 cents per page printed

Cost of postage and/or shipping to send information to requester, if applicable

Fees for a Public Information request that is not a request for a single, specific, clearly identifiable, and readily available public record:

\$5 filing fee

\$25 per hour of City employee time spent gathering, reviewing, processing, and providing information, except for the first hour, which is free

10 cents per page printed

Cost of postage and/or shipping to send information to requester, if applicable

Public Information Request Procedures

1. Public Information Requests shall be made on the designated City form. The form shall be made available to fill out in person at City Hall and shall be made available for print on the City website. Forms shall either be hand delivered or mailed to City Hall at the address listed at the top of this document.
2. A defendant in a pending criminal action in the Shelby City Court or the defendant's attorney may obtain documents regarding the case at not cost.
3. A victim of a crime charged in the Shelby City Court may obtain documents regarding the case at not cost, subject to the approval of the City Attorney pursuant to Montana Code Annotated § 44-5-303.
4. There shall be no hourly fee for City employee time for requests that take 30 minutes or less to complete, but the City shall still assess other applicable costs included in the fee schedule.
5. A. The City shall, pursuant to Montana Code Annotated § 2-6-1006(2)(b), provide to the requester in a timely manner an estimated amount of time and costs for responding to the request, which shall include an invoice total amount of fees and other costs owed to the City by the requester. The City shall not commence work on gathering the requested information until the invoice is paid in full.
B. Exception- The City shall not provide an estimate or invoice for requests for which there are no fees or costs to assess, but shall respond to such requests in a timely manner pursuant to Montana Code Annotated § 2-6-1006(2)(a).
6. Denial of public records requests shall be in writing and provide an explanation of the basis for denial.
7. The City reserves the right to respond to requests in electronic format.