

AGENDA
CITY COUNCIL MEETING
CITY OF SHELBY
February 3, 2020
6:30 P.M.

ROLL CALL OF MEMBERS

PLEDGE OF ALLEGIANCE

OPEN PUBLIC HEARING

- General Needs Assessment (pgs 5-8)
- Roof repair (pg9)

APPROVAL OF MINUTES

- Regular Council Meeting, 1/21/20 (pgs 10-11)

APPEARANCE REQUESTS

- Agenda Items
- Non-Agenda Items

CLAIMS REPORT 01/31/20 (pgs 12-23)

BUILDING INSPECTOR

- Building Inspector Report (pg 24)

COMMITTEE REPORTS

- Minutes of Park & Recreation Committee, 1/27/20 (pgs 25-27)

CLOSE PUBLIC HEARING

CITY ATTORNEY

- Resolution No. 2011 re: Roof Renovation of Shelby Town Hall
- Draft Ordinance No. 840 re: Cell Phones (pgs 28-38)

CITY FINANCE OFFICER

- Payroll Expense by Department Report, January 2020 (pg 39)

CITY SUPERINTENDENT

- Backhoe Repair

COMMUNITY DEVELOPMENT DIRECTOR

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OTHER MATTERS

- Civic Center Door Lock System

ADJOURN

CITY OF SHELBY MEETING SCHEDULE

February 3, 2020

6:00 p.m. **Audit Committee**
 (Mayor, Finance Officer,
 Clark, Tustian, Moritz)
6:30 p.m. **Regular City Council Meeting**

February 10, 2020

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

February 18, 2020 (Due to President's Day Holiday)

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

February 24, 2020

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

CITY COUNCIL PACKET LISTING

A. Agenda

B. Agenda Items

1. General Needs Assessment, Capital Improvements Plan
2. Resolution No. 2011 re: Shelby Town Hall Roof Repair
3. Minutes of Regular Council Meeting, 1/21/20
4. Claims Report, 01/31/20
5. Building Inspector Report, January 2020
6. Minutes of the Park & Recreation Committee, 1/27/20
7. Draft Ordinance No. 840 re: Cell Phones
8. Payroll Expense by Department Report, January 2020

C. Correspondence

1. 1/14/2020 Email from David Irvin, Northern Transit Interlocal re: Transit Update 2019
2. 1/16/2020 Letter from MDT re: Bridge and Road Safety and Accountability Program
3. 1/22/2020 Letter to Toole County Tavern Association re: Next Meeting

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.

PUBLIC NOTICE

The City of Shelby will hold a public hearing on Monday, February 3, 2020 at 6:30 p.m. at Shelby City Hall, 112 1st St S, Shelby, MT for the purpose of obtaining public comments regarding the City's overall community development needs including the needs of low and moderate income persons. The Shelby City Council will also seek the views of citizens on the activities that should be undertaken to meet the identified needs and their relative priority. The City of Shelby may apply for funding from the Montana Community Development Block Grant Program (federal funding administered by the Montana Department of Commerce) and other state and federal funding source to deal with local housing, public facilities or other community needs throughout the year and would like comments or suggestions from local citizen regarding the City of Shelby needs and the type of project which should be considered. Comments may be given orally at the hearing or submitted in writing before February 3, 2020.

Anyone who would like more information or who wants to submit suggestions should contact Mayor Gary Mc Dermott at (406) 434-5222.

PUBLISH: January 22, 2020 and January 29, 2020

FURNISH AFFIDAVIT OF PUBLICATION

CITY OF SHELBY



General Needs
Assessment
CIP
Priority list

CAPITAL IMPROVEMENTS PLAN

Revised: 12/2017

CAPITAL IMPROVEMENTS PRIORITY LIST

NEEDS (priority order)	REMARKS	COSTS	FUNDING SOURCE	YEAR
<i>WATER</i>				
1. Eliminate Tank and attach to High Pressure Zone		1,956,624	TSEP, RRGL, SRF	2014
2. Well Sealing		605,816	City of Shelby	2014
3. 13 th Street Loop		1,735,693	TIGER	2013
4. 4 th Street Loop		137,144	TSEP, CDBG	2015
5. South East Loop		832,271	EDA, CDBG	2016
6. Teton Ave Upgrade & Local Loops		1,204,299	CORP, SRF, TSEP, RRGL	2016
<i>SEWER/WASTEWATER</i>				
1. 4 th Cell Lagoon		2,723,428	City, CDBG, SRF, TSEP	2016
2. Install Sewer Meter		15,238	City of Shelby	2013
<i>STREETS</i>				
1. 13 th Street South Bypass	Industrial	2,000,000	EDA	2013
<i>PARKING</i>				
1. Front Street	BNSF r-o-w	93,125	City of Shelby	2013
2. Main Street Parking Ground	alley access	580,000	Main Street Parking Dist	2014
3. 1 st Street South Parking Ground	1 st St access	580,000	Main Street Parking Dist	2014
<i>FIRE DEPARTMENT</i>				
1. Fire Hall Imprvmnts & Landscaping	Meadowlark	300,000	USDA-RD	2012
2. 65' Aerial Truck		750,000	Homeland Security	2013
<i>PARKS/RECREATION</i>				
1. Roadrunner Park & Inline Skating		130,000	City Park Maint	2013
2. Pool Gutter Replacement		150,000	City Park Maint	2014
3. Pool Structure, weathering		50,000	City Park Maint	2014
<i>MAIN STREET REVITALIZATION</i>				
1. Old Middle School		3,200,000	City, CDBG, EPA	2013
2. Rainbow Hotel		1,060,000	Private sector	2013
3. Williamson Building		285,000	Private sector	2013

NEEDS (priority order)	REMARKS	COSTS	FUNDING SOURCE	YEAR
<i>AIRPORT</i>				
1. Extend Runway to 10,000 feet		10,020,000	FAA	2014
<i>STORM DRAINAGE</i>				
1. Front Street/US Hwy No. 2 – Phase I		1,990,705	TSEP, SRF	2013
2. Front Street/US Hwy No. 2 – Phase II		1,530,485	TSEP, SRF	2014
3. North Shelby Inlet Capacity		1,188,793	TSEP, SRF	2016
4. Shelby Heights		548,758	TSEP, SRF	2016

RESOLUTION NO. 2011

Resolution to Accept the Determination that Categorical Exclusion is Appropriate for the City of Shelby roof renovation of Shelby Town Hall.

WHEREAS, the City of Shelby has completed an assessment to identify potential environmental impacts to the roof renovation project of Shelby Town Hall.

WHEREAS, the draft Environmental Assessment was made available for public comment and the findings were presented and reviewed at a public meeting.

WHEREAS, no substantive public comment was received,

WHEREAS, The City of Shelby has determined that the roof renovation project will not significantly affect the quality of the human environment and accordingly, the City of Shelby has determined an Environmental Impact Statement, Environmental Assessment and EIS is not necessary.

NOW, THEREFORE, BE IT RESOLVED by the Shelby City Council as follows:

The City of Shelby, Montana adopts the final Environmental Assessment for the roof renovation of Shelby Town Hall.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHELBY, MONTANA, AND APPROVED BY THE MAYOR THIS 3RD DAY OF FEBRUARY, 2020.

GARY MCDERMOTT, Mayor

ATTEST:

JADE GOROSKI, Finance Officer

**MINUTES OF REGULAR COUNCIL MEETING OF THE SHELBY CITY COUNCIL
HELD IN COUNCIL CHAMBERS
January 21, 2020**

Mayor McDermott called the meeting to order at 6:30 p.m.
Present were: Sanna Clark, Joe Flesch, Lyle Kimmet and Aaron Heaton, Council Members; Bill Hunt, City Attorney; Jade Goroski, Finance Officer; Lorette Carter, Community Development Director; Luis Correa, Superintendent. Absent & Excused: Bill Moritz.
Absent: Trent Tustian

Other citizens present: Kelsyn Lohr, Donna Whitt, Logan Tweet, Robin Kimmet and Donita Hatford.

PLEDGE OF ALLEGIANCE

OPEN PUBLIC HEARING

- Preservation Grant Opportunity - Historic City Hall
Mayor McDermott opened the public hearing at 6:32pm.

REGULAR MEETING MINUTES 1/8/20

KIMMET MADE A MOTION TO APPROVE THE 1/8/2020 MINUTES.
SECONDED BY HEATON. VOTE AYES - CLARK, FLESCHE, HEATON, KIMMET. NOES - NONE. ABSENT - MORITZ, TUSTIAN. ABSTAIN - NONE.

APPEARANCE REQUESTS

- Agenda Items - Kelsyn Lohr, Robin Kimmet, Donita Hatford:
all discussed the cell phone ordinance.
- Non-Agenda - None

CLOSE PUBLIC HEARING

- Hearing no comment Mayor McDermott closed the public hearing at 7:10pm.

COMMITTEE REPORTS

- Law Enforcement Report - Donna Whitt
- Minutes of Safety Committee 1/15/2020

CITY ATTORNEY

- Ordinance No. 840 re: Cell Phones

CITY FINANCE OFFICER

1. City Judge's Report, December 2019
2. Bank Account Report, Budget Year to Date, Vendor Summary,

Enterprise Funds, Statement of Expenditures, Revenues, Cash
Flow Report, 12/30/19

KIMMET MADE A MOTION TO APPROVE THE REPORTS. SECONDED BY
HEATON. VOTE AYES - CLARK, FLESCHE, HEATON, KIMMET. NOES -
NONE. ABSENT - MORITZ, TUSTIAN. ABSTAIN - NONE.

3. City of Shelby Delinquent Taxes, 12/30/19

4. Handheld Meter Reading Device Upgrade

HEATON MADE A MOTION TO APPROVE THE \$9,607 PURCHASE.
SECONDED BY KIMMET. VOTE AYES - CLARK, FLESCHE, HEATON,
KIMMET. NOES - NONE. ABSENT - MORITZ, TUSTIAN. ABSTAIN -
NONE.

CITY SUPERINTENDENT

Luis updated on what the crew has been working on the past couple
weeks.

- Prison Shredder

HEATON MADE A MOTION TO APPROVE THE \$17,500 PURCHASE.
SECONDED BY FLESCHE. VOTE AYES - CLARK, FLESCHE, HEATON,
KIMMET. NOES - NONE. ABSENT - MORITZ, TUSTIAN. ABSTAIN -
NONE.

COMMUNITY DEVELOPMENT DIRECTOR

Lorette provided notes as a handout.

OTHER MATTERS

- Dates for Engineering Interviews

ADJOURN

AT 8:35 P.M. KIMMET MADE A MOTION TO ADJOURN THE MEETING.
SECONDED BY FLESCHE. VOTE AYES - CLARK, FLESCHE, HEATON, KIMMET.
NOES - NONE. ABSENT - MORITZ, TUSTIAN. ABSTAIN - NONE.

GARY MCDERMOTT, MAYOR

ATTEST:

JADE GOROSKI, FINANCE OFFICER

01/30/20
10:18:22

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/20

Page: 1 of 12
Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
190565		00343 ENERGY LABORATORIES INC	87.00					
1	289632	01/10/20 Lagoon Influent	87.00		32425	5310 430600	300	101000
190566		00400 UTILITIES UNDERGROUND LOCATION	21.84					
1	9125097	12/31/19 12 Locates for 12/19	21.84		32420	5210 430500	300	101000
190567		01137 AQUA TECH LABORATORY	80.00					
1	32194	01/06/20 Monthly Coliform Water Testing	80.00		32426	5210 430500	300	101000
190568		00539 YEAGLEY, JAMES H	600.00					
1	01/29/20	1/20 Planning Services	600.00			1000 411030	350	101000
190569	-98537E	01486 USDA RURAL DEVELOPMENT	1,603.00					
1	01/06/20	Fire Hall Improvement Loan	1,371.47			1000 490527	610	101000
2	01/06/20	Fire Hall Improvement Loan-Int	231.53			1000 490527	620	101000
190570	-98536E	00111 FIRST STATE BANK	136.00					
1	01/03/20	Monthly Bank Service Charge	34.00			1000 410550	300	101000
2	01/03/20	Monthly Bank Service Charge	34.00			5210 430570	300	101000
3	01/03/20	Monthly Bank Service Charge	34.00			5310 430670	300	101000
4	01/03/20	Monthly Bank Service Charge	34.00			5410 430870	300	101000
190571		00043 SHELBY GAS ASSOCIATION	7,299.60					
1	01/25/20	1/20 Gas Bill	150.40			1000 411200	343	101000
2	01/25/20	1/20 Gas Bill	850.10			1000 420400	343	101000
3	01/25/20	1/20 Gas Bill	850.10			1000 420401	343	101000
4	01/25/20	1/20 Gas Bill	1,010.70			1000 460445	343	101000
5	01/25/20	1/20 Gas Bill	463.30			1000 460442	343	101000
6	01/25/20	1/20 Gas Bill	232.30			5410 430840	343	101000
7	01/25/20	1/20 Gas Bill	389.68			1000 430200	343	101000
8	01/25/20	1/20 Gas Bill	389.68			5210 430500	343	101000
9	01/25/20	1/20 Gas Bill	389.68			5310 430600	343	101000
10	01/25/20	1/20 Gas Bill	389.66			5410 430830	343	101000
11	01/25/20	1/20 Gas Bill	154.50			1000 411202	343	101000
12	01/25/20	1/20 Gas Bill	154.50			5210 430520	343	101000
13	01/25/20	1/20 Gas Bill	154.50			5310 430620	343	101000
14	01/25/20	1/20 Gas Bill	154.50			5410 430820	343	101000
15	01/25/20	1/20 Gas Bill	95.10			5210 430500	343	101000
16	01/25/20	1/20 Gas Bill	815.40			1000 460465	343	101000
17	01/25/20	1/20 Gas Bill	655.50			2936 460463	343	101000

01/30/20
10:18:22

CITY OF SHELBY
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Claim	Vendor #/Name/	Document \$/	Disc \$					Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
190572	00026 MARIAS RIVER ELECTRIC COOP INC	13,043.53						
1	01/25/20 1/20 Electric Bill	109.75			1000 411200	342	101000	
2	01/25/20 1/20 Electric Bill	207.19			1000 420400	342	101000	
3	01/25/20 1/20 Electric Bill	207.18			1000 420401	342	101000	
4	01/25/20 1/20 Electric Bill	75.35			1000 411202	342	101000	
5	01/25/20 1/20 Electric Bill	75.35			5210 430520	342	101000	
6	01/25/20 1/20 Electric Bill	75.35			5310 430620	342	101000	
7	01/25/20 1/20 Electric Bill	75.33			5410 430820	342	101000	
8	01/25/20 1/20 Electric Bill	150.18			1000 430200	342	101000	
9	01/25/20 1/20 Electric Bill	150.18			5210 430500	342	101000	
10	01/25/20 1/20 Electric Bill	150.18			5310 430600	342	101000	
11	01/25/20 1/20 Electric Bill	150.17			5410 430830	342	101000	
12	01/25/20 1/20 Electric Bill	100.12			1000 440600	342	101000	
13	01/25/20 1/20 Electric Bill	100.11			1000 460430	342	101000	
14	01/25/20 1/20 Electric Bill	547.14			1000 460465	342	101000	
15	01/25/20 1/20 Electric Bill	51.60			1000 460439	342	101000	
16	01/25/20 1/20 Electric Bill	933.94			1000 460442	342	101000	
17	01/25/20 1/20 Electric Bill	115.04			1000 460445	342	101000	
18	01/25/20 1/20 Electric Bill	3,873.66			2400 430263	342	101000	
19	01/25/20 1/20 Electric Bill	4,532.06			5210 430500	342	101000	
20	01/25/20 1/20 Electric Bill	956.58			5310 430600	342	101000	
21	01/25/20 1/20 Electric Bill	368.05			2936 460463	342	101000	
22	01/25/20 1/20 Electric Bill	39.02			5410 430840	342	101000	
190573	01851 CT CLEANING	1,200.00						
1	01/30/20 1/20 Janitorial Service	70.00			1000 411202	390	101000	
2	01/30/20 1/20 Janitorial Service	70.00			5210 430520	390	101000	
3	01/30/20 1/20 Janitorial Service	70.00			5310 430620	390	101000	
4	01/30/20 1/20 Janitorial Service	70.00			5410 430820	390	101000	
5	01/30/20 1/20 CC Janitorial Service	800.00			1000 460442	300	101000	
6	01/30/20 1/20 Williamson Bldg Service	120.00			2936 460463	300	101000	
190574	26524S 00144 POSTMASTER	292.99						
1	01/23/20 1/20 UB Postage	97.66			5210 430570	310	101000	
2	01/23/20 1/20 UB Postage	97.67			5310 430670	310	101000	
3	01/23/20 1/20 UB Postage	97.66			5410 430870	310	101000	
190575	-98535E 01486 USDA RURAL DEVELOPMENT	93,629.00						
Water								
1	01/02/20 Multimodal USDA RD Series 2015	26,873.00			5210 490211	610	102210	
2	01/02/20 Multimodal USDA RD Series 2015	4,681.00			5210 490211	620	102210	
3	01/02/20 Multimodal USDA RD Series 2015	62,075.00			2310 490211	620	101000	

01/30/20
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CITY OF SHELBY
Claim Details
For the Accounting Period: 1/20

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Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
190576	-98534E	01486 USDA RURAL DEVELOPMENT	40,212.00					
		Sewer						
1	01/02/20	Multimodal USDA RD Series 2015	11,542.00*			5310 490211	610	102210
2	01/02/20	Multimodal USDA RD Series 2015	28,670.00			5310 490211	620	102210
190577		02368 OPTUM	25.50					
1	9510036564	01/15/20 HSA Service Fee	6.37			1000 410550	300	101000
2	9510036564	01/15/20 HSA Service Fee	6.38			5210 430570	300	101000
3	9510036564	01/15/20 HSA Service Fee	6.38			5310 430670	300	101000
4	9510036564	01/15/20 HSA Service Fee	6.37			5410 430870	300	101000
190578		02389 WELLS FARGO VENDOR FIN SERV	127.70					
		Serial #6507270X						
1	5008861514	01/16/20 1/20 Sharp MX-350 Copier-S	63.85*		32437	1000 430200	200	101000
2	5008861514	01/16/20 1/20 Sharp MX-350 Copier-S	63.85		32437	1000 420500	200	101000
190579		00309 PREFERRED OFFICE EQUIPMENT	417.92					
1	32068	01/15/20 1/20 Maintenance & Copies	78.33			1000 411050	300	101000
2	32068	01/15/20 1/20 Maintenance & Copies	39.94			1000 410550	300	101000
3	32068	01/15/20 1/20 Maintenance & Copies	39.94			5210 430570	300	101000
4	32068	01/15/20 1/20 Maintenance & Copies	39.95			5310 430670	300	101000
5	32068	01/15/20 1/20 Maintenance & Copies	39.94			5410 430870	300	101000
6	32068	01/15/20 1/20 Maintenance & Copies	31.02			1000 410240	300	101000
7	32068	01/15/20 1/20 Maintenance & Copies	31.02			5210 430514	300	101000
8	32068	01/15/20 1/20 Maintenance & Copies	31.02			5310 430614	300	101000
9	32068	01/15/20 1/20 Maintenance & Copies	31.02			5410 430814	300	101000
10	32067	01/15/20 1/20 Maintenance & Copies-Shop	27.87*		32441	1000 430200	300	101000
11	32067	01/15/20 1/20 Maintenance & Copies-Shop	27.87		32441	1000 420500	300	101000
190580		01388 3 RIVERS COMMUNICATIONS INC	894.80					
1	01/01/20	1/20 Phone Bill	19.82			1000 420500	344	101000
2	01/01/20	1/20 Phone Bill	30.54			1000 410550	344	101000
3	01/01/20	1/20 Phone Bill	30.54*			5210 430570	344	101000
4	01/01/20	1/20 Phone Bill	30.55*			5310 430670	344	101000
5	01/01/20	1/20 Phone Bill	30.55*			5410 430870	344	101000
6	01/01/20	1/20 Phone Bill	17.77			1000 430200	344	101000
7	01/01/20	1/20 Phone Bill	17.77			5210 430500	344	101000
8	01/01/20	1/20 Phone Bill	17.77			5310 430600	344	101000
9	01/01/20	1/20 Phone Bill	17.77			5410 430830	344	101000
10	01/01/20	1/20 Phone Bill	104.51			1000 460465	300	101000
11	01/01/20	1/20 Phone Bill	171.71			1000 460442	344	101000
12	01/01/20	1/20 Phone Bill	68.48			1000 420400	344	101000
13	01/01/20	1/20 Phone Bill	68.47			1000 420401	344	101000
14	01/01/20	1/20 Phone Bill	4.74*			1000 410200	344	101000

01/30/20
10:18:22

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Claim	Vendor #/Name/		Document \$/	Disc \$				Cash
Line #	Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account
15	01/01/20	1/20 Phone Bill	4.74*			5210 430512	344	101000
16	01/01/20	1/20 Phone Bill	4.74*			5310 430612	344	101000
17	01/01/20	1/20 Phone Bill	4.74*			5410 430812	344	101000
18	01/01/20	1/20 Phone Bill	45.93*			1000 460445	344	101000
19	01/01/20	1/20 Phone Bill	136.70			5310 430600	344	101000
20	01/01/20	1/20 Phone Bill	33.48			5210 430500	344	101000
21	01/01/20	1/20 Phone Bill	33.48			5210 430500	344	101000
190581		01137 AQUA TECH LABORATORY	20.00					
1	32196	01/06/20 NCMRWA Monthly Water Test	20.00		32426	5210 430500	300	101000
190582		00048 TOOLE COUNTY CLERK & RECORDER	52,015.49					
1	12/31/19	City Judge & Sec-Wages	2,069.69			1000 410360	100	101000
2	12/31/19	City Judge&Sec-Social Security	126.60			1000 410360	141	101000
3	12/31/19	City Judge & Sec-Medicare	29.61			1000 410360	142	101000
4	12/31/19	City Judge & Sec-PERS	179.44			1000 410360	143	101000
5	12/31/19	City Judge&Sec-UnemploymentIns	2.48			1000 410360	145	101000
6	12/31/19	City Judge & Sec-Worker's Comp	16.18			1000 410360	146	101000
7	12/31/19	City Judge-Health Insurance	450.88			1000 410360	147	101000
8	12/31/19	City Judge-Supplies	8.61			1000 410360	200	101000
9	12/31/19	City Judge-Phone	19.82			1000 410360	344	101000
10	12/31/19	City Judge-Travel & Education	12.18			1000 410360	370	101000
11	12/31/19	Law Enforcement	34,370.00			1000 420000	300	101000
12	12/31/19	Law Enforcement	4,910.00			5210 420100	300	101000
13	12/31/19	Law Enforcement	4,910.00			5310 420100	300	101000
14	12/31/19	Law Enforcement	4,910.00			5410 420100	300	101000
190583		26522S 02468 T-MOBILE	249.45					
1	01/10/20	Mobile Charge 12/10/19-1/9/20	26.10			1000 420500	344	101000
2	01/10/20	Mobile Charge 12/10/19-1/9/20	47.60			1000 411050	344	101000
3	01/10/20	Mobile Charge 12/10/19-1/9/20	47.60			1000 440600	344	101000
4	01/10/20	Mobile Charge 12/10/19-1/9/20	19.57			1000 430200	344	101000
5	01/10/20	Mobile Charge 12/10/19-1/9/20	19.57			5210 430500	344	101000
6	01/10/20	Mobile Charge 12/10/19-1/9/20	19.58			5310 430600	344	101000
7	01/10/20	Mobile Charge 12/10/19-1/9/20	19.58			5410 430840	344	101000
8	01/10/20	Mobile Charge 12/10/19-1/9/20	12.46			1000 410550	344	101000
9	01/10/20	Mobile Charge 12/10/19-1/9/20	12.46*			5210 430570	344	101000
10	01/10/20	Mobile Charge 12/10/19-1/9/20	12.47*			5310 430670	344	101000
11	01/10/20	Mobile Charge 12/10/19-1/9/20	12.46*			5410 430870	344	101000

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190584		01285 HUNT, WILLIAM E JR		5,687.55					
1	01/30/20	1/20 Legal Services	1,421.88				1000 411100	350	101000
2	01/30/20	1/20 Legal Services	1,421.89				5210 430513	350	101000
3	01/30/20	1/20 Legal Services	1,421.89				5310 430613	350	101000
4	01/30/20	1/20 Legal Services	1,421.89				5410 430813	350	101000
190585	-98533E	02499 DISH		87.03					
1	01/13/20	Monthly TV at Civic Center	87.03				1000 460442	300	101000
190586		01862 KENCO SECURITY AND TECHNOLOGY		70.00					
1	1978859	01/01/20 1/20 Fire Alarm Monitoring	35.00*				1000 420401	300	101000
2	1986430	02/01/20 2/20 Fire Alarm Monitoring	35.00*				1000 420401	300	101000
190587		01805 SYSTEMS		105.00					
1	36114	01/08/20 Prepare Computer for Census	13.13				1000 410550	300	101000
2	36114	01/08/20 Prepare Computer for Census	13.12				5210 430570	300	101000
3	36114	01/08/20 Prepare Computer for Census	13.12				5310 430670	300	101000
4	36114	01/08/20 Prepare Computer for Census	13.13				5410 430870	300	101000
5	36213	01/20/20 Converted Computer for Census	13.12				1000 410550	300	101000
6	36213	01/20/20 Converted Computer for Census	13.13				5210 430570	300	101000
7	36213	01/20/20 Converted Computer for Census	13.13				5310 430670	300	101000
8	36213	01/20/20 Converted Computer for Census	13.12				5410 430870	300	101000
190588		00276 TRI-CITY INTERLOCAL EQUIPMENT		1,112.00					
1	12/31/19	I-46 Vac Truck	753.90			32422	5210 430500	369	101000
2	12/31/19	I-46 Vac Truck	323.10			32422	5310 430600	369	101000
3	12/31/19	I-15 Bucket Truck	35.00			32422	1000 460430	300	101000
190589		00047 BEN TAYLOR INC		472.05					
1	218764	12/02/19 CFD-Batteries	64.95*			32315	1000 420400	200	101000
2	219065	12/07/19 CFD-Blk Liners 55gal	53.97*			32315	1000 420400	200	101000
3	219142	12/08/19 RFD-White/Black Tape	25.98*			32315	1000 420401	200	101000
4	21601	12/31/19 RFD-12/19 Fuel	327.15			32315	1000 420401	230	101000
190590		01988 FIELDSTONE OFFICE SUPPLY		301.25					
1	128292	08/15/19 CFD-Custom Framing Quilt	301.25*			32316	1000 420400	200	101000
190591		00119 SHELBY VOLUNTEER FIRE DEPT		1,375.45					
1	01/03/20	RFD-2006 F350 Repair	313.50*				1000 420401	300	101000
2	01/05/20	CFD-Computer/Printer	1,061.95*				1000 420400	215	101000

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Claim	Vendor #/Name/	Document \$/	Disc \$					Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
190592	01866 SHELBY PAINT AND HARDWARE	993.42						
1	13987 01/03/20 Paint/Rollers/Cloth/Tape/Rolls	252.07*		31593	1000 460442	200	101000	
2	13988 01/03/20 Paint Roller Handle	16.98*		31593	1000 460442	200	101000	
3	13990 01/06/20 Tide/Swiffer Refill/Keys	26.98*		31594	1000 460442	200	101000	
4	13825 01/10/20 Paint	44.99*		31596	1000 460442	200	101000	
5	67539 01/13/20 Paint/Paint Rollers	58.97*		31597	1000 460442	200	101000	
6	13993 01/08/20 Paint/Primer/Tape/Cloths/Liner	140.78*		31595	1000 460442	200	101000	
7	67430 12/28/19 Batteries	23.98		32445	5410 430830	200	101000	
8	67436 12/27/19 Wood Furniture Oil/Mop	14.98*		32445	1000 430200	200	101000	
9	67449 12/30/19 Caulk/Trex Tape	15.48*		32445	1000 430200	200	101000	
10	67464 12/02/20 Light	54.99*		32445	1000 460442	200	101000	
11	67482 01/06/20 Cover/Elec Box	17.48*		32445	1000 460442	200	101000	
12	67492 01/07/20 Fluorescent Tubes	164.85*		32445	1000 430200	200	101000	
13	67498 01/07/20 Mud	9.99*		32445	1000 460442	200	101000	
14	67511 01/08/20 Towels/Germ X	62.96		32445	5310 430600	200	101000	
15	67339 01/08/20 Light Bulbs	19.96		32445	2936 460463	200	101000	
16	67541 01/14/20 Snowtracks	22.99*		32445	1000 430200	200	101000	
17	13910 01/16/20 Gal Paint	44.99*		31600	1000 460442	200	101000	
190593	00049 TRACTOR & EQUIPMENT CO	164.83						
1	383658 01/03/20 Retainer/Pins	113.21*		32419	5410 430840	200	101000	
2	384057 01/15/20 Element/Filter	51.62*		32433	1000 430200	200	101000	
190594	00047 BEN TAYLOR INC	5,247.85						
1	50152 12/31/19 UV Plant Propane	528.17			5210 430500	230	101000	
2	47348 12/04/19 UV Plant Propane	647.96			5210 430500	230	101000	
3	21395 12/31/19 12/19 Fuel	667.73		32415	5410 430830	230	101000	
4	21395 12/31/19 12/19 Fuel	197.95*		32415	1000 430200	230	101000	
5	21395 12/31/19 12/19 Fuel	52.58*		32415	1000 430200	230	101000	
6	21395 12/31/19 12/19 Fuel	493.22		32415	5410 430840	230	101000	
7	21395 12/31/19 12/19 Fuel	41.02*		32415	1000 430200	230	101000	
8	21395 12/31/19 12/19 Fuel	148.85*		32415	1000 430200	230	101000	
9	21395 12/31/19 12/19 Fuel	85.23*		32415	1000 430200	230	101000	
10	21395 12/31/19 12/19 Fuel	448.08*		32415	1000 430200	230	101000	
11	21395 12/31/19 12/19 Fuel	184.84*		32415	1000 430200	230	101000	
12	21395 12/31/19 12/19 Fuel	252.88		32415	1000 460430	230	101000	
13	21395 12/31/19 12/19 Fuel	163.43*		32415	1000 430200	230	101000	
14	21395 12/31/19 12/19 Fuel	538.67*		32415	1000 430200	230	101000	
15	21395 12/31/19 12/19 Fuel	180.39*		32415	1000 430200	230	101000	
16	21395 12/31/19 12/19 Fuel	83.32*		32415	1000 430200	230	101000	
17	21395 12/31/19 12/19 Fuel	151.47		32416	1000 440600	230	101000	
18	219756 12/17/19 Robe/Clamp/Cable	13.66*		32417	1000 430200	200	101000	
19	218332 12/01/19 Sump Pump/Halo	134.47		32417	2936 460463	200	101000	
20	218463 12/01/19 Draw/Cab/Screws	9.64		32417	1000 460430	200	101000	

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21	218924	12/05/19 Gloves/Form a Gsk	29.97		32417	5310 430600	200	101000
22	218868	12/04/19 Promo Strt Fl	4.99		32417	1000 460445	200	101000
23	219334	12/11/19 Spackling/Tape	11.98*		32417	1000 460442	200	101000
24	219681	12/16/19 Trigger	6.98*		32417	1000 430200	200	101000
25	220377	12/26/19 Bolts/Nuts	4.86*		32417	1000 430200	200	101000
26	220592	12/30/19 Roll Shop Towels	5.38		32417	5210 430500	200	101000
27	220601	12/30/19 Dowel/PVC/Adaptor/Nipple	31.04		32417	5210 430500	200	101000
28	219635	12/16/19 Hose	29.98		32417	5210 430500	200	101000
29	218862	12/04/19 Sledge Hammer Handle	17.99*		32417	5410 430840	200	101000
30	219333	12/11/19 Bi Hole Saw	17.99*		32417	1000 430200	200	101000
31	219679	12/16/19 5/16x1-3/8x3-3/4 U	5.58*		32417	1000 430200	200	101000
32	219786	12/18/19 Zirco F Dis	39.56*		32418	1000 430200	200	101000
33	218577	12/01/19 Diag Cut Plier 7"	17.99*		32418	5410 430840	200	101000
190595		00359 BLACK MOUNTAIN SOFTWARE	56.00					
1	25279	01/08/20 5 Months Maintenance BDS Inter	18.67			5210 430570	300	101000
2	25279	01/08/20 5 Months Maintenance BDS Inter	18.67			5310 430670	300	101000
3	25279	01/08/20 5 Months Maintenance BDS Inter	18.66			5410 430870	300	101000
190596		00088 CARQUEST AUTO PARTS	8.99					
1	2567302358	11/07/19 RFD-Fitting	8.99*		32317	1000 420401	200	101000
190597		26521S 00144 POSTMASTER	20.00					
1	12/20/19	Balance Owing Permit #1	3.33			5210 430570	310	101000
2	12/20/19	Balance Owing Permit #1	3.33			5310 430670	310	101000
3	12/20/19	Balance Owing Permit #1	3.34			5410 430870	310	101000
4	12/20/19	Balance Owing Permit #101	3.33			5210 430570	310	101000
5	12/20/19	Balance Owing Permit #101	3.33			5310 430670	310	101000
6	12/20/19	Balance Owing Permit #101	3.34			5410 430870	310	101000
190598		00041 SHELBY PROMOTER	74.00					
1	SL200301	01/15/20 HCH Preservation Project Ad	26.00			1000 411200	300	101000
2	SL200503	01/29/20 Community Development Needs	48.00			1000 411050	300	101000
190599		02518 ABC SEAMLESS CENTRAL MONTANA	1,195.00					
1	ABC19-195	10/29/19 Install K-5 Steel Gutters 8	298.75*		32421	1000 430200	300	101000
2	ABC19-195	10/29/19 Install K-5 Steel Gutters 8	298.75		32421	5210 430500	300	101000
3	ABC19-195	10/29/19 Install K-5 Steel Gutters 8	298.75		32421	5310 430600	300	101000
4	ABC19-195	10/29/19 Install K-5 Steel Gutters 8	298.75		32421	5410 430830	300	101000

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190600		01306 GRAINGER	74.80					
1	9398575580	01/02/20 (2)Charts	74.80		32423	5210 430500	200	101000
190601	-98532E	00164 MONTANA RURAL WATER SYSTEMS INC	381.10					
	March 25-27, 2020	- Great Falls						
1	01/13/20	MT Rural Water Conf-Correa	190.55		32424	5210 430500	370	101000
2	01/13/20	MT Rural Water Conf-Roark	190.55		32424	5310 430600	370	101000
190602		01924 MCALLISTER, SHANNON	3,335.45					
1	01/16/20	TBID-Mats for Middle School	3,335.45			7199 212500		101000
190603	26523S	02508 STOKKE CONCRETE CUTTING INC	11,000.00					
		Council Approved 10/11/19						
1	6451	11/11/19 Final-Pool Gutter Removal	11,000.00			2600 460400	900	101000
190604	-98531E	01552 HOME DEPOT	401.94					
1	W945324133	01/14/20 (6)Rubber Nose Stair Tread	401.94*		31029	1000 460442	200	101000
190605	-98530E	01230 ALBERTSONS	55.63					
1	01/20/20	Chamber After Hours Snacks	55.63*			1000 460442	200	101000
190606		01752 NORTHTOWN DRUG	202.96					
1	57009	01/21/20 (4)HP 61 XL Ink Cartridges	202.96		31030	1000 420500	200	101000
190607		00164 MONTANA RURAL WATER SYSTEMS INC	291.55					
1	185	01/15/20 2020 Membership Dues	145.77			5210 430500	300	101000
2	185	01/15/20 2020 Membership Dues	145.78			5310 430600	300	101000
190608		999998 LORETTE MARIE CARTER	101.20					
		Sweetgrass Development - Great Falls, MT						
1	01/23/20	Mileage-Carter	101.20*			1000 411050	370	101000
190609		01866 SHELBY PAINT AND HARDWARE	29.98					
1	13903	01/14/20 CFD-Ext Cord	13.99*		32318	1000 420400	200	101000
2	13906	01/14/20 CFD-Dead Latch	15.99*		32318	1000 420400	200	101000
190610		02491 THE HOME DEPOT PRO	153.05					
1	530863133	01/15/20 Bleach	29.94*		31599	1000 460442	200	101000
2	530961507	01/15/20 Virex/Toilet Bowl Cleaner	123.11*		31598	1000 460442	200	101000

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190611		02335 CINTAS CORPORATION	158.65					
1	5015785489	01/23/20 Restock Medicine Cabinet	19.13		32045	1000 410550	200	101000
2	5015785489	01/23/20 Restock Medicine Cabinet	19.13		32045	5210 430570	200	101000
3	5015785489	01/23/20 Restock Medicine Cabinet	19.14		32045	5310 430670	200	101000
4	5015785489	01/23/20 Restock Medicine Cabinet	19.13		32045	5410 430870	200	101000
5	5015785488	01/23/20 Restock Medicine Cabinet-S	82.12*		32440	1000 430200	200	101000
190612		00535 ED BOLAND CONSTRUCTION INC	93,320.07					
1	2	01/20/20 Wellfield Improvements App #2	93,320.07			5210 430501	950 2285	101000
190613		00001 DEPARTMENT OF REVENUE	942.63					
1	2	01/20/20 App #2 Ed Boland Construction	942.63			5210 430501	950 2285	101000
190614		02045 NAPA AUTO PARTS	816.86					
1	128059	01/28/20 Power Steering Fluid	4.65		32446	5410 430830	200	101000
2	128056	01/28/20 Power Steering Fluid	23.25		32446	5410 430830	200	101000
3	127838	01/23/20 Filter	124.98*		32446	1000 430200	200	101000
4	127135	01/09/20 Filters	50.61*		32446	1000 430200	200	101000
5	128039	01/28/20 Filter	32.01		32446	5410 430830	200	101000
6	128038	01/28/20 Belt	21.82*		32446	1000 430200	200	101000
7	127910	01/24/20 Gasket	5.44*		32446	1000 430200	200	101000
8	127479	01/15/20 RETURN-Filters	-17.39*		32446	1000 430200	200	101000
9	127393	01/14/20 Hose/Adapter	117.94*		32446	1000 430200	200	101000
10	128001	01/27/20 Manual Transfer P	56.97*		32446	1000 430200	200	101000
11	127463	01/15/20 Sockets/Extensions/Pry Bar/Hex	233.50*		32446	1000 430200	200	101000
12	126826	01/02/20 Adapters	2.82*		32446	1000 430200	200	101000
13	128012	01/27/20 Belt	21.82*		32446	1000 430200	200	101000
14	127942	01/24/20 Air Hose	8.66*		32447	1000 430200	200	101000
15	128011	01/27/20 Filter	10.51		32447	5410 430830	200	101000
16	128104	01/29/20 Filter	32.01*		32447	1000 430200	200	101000
17	126515	12/23/19 Filter/Dex Cool/Paint Marker	87.26*		32447	1000 430200	200	101000
190615		00088 CARQUEST AUTO PARTS	81.19					
1	2567303493	12/11/19 Coupling/Grommet/Tubing/Sw	81.19*		32448	1000 430200	200	101000
190616		01321 GLACIER MOTOR SALES & SERVICE	86.00					
1	114007	01/24/20 Htr Hose	66.58*		32431	5410 430840	200	101000
2	114047	01/28/20 Clutch Spring	19.42*		32443	5410 430840	200	101000

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190617	02473 JONAS SPRINKLERS & FERTILIZER	1,139.90						
1	01/29/20 PrePay Select Champions Park	550.65		32444	1000 460430	300	101000	
2	01/29/20 PrePay Select Meadowlark Park	589.25		32444	1000 460430	300	101000	
190618	02069 NATIONAL LAUNDRY CO	105.81						
1	51623 01/22/20 Red Shop Towels	105.81*		32442	1000 430200	300	101000	
190619	00676 UTILITY SPECIALTIES INC	257.13						
1	7143 01/21/20 (3)Bike Lane Signs	257.13*		32439	1000 430200	200	101000	
190620	01862 KENCO SECURITY AND TECHNOLOGY	30.00						
1	1981675 02/01/20 Access Control 2/1/20-4/30/20	30.00*		32438	5410 43084C	300	101000	
190621	01780 MONTANA BROOM & BRUSH	328.66						
1	1405839 01/22/20 Toilet Paper	48.76*		32436	1000 430200	200	101000	
2	1404584 01/15/20 Purell/Brite Bowl/Bleach/Line	279.90*		32436	1000 430200	200	101000	
190622	01713 FRONTLINE AG SOLUTIONS LLC	265.66						
1	710508 01/20/20 Install Rotary Switch(Mower)	265.66		32435	1000 460430	300	101000	
190623	01863 PURE BLISS CYCLE INC	395.35						
1	41506 01/17/20 Gasket/Assy(4-Wheeler)	395.35*		32434	1000 430200	200	101000	
190624	02508 STOKKE CONCRETE CUTTING INC	1,320.00						
1	6494 01/22/20 Cut Opening for New Gutter	660.00		32430	1000 460445	900	101000	
2	6494 01/22/20 Cut Opening for New Gutter	660.00		32430	2600 460400	900	101000	
190625	00034 NORMONT EQUIPMENT CO	151.65						
1	21782 01/22/20 (3)Stop Signs	151.65*		32429	1000 430200	200	101000	
190626	999998 LUIS M CORREA	41.45						
1	01/07/20 CDL Reimbursement-Correa	41.45*			1000 430200	300	101000	
190627	00039 PETTY CASHIER	352.34						
1	2873 01/16/20 TC Treasurer 2012 Chevy Plate	25.75			5210 430500	300	101000	
2	2873 01/16/20 TC Treasurer 2012 Chevy Plate	25.75			5310 430600	300	101000	
3	2874 01/22/20 TC C&R 1/20 Legal Filings	7.00			1000 410550	300	101000	
4	2874 01/22/20 TC C&R 1/20 Legal Filings	7.00			5210 430570	300	101000	
5	2874 01/22/20 TC C&R 1/20 Legal Filings	7.00			5310 430670	300	101000	
6	2874 01/22/20 TC C&R 1/20 Legal Filings	7.00			5410 430870	300	101000	
7	2875 01/28/20 TC Treasurer 05 Freightliner	30.90			5410 430830	300	101000	
8	2876 01/27/20 Jessi Latray-Tide Detergent	41.94*			1000 460442	200	101000	
9	2877 01/30/20 TC Treasurer Specialty Plates	200.00			7427 411850	800	101000	

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190628		02339 GREATLAND CRANE INSPECTION INC	850.00					
		Annual Lift Inspections						
1	1478	01/29/20 Automotive Lift/Overhead Crane	212.50*		32449	1000 430200	300	101000
2	1478	01/29/20 Automotive Lift/Overhead Crane	212.50		32449	5210 430500	300	101000
3	1478	01/29/20 Automotive Lift/Overhead Crane	212.50		32449	5310 430600	300	101000
4	1478	01/29/20 Automotive Lift/Overhead Crane	212.50		32449	5410 430830	300	101000
190629		02510 HERBERT, STEVEN J	2,144.00					
1	10010	01/29/20 Service Treadmills	2,144.00			1000 460442	300	101000
190630		02334 BEN TAYLOR INC.	1,536.15					
1	678515	01/28/20 5W-30/15-40 ECT	512.05*		32428	1000 430200	200	101000
2	678515	01/28/20 5W-30/15-40 ECT	512.05		32428	5210 430500	200	101000
3	678515	01/28/20 5W-30/15-40 ECT	512.05		32428	5310 430600	200	101000
# of Claims 66			Total: 349,277.40					
Total Electronic Claims			136,505.70	Total Non-Electronic Claims		212771.70		

01/30/20
10:18:28

CITY OF SHELBY
Fund Summary for Claims
For the Accounting Period: 1/20

Page: 12 of 12
Report ID: AP110

Fund/Account	Amount
1000 GENERAL	
101000 Cash-Operating	\$64,588.15
2310 TAX INCREMENT FINANCING DISTRICT (TIFD)	
101000 Cash-Operating	\$62,075.00
2400 STREET LIGHTING DISTRICT NO. 35	
101000 Cash-Operating	\$3,873.66
2600 PARK MAINTENANCE DISTRICT #1	
101000 Cash-Operating	\$11,660.00
2936 WILLIAMSON BLDG RENOVATIONS	
101000 Cash-Operating	\$1,297.98
5210 WATER UTILITY	
101000 Cash-Operating	\$110,078.65
102210 Cash-Revenue Bond Sinking & Interest	\$31,554.00
5310 SEWER UTILITY	
101000 Cash-Operating	\$10,525.14
102210 Cash-Revenue Bond Sinking & Interest	\$40,212.00
5410 SOLID WASTE UTILITY	
101000 Cash-Operating	\$9,877.37
7199 TOURISM BUSINESS IMPROVEMENT DIST (TBID)	
101000 Cash-Operating	\$3,335.45
7427 SPECIALTY LICENSE PLATES (SHELBY)	
101000 Cash-Operating	\$200.00
Total:	\$349,277.40

Building Inspector Report December 2019

12/31/2020

Permit	Date	Zone	Name	Addition	Block	Lot	Address	Permit For	Evaluation	FEE
4400	12/30/2019	CB2	Jabez & Brooke Rogers	Court	1	1&2	108 2nd St S	15'x16' sunroom	12,000.00	210.00
1 Permits issued this Month									\$ 12,000.00	\$ 210.00
									Job Evaluation Totals	TOTALS

FISCAL YTD TOTALS	
Number of Permits	12
Permit Fees	\$ 7,959.00
Total Job Values	\$ 1,076,500.00

MINUTES OF THE PARK & RECREATION COMMITTEE

January 27, 2020

In attendance: Gary McDermott, Lyle Kimmet, Jade Goroski, Luis Correa, Jason Gray, Jessi LaTray and Lorette Carter reporting. Guests were Kristen Russell and Rowan Russell.

Civic Center Facility Manager Report:

Jessi La Tray reported our weekend attendant – Michele White has been doing a great job. Many families are enjoying the Civic Center on Saturdays. The Saturday hours are 1:00 to 6:00 pm.

Classes are going great! There are 4 youth racquetball classes led by Joe Larsen, instructor. Noon fitness classes have 2-4 regular attendees. Step classes are going well with an average of 4-5 attendees. Tai Chi averages about 8 participants weekly and the High Fit aerobics class has had a great response with evening classes averaging about 20. Jessi is working with Shelby schools to see if there are students who would like community service to watch the kids that attend with their families.

Jessi and a community volunteer are painting the teen room bright colors. They should be finished soon. The teen room now has a new hoop shoot game kids have been enjoying. Jessi will have a work day February 13th with 5 adult helpers doing cleaning and painting projects.

Chamber After Hours had 20 attendees who toured the facility. From that, 2 new families have purchased passes. A doctor at Marias Health Care has asked for class schedules to hand out to patients to encourage use of the facility.

Jessi will contact Orkin on the schedule for Civic Center work.

Jessi reported the door system has had some glitches. The Keri system is no longer supported by the company as they have gone to a new system.

Steve Herbert has serviced the treadmills. The 4 machines need new walking belts which cost \$345.00 each. These new belts will give the treadmills another 30,000 miles of life.

Jessi is working with Barbie Alvestad of Big Sky Creative Works on the signage for the facility.

In other Civic Center maintenance, Rob Tasker has reinforced the flooring below the spinning room. He has started replacing the floor tiles upstairs of the racquetball courts and replaced the lighting covers. He will replace stair treads and paint the walls in this area. He also has scheduled bathroom counter/sink replacements in both restrooms. The plan is to create a work list that can be prioritized as a 1-year; 3-year; 5-year plan.

A letter to area church youth groups was sent out in early December to invite youth groups to a fun night. The first youth night is Wednesday, January 29th.

One new idea for the facility is to install a bouldering wall in one of the racquetball courts. Jessi is looking into costs.

Kristen Russell thanked Jessi for the ease and fun they had in hosting a birthday party in the facility.

Eric asked about an electronic payment system for the Civic Center. Jessi and Jade continue research on a method to accept cards.

City Facilities:

Swimming Pool: Luis reported the original gutters have been removed from the pool and the new gutters are starting to be installed. The new gutter system has safety grates to further protect little swimmers. Once installed the City crew will grout the system in; prep and paint the pool for the summer season. The air exchange system is also being installed and plans are to repair the ceiling in the observation area. We are also looking at new windows for the south wall. Kristen, swim team representative reported the swim team had a great 2019 season and the pool was in great condition. They will have their Federation meeting in March when the swim schedule is set. They will be looking for a new head coach.

Roadrunner Recreation Trail: Luis reported the trail does get plowed/swept on a regular basis when the crew completes snow removal within the community. They have also spread some ice melt to address icy patches on the trail. Kristen thanked the City for the winter maintenance as she and many others enjoy the trail all through the year.

Lake Shel-oole: Lorette reported the City did receive partial funding from the MT Office of Tourism for a new welcome sign at the Lake Shel-oole Campground and Baseball Complex. Work will begin in ordering signs as soon as the contract agreement is signed. Construction will take place in early spring.

Lorette also reported on the MT FWP Kids Fishing Day at Lake Shel-oole January 21-22nd. Over 200 elementary students from Power, Choteau, Fairfield & Greenfield schools enjoyed ice fishing with many catching as many as 10 perch.

The Community Pond Grant for a dock for Lake Shel-oole is ready for submission. The City is applying for the cost of the dock ~ \$12,500.00 with the City providing match in prepping and graveling the parking lot and road down to the lake and pouring a concrete pad to provide easier access to the new dock for those of limited mobility.

Tree Board:

Lorette reported Arbor Day and Urban Forestry Development funding has been awarded for tree replacement at the Swimming Pool/Splash Park complex and Fire Hall. Luis suggested we bid larger caliper trees in the hopes of better tree survival.

Other Business

Upcoming Civic Center: Blood Draw ~ February 6

The Shelby All School Reunion will be July 10-12th. Lorette is in contact with MDT and United Materials to ensure Main Street will be open as several mil/fill and sidewalk projects are planned for this summer in Shelby. Lorette will also reach out to Helena Sand & Gravel to ensure Front Street work is complete by that time.

The group also discussed the opportunity to provide City employees paid volunteer time in which to give blood, coach sports teams, help in the school system, etc. This will be a Council discussion.

CIVIC CENTER CLASS SCHEDULE!!

MONDAYS:

*12PM HIIT WORKOUT & WEIGHT ROOM CLASS WITH **DARCY WHITE**

*4PM-5PM YOUTH RACQUETBALL LESSONS WITH **Joe Larson**

*4PM-6PM **ROLLER SKATING**

TUESDAYS:

*5:15AM HIGH FITNESS AEROBICS WITH **ARIEL WEISHAAR**

*12PM HIIT WORKOUT & WEIGHT ROOM CLASS WITH **DARCY WHITE**

*5:15PM TAI CHI CLASS WITH **BARBARA SCHIFFENER**

*5:30PM STEP CLASS WITH **TRESSA KELLER**

WEDNESDAYS:

*10AM TAI CHI CLASS WITH **BARBARA SCHIFFENER**

*12PM HIIT WORKOUT & WEIGHT ROOM CLASS WITH **DARCY WHITE**

THURSDAYS:

*5:30AM STEP CLASS WITH **TRESSA KELLER**

*12PM HIIT WORKOUT & WEIGHT ROOM CLASS WITH **DARCY WHITE**

*5:30PM HIGH FITNESS AEROBICS WITH **BROOKE WEISHAAR**



Added Section 7-10-2 (B)(2) excepting the use of cell phones for first responders in some instances that are not routine. I met with Sheriff Whitt and she gave me some examples when first responders (which includes law enforcement) need to use cell phones during a call for service. Routine calls such as a call from me to a deputy with a question on an ongoing investigation or set up a meeting still require pulling over or hands free.

ORDINANCE NO. 840

AN ORDINANCE OF THE CITY OF SHELBY, PROVIDING THAT THE SHELBY, MONTANA CITY CODE BE AMENDED BY ADDING TITLE 7, CHAPTER 10 "USE OF ELECTRONIC COMMUNICATIONS DEVICES WHILE OPERATING A MOTOR VEHICLE"

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHELBY, MONTANA that a new Title, 7, Chapter 10 the Shelby, Montana City Code be added to MOTOR VEHICLES AND TRAFFIC, titled "USE OF ELECTRONIC COMMUNICATIONS DEVICES WHILE OPERATING A MOTOR VEHICLE".

7-10-1: DEFINITIONS. As used in this chapter, the following words and terms shall have the meanings ascribed to them in this section, unless the context requires otherwise:

A. "Hand held electronic communications device" includes wireless or cellular phones, PDAs, Blackberries, smart phones, laptop and notebook computers utilizing VOIP (Voice over internet protocol) technology, wireless and cellular phones utilizing push-to-talk technology, GPS systems, navigational systems, and any other mobile communication device that uses short-wave analog or digital radio transmissions between the device and a transmitter to permit wireless communications to and from the user of the device.

B. "Immediate physical possession" means touching the handheld electronic communications device, or physically holding the device in one's hand or up to one's ear. Simply having the electronic communications device on one's person or in a motor vehicle does not constitute immediate physical possession.

C. "Hands free device" is an external device that connects to a wireless telephone, wireless communications device or electronic communications device that allows use of the device without touching the telephone or wireless or electronic communications device with one's hands, and includes voice activated technologies that can be utilized without touching the device.

7-10-2: HANDHELD ELECTRONIC COMMUNICATIONS DEVICE USE WHILE DRIVING PROHIBITED

A. Unless excepted in this Section, it shall be unlawful for a person to use a handheld electronic communications device while operating a motor vehicle, motorcycle, quadricycle, or a bicycle on a public highway within the city limits of Shelby.

B. Exceptions:

1. This Section shall not apply to any person reporting a health, fire, safety, or law enforcement emergency to 911.

2. This Section shall not apply to law enforcement and other first responders responding to a call for service when the use of two-way radios is not practical.
3. This Section shall not apply to a driver using a two-way radio within the scope of his or her official duties with governmental fire agencies, ambulance services, law enforcement agencies, emergency responders
4. This Section shall not apply to passengers in a motor vehicle.
5. This Section shall not apply to drivers using a handheld electronic communications device while maintaining a motor vehicle in a stationary position, not in gear, while in a parking lane or space out of moving traffic lanes.
6. This Section shall not apply to persons using a hands free device. Use of a handsfree device is permitted while operating a motor vehicle provided the driver does not touch the wireless telephone or wireless electronic communications device with one's hands while operating a motor vehicle.
7. This Section shall not apply to drivers using two-way radios while in the performance and scope of their work-related duties.

7-10-3: EFFECTIVE DATE. This ordinance shall be effective _____.

7-10-4: SEVERABILITY: If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions of this ordinance which may be given effect without the invalid provisions or application, and, to this end, the provisions of this ordinance are declared to be severable.

7-10-5: PENALTY. Incarceration shall not be a penalty for a violation of this Ordinance. A person convicted of a violation of this Ordinance shall be fined as follows:

- A. The penalty for a first offense is \$50.
- B. The minimum penalty for a second offense is \$100.
- C. The penalty for third and subsequent offenses is a fine of not less than \$200 or more than \$500.

READ AND PROVISIONALLY ADOPTED by the City Council of the City of Shelby, Montana on the first reading on the _____, and finally adopted by the City Council of the City of Shelby, Montana on second reading and approved by the mayor, on the _____.

GARY McDERMOTT, MAYOR

ATTEST:

JADE GOROSKI, FINANCE OFFICER

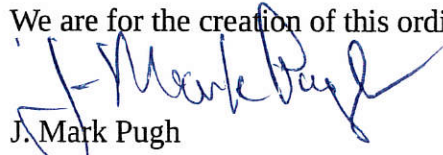
Mark & Debbie Pugh
Box 1001
Shelby, MT 59474

January 21, 2020

Dear Shelby City Council,

Responding to requests for public input on the proposed cell phone use ordinance, we approve the adoption of such an ordinance. We are of the opinion that this is a public safety issue and not an individual's rights issue.

We are for the creation of this ordinance.



J. Mark Pugh

Debbie Pugh



RESPONDENTS: 30 of 30

SAVE AS

QUESTION SUMMARIES

INSIGHTS AND DATA TRENDS

INDIVIDUAL RESPONSES

Page 1

Q1

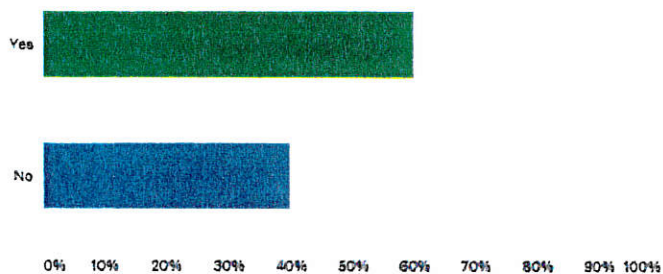


Customize

Save as

Do you think a hands-free cell phone use ordinance should be implemented in Shelby?

Answered: 30 Skipped: 0



ANSWER CHOICES

- Yes
- No

TOTAL

RESPONSES

60.00%
40.00%

18
12
30

Q2

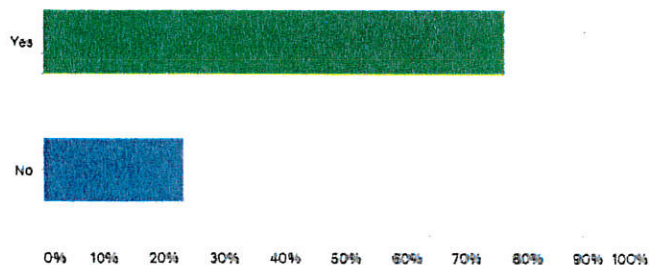


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A fine of \$50 has been discussed for the first offense, and \$100 for the second offense. Would these fines be an incentive to make you follow the ordinance? If you answer "No", please list other consequences that might make you follow the law.

Answered: 30 Skipped: 0



ANSWER CHOICES

- Yes
- No

TOTAL

RESPONSES

76.67%
23.33%

23
7
30

If a fine would not make you follow the law, what consequences might?

Answered: 15 Skipped: 15

A fine would work for me!

1/21/2020 10:15 AMAdd tags –

Why would you do this law no one will follow anyways

1/21/2020 10:15 AMAdd tags –

Jail time

1/21/2020 10:15 AMAdd tags –

idk

1/21/2020 10:10 AMAdd tags –

N/A

1/17/2020 12:42 PMAdd tags –

I think that a fine is incentive enough

1/17/2020 12:42 PMAdd tags –

how are you going to regulate something that is so hard catch

1/17/2020 10:14 AMAdd tags –

revoking license for a small period of time

1/17/2020 10:00 AMAdd tags –

the fine should be like \$25 and \$50 for the second offense.

1/17/2020 9:57 AMAdd tags –

make the fine 100 dollen

1/17/2020 9:57 AMAdd tags –

100 for first offence 200 for second offence three days detainment for third offence

1/17/2020 9:56 AMAdd tags –

Drivers license suspended

1/17/2020 9:54 AMAdd tags –

I don't know

1/16/2020 9:54 AMAdd tags –

Fines would make me follow the law

1/16/2020 9:44 AMAdd tags –

Double the fine each time, and in bad cases, some jail time could be in order.

1/16/2020 8:22 AMAdd tags –

Q4

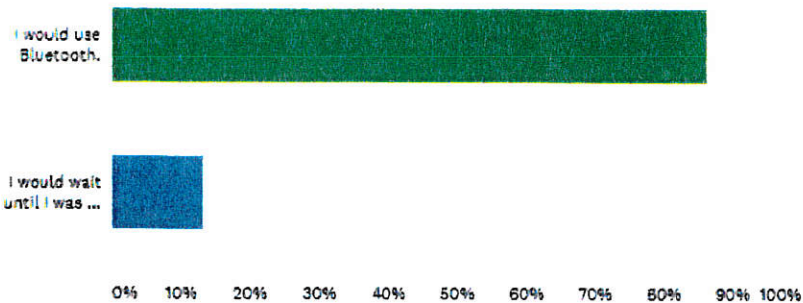


Customize

Save as ▾

If the ordinance was passed, and you decided to follow the law, would you still use hands-free (Bluetooth) calling, or would you wait until you got out of city limits to make your call?

Answered: 30 Skipped: 0



ANSWER CHOICES

- ▼ I would use Bluetooth.
- ▼ I would wait until I was out of city limits.

TOTAL

▼ RESPONSES

86.67% 26

13.33% 4

30



Q5

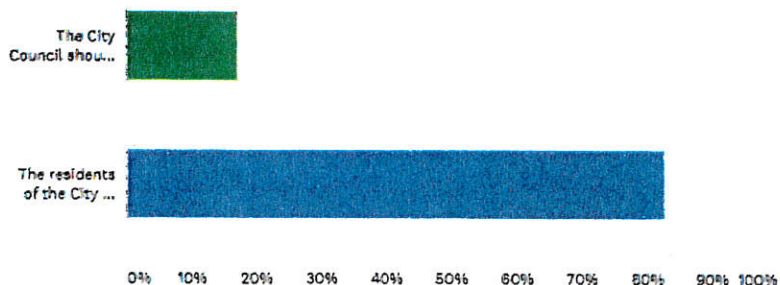


Customize

Save as ▾

The council has also considered putting the vote out on a ballot for the city's residents to vote on. Would you rather have the council make the decision, or have the city's residents make the decision?

Answered: 29 Skipped: 1



ANSWER CHOICES

- ▼ The City Council should vote on the ordinance
- ▼ The residents of the City of Shelby should vote on the ordinance

TOTAL

▼ RESPONSES

17.24% 5

82.76% 24

29



I believe a hands-free ordinance should be implemented in shelby because it will improve driver safety and reduce crashes in shelby along with the state.

1/21/2020 10:16 AMAdd tags –

I believe a hands-free ordinance should be implemented because it would really help people be more safe when they are driving and for the people around them too!

1/21/2020 10:15 AMAdd tags –

I don't believe a hands-free ordinance should be implemented In Shelby because no one will ever fallow that law it's pointless it will not change a single thing.

1/21/2020 10:15 AMAdd tags –

I don't believe a hands-free ordinance should be implemented in Shelby because it is such a small town that the only reason it should be passed is if the speeds were bumped up.

1/21/2020 10:15 AMAdd tags –

I believe a hands-free ordinance should be implemented in Shelby because it promotes a safe community.

1/21/2020 10:13 AMAdd tags –

idk

1/21/2020 10:10 AMAdd tags –

I believe a hands-free ordinance should be implemented in Shelby because drivers/pedestrian safety is something that concerns everyone. Having it only legal to use bluetooth would be better for the community and would limit the amount of distracted drivers on the road.

1/17/2020 12:42 PMAdd tags –

I believe a hands-free ordinance should be implemented but I also believe that the only problem with the ordinance is that probably not a lot of people would follow.

1/17/2020 12:42 PMAdd tags –

I don't believe we should implement a hands-free ordinance because mostly the people that are on their phone that I see are cops. I think we should continue to let people make decisions for themselves.

1/17/2020 12:41 PMAdd tags –

I do not believe a hands-free ordinance should be implemented in shelby because students who do use their phone while driving will still do it but will just make it less noticable. This will also caused them to be more focused on hiding their phone instead of paying attention to whats around them. While I do not think it is a good idea to drive and use your phone, I don't think it will be very effective.

1/17/2020 10:20 AMAdd tags –

i believe that this idea is not very thought out since it would be extremely difficult to actually enforce

1/17/2020 10:14 AMAdd tags –

I don't believe a hands-free ordinance should be implemented in Shelby because it would cause kids to be more secretive and I don't believe this will stop them.

1/17/2020 10:07 AMAdd tags –

I believe there should be because texting while driving is unsafe.

1/17/2020 10:06 AMAdd tags –

I don't believe that hands free ordinance should be implemented because it wouldn't work. the cops wouldn't be able to keep up with the amount of people on there phones.

1/17/2020 10:05 AMAdd tags –

I believe that text and driving is a peoblem, but not in Shelby Montana.

1/17/2020 9:57 AMAdd tags –

I believe it would help new dived and they would be loss die buy text and call in the state of Mt

1/17/2020 9:57 AMAdd tags –

I believe a hands-free ordinance should be implemented in Shelby because it will make the streets safer for people.

1/17/2020 9:56 AMAdd tags –

I believe strict any cell phone use in city limits should receive harsh punishment for endangering pedestrians.

1/17/2020 9:56 AMAdd tags –

I believe a hands-free ordinance should be implemented in Shelby because it would help people pay attention to what they are doing.

1/17/2020 9:54 AMAdd tags –

I believe a hands-free ordinance should not be implemented in Shelby because it just gives people more reason to try to be secretive with their phones, causing even more of a distraction. Kids and some adults will not want to change their ways. Some people do not always have bluetooth in their cars and need to make phone calls while driving. I would like to see the statistics on how many incidents have been caused in Shelby due to cell phone use because I do not think it has been that big of an issue.

1/17/2020 9:34 AMAdd tags –

I believe a hands-free ordinance should be implemented in Shelby because people should not drive while distracted.

1/16/2020 9:54 AMAdd tags –

I believe a hands-free ordinance should be implemented in Shelby because some people abuse this power, and coming home from school, you can see people swerving on the road while texting. Kids walk around a lot, and some of the younger ones may wander off the sidewalk. Doesn't help that they peed as well.

1/16/2020 9:49 AMAdd tags –

I believe a hands free ordinance should be implemented in Shelby because I see a lot of people on their phones and after the videos we watched in droves Ed it makes me angry to see people texting and driving or being in their phone in general

1/16/2020 9:44 AMAdd tags –

I feel that this would be a great thing for Shelby, as this will help to make the streets safer for drivers, passengers, and pedestrians alike.

1/16/2020 8:22 AM

City and Statewide Crash Data (2009 - 2018)

Crash Description ----->

Careless/Inattentive/Distracted Driver Involved

City ----->

Shelby

Data retrieved

June 25, 2019

MDT Crash Database is a dynamic system. Crash data is continually reviewed and updated. Data values may be different than previous publications.

Injury Severity	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Fatality	0	0	0	0	0	0	0	0	0	0
Serious Injury	0	0	0	1	0	1	1	0	2	0
Other Injury	1	0	4	7	0	2	2	2	2	0
No Injury	3	0	22	19	16	18	28	16	15	33
Unknown/Other	0	0	6	1	5	4	5	3	3	6
Total	4	0	32	28	21	25	36	21	22	39

#people injured

Crash Severity	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Fatal Crash	0	0	0	0	0	0	0	0	0	0
Serious Injury Crash	0	0	0	1	0	1	1	0	2	0
Other Injury Crash	1	0	2	4	0	2	2	2	1	0
No Injury Crash	0	0	5	8	15	12	18	9	10	15
Unknown/Other Crash	0	0	2	0	0	1	0	0	1	1
Total	1	0	9	13	15	16	21	11	14	16

#Crashes

County and Statewide Crash Data (2009 - 2018)

Crash Description ----->

Careless/Inattentive/Distracted Driver Involved

County ----->

Toole

Data retrieved

June 25, 2019

MDT Crash Database is a dynamic system. Crash data is periodically updated with new, revised, or additional information. Data values may vary from previous publications.

Injury Severity	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Fatality	0	0	0	0	2	0	1	1	0	0
Serious Injury	0	0	6	1	5	3	1	1	3	1
Other Injury	2	4	39	10	10	13	11	10	5	9
No Injury	8	7	29	31	40	34	39	21	19	44
Unknown/Other	1	0	7	2	5	4	6	3	3	6
Total	11	11	81	44	62	54	58	36	30	60

#people injured

Crash Severity	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Fatal Crash	0	0	0	0	2	0	1	1	0	0
Serious Injury Crash	0	0	2	1	2	3	1	1	3	1
Other Injury Crash	2	4	4	6	6	5	7	7	3	6
No Injury Crash	5	3	10	14	22	17	24	12	14	21
Unknown/Other Crash	0	0	2	1	0	1	0	0	1	1
Total	7	7	18	22	32	26	33	21	21	29

#Crashes

2017 YRBS Toole County

Date Printed:

6/6/2017

CAUTION! Please use this information carefully. Depending on sample size and procedures, the information contained in this report may or may not be representative of the entire student enrollment for the school.

<https://reportsprd.opi.mt.gov:1443/ReportServer/rptBasicDistributionFrequencyReportCounty> Page 2

Q-11. During the past 30 days, how many times did you drive a car or other vehicle when you had been drinking alcohol?

A. I did not drive a car or other vehicle during the past 30 days 19 15.97%

B. 0 times 98 82.35%

C. 1 time 0 0.00%

D. 2 or 3 times 1 0.84%

E. 4 or 5 times 0 0.00%

F. 6 or more times 1 0.84%

TOTALS 119 100.00%

Q-12. During the past 30 days, on how many days did you text or e-mail while driving a car or other vehicle?

A. I did not drive a car or other vehicle during the past 30 days 16 13.45%

B. 0 days 38 31.93%

C. 1 or 2 days 15 12.61%

D. 3 to 5 days 12 10.08%

E. 6 to 9 days 10 8.40%

F. 10 to 19 days 9 7.56%

G. 20 to 29 days 8 6.72%

H. All 30 days 11 9.24%

TOTALS 119 100.00%

Q-13. During the past 30 days, on how many days did you talk on a cell phone while driving a car or other vehicle?

A. I did not drive a car or other vehicle during the past 30 days 17 14.41%

B. 0 days 47 39.83%

C. 1 or 2 days 18 15.25%

D. 3 to 5 days 11 9.32%

E. 6 to 9 days 14 11.86%

F. 10 to 19 days 7 5.93%

G. 20 to 29 days 2 1.69%

H. All 30 days 2 1.69%

TOTALS 118 100.00%

2019 Community Health Assessment

Table 15. Perceptions about Health Issues

	Frequency (n=140)	% Households	Projected Households	Projected %	95% CI
Distracted Driving					
Not a problem	14	12.6	278	12.1	10.8, 13.5
A problem	41	36.9	910	39.6	37.6, 41.6
A big problem	43	38.7	831	36.1	34.2, 38.1
Don't know	13	11.7	281	12.2	10.9, 13.6
Motor Vehicle Injuries					
Not a problem	52	48.2	1094	48.8	46.7, 50.9
A problem	22	20.4	429	19.1	17.6, 20.9
A big problem	2	1.9	36	1.6	1.2, 2.3
Don't know	32	29.6	684	30.5	28.6, 32.4

*in-person, door to door canvass of Toole County & several census tracts located in Shelby city limits.

Conclusion

Toole County faces a number of health challenges. Based on CASPER survey and the secondary data sources analyzed for this report, the following health issues should be prioritized for action in our community:

Access to quality healthcare including dental care for youth and services for disabled, chronically ill and elderly adults

Maximizing access to social safety net services like food stamps and Medicaid for low income and disabled residents

Safe driving including seatbelt use, reducing distracted driving and driving sober

Prenatal care access during the first trimester

Bullying and youth mental health, including suicide prevention

Addressing these health issues in a frontier county presents many challenges but also opportunities to partner in new ways to make a difference in the health of our community. We look forward to utilizing this data to foster innovative partnerships to improve the health of our community.

Sources: Toole County CASPER Survey, 2018

CITY OF SHELBY

PAYROLL EXPENSE BY DEPARTMENT - 1/2020

CITY HALL	28,981.09
ELECTED OFFICIALS (Mayor & Council)	7,778.80
PARK & RECREATION	3,155.48
PUBLIC WORKS	65,758.76
VOLUNTEERS (Animal Shelter & Firemen)	166.48
- Workers Comp expense only	
TOTAL PAYROLL EXPENSE	\$ 105,840.61

Payroll, Reports, Payroll Register, Preview, Pay Date: whole month, Select a Group: Yes, check Select by Dept box ,double click on individual department (City Hall, Elected, Park & Rec, Public Works and Volunteer), Sequence: Dept/Emp, Enter Total Payroll Expense (Gross Pay + Employer Contributions) above

NORTHERN TRANSIT INTERLOCAL NEWS

shbcdc@3rivers.net

From: David Irvin <tctransit@gmail.com>
Sent: Tuesday, January 14, 2020 12:28 PM
To: mharwood@toolecountymt.gov; 'Page Nagy'; 'Gary McDermott'; 'Cheryl Curry'; 'Gary Iverson'; 'Jacque Coolidge'; 'Joe Pehan'; 'John Shevlin'; 'Lorette Carter'; 'Tony Sitzmann'; 'Dan Raemaeker'; 'Patty Moran'; 'Wendy Judisch'; 'Ron Widhalm'; tireheart@yahoo.com; 'Sarah Converse'; jbrusven@mmcmt.org; 'Don Hartwell'; billsport406@gmail.com; 'Jade Goroski'
Cc: 'David R. Irvin'
Subject: Transit Update 2019
Importance: High

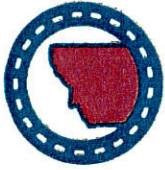
Ladies & Gentlemen,

Hope everyone is inside where it's warm or bundled up if you have to venture outdoors. I finished up the ridership numbers for the year 2019. Transit wide, we gave a record **16,123 rides**. Here are the numbers for the past few years: **2018 – 15,361, 2017 – 12,073 & 2016 – 11,293**. Over the past couple months we have been hard at work getting the advertising on a bus off the ground, and can finally say we have advertisers logo's on our bus's. We have 14 advertisers total to date that have signed contracts, and paid for the service. We have 3 spots remaining and my hope is to have them sold prior to our February quarterly Board Meeting. I hired a new driver that started for us on December 1st for mainly NTI routes. John Whitney is the name of the driver from Shelby, he rode with Randy a couple times to understand our paperwork that is required and where we go on our daily routes. He has been on his own now for over a month and is doing a really good job.

Since our last meeting I am not sure if I mentioned in a previous update, but we received all the payments Glacier County Transit is committed to for Fiscal year 2020. Also wanted to mention, in regards to the MDT audit, Eric Romero – MDT Transit Division Director & Tom Stuber met with me yesterday in my office to review the audit and gave me recommendations to better track the expenses we have with Glacier and Pondera County Transit's. Overall they are very happy with the progress we have made as a transit, and we earned a 3% overall grant increase for Fiscal Year 2021 for our growth in ridership numbers, having all maintenance records complete and indicating we serviced all transit vehicles at 100%. MDT recommends to have the oil change and service every 5,000 miles and we have a policy to have the oil changed and serviced every 4,000 miles or every 4 months, whichever comes first. We did not have any vehicle go over the 5,000 miles that MDT recommends. Eric asked me if I was willing to give a 30 minute presentation at the Spring MDT conference. He asked if I could share how we increased the steady ridership growth, the ground work it took for us to get the "Advertising on a Bus" campaign, and how we have been able to promote the transit through social media and education. To be honest, it felt really good to be asked to give the presentation. I still have a lot to learn about the transit, and my hope is to eventually reach a peak ridership, keep those passengers that use us daily, weekly, etc. happy and be able to depend on us without a doubt.

I had sent out to all of you the issues I have had with an driver employee who had another accident in our parking lot on December 10th, 2019. This was her 5 accident since I have been transit coordinator, and I recommended a disciplinary action, up to termination. MACo, our insurance company, reviewed my findings and agreed we had the documentation in order if we chose to terminate the employee. They recommended that she be served a letter of due process, which gives her 3 days to respond to the recommended disciplinary action. I delivered this to her Thursday afternoon, and gave her to Wednesday morning to give me a response. If no response is received, I will then make the decision that is necessary to protect the Transit, its passengers, & our vehicles. Certainly not an enjoyable part of my job, however it is my duty to make the best decision for the transit, and I assure you that will be done.

Like all my reports I get long winded, so again I apologize for the length of my report. Hope everyone is well! Like always, if you have questions, concerns, need documentation for anything, I will get on it and get you whatever you



VISION ZERO
zero deaths
zero serious injuries

Montana Department of Transportation

2701 Prospect
PO Box 201001
Helena MT 59620-1001

Steve Bullock, Governor
Michael T. Tooley, Director

RECEIVED
JAN 17 2020
CITY OF SHELBY

January 16, 2020

City Clerk
City of Shelby
112 1st St S
Shelby, MT 59474-1954

Subject: Bridge and Road Safety and Accountability Program (BaRSAA)/HB 473 Fuel Tax Allocation

Please be advised that this letter, date January 16th, is the current and final allocation for your local government. Disregard January 10th's letter, as there was an error in the allocation amount.

MDT is pleased to notify you of your new fuel tax allocation provided by the 2017 legislature thru the Bridge and Road Safety and Accountability Act (BaRSAA) Program (House Bill 473). The new user fee was effective on July 1, 2017.

As provided for in MCA 15-70-130, by March 1 of each year the Montana Department of Transportation (MDT) must allocate BaRSAA funds to each city, town, county and consolidated city-county government in Montana. BaRSAA program funds are in addition to the existing fuel tax distributions provided for in MCA 15-70-101 and 7-14-102(2).

BaRSAA funds are allocated in the same proportion and using the same ratios provided for in MCA 15-70-101(2)(b), (2)(c), and (3). Allocations are calculated based upon the statutory formula. Road mileage reflects each city and county's locally certified mileage received by MDT this past year and the population estimates are based on the 2018 US Census Bureau's population estimates. The allocation available for your local government to request beginning March 1 is summarized below:

Local Government	2020 BaRSAA Allocation
Shelby	\$101,597.63

Beginning March 1, 2020, local governments may request distribution of their 2020 BaRSAA allocation from MDT. Local governments must match each \$20 requested for distribution with at least \$1 of local government budgeted matching funds. Reservation requests can be made between September 1st and November 1st. Per MCA 15-70-130, an adopted resolution is required for distribution and reservation of funds; resolution templates are available on the

League of Cities and Towns' and Montana Association of Counties' websites. Distribution and reservation requests must then be made using the WebGrants online application system. This system will allow uploading of the signed resolution and for electronic entry of the information necessary for the distribution and/or reservation of funds to local governments.

Educational resources including a video Webinar and PDF instructions on how to request distribution or reservation of BaRSAA funds, transfer BaRSAA funds, make corrections in WebGrants, and completing and submitting Annual Reports can be found on MDT's website under Road and Bridge. Please note that Annual Reports are due December 31st of each year for all projects. If you have not submitted annual reports for 2018 and 2019 projects, please do so at your earliest convenience.

Additional information on the BaRSAA program is available on the MDT, Montana Association of Counties, and Montana League of Cities and Towns websites.

<https://www.mdt.mt.gov/roadbridge/>

If you have any questions or to register for the training sessions, please contact Geoff Streeter at (406)444-9131 or gstreeter@mt.gov.



Brian Andersen, Supervisor
MDT Geospatial Information Section

Copy: Lynn Zanto
 Larry Flynn
 Carol Strizich
 Linda Hicks



Shelby/Toole County Transportation Safety Committee/DUI Task Force

January 22, 2020

Toole County Tavern Association
Tom Flynn, President
Oasis Bar
111 W. Central
Shelby, MT 59474

Dear Tom and Tavern Association members,

The Shelby/Toole County Transportation Safety Committee/DUI Task Force is committed to serving the community in providing resources and looking for solutions to assist our citizens and businesses in making our community safer for all.

Sheriff Whitt and I are happy to meet with the Tavern Association at your next meeting to discuss compliance checks and server training to ensure servers/sellers are following the laws in serving alcohol.

We want our local businesses that sell and serve liquor to be profitable and at the same time, follow the law to ensure no one is seriously harmed from a mistake made by servers.

We would really like to work in partnership with our Tavern Association to assist our citizens and businesses in making our community safer for all.

We hope you will share this letter with your membership and you will reach out to us in forming a great partnership for the benefit of our community.

Sincerely,

Lorette Carter

Shelby/Toole County Safety Committee Coordinator

112 1st St. So
Shelby, MT 59474
(406) 434-5222
shbcdc@3rivers.net