

AGENDA
CITY COUNCIL MEETING
CITY OF SHELBY
February 5, 2018
7:30 P.M.

ROLL CALL OF MEMBERS

PLEDGE OF ALLEGIANCE

OPEN PUBLIC HEARING

- General Needs Assessment (Handout on Table)

APPROVAL OF MINUTES

- Regular Council Meeting, 1/16/18 (pgs 5-6)

APPEARANCE REQUESTS

- Agenda Items
- Non Agenda Items
 - Teagan Tustian – Eagle Scout Project

CLAIMS REPORT 1/31/18 (pgs 7-24)

BUILDING INSPECTOR

- Building Inspector Report, January 2018 (pg 25)

COMMITTEE REPORTS

- Minutes of Safety Committee Meeting & Employee Quarterly Meeting, 1/17/18 (pg 26)
- Minutes of Park & Rec Meeting, 1/29/18 (pgs 27-28)

CLOSE PUBLIC HEARING

CITY ATTORNEY

- Industrial Park Ground Lease with Northern Montana Rentals, LLC (pgs 29-39)
- MOU Water Line (Border Patrol to Airport) (pgs 40-41)

CITY FINANCE OFFICER

- Payroll Expense by Department - 1/2018 (pg 42)

CITY SUPERINTENDENT

- Mower Purchase (pgs 43-48)
- Sweeper Filter (pg 49)

COMMUNITY DEVELOPMENT DIRECTOR

- Program Income Plan (pgs 50-51)

OTHER MATTERS

- Carousel Rest Area of Shelby Grant (pg 52)
- Air Pack Bids (pgs 53-56)
- North Central Montana Regional Water Authority (pgs 57-64)
- Regular Council Meeting Time
- Northern Transit Interlocal (pgs 65-67)

ADJOURN

CITY COUNCIL PACKET LISTING

A. Agenda

B. Agenda Items

1. Minutes of Regular Council Meeting, 1/16/18
2. Claims Report, 1/31/18
3. Building Inspector Report, 1/31/18
4. Minutes of Safety Committee Meeting & Employee Quarterly Meeting, 1/17/18
5. Minutes of Park & Rec Committee Meeting, 1/29/18
6. Industrial Park Ground Lease with Northern Montana Rentals, LLC
7. Memorandum of Understanding Regarding Toole County/City of Shelby Airport Water Line
8. Payroll Expense by Department, 1/2018
9. Quote from Frontline Ag Solutions, LLC re: Mower Purchase
10. 1/29/18 Invoice from Titan Machinery re: Sweeper Filter
11. City of Shelby Program Income Plan
12. 1/12/18 Letter from Governor Steve Bullock re: Carousel Rest Area of Shelby Inc. re: Tourism Grant
13. 1/22/18 Letter from the Shelby Fire Department re: Air Pack Bids
14. 1/23/18 Rocky Boy's/North Central Montana Regional Water System Coordination Meeting
15. 1/26/18 Letter to Northern Transit Interlocal re: Financial Commitment

C. Correspondence

1. 2/1/18 Thank you to Marias River Electric re: Shelby Ice Rink
2. 1/18/18 Email from Andy Evenson, KLJ re: Shelby Wastewater Treatment Facility Upgrade
3. Loan Amortization Schedule - CHS TED/TIFD
4. North Central Montana Regional Water Authority Map & Design Option within Current Funding Ceiling

D. Reports

1. City of Shelby Monthly Animal Control Report, Dec 2017

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
January 16, 2018**

Mayor McDermott called the meeting to order at 7:30 p.m. Present were: Debra Clark, Lyle Kimmet, Luke Casey, Bill Moritz, Trent Tustian and Justin Aikins, Council Members; Bill Hunt, City Attorney; Jade Goroski, Finance Officer; Lorette Carter, Community Development Director; Loren Skartved, City Superintendent; and Rob Tasker, Building Inspector.

Other citizens present: Donna Whitt, JoEve Aikins, Omi Jovanovich, Diane Underdal, Harry Benjamin, Loralee Aikins, Andy Evenson, Brian Lee, Briana Tustian, Leslie Woldtvedt, Jim Yeagley, Chrissy Bauman and Brian Haight.

SHOW CAUSE HEARING

- James Jones, 528 8th Ave. South – None of the noticed parties were present.

APPROVAL OF MINUTES

MORITZ MADE A MOTION TO APPROVE THE 1/2/2018 MINUTES. SECONDED BY TUSTIAN. VOTE: AYES – CLARK, KIMMET, TUSTIAN, MORITZ, CASEY. NOES – NONE. ABSENT – NONE. ABSTAIN – NONE.

OATH OF OFFICE

Mayor McDermott swore in council member Justin Aikins
Mayor McDermott swore in council member Trent Tustian

APPEARANCE REQUESTS

Andy Evenson, KLJ engineering made an appearance to update the council on the 4th cell project and Andy estimated the project would be out for bids by the end of January or first of February. Mayor McDermott discussed a task order in regards to the City/County Airport and the process of notice and approval.

Brian Lee made an appearance in regards to a lease agreement in the Industrial Park. There was a concern in regards to paragraph #22. The draft lease will be presented at the next regularly scheduled council meeting.

COMMITTEE REPORTS

Donna Whitt – Law Enforcement Report
City County Planning Board

CITY ATTORNEY

CITY FINANCE OFFICER

- City Judge's Report, December 2017
- Bank Account Report, Budget Year to Date, Vendor Summary, Enterprise Funds, Statement of Expenditures, Revenues, Budget Variance, Cash Flow Report, Investments, Project Budgets, 12/31/2017
- City of Shelby Delinquent Taxes, 12/31/2017

CITY SUPERINTENDENT

Loren reported the crew is working on a water leak, they jetted the east end sewer lift, took the Christmas lights down and they are getting the sweeper ready for spring. The parts for the motor grader still have not arrived.

OTHER MATTERS

- Northern Montana Storage LLC Ground Lease Agreement - Will have a new draft at the next meeting.

ADJOURN

AT 9:35 P.M. MORITZ MADE A MOTION TO ADJOURN THE MEETING.
SECONDED BY MILLER. VOTE: AYES - CLARK, KIMMET, TUSTIAN, CASEY,
MORITZ, AIKINS. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.

GARY MCDERMOTT, MAYOR

ATTEST:

JADE GOROSKI, FINANCE OFFICER

02/01/18
11:18:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/18

Page: 1 of 18
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
170479			01806 ALARM SERVICE INC	35.00					
1	R 89822	01/22/18 2/18 Fire Alarm Monitoring		35.00			1000 420401	300	101000
170480			00343 ENERGY LABORATORIES INC	77.00					
1	131923	01/16/18 Lagoon Influent		77.00		31214	5310 430600	300	101000
170481			00400 UTILITIES UNDERGROUND LOCATION	29.12					
1	7125094	12/31/17 16 Locates for 12/17		29.12		31223	5210 430500	300	101000
170482			01137 AQUA TECH LABORATORY	80.00					
1	28678	01/07/18 Monthly Coliform Water Testing		80.00		31216	5210 430500	300	101000
170483			00539 YEAGLEY, JAMES H	800.00					
1	01/31/18	1/18 Planning Services		800.00			1000 411030	350	101000
170484	-98839E		01486 USDA RURAL DEVELOPMENT	1,603.00					
1	01/05/18	Fire Hall Improvement Loan		1,371.47			1000 490527	610	101000
2	01/05/18	Fire Hall Improvement Loan-Int		231.53			1000 490527	620	101000
170485			01285 HUNT, WILLIAM E JR	5,000.00					
1	01/30/18	1/18 Legal Services		1,250.00			1000 411100	350	101000
2	01/30/18	1/18 Legal Services		1,250.00			5210 430513	350	101000
3	01/30/18	1/18 Legal Services		1,250.00			5310 430613	350	101000
4	01/30/18	1/18 Legal Services		1,250.00			5410 430813	350	101000
170486			00309 PREFERRED OFFICE EQUIPMENT	518.08					
1	01/17/18	1/18 Maintenance & Copies		85.85			1000 410550	300	101000
2	01/17/18	1/18 Maintenance & Copies		0.42			1000 411050	300	101000
3	01/17/18	1/18 Maintenance & Copies		18.77			1000 460442	300	101000
4	01/17/18	1/18 Maintenance & Copies		85.85			5210 430570	300	101000
5	01/17/18	1/18 Maintenance & Copies		85.85			5310 430670	300	101000
6	01/17/18	1/18 Maintenance & Copies		85.84			5410 430870	300	101000
7	01/17/18	1/18 Maintenance & Copies		27.62			1000 410240	300	101000
8	01/17/18	1/18 Maintenance & Copies		27.62			5210 430514	300	101000
9	01/17/18	1/18 Maintenance & Copies		27.63			5310 430614	300	101000
10	01/17/18	1/18 Maintenance & Copies		27.63			5410 430814	300	101000
11	24441	01/17/18 1/18 Maintenance & Copies-Shop		11.25		31247	1000 430200	300	101000
12	24441	01/17/18 1/18 Maintenance & Copies-Shop		11.25		31247	5210 430500	300	101000
13	24441	01/17/18 1/18 Maintenance & Copies-Shop		11.25		31247	5310 430600	300	101000
14	24441	01/17/18 1/18 Maintenance & Copies-Shop		11.25		31247	5410 430840	300	101000

02/01/18
11:18:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/18

Page: 2 of 18
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
170487		01972 MELISSA LEWIS & ASSOCIATES LLC	3,000.00					
1	1	01/31/18 2/18 Consulting Services	750.00			1000 411050	350	101000
2	1	01/31/18 2/18 Consulting Services	750.00			5210 411050	350	101000
3	1	01/31/18 2/18 Consulting Services	750.00			5310 411050	350	101000
4	1	01/31/18 2/18 Consulting Services	750.00			5410 411050	350	101000
170488		00048 TOOLE COUNTY CLERK & RECORDER	52,609.31					
1		12/31/17 Animal Control-cell phone	24.51			1000 440600	344	101000
2		12/31/17 City Judge & Sec-Wages	2,280.80			1000 410360	100	101000
3		12/31/17 City Judge&Sec-Social Security	140.30			1000 410360	141	101000
4		12/31/17 City Judge & Sec-Medicare	32.81			1000 410360	142	101000
5		12/31/17 City Judge & Sec-PERS	193.19			1000 410360	143	101000
6		12/31/17 City Judge&Sec-UnemploymentIns	4.47			1000 410360	145	101000
7		12/31/17 City Judge & Sec-Worker's Comp	20.72			1000 410360	146	101000
8		12/31/17 City Judge-Health Insurance	363.50			1000 410360	147	101000
9		12/31/17 City Judge-Supplies	121.49			1000 410360	200	101000
10		12/31/17 City Judge-Phone	23.49			1000 410360	344	101000
11		12/31/17 Community Development-cell	52.26			1000 411050	344	101000
12		12/31/17 Building-cell phone	23.03			1000 420500	344	101000
13		12/31/17 Law Enforcement	34,370.00			1000 420000	300	101000
14		12/31/17 Law Enforcement	4,910.00			5210 420100	300	101000
15		12/31/17 Law Enforcement	4,910.00			5310 420100	300	101000
16		12/31/17 Law Enforcement	4,910.00			5410 420100	300	101000
17		12/31/17 Mayor-cell phone	16.36			1000 410200	344	101000
18		12/31/17 Mayor-cell phone	16.36			5210 430512	344	101000
19		12/31/17 Mayor-cell phone	16.36			5310 430612	344	101000
20		12/31/17 Mayor-cell phone	16.34			5410 430812	344	101000
21		12/31/17 Supt/Foreman/Shop On-call cell	33.04			1000 430200	344	101000
22		12/31/17 Supt/Foreman/Shop On-call cell	33.04			5210 430500	344	101000
23		12/31/17 Supt/Foreman/Shop On-call cell	33.04			5310 430600	344	101000
24		12/31/17 Supt/Foreman/Shop On-call cell	33.04			5410 430830	344	101000
25		12/31/17 Water Department-cell phone	31.16			5210 430500	344	101000
170489	-98840E	00111 FIRST STATE BANK	108.25					
1		01/03/18 Monthly Bank Service Charge	27.06			1000 410550	300	101000
2		01/03/18 Monthly Bank Service Charge	27.06			5210 430570	300	101000
3		01/03/18 Monthly Bank Service Charge	27.06			5310 430670	300	101000
4		01/03/18 Monthly Bank Service Charge	27.07			5410 430870	300	101000

02/01/18
11:18:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/18

Page: 3 of 18
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
170490		00043 SHELBY GAS ASSOCIATION	9,066.80					
1	01/25/18	1/18 Gas Bill	181.80			1000 411200	343	101000
2	01/25/18	1/18 Gas Bill	962.50			1000 420400	343	101000
3	01/25/18	1/18 Gas Bill	962.50			1000 420401	343	101000
4	01/25/18	1/18 Gas Bill	1,285.80			1000 460445	343	101000
5	01/25/18	1/18 Gas Bill	365.00			1000 460442	343	101000
6	01/25/18	1/18 Gas Bill	345.00			5410 430840	343	101000
7	01/25/18	1/18 Gas Bill	444.90			1000 430200	343	101000
8	01/25/18	1/18 Gas Bill	444.90			5210 430500	343	101000
9	01/25/18	1/18 Gas Bill	444.90			5310 430600	343	101000
10	01/25/18	1/18 Gas Bill	444.90			5410 430830	343	101000
11	01/25/18	1/18 Gas Bill	146.85			1000 411202	343	101000
12	01/25/18	1/18 Gas Bill	146.85			5210 430520	343	101000
13	01/25/18	1/18 Gas Bill	146.85			5310 430620	343	101000
14	01/25/18	1/18 Gas Bill	146.85			5410 430820	343	101000
15	01/25/18	1/18 Gas Bill	119.40			5210 430500	343	101000
16	01/25/18	1/18 Gas Bill	1,646.60			1000 460465	343	101000
17	01/25/18	1/18 Gas Bill	831.20			2936 460463	343	101000
170491		00026 MARIAS RIVER ELECTRIC COOP INC	11,985.55					
1	01/25/18	1/18 Electric Bill	105.75			1000 411200	342	101000
2	01/25/18	1/18 Electric Bill	260.52			1000 420400	342	101000
3	01/25/18	1/18 Electric Bill	260.52			1000 420401	342	101000
4	01/25/18	1/18 Electric Bill	55.05			1000 411202	342	101000
5	01/25/18	1/18 Electric Bill	55.05			5210 430520	342	101000
6	01/25/18	1/18 Electric Bill	55.05			5310 430620	342	101000
7	01/25/18	1/18 Electric Bill	55.05			5410 430820	342	101000
8	01/25/18	1/18 Electric Bill	156.51			1000 430200	342	101000
9	01/25/18	1/18 Electric Bill	156.51			5210 430500	342	101000
10	01/25/18	1/18 Electric Bill	156.51			5310 430600	342	101000
11	01/25/18	1/18 Electric Bill	156.51			5410 430830	342	101000
12	01/25/18	1/18 Electric Bill	78.46			1000 440600	342	101000
13	01/25/18	1/18 Electric Bill	78.45			1000 460430	342	101000
14	01/25/18	1/18 Electric Bill	283.80			1000 460465	342	101000
15	01/25/18	1/18 Electric Bill	32.51			1000 460439	342	101000
16	01/25/18	1/18 Electric Bill	1,213.81			1000 460442	342	101000
17	01/25/18	1/18 Electric Bill	84.45			1000 460445	342	101000
18	01/25/18	1/18 Electric Bill	3,873.66			2400 430263	342	101000
19	01/25/18	1/18 Electric Bill	3,924.01			5210 430500	342	101000
20	01/25/18	1/18 Electric Bill	546.66			5310 430600	342	101000
21	01/25/18	1/18 Electric Bill	369.51			2936 460463	342	101000
22	01/25/18	1/18 Electric Bill	27.20			5410 430840	342	101000

02/01/18
11:18:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/18

Page: 4 of 18
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
170492		01851 CT CLEANING		1,200.00					
1	01/29/18 1/18	Janitorial Service		70.00			1000 411202	390	101000
2	01/29/18 1/18	Janitorial Service		70.00			5210 430520	390	101000
3	01/29/18 1/18	Janitorial Service		70.00			5310 430620	390	101000
4	01/29/18 1/18	Janitorial Service		70.00			5410 430820	390	101000
5	01/29/18 1/18	CC Janitorial Service		800.00			1000 460442	300	101000
6	01/29/18 1/18	Williamson Bldg Service		120.00			2936 460463	300	101000
170493		01388 3 RIVERS COMMUNICATIONS INC		1,142.23					
1	01/01/18 1/18	phone bill		12.39			1000 420500	344	101000
2	01/01/18 1/18	phone bill		27.76			1000 410550	344	101000
3	01/01/18 1/18	phone bill		27.76			5210 430570	344	101000
4	01/01/18 1/18	phone bill		27.76			5310 430670	344	101000
5	01/01/18 1/18	phone bill		27.76			5410 430870	344	101000
6	01/01/18 1/18	phone bill		24.99			1000 430200	344	101000
7	01/01/18 1/18	phone bill		24.99			5210 430500	344	101000
8	01/01/18 1/18	phone bill		24.99			5310 430600	344	101000
9	01/01/18 1/18	phone bill		24.99			5410 430830	344	101000
10	01/01/18 1/18	phone bill		96.76			1000 460465	300	101000
11	01/01/18 1/18	phone bill		148.86			1000 411050	344	101000
12	01/01/18 1/18	phone bill		164.99			1000 460442	344	101000
13	01/01/18 1/18	phone bill		94.28			1000 420400	344	101000
14	01/01/18 1/18	phone bill		94.28			1000 420401	344	101000
15	01/01/18 1/18	phone bill		4.74			1000 410200	344	101000
16	01/01/18 1/18	phone bill		4.74			5210 430512	344	101000
17	01/01/18 1/18	phone bill		4.74			5310 430612	344	101000
18	01/01/18 1/18	phone bill		4.74			5410 430812	344	101000
19	01/01/18 1/18	phone bill		45.93			1000 460445	344	101000
20	01/01/18 1/18	phone bill		136.70			5310 430600	344	101000
21	01/01/18 1/18	phone bill		33.48			5210 430500	344	101000
22	01/01/18 1/18	phone bill		51.12			5210 430500	344	101000
23	01/01/18 1/18	phone bill		33.48			5210 430500	344	101000
170494		02368 OPTUM		12.75					
1	959961851 01/15/18	HSA Service Fee		3.18			1000 410550	300	101000
2	959961851 01/15/18	HSA Service Fee		3.19			5210 430570	300	101000
3	959961851 01/15/18	HSA Service Fee		3.19			5310 430670	300	101000
4	959961851 01/15/18	HSA Service Fee		3.19			5410 430870	300	101000

02/01/18
11:18:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/18

Page: 5 of 18
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
170495	24740S	00144 POSTMASTER	298.87					
1	01/24/18	1/18 UB Postage	99.62			5210 430570	310	101000
2	01/24/18	1/18 UB Postage	99.62			5310 430670	310	101000
3	01/24/18	1/18 UB Postage	99.63			5410 430870	310	101000
170496		02389 WELLS FARGO VENDOR FIN SERV	127.70					
		Serial #6507270X						
1	67969085	01/17/18 1/18 Sharp MX-350 Copier-Sho	25.54		31246	1000 430200	200	101000
2	67969085	01/17/18 1/18 Sharp MX-350 Copier-Sho	25.54		31246	5210 430500	200	101000
3	67969085	01/17/18 1/18 Sharp MX-350 Copier-Sho	25.54		31246	5310 430600	200	101000
4	67969085	01/17/18 1/18 Sharp MX-350 Copier-Sho	25.54		31246	5410 430830	200	101000
5	67969085	01/17/18 1/18 Sharp MX-350 Copier-Sho	25.54		31246	1000 420500	200	101000
170497	-98838E	01486 USDA RURAL DEVELOPMENT	93,629.00					
		Water						
1	01/02/18	Multimodal USDA RD Series 2015	25,072.00			5210 490211	610	102210
2	01/02/18	Multimodal USDA RD Series 2015	68,557.00			5210 490211	620	102210
170498	-98837E	01486 USDA RURAL DEVELOPMENT	40,212.00					
		Sewer						
1	01/02/18	Multimodal USDA RD Series 2015	10,755.00			5310 490211	610	102210
2	01/02/18	Multimodal USDA RD Series 2015	29,457.00			5310 490211	620	102210
170499		01988 FIELDSTONE OFFICE SUPPLY	413.38					
1	127710	01/02/18 Ink Cartridges/Sharpie/Planner	100.00		30829	1000 460442	200	101000
2	127750	01/09/18 Ink Cartridges	60.00		30830	1000 460442	200	101000
3	127763	01/11/18 Ink Cartridges	60.00		30831	1000 460442	200	101000
4	127811	01/23/18 (12)Clear Front Report Covers	4.72		30919	1000 410100	200	101000
5	127811	01/23/18 (12)Clear Front Report Covers	4.72		30919	5210 430511	200	101000
6	127811	01/23/18 (12)Clear Front Report Covers	4.73		30919	5310 430611	200	101000
7	127811	01/23/18 (12)Clear Front Report Covers	4.73		30919	5410 430811	200	101000
8	127821	01/24/18 (13)Clear Front Report Covers	5.12		30920	1000 410100	200	101000
9	127821	01/24/18 (13)Clear Front Report Covers	5.12		30920	5210 430511	200	101000
10	127821	01/24/18 (13)Clear Front Report Covers	5.12		30920	5310 430611	200	101000
11	127821	01/24/18 (13)Clear Front Report Covers	5.12		30920	5410 430811	200	101000
12	127818	01/24/18 (4)Compact Flash ScanDisk	154.00		31236	5210 430500	200	101000
170500		00084 SUPERIOR BUSINESS EQUIPMENT	135.61					
1	336399	12/26/17 CDD-Maintenance & Copies	135.61			1000 411050	300	101000

02/01/18
11:18:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/18

Page: 6 of 18
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
170501		00649 LARSON CLOTHING COMPANY	173.00					
1	12/30/17	Clothing Allowance-Barnes	43.25			1000 430200	220	101000
2	12/30/17	Clothing Allowance-Barnes	43.25			5210 430500	220	101000
3	12/30/17	Clothing Allowance-Barnes	43.25			5310 430600	220	101000
4	12/30/17	Clothing Allowance-Barnes	43.25			5410 430840	220	101000
170502		01700 ORKIN, INC	95.00					
1	165924686	01/01/18 CFD-1/18 Service	95.00		31077	1000 420400	300	101000
170503		01870 KUSTOM SERVICES	300.00					
1	1921	12/31/17 CFD-Plow Snow	300.00		31076	1000 420400	300	101000
170504		02012 SHOPKO	207.36					
1	8127	01/05/18 Clothing Allowance-Barker	19.49			1000 430200	220	101000
2	8127	01/05/18 Clothing Allowance-Barker	19.49			5210 430500	220	101000
3	8127	01/05/18 Clothing Allowance-Barker	19.49			5310 430600	220	101000
4	8127	01/05/18 Clothing Allowance-Barker	19.49			5410 430840	220	101000
5	0722	01/19/18 Bounty/Dawn/Bounce/Bleach/Xtra	129.40		30832	1000 460442	200	101000
170505		00047 BEN TAYLOR INC	566.59					
1	158216	12/02/17 RFD-Brass Fittings	23.85		31078	1000 420401	200	101000
2	158244	12/03/17 RFD-Chain/Link	11.90		31078	1000 420401	200	101000
3	10342	12/31/17 RFD-12/17 Fuel	530.84		31078	1000 420401	230	101000
170506		00119 SHELBY VOLUNTEER FIRE DEPT	823.62					
1	12/02/17	RFD-24 Light Fixtures	823.62			1000 420401	200	101000
170507		02334 BEN TAYLOR INC.	2,462.20					
1	642392	01/18/18 Diesel	1,349.60		31208	5410 430840	230	101000
2	642416	01/24/18 DEF	157.30		31234	5410 430830	230	101000
3	642447	01/31/18 Concentrate Green Antifreeze	123.75		31250	1000 430200	200	101000
4	642447	01/31/18 Concentrate Green Antifreeze	123.75		31250	5210 430500	200	101000
5	642447	01/31/18 Concentrate Green Antifreeze	123.75		31250	5310 430600	200	101000
6	642447	01/31/18 Concentrate Green Antifreeze	123.75		31250	5410 430830	200	101000
7	642447	01/31/18 Powerdrive 30/Gear Lube 80-90	460.30		31250	5410 430840	200	101000
170508	-98836E	01803 MT.GOV	65.00					
		Annual Building Codes Conference - Bozeman, MT						
1	13THNNBLDN	01/17/18 Building Codes Conf-Tasker	65.00			1000 420500	370	101000

02/01/18
11:18:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/18

Page: 7 of 18
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
170509		01550 MOSCH ELECTRIC MOTORS, INC	361.01					
1	102255	01/10/18 Dayton 1/3hp Motor/Set Up/Test	229.51		31211	1000 460465	369	101000
2	102253	01/10/18 Repair Marathon Motor	131.50		31211	1000 460465	369	101000
170510		00485 BIG SKY FIRE EQUIPMENT	42.90					
1	125027	01/11/18 X-Long Strips/Ice Pack/IBU/Dro	10.72		31215	1000 430200	260	101000
2	125027	01/11/18 X-Long Strips/Ice Pack/IBU/Dro	10.72		31215	5210 430500	260	101000
3	125027	01/11/18 X-Long Strips/Ice Pack/IBU/Dro	10.73		31215	5310 430600	260	101000
4	125027	01/11/18 X-Long Strips/Ice Pack/IBU/Dro	10.73		31215	5410 430830	260	101000
170511		01663 SHELBY GLASS	267.50					
1	24255	01/04/18 32x28x1/4"Glass/Gaskat/Install	267.50		31217	5410 430840	369	101000
170512		02031 MIDWAY RENTAL	205.02					
1	17-845029	01/08/17 65' Genie Boomlift Rental	205.02		31218	1000 430200	300	101000
170513		00037 NORTHWEST PIPE FITTINGS INC	1,014.54					
1	2917375	01/08/18 (100) 3/4" Rubber Meter Gaske	28.00		31219	5210 430500	200	101000
2	2924529	01/19/18 (2)Gray Gasket	51.06		31243	5210 430500	200	101000
3	2924648	01/23/18 (2)Hymax Coupling	935.48		31243	5210 430500	200	101000
170514	-98835E	01593 I-STATE TRUCK CENTER	371.16					
1	C252113213	01/04/18 Air Dryer	371.16		31220	5410 430830	200	101000
170515	-98834E	02422 AT-A-GLANCE	78.68					
1	o553470598	01/05/18 (2)Erasable Wall Calendar	15.73		31221	1000 430200	200	101000
2	o553470598	01/05/18 (2)Erasable Wall Calendar	15.73		31221	5210 430500	200	101000
3	o553470598	01/05/18 (2)Erasable Wall Calendar	15.74		31221	5310 430600	200	101000
4	o553470598	01/05/18 (2)Erasable Wall Calendar	15.74		31221	5410 430840	200	101000
5	o553470598	01/05/18 (2)Erasable Wall Calendar	15.74		31221	1000 420500	200	101000
170516		00049 TRACTOR & EQUIPMENT CO	787.93					
1	355020	12/28/17 Gasket	3.26		31222	1000 430200	200	101000
2	355020	12/28/17 Seal-Lip Typ	23.16		31222	1000 430200	200	101000
3	355020	12/28/17 Cup	32.48		31222	1000 430200	200	101000
4	355020	12/28/17 Ring	5.18		31222	1000 430200	200	101000
5	355020	12/28/17 Cup	41.13		31222	1000 430200	200	101000
6	355020	12/28/17 Retainer	227.86		31222	1000 430200	200	101000
7	355020	12/28/17 Lock	4.81		31222	1000 430200	200	101000
8	355020	12/28/17 Washer	18.98		31222	1000 430200	200	101000
9	355020	12/28/17 Cone	54.45		31222	1000 430200	200	101000
10	355020	12/28/17 Nut	39.78		31222	1000 430200	200	101000
11	355020	12/28/17 Shim Pack	97.47		31222	1000 430200	200	101000
12	355020	12/28/17 Cone	77.49		31222	1000 430200	200	101000

02/01/18
11:18:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/18

Page: 8 of 18
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
13	355020	12/28/17	Shipping	56.86		31222	1000 430200	200	101000
14	354681	12/15/17	Seal-O-ring/Seal/Spacer/V Cup	105.02		31222	5410 430840	200	101000
170517			01093 BUILDING CODES BUREAU/BOILER	31.00					
1	MTN000148	12/28/17	HSH-Boiler MTB# 26021	31.00		31224	1000 460465	300	101000
170518			01388 3 RIVERS COMMUNICATIONS INC	675.56					
1	36584	12/27/17	Repair Cut Fiber at City Shop	675.56		31225	1000 430200	369	101000
170519			01008 COMBUSTION SERVICE COMPANY INC	966.75					
1	29994	12/31/17	HSH-Install Marathon Motor	966.75		31226	1000 460465	300	101000
170520			00083 MARIAS HEALTHCARE	300.00					
1	12/29/17	DOT Physical - Correa		37.50		31227	1000 430200	300	101000
2	12/29/17	DOT Physical - Correa		37.50		31227	5210 430500	300	101000
3	12/29/17	DOT Physical - Correa		37.50		31227	5310 430600	300	101000
4	12/29/17	DOT Physical - Correa		37.50		31227	5410 430830	300	101000
5	01/03/18	DOT Physical - Barker		150.00		31254	5410 430830	300	101000
170521			01946 ALL SEASON HEATING & AIR	91.00					
1	30113	01/02/18	HSH-Service Call-Boiler	91.00		31228	1000 460465	369	101000
170522	-98833E		01545 AMAZON.COM	22.07					
1	1119612407	01/11/18	CC-Wall Timer	22.07		31229	1000 460442	200	101000
170523			00512 MT DEPARTMENT OF ADMINISTRATION	95.00					
1	01/08/18	Late AFR Filing Fee		23.75			1000 410550	300	101000
2	01/08/18	Late AFR Filing Fee		23.75			5210 430570	300	101000
3	01/08/18	Late AFR Filing Fee		23.75			5310 430670	300	101000
4	01/08/18	Late AFR Filing Fee		23.75			5410 430870	300	101000
170524	-98832E		01545 AMAZON.COM	49.98					
1	1142108237	01/09/18	6 Pack Furnace Filters	49.98		30918	2936 460463	200	101000
170525	-98831E		01552 HOME DEPOT	206.01					
1	310300056	01/18/18	Stair Tread/LiqNail/Compres	206.01		31210	2936 460463	200	101000
170526	-98830E		02423 POOL TRAINING ACADEMY	295.00					
			Great Falls, MT 1/25-1/26/18						
1	2621	01/17/18	Certified Pool Operator Course	295.00		31213	1000 460445	300	101000

02/01/18
11:18:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/18

Page: 9 of 18
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
170527		00088 CARQUEST AUTO PARTS	3.45					
1	2567273778	12/19/17 RFD-Starting Fluid	3.45		31081	1000 420401	200	101000
170528		00041 SHELBY PROMOTER	141.00					
1	1801014	01/03/18 CFD-Bids for 25 SCBA	70.50		31080	1000 420400	300	101000
2	1802010	01/10/18 CFD-Bids for 25 SCBA	70.50		31080	1000 420400	300	101000
170529		00026 MARIAS RIVER ELECTRIC COOP INC	572.00					
1	1807	12/29/17 CFD-(2)Maxlite Exterior Lights	572.00*		31079	1000 420400	200	101000
170530		00047 BEN TAYLOR INC	4,671.56					
1	38005	12/05/17 UV Plant Propane	510.00			5210 430500	230	101000
2	38951	12/29/17 UV Plant Propane	680.00			5210 430500	230	101000
3	2160	12/31/17 12/17 Fuel	243.33		31230	1000 430200	230	101000
4	2160	12/31/17 12/17 Fuel	222.45		31230	1000 430200	230	101000
5	2160	12/31/17 12/17 Fuel	670.77		31230	5410 430830	230	101000
6	2160	12/31/17 12/17 Fuel	200.17		31230	5210 430500	230	101000
7	2160	12/31/17 12/17 Fuel	67.96		31230	5310 430600	230	101000
8	2160	12/31/17 12/17 Fuel	124.07		31230	5210 430500	230	101000
9	2160	12/31/17 12/17 Fuel	76.96		31230	5210 430500	230	101000
10	2160	12/31/17 12/17 Fuel	138.58		31230	1000 460430	230	101000
11	2160	12/31/17 12/17 Fuel	216.91		31230	5310 430600	230	101000
12	2160	12/31/17 12/17 Fuel	79.56		31230	1000 420500	230	101000
13	2160	12/31/17 12/17 Fuel	32.98		31230	5410 430830	230	101000
14	2160	12/31/17 12/17 Fuel	220.11		31230	5210 430500	230	101000
15	2160	12/31/17 12/17 Fuel	88.95		31230	1000 440600	230	101000
16	2160	12/31/17 12/17 Fuel	70.66		31230	5210 430500	230	101000
17	158986	12/13/17 Wood Bit/Line Level	12.37		31231	1000 460445	200	101000
18	157940	12/01/17 Screws/Fasteners	40.00		31231	1000 460430	200	101000
19	160284	12/30/17 Propane	13.20		31231	1000 460465	369	101000
20	158850	12/11/17 Screws/Fasteners/Nut Seeter	62.50		31231	1000 460465	369	101000
21	160024	12/27/17 Bushing/Plug/Nipple/Ball Valve	21.94		31231	5410 430830	200	101000
22	157860	12/01/17 Plug	1.16		31231	5410 430830	200	101000
23	160017	12/27/17 Tarp/Screws	94.98		31231	5410 430840	200	101000
24	158040	12/01/17 Screws/Fasteners/U Bolt	6.10		31231	5410 430840	200	101000
25	158076	12/01/17 U Bolt	3.60		31231	5410 430840	200	101000
26	158013	12/01/17 Screws/Coupling/Iron	18.71		31231	5410 430840	200	101000
27	158465	12/06/17 Screws/Fasteners	0.99		31231	5410 430840	200	101000
28	653061	12/26/17 AI102512 Case	88.20		31231	5410 430840	200	101000
29	159896	12/26/17 Eye Bolt	1.09		31231	5410 430840	200	101000
30	159684	12/21/17 Blue Enam/Wht En	13.47		31231	5410 430840	200	101000
31	159159	12/15/17 Nut Seeter/Screws	6.30		31232	5410 430840	200	101000
32	159355	12/18/17 Flux Core M Wire	79.99		31232	5410 430840	200	101000
33	159125	12/15/17 Foam Brush	5.16		31232	5410 430840	200	101000

02/01/18
11:18:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/18

Page: 10 of 18
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
34	647711 12/06/17 Switch/Cover	2.28		31232	5410 430840	200	101000		
35	158081 12/01/17 Nipple/Screws	4.78		31232	5410 430840	200	101000		
36	159005 12/31/17 Mig Machine/Keys/Plier/Noz	45.85		31232	1000 430200	200	101000		
37	159005 12/31/17 Mig Machine/Keys/Plier/Noz	45.87		31232	5210 430500	200	101000		
38	159005 12/31/17 Mig Machine/Keys/Plier/Noz	45.87		31232	5310 430600	200	101000		
39	159005 12/31/17 Mig Machine/Keys/Plier/Noz	45.87		31232	5410 430840	200	101000		
40	160119 12/28/17 Sed Cart 30 2pk	8.49		31232	1000 460445	200	101000		
41	158528 12/07/17 Roll n Toss/Brushes	11.07		31232	1000 460445	200	101000		
42	158444 12/06/17 Roll n Toss Twn	27.72		31232	1000 460445	200	101000		
43	158403 12/05/17 Propane	72.00		31232	1000 460445	200	101000		
44	158931 12/12/17 Coupling	5.99		31232	1000 460445	200	101000		
45	158900 12/12/17 Brushes	14.61		31232	1000 460445	200	101000		
46	158964 12/13/17 Bit/Bit Set	39.61		31232	1000 460445	200	101000		
47	157926 12/01/17 Basic 9	15.16		31232	1000 460445	200	101000		
48	157884 12/01/17 Mask/Basic 9/Cage Frame/Han	55.67		31233	1000 460445	200	101000		
49	157854 12/01/17 Propane	60.30		31233	1000 460445	200	101000		
50	158812 12/11/17 Cage Frame/Tray Liner	18.21		31233	1000 460445	200	101000		
51	157796 12/01/17 Paint Pest Respirat	38.99		31233	1000 460445	200	101000		
170531	24739S 01125 MT DEQ/PERMITTING & COMPLIANCE	200.00							
1	01/22/18 DEQ Review Fee Sewer Deviation	200.00			5310 430600	300	101000		
170532	-98829E 00144 POSTMASTER	150.00							
1	500 01/22/18 3 Rolls of Stamps	37.50		30921	1000 410550	300	101000		
2	500 01/22/18 3 Rolls of Stamps	37.50		30921	5210 430570	310	101000		
3	500 01/22/18 3 Rolls of Stamps	37.50		30921	5310 430670	310	101000		
4	500 01/22/18 3 Rolls of Stamps	37.50		30921	5410 430870	310	101000		
170533	01345 STERLING CODIFIERS INC	1,836.00							
1	20487 01/05/18 Supplement #14 Ord 828-832	459.00		30922	1000 410550	300	101000		
2	20487 01/05/18 Supplement #14 Ord 828-832	459.00		30922	5210 430570	300	101000		
3	20487 01/05/18 Supplement #14 Ord 828-832	459.00		30922	5310 430670	300	101000		
4	20487 01/05/18 Supplement #14 Ord 828-832	459.00		30922	5410 430870	300	101000		
170534	01124 FIRST INTERSTATE BANK	770.34							
1	1712188471 01/23/18 Landfill Trust Qtly Fee-LF	387.06			5410 430870	300	101000		
2	1712188471 01/23/18 Landfill Trust QtlyFee-LFO	383.28			5410 430870	300	101000		
170535	00139 MARIAS VETERINARY CLINIC	59.50							
1	68442 12/31/17 Nick Norton-Rabies/Exam(Rocky)	59.50			1000 440600	300	101000		

02/01/18
11:18:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/18

Page: 11 of 18
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
170536	-98828E	01145 MONTANA STATE	225.00					
		March 27-29, 2018 - Kalispell, MT						
	1	01/18/18 Water/Wastewater School-Correa	112.50		31212	5210 430500	370	101000
	2	01/18/18 Water/Wastewater School-Correa	112.50		31212	5310 430600	370	101000
170537	-98827E	01545 AMAZON.COM	59.97					
	1	1112543036 01/18/18 (3)Garage Door Remote Open	59.97		31229	5410 430840	200	101000
170538		02390 HUMIC	19,800.00					
		Big Sky Economic Development Trust Fund						
	1	01/16/18 BSTF Job Creation Grant	19,800.00			2320 470300	790	101000
170539		01805 SYSTEMS	3,411.75					
	1	29461 01/23/18 Configure Mayor Profile/Email	19.69			1000 410200	300	101000
	2	29461 01/23/18 Configure Mayor Profile/Email	19.69			5210 430512	300	101000
	3	29461 01/23/18 Configure Mayor Profile/Email	19.69			5310 430612	300	101000
	4	29461 01/23/18 Configure Mayor Profile/Email	19.68			5410 430812	300	101000
	5	29462 01/23/18 OptiPlex 5050 w/Windows 10 Pro	289.50		30923	1000 410550	215	101000
	6	29462 01/23/18 OptiPlex 5050 w/Windows 10 Pro	289.50		30923	5210 430570	215	101000
	7	29462 01/23/18 OptiPlex 5050 w/Windows 10 Pro	289.50		30923	5310 430670	215	101000
	8	29462 01/23/18 OptiPlex 5050 w/Windows 10 Pro	289.50		30923	5410 430870	215	101000
	9	29500 01/30/18 1/18-3/18 Managed Services	366.36		30924	1000 410550	300	101000
	10	29500 01/30/18 1/18-3/18 Managed Services	366.36		30924	5210 430570	300	101000
	11	29500 01/30/18 1/18-3/18 Managed Services	366.39		30924	5310 430670	300	101000
	12	29500 01/30/18 1/18-3/18 Managed Services	366.39		30924	5410 430870	300	101000
	13	29500 01/30/18 1/18-3/18 Managed Services	202.50		30924	1000 460442	300	101000
	14	29500 01/30/18 1/18-3/18 Managed Services	202.50		30924	1000 411050	300	101000
	15	29500 01/30/18 1/18-3/18 Managed Services	76.11		30924	1000 430200	300	101000
	16	29500 01/30/18 1/18-3/18 Managed Services	76.11		30924	5210 430500	300	101000
	17	29500 01/30/18 1/18-3/18 Managed Services	76.14		30924	5310 430600	300	101000
	18	29500 01/30/18 1/18-3/18 Managed Services	76.14		30924	5410 430840	300	101000
170540		01866 SHELBY PAINT AND HARDWARE	474.59					
	1	62009 12/19/17 Snow Trackers	19.99		31248	5210 430500	260	101000
	2	61991 12/21/17 Handwarmers/Gloves/Spray Paint	37.91		31248	5210 430500	200	101000
	3	62034 12/22/17 Spray Paint	15.98		31248	5410 430840	200	101000
	4	62068 12/27/17 Heater/Bit/Screws	45.97		31248	5410 430840	200	101000
	5	11468 12/30/17 Shop Heater	94.99		31248	1000 460465	369	101000
	6	62113 01/02/18 Bulbs/Keys/Key Ring	45.74		31248	1000 460465	369	101000
	7	62149 01/09/18 Broom/Trash Bags/Bulbs/Spray P	82.93		31248	5310 430600	200	101000
	8	62216 01/10/18 Switch Cover/Bulbs	55.64		31248	2936 460463	200	101000
	9	62231 01/12/18 Caulk	17.97		31248	5410 430840	200	101000
	10	62160 01/17/18 Insulated Screw Driver Set	12.99		31248	2936 460463	200	101000
	11	62166 01/18/18 Drain Spade	36.99		31248	5210 430500	200	101000

02/01/18
11:18:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/18

Page: 12 of 18
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
12	62174	01/19/18 Mop Head		1.88		31248	1000 430200	200	101000
13	62174	01/19/18 Mop Head		1.87		31248	5210 430500	200	101000
14	62174	01/19/18 Mop Head		1.87		31248	5310 430600	200	101000
15	62174	01/19/18 Mop Head		1.87		31248	5410 430840	200	101000
170541		01199 TENNANT		455.60					
1	915139942	01/11/18 Cab Filter/Paddle Strip		455.60		31207	1000 430200	200	101000
170542		02097 FASTENAL COMPANY		162.88					
1	189112	01/22/18 Safety Gloves/Brake Cleaner		40.72		31244	1000 430200	200	101000
2	189112	01/22/18 Safety Gloves/Brake Cleaner		40.72		31244	5210 430500	200	101000
3	189112	01/22/18 Safety Gloves/Brake Cleaner		40.72		31244	5310 430600	200	101000
4	189112	01/22/18 Safety Gloves/Brake Cleaner		40.72		31244	5410 430840	200	101000
170543		01118 PACIFIC STEEL & RECYCLING		120.08					
1	6323168	01/25/18 1/2" H R Plate/20' Angle		120.08		31242	1000 430200	200	101000
170544	-98826E	01545 AMAZON.COM		101.98					
1	1139740012	01/22/18 Chart 10.313 In, 7 Day, PK		101.98		31241	5210 430500	200	101000
170545	-98825E	01545 AMAZON.COM		31.32					
1	1136410838	01/22/18 pH Calibration Buffer Kit		31.32		31241	5210 430500	200	101000
170546		02045 NAPA AUTO PARTS		1,134.20					
1	88020	01/24/18 Air Filters		4.70		31239	1000 430200	200	101000
2	88020	01/24/18 Air Filters		4.72		31239	5210 430500	200	101000
3	88020	01/24/18 Air Filters		4.72		31239	5310 430600	200	101000
4	88020	01/24/18 Air Filters		4.72		31239	5410 430840	200	101000
5	87465	01/11/18 Filler/Spreader/Tack Cloth/She		31.85		31239	1000 460430	200	101000
6	87634	01/16/18 Shop Towels/Disc/Adapter/Mask		35.68		31239	1000 460430	200	101000
7	87720	01/17/18 Lamp		38.84		31239	5210 430500	200	101000
8	87838	01/19/18 Air Dry Vlv Repair Kit		19.68		31239	5410 430830	200	101000
9	88074	01/25/18 Rage Gold Gal		65.07		31239	1000 460430	200	101000
10	88208	01/28/18 Gray Primer/Coat Gloss		43.07		31239	1000 460430	200	101000
11	88153	01/26/18 (2)Mirror		140.98		31239	1000 460430	200	101000
12	88042	01/24/18 Fleetranner Belt		55.86		31239	1000 430200	200	101000
13	87935	01/22/18 Battery		132.85		31239	1000 430200	200	101000
14	86990	01/03/18 Air Filter		11.72		31239	5410 430840	200	101000
15	87834	01/19/18 Shop Towels		11.99		31239	5210 430500	200	101000
16	87788	01/18/18 Blue Def 2.5		9.99		31239	5410 430830	200	101000
17	87696	01/17/18 Air Filter		2.93		31239	1000 430200	200	101000
18	87696	01/17/18 Air Filter		2.93		31239	5210 430500	200	101000
19	87696	01/17/18 Air Filter		2.93		31239	5310 430600	200	101000
20	87696	01/17/18 Air Filter		2.93		31239	5410 430840	200	101000
21	87643	01/16/18 Propane Torch Kit/Tp-10		58.48		31240	5210 430500	200	101000

02/01/18
11:18:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/18

Page: 13 of 18
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
22	86953	01/02/18 Air Dryer Kit	91.02		31240	5410 430830	200	101000
23	87498	01/12/18 Sander/Adhesive Cleaner	97.63		31240	1000 460430	200	101000
24	87065	01/04/18 Prem Start Fl	3.35		31240	5410 430830	200	101000
25	87365	01/10/18 Retainer	5.49		31240	1000 430200	200	101000
26	87410	01/10/18 Motor Tune-Up	15.98		31240	1000 430200	200	101000
27	87370	01/10/18 Stud Extractor/Batteries	46.96		31240	5410 430840	200	101000
28	86993	01/03/18 Filters	12.13		31240	1000 430200	200	101000
29	86993	01/03/18 Filters	12.15		31240	5210 430500	200	101000
30	86993	01/03/18 Filters	12.15		31240	5310 430600	200	101000
31	86993	01/03/18 Filters	12.15		31240	5410 430840	200	101000
32	87406	01/10/18 Lucus Oil	2.49		31240	1000 430200	200	101000
33	87406	01/10/18 Lucus Oil	2.50		31240	5210 430500	200	101000
34	87406	01/10/18 Lucus Oil	2.50		31240	5310 430600	200	101000
35	87406	01/10/18 Lucus Oil	2.50		31240	5410 430840	200	101000
36	86439	12/20/17 Filters	32.14		31251	1000 430200	200	101000
37	86439	12/20/17 Filters	32.14		31251	5210 430500	200	101000
38	86439	12/20/17 Filters	32.14		31251	5310 430600	200	101000
39	86439	12/20/17 Filters	32.14		31251	5410 430840	200	101000
170547		00088 CARQUEST AUTO PARTS	137.09					
1	2567275169	01/25/18 Body Filler/Large Spreader	19.11		31238	1000 460430	200	101000
2	2567275149	01/24/18 Reman Starter	58.99		31238	1000 430200	200	101000
3	2567274008	12/26/17 Bendix Style/Valve/Heater	121.53		31238	5410 430830	200	101000
4	2567274015	12/26/17 RETURN-Bendix Style	-12.99		31238	5410 430830	200	101000
5	2567274629	01/10/18 RETURN-Heater	-49.55		31238	5410 430830	200	101000
170548		01010 JERRYS RADIATOR SERVICE INC	85.00					
1	6288	01/29/18 Radiator Test	21.25		31237	1000 430200	369	101000
2	6288	01/29/18 Radiator Test	21.25		31237	5210 430500	369	101000
3	6288	01/29/18 Radiator Test	21.25		31237	5310 430600	369	101000
4	6288	01/29/18 Radiator Test	21.25		31237	5410 430840	369	101000
170549		01780 MONTANA BROOM & BRUSH	168.98					
1	1264359	01/24/18 Liners/White Roll Towel	168.98		30833	1000 460442	200	101000
170550		999998 LOREN D SKARTVED	46.00					
		CPO Course - Great Falls, MT - 1/25-1/26/18						
1	01/29/18	Meals-Skartved	46.00			1000 460445	300	101000
170551		02376 MOBILE TWI LLC	145.00					
1	013018E	01/30/18 DOT Urine Drug Screen	72.50*		31249	1000 420500	300	101000
2	013018E	01/30/18 DOT Breath Alcohol Test	72.50		31249	5410 430830	300	101000

02/01/18
11:18:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/18

Page: 14 of 18
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
170552		00041 SHELBY PROMOTER		12.00					
1	SL180301	01/17/18 Ad Maintenance Equipment-Tra		12.00			1000 460430	300	101000
170553	-98824E	02317 ESRI		1,368.49					
1	93411319	01/29/18 ArcGIS Maintenance/Online Us		684.25		31235	5210 430500	323	101000
2	93411319	01/29/18 ArcGIS Maintenance/Online Us		684.24		31235	5310 430600	323	101000
170554		01742 NORTHERN TRANSIT INTERLOCAL		2,500.00					
1	01/29/18	Operational Costs-2nd Payment		2,500.00			1000 430200	300	101000
170555	24741S	00026 MARIAS RIVER ELECTRIC COOP INC		170.00					
1	01/31/18	Energy Share Assistance		170.00			7060 450138	710	101000
170556		01620 KADRMAS, LEE & JACKSON INC.		4,536.70					
1	10095260	01/15/18 Storm Water-Construction Adm		4,536.70			5720 430246	950 2283	101000
170557		01620 KADRMAS, LEE & JACKSON INC.		192.03					
1	10095261	01/15/18 WW Treatment Design		192.03			5310 430601	950 2282	101000
170558		00039 PETTY CASHIER		92.70					
1	2775	01/10/18 TC Treasurer Plate Renewals		61.80			5210 430500	300	101000
2	2775	01/10/18 TC Treasurer Plate Renewal		30.90			5410 430830	300	101000
170559		01289 T & T DIESEL & AUTO REPAIR		550.00					
1	15743	01/03/18 Service Call Garbage Truck		325.00		31255	5410 430830	300	101000
2	15747	01/04/18 Service Call Garbage Truck		225.00		31255	5410 430830	300	101000
170560		01752 NORTHTOWN DRUG		40.58					
1	1-174932	01/11/18 (2)Alcohol Denatured		40.58		31253	5210 430500	200	101000
170561		02069 NATIONAL LAUNDRY CO		38.65					
1	58325	01/24/18 Red Shop Towels		9.67		30925	1000 430200	300	101000
2	58325	01/24/18 Red Shop Towels		9.66		30925	5210 430500	300	101000
3	58325	01/24/18 Red Shop Towels		9.66		30925	5310 430600	300	101000
4	58325	01/24/18 Red Shop Towels		9.66		30925	5410 430830	300	101000
170562		01700 ORKIN, INC		1,133.80					
1	26226760	02/01/18 Civic Center-Year in Advance		1,133.80		30926	1000 460442	300	101000

02/01/18
11:18:24

CITY OF SHELBY
Claim Details
For the Accounting Period: 1/18

Page: 15 of 18
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
170563		02409 ABIGAIL ST. LAWRENCE	94.50					
1	30	02/01/18 Water Court Adjudication	94.50			5210 430500	300	101000
		# of Claims	85	Total:				278,330.27
		Total Electronic Claims	138,576.91	Total Non-Electronic Claims				139753.36

02/01/18
11:18:38

CITY OF SHELBY
Claims on Hold
For the Accounting Period: 1/18

Page: 16 of 18
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
*** Claim from another period (5/16) ****									
150956		01620 KADRMAS, LEE & JACKSON INC.		18,700.25					
1	10068069	04/20/16 Humic Water Main Extension		18,700.25			5210 430500	950 2284	101000
*** Claim from another period (5/16) ****									
150957		01620 KADRMAS, LEE & JACKSON INC.		6,058.57					
1	10068070	04/20/16 Humic Water Main Extension		6,058.57			5210 430500	950 2284	101000
*** Claim from another period (5/16) ****									
150958		01620 KADRMAS, LEE & JACKSON INC.		7,935.90					
1	10068071	04/20/16 Humic Water Main Extension		7,935.90			5210 430500	950 2284	101000
*** Claim from another period (5/16) ****									
150965		01620 KADRMAS, LEE & JACKSON INC.		540.33					
1	10069189	05/13/16 Humic Water Main Extension		540.33			5210 430500	950 2284	101000
*** Claim from another period (5/16) ****									
150966		01620 KADRMAS, LEE & JACKSON INC.		3,294.50					
1	10069190	05/13/16 Humic Water Main Extension		3,294.50			5210 430500	950 2284	101000
*** Claim from another period (5/16) ****									
150967		01620 KADRMAS, LEE & JACKSON INC.		1,555.29					
1	10069191	05/13/16 Humic Water Main Extension		1,555.29			5210 430500	950 2284	101000
*** Claim from another period (6/16) ****									
151055		01620 KADRMAS, LEE & JACKSON INC.		4,561.75					
1	10071000	06/27/16 Humic Water Main Extension		4,561.75			5210 430500	950 2284	101000
*** Claim from another period (1/17) ****									
160514		01620 KADRMAS, LEE & JACKSON INC.		1,987.13					
1	10079542	01/10/17 Humic Water Main Extension		1,987.13			5210 430501	950 2284	101000
*** Claim from another period (7/17) ****									
170043		01620 KADRMAS, LEE & JACKSON INC.		3,583.68					
1	10087058	07/10/17 Humic Water Main Extension		3,583.68			5210 430501	950 2284	101000
*** Claim from another period (7/17) ****									
170044		01620 KADRMAS, LEE & JACKSON INC.		322.31					
1	10087059	07/10/17 Humic Water Main Extension		322.31			5210 430501	950 2284	101000
*** Claim from another period (9/17) ****									
170200		01620 KADRMAS, LEE & JACKSON INC.		6,100.00					
1	10089697	09/07/17 Humic Water Main Extension		6,100.00			5210 430501	950 2284	101000
*** Claim from another period (10/17) ****									
170285		01620 KADRMAS, LEE & JACKSON INC.		2,372.72					
1	10090703	10/04/17 WW Treatment Design		2,372.72			5310 430601	950 2282	101000
*** Claim from another period (11/17) ****									
170372		01620 KADRMAS, LEE & JACKSON INC.		200.02					
1	10092604	11/08/17 WW Treatment Design		200.02			5310 430601	950 2282	101000

02/01/18
11:18:40

CITY OF SHELBY
Claims on Hold
For the Accounting Period: 1/18

Page: 17 of 18
Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
170557		01620 KADRMAS, LEE & JACKSON INC.		192.03					
1	10095261	01/15/18 WW Treatment Design		192.03			5310 430601	950 2282	101000
		# of Claims	85	Total:	57,404.48				

02/01/18
11:18:48

CITY OF SHELBY
Fund Summary for Claims
For the Accounting Period: 1/18

Page: 18 of 18
Report ID: AP110

Fund/Account	Amount
1000 GENERAL	
101000 Cash-Operating	\$67,743.15
2320 ECONOMIC DEVELOPMENT	
101000 Cash-Operating	\$19,800.00
2400 STREET LIGHTING DISTRICT NO. 35	
101000 Cash-Operating	\$3,873.66
2936 WILLIAMSON BLDG RENOVATIONS	
101000 Cash-Operating	\$1,645.33
5210 WATER UTILITY	
101000 Cash-Operating	\$18,559.74
102210 Cash-Revenue Bond Sinking & Interest	\$93,629.00
5310 SEWER UTILITY	
101000 Cash-Operating	\$12,193.36
102210 Cash-Revenue Bond Sinking & Interest	\$40,212.00
5410 SOLID WASTE UTILITY	
101000 Cash-Operating	\$15,967.33
5720 STORM DRAINAGE	
101000 Cash-Operating	\$4,536.70
7060 SHELBY ENERGY SHARE	
101000 Cash-Operating	\$170.00
Total:	\$278,330.27

Building Inspector Report January 2018

2/1/2018

Permit	Date	Zone	Name	Addition	Block	Lot	Address	Permit For	Evaluation	FEE
4354	1/11/2018	MD	George Nickol	Shelby Heights	72	13-15	824 Cedar Ave	zoning=fence	NA	24.00
									\$ -	\$ 24.00
1 Permits issued this Month									Job Evaluation Totals	TOTALS

FISCAL YTD TOTALS	
Number of Permits	7
Permit Fees	\$ 7,527.00
Total Job Values	\$ 1,178,563.00

**SAFETY COMMITTEE MEETING &
EMPLOYEE QUARTERLY MEETING**

January 17, 2018

Present: City Hall–Sarah Clary, Jade Goroski, Tammy Pederson, Lori Stratton; Community Development–Lorette Carter, Council Members–Justin Aikins, Bill Moritz; Mayor–Gary McDermott; Public Works–Dennis Barker, Lance Hoover, Loren Skartved, Gary Sulenes, Rob Tasker.

Civic Center – New toilets were installed.

Public Works – Discussed a Memorandum of Understanding between the City and Toole County for the airport north water line improvements. The clicker to the landfill container site is missing and needs replacing. The container site is being monitored more with controlled access hours and camera viewing. The blade/grader is broke down and parts should be in around January 21st. Residents need to be reminded that snow removal is mandatory on sidewalks and that it can't be put into the city streets or alleys. Residents can be reminded of this through newspaper ad, weekly radio reports, city newsletter or on the City's facebook page. OSHA came in and inspected the Williamson Building and the back stairs need to be brought into compliance.

The next meeting will be held Wednesday, February 21, 2018 @ 8:30 a.m. at City Hall.

Meeting adjourned at 9:05 a.m.

Reported by:

Tammy Pederson

MINUTES OF THE PARK & RECREATION COMMITTEE

Held at Shelby City Hall

January 29, 2018

In attendance: Gary McDermott, Lyle Kimmet, Trent Tustian, Loren Skartved, Cindy Florez, Jason Gray, Eric Tokerud, Lorette Carter and guests; Teagan Tustian and Ty Gray.

Recreation Director Report:

1. The ice has been really bad in our parking lot this year. We need to get the handicap area cleared out so they can get to the front doors without problems. When that area is not cleared out it runs down to our sidewalks and we have an ice problem. This is the time of year people come in to walk because they can't do anything outside. We need to make it safe for them to get in and out.
2. We need to get our light bulbs changed in the gym and racquetball rooms. We usually get them changed in the beginning of the year. We have 2 out in the racquetball room one and 3 out in the gym. We need them ordered and we need to get the lift. *Mayor McDermott suggested looking into the price of LED lighting.*
3. With the money we have for ADA can we get a NuStep or a Recumbent Bike? The button to open the front doors would not work because we have to keep it locked during off hours. Our clients come in with a key fob. Is there a way to make that work?
4. I have always wanted to switch the treadmill room with the teen center. The number one reason for this is that some people have trouble getting up and down the stairs. The other reason is the floor would be more stable and less noise. The teen center doesn't get used much as the treadmill room.
5. We have a list of things that need to be done in the Civic Center. To name a few, the cable has busted on the heavy boxing bag, and the seat on the lat-pull machine has come off. Maybe we can put a heavier cable on the boxing bag and a metal plate underneath the seat to fasten it down. We have at least 19 tiles lifted in the gym that need to be put back.
6. The next blood draw is Thursday, February 1st from noon through 6pm.

City Superintendent Report:

Swimming Pool: Loren reported he is getting cost estimates for 3 ADA door replacements. The door on the north end of the pool has a substantial crack in the cinderblock near the door frame which will need to be repaired when the door is replaced. He is also getting final cost estimates to replace the 3 large windows on east side of the pool. The new windows will have 3 foot tilt windows to allow air movement at the bottom and a single pane fixed window on top. The plan is to replace the east windows this summer and the south windows next summer. Loren reported he recently returned from operator training. He and another staff member are certified pool operators. Pool experts suggested the city consider an ozone generator as an alternative to the current chlorination system. This system has proven to kill bacteria in pool water with a small chlorination system in place to address residual in the pool. Loren will research systems.

City/Tree Board Report:

Lorette reported the Shelby City Council approved the Eagle Scout Project of Payson Asper to revitalize the Ice Skating Rink. Payson's project included repairing benches and fencing around the rink as well as signage. Marias River Electric partnered with Payson to install lighting at the rink as well. He is hosting a grand opening Wednesday, January 31st with music, hot chocolate and skate rental.

The application for ADA accessible playground equipment for the Shelby Swimming Pool/Splash Park was submitted in mid-January. The council approved the application for \$10,000.00 with the balance of funds coming from the Park Maintenance District.

The application for trail maintenance equipment and development of a picnic area on the north-east side of the trail was submitted to Montana Fish Wildlife & Parks Trail Division. The submission deadline was January 31st, with award announcements to be made in late spring. The Arbor Day grant opportunity was submitted for additional trees for the Lake Sheloole Campground and Sports Complex.

Open Forum:

Teagan Tustian requested approval for his Eagle Scout project to redo the horseshoe pits in Aronow Park. The 21 pits will need new back stops and fencing will have to be fixed. He will also include signage in the project. The estimated cost of the project is \$896.64 which he will seek donations and in-kind labor. The committee voted to recommend project approval to the Shelby City Council.

Darcy McAllister had asked Lorette to discuss some sort of discount for patients transitioning out of physical therapy with the committee. One suggestion was to offer a discount for a first month membership to the Civic Center. The committee directed Lorette to contact Darcy to speak at the February 19th council meeting.

Trent Tustian asked about establishing youth sports leagues for the Civic Center. The group discussed the current youth programs in the community.

Tustian also asked about the baseball complex on the Shelby School campus. The committee directed Lorette to invite Superintendent Crump to visit with the committee on school district plans for the fields.

Tustian asked if the Park and Rec Department had a 5-10 year development plan. The committee discussed the benefits of identifying individual parks and recreation spaces and outlining short-term and long-term maintenance/operation and development needs. He also suggested looking at the organization hierarchy encompassing parks and recreation. He suggested the committee go to NRPA.org to learn more. Tustian was asked to bring additional details of his suggestions to the next committee meeting.