

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

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**ROLL CALL OF MEMBERS**  
**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- Regular Council Meeting, 02/20/18 (pgs 5-7)

**APPEARANCE REQUESTS**

- Agenda Items
- Non Agenda Items
  - Darcy McAllister – Recreation Passes

**CLAIMS REPORT 2/28/18 (pgs 8-25)**

**BUILDING INSPECTOR**

- Building Inspector Report, February 2018 (no permits sold)

**COMMITTEE REPORTS**

- Minutes of Safety Committee Meeting, 2/21/18 (pg 26)
- Minutes of Park & Rec Meeting, 2/26/18 (pgs 27-32)

**CITY ATTORNEY**

- Ordinance No. 833 (2<sup>nd</sup> rdg) re: Council Meeting Time (pg 33)

**CITY FINANCE OFFICER**

- Annual Landfill Trust Deposit (pgs 34-40)
- Payroll Expense by Department, 2/2018 (pg 41)

**CITY SUPERINTENDENT**

- Street Maintenance Plan (hand out)

**COMMUNITY DEVELOPMENT DIRECTOR**

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**OTHER MATTERS**

- Justin Aikins – resignation
- Declare Vacancy Ward 1
- TSEP Continuation Letter (pgs 42-108)
- Capital Improvements Plan (pgs 1-28) (pgs 109-137)
- 4<sup>th</sup> Cell Notice of Award (pgs 138-153)
- City of Shelby Committee Listing (pgs 154-159)

**ADJOURN**



## CITY COUNCIL PACKET LISTING

### A. Agenda

### B. Agenda Items

1. Minutes of Regular Council Meeting, 2/20/18
2. Claims Report, 2/28/18
3. Minutes of Safety Committee Meeting, 2/21/18
4. Minutes of Park & Rec Committee Meeting, 2/26/18
5. Ordinance No. 833 (2<sup>nd</sup> rdg) re: Council Meeting Time
6. Annual Landfill Trust Deposit
7. Payroll Expense by Department, 2/2018
8. Street Maintenance Plan (hand out)
9. TSEP Continuation Plan
10. Capital Improvements Plan (pg 1-28)
11. 2/28/18 Letter from KLJ re: Bid Award Recommendation
12. City of Shelby Committee Listings

### C. Correspondence

1. 2/22/18 Email from Daniel Clark re: Training
2. 2/27/18 Email from Melissa Lewis re: Core Civic Update
3. 2/28/18 Email from Melissa Lewis re: February Activity Report & proposed March Work Plan
4. 2016 Nonresident Expenditures for Toole County

### D. Reports

1. City of Shelby Monthly Animal Control Report, January 2018

### 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  
February 20, 2018**

Mayor McDermott called the meeting to order at 7:30 p.m.  
Present were: Debra Clark, Lyle Kimmet, Luke Casey and Trent Tustian, Council Members; Bill Hunt, City Attorney; Jade Goroski, Finance Officer; Loren Skartved, City Superintendent.  
Absent and Excused: Bill Moritz.

Other citizens present: Ryan Larson, Gary Keifer, Harry Benjamin, Brian Lee, Michael Reis, Ron Buck, Todd Howell, Leslie Woldtvedt, Jim Yeagley, Larry Bonderud and Darcy McAllister.

**KLJ Call-In, Andy Evenson**

- KLJ Engineer Andy Evenson called in to discuss the storm drainage in the industrial park and noted not requiring the detention allows sediment to flow but will increase maintenance. Andy noted there would be no DEQ liability down the road for allowing run off from the facilities.

**APPROVAL OF MINUTES**

CASEY MADE A MOTION TO APPROVE THE 2/5/2018 MINUTES. SECONDED BY TUSTIAN. VOTE: AYES - CLARK, KIMMET, CASEY, TUSTIAN. NOES - NONE. ABSENT - MORITZ. ABSTAIN - NONE.

**APPEARANCE REQUESTS**

Ron Buck made an appearance in regards to the SVFD and the air pack purchase.

Brian Lee made an appearance in regards to a lease agreement in the Industrial Park.

Darcy McAllister made an appearance in regards to the City offering ½ price rec passes for patients transitioning out of rehab. Darcy thought maybe 10 (1) month rec passes and 10 annual walking passes.

**COMMITTEE REPORTS**

Law Enforcement Report - Ryan Larson  
City County Planning Board

KIMMET MADE A MOTION APPROVE THE SUBDIVISION WITH A DETENTION POND EXEMPTION AND THE DEVELOPER ADDRESS THE ISSUE OF A DEAD END. SECONDED BY CASEY. VOTE: AYES - CLARK, KIMMET, CASEY, TUSTIAN. NOES - NONE. ABSENT - MORITZ. ABSTAIN - NONE.

**CITY ATTORNEY**

- Ordinance No. 833 First Reading  
KIMMET MADE A MOTION TO APPROVE THE FIRST READING OF ORDINANCE 833. SECONDED BY CLARK. VOTE: AYES - CLARK,

KIMMET, CASEY, TUSTIAN. NOES - NONE. ABSENT - MORITZ.  
ABSTAIN - NONE.

- Resolution 1972 - Self Contained Breathing Apparatus  
TUSTIAN MADE A MOTION TO APPROVE RESOLUTION 1972. SECONDED  
BY CLARK. VOTE: AYES - CLARK, KIMMET, CASEY, TUSTIAN.  
NOES - NONE. ABSENT - MORITZ. ABSTAIN - NONE.
- Industrial Park Ground Lease with NMR, LLC.  
TUSTIAN MADE A MOTION TO APPROVE THE LEASE. SECONDED BY  
CLARK. VOTE: AYES - CLARK, KIMMET, TUSTIAN. NOES - NONE.  
ABSENT - MORITZ. ABSTAIN - CASEY.

#### CITY FINANCE OFFICER

- City Judge's Report, January 2018
- Bank Account Report, Budget Year to Date, Vendor Summary,  
Enterprise Funds, Statement of Expenditures, Revenues,  
Budget Variance, Cash Flow Report, Investments, Project  
Budgets, 1/31/2018  
TUSTIAN MADE A MOTION TO APPROVE THE REPORTS. SECONDED BY  
CASEY. VOTE: AYES - CLARK, KIMMET, TUSTIAN, CASEY. NOES  
- NONE. ABSENT - MORITZ. ABSTAIN - NONE.
- City of Shelby Delinquent Taxes, 1/31/2018

#### CITY SUPERINTENDENT

Loren reported the east end sewer lift was plugged and the  
prison sewer lift was plugged also. A starter motor went out in  
the prison sewer lift. The crew has been busy plowing snow,  
removing snow and sanding roads.

#### COMMUNITY DEVELOPMENT DIRECTOR

- Program Income Plan  
CLARK MADE A MOTION TO APPROVE THE PLAN. SECONDED BY  
KIMMET. VOTE: AYES - CLARK, KIMMET, TUSTIAN, CASEY. NOES -  
NONE. ABSENT - MORITZ. ABSTAIN - NONE.

#### OTHER MATTERS

- DEVON WATER  
CLARK MADE A MOTION AUTHORIZING MAYOR MCDERMOTT TO SIGN THE  
GRANT DOCUMENTS. SECONDED BY TUSTIAN. AYES - CLARK,  
KIMMET, TUSTIAN, CASEY. NOES - NONE. ABSENT - MORITZ.  
ABSTAIN - NONE.
- HUMIC GROWTH SOLUTIONS  
TUSTIAN MADE A MOTION APPROVING THE \$80,000 CITY MATCH.  
SECONDED BY KIMMET. AYES - CLARK, KIMMET, TUSTIAN, CASEY.  
NOES - NONE. ABSENT - MORITZ. ABSTAIN - NONE.

**ADJOURN**

AT 10:05 P.M. CLARK MADE A MOTION TO ADJOURN THE MEETING.  
SECONDED BY KIMMET. VOTE: AYES - CLARK, KIMMET, TUSTIAN, CASEY.  
NOES - NONE. ABSENT - MORITZ. ABSTAIN - NONE.

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GARY MCDERMOTT, MAYOR

ATTEST:

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JADE GOROSKI, FINANCE OFFICER

03/02/18  
08:10:25

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 2/18

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Report ID: AP100

\* ... Over spent expenditure

Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
170564			01806 ALARM SERVICE INC	35.00					
1	R 90261	02/20/18 3/18 Fire Alarm Monitoring		35.00			1000 420401	300	101000
170565			00039 PETTY CASHIER	47.00					
1	2776	02/20/18 TC C&R 2/18 Legal Filings		1.75			1000 410550	300	101000
2	2776	02/20/18 TC C&R 2/18 Legal Filings		1.75			5210 430570	300	101000
3	2776	02/20/18 TC C&R 2/18 Legal Filings		1.75			5310 430670	300	101000
4	2776	02/20/18 TC C&R 2/18 Legal Filings		1.75			5410 430870	300	101000
5	2777	02/27/18 TC Treasurer Specialty Plate		40.00			7427 411850	800	101000
170566			00400 UTILITIES UNDERGROUND LOCATION	10.92					
1	8015094	01/30/18 6 Locates for 1/18		10.92		31269	5210 430500	300	101000
170567			01137 AQUA TECH LABORATORY	80.00					
1	28848	02/16/18 Monthly Coliform Water Testing		80.00		31282	5210 430500	300	101000
170568			00539 YEAGLEY, JAMES H	800.00					
1	02/26/18	2/18 Planning Services		800.00			1000 411030	350	101000
170569	-98823E		01486 USDA RURAL DEVELOPMENT	1,603.00					
1	02/05/18	Fire Hall Improvement Loan		1,371.47			1000 490527	610	101000
2	02/05/18	Fire Hall Improvement Loan-Int		231.53			1000 490527	620	101000
170570			01285 HUNT, WILLIAM E JR	5,000.00					
1	02/27/18	2/18 Legal Services		1,250.00			1000 411100	350	101000
2	02/27/18	2/18 Legal Services		1,250.00			5210 430513	350	101000
3	02/27/18	2/18 Legal Services		1,250.00			5310 430613	350	101000
4	02/27/18	2/18 Legal Services		1,250.00			5410 430813	350	101000
170571			00309 PREFERRED OFFICE EQUIPMENT	987.56					
1	24719	02/15/18 2/18 Maintenance & Copies		112.57			1000 410550	300	101000
2	24719	02/15/18 2/18 Maintenance & Copies		12.51			1000 460442	300	101000
3	24719	02/15/18 2/18 Maintenance & Copies		112.57			5210 430570	300	101000
4	24719	02/15/18 2/18 Maintenance & Copies		112.58			5310 430670	300	101000
5	24719	02/15/18 2/18 Maintenance & Copies		112.58			5410 430870	300	101000
6	24725	02/15/18 2/18 Maintenance & Copies-Shop		131.18		31281	1000 430200	300	101000
7	24725	02/15/18 2/18 Maintenance & Copies-Shop		131.19		31281	5210 430500	300	101000
8	24725	02/15/18 2/18 Maintenance & Copies-Shop		131.19		31281	5310 430600	300	101000
9	24725	02/15/18 2/18 Maintenance & Copies-Shop		131.19		31281	5410 430840	300	101000

03/02/18  
08:10:25

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Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
170572		01972	MELISSA LEWIS & ASSOCIATES LLC	3,000.00					
1	2	02/26/18 3/18	Consulting Services	750.00			1000 411050	350	101000
2	2	02/26/18 3/18	Consulting Services	750.00			5210 411050	350	101000
3	2	02/26/18 3/18	Consulting Services	750.00			5310 411050	350	101000
4	2	02/26/18 3/18	Consulting Services	750.00			5410 411050	350	101000
170573		00048	TOOLE COUNTY CLERK & RECORDER	52,723.13					
1		01/31/18	Animal Control-cell phone	23.08			1000 440600	344	101000
2		01/31/18	City Judge & Sec-Wages	2,332.14			1000 410360	100	101000
3		01/31/18	City Judge&Sec-Social Security	143.48			1000 410360	141	101000
4		01/31/18	City Judge & Sec-Medicare	33.56			1000 410360	142	101000
5		01/31/18	City Judge & Sec-PERS	197.54			1000 410360	143	101000
6		01/31/18	City Judge&Sec-UnemploymentIns	4.65			1000 410360	145	101000
7		01/31/18	City Judge & Sec-Worker's Comp	21.22			1000 410360	146	101000
8		01/31/18	City Judge-Health Insurance	363.50			1000 410360	147	101000
9		01/31/18	City Judge-Supplies	176.69			1000 410360	200	101000
10		01/31/18	City Judge-Phone	21.14			1000 410360	344	101000
11		01/31/18	Community Development-cell	52.34			1000 411050	344	101000
12		01/31/18	Building-cell phone	23.09			1000 420500	344	101000
13		01/31/18	Law Enforcement	34,370.00			1000 420000	300	101000
14		01/31/18	Law Enforcement	4,910.00			5210 420100	300	101000
15		01/31/18	Law Enforcement	4,910.00			5310 420100	300	101000
16		01/31/18	Law Enforcement	4,910.00			5410 420100	300	101000
17		01/31/18	Mayor-cell phone	16.78			1000 410200	344	101000
18		01/31/18	Mayor-cell phone	16.78			5210 430512	344	101000
19		01/31/18	Mayor-cell phone	16.78			5310 430612	344	101000
20		01/31/18	Mayor-cell phone	16.79			5410 430812	344	101000
21		01/31/18	Supt/Foreman/Shop On-call cell	32.75			1000 430200	344	101000
22		01/31/18	Supt/Foreman/Shop On-call cell	32.75			5210 430500	344	101000
23		01/31/18	Supt/Foreman/Shop On-call cell	32.75			5310 430600	344	101000
24		01/31/18	Supt/Foreman/Shop On-call cell	32.76			5410 430830	344	101000
25		01/31/18	Water Department-cell phone	32.56			5210 430500	344	101000
170574	-98822E	00111	FIRST STATE BANK	109.75					
1		02/02/18	Monthly Bank Service Charge	27.44			1000 410550	300	101000
2		02/02/18	Monthly Bank Service Charge	27.44			5210 430570	300	101000
3		02/02/18	Monthly Bank Service Charge	27.44			5310 430670	300	101000
4		02/02/18	Monthly Bank Service Charge	27.43			5410 430870	300	101000

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CITY OF SHELBY  
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Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
170575		00043 SHELBY GAS ASSOCIATION	7,023.60					
1	02/25/18	2/18 Gas Bill	155.40			1000 411200	343	101000
2	02/25/18	2/18 Gas Bill	792.90			1000 420400	343	101000
3	02/25/18	2/18 Gas Bill	792.90			1000 420401	343	101000
4	02/25/18	2/18 Gas Bill	359.40			1000 460445	343	101000
5	02/25/18	2/18 Gas Bill	344.20			1000 460442	343	101000
6	02/25/18	2/18 Gas Bill	281.80			5410 430840	343	101000
7	02/25/18	2/18 Gas Bill	422.90			1000 430200	343	101000
8	02/25/18	2/18 Gas Bill	422.90			5210 430500	343	101000
9	02/25/18	2/18 Gas Bill	422.90			5310 430600	343	101000
10	02/25/18	2/18 Gas Bill	422.90			5410 430830	343	101000
11	02/25/18	2/18 Gas Bill	116.25			1000 411202	343	101000
12	02/25/18	2/18 Gas Bill	116.25			5210 430520	343	101000
13	02/25/18	2/18 Gas Bill	116.25			5310 430620	343	101000
14	02/25/18	2/18 Gas Bill	116.25			5410 430820	343	101000
15	02/25/18	2/18 Gas Bill	111.40			5210 430500	343	101000
16	02/25/18	2/18 Gas Bill	1,330.60			1000 460465	343	101000
17	02/25/18	2/18 Gas Bill	698.40			2936 460463	343	101000
170576		00026 MARIAS RIVER ELECTRIC COOP INC	12,660.52					
1	02/25/18	2/18 Electric Bill	72.29			1000 411200	342	101000
2	02/25/18	2/18 Electric Bill	241.06			1000 420400	342	101000
3	02/25/18	2/18 Electric Bill	241.05			1000 420401	342	101000
4	02/25/18	2/18 Electric Bill	47.05			1000 411202	342	101000
5	02/25/18	2/18 Electric Bill	47.05			5210 430520	342	101000
6	02/25/18	2/18 Electric Bill	47.05			5310 430620	342	101000
7	02/25/18	2/18 Electric Bill	47.04			5410 430820	342	101000
8	02/25/18	2/18 Electric Bill	156.92			1000 430200	342	101000
9	02/25/18	2/18 Electric Bill	156.92			5210 430500	342	101000
10	02/25/18	2/18 Electric Bill	156.92			5310 430600	342	101000
11	02/25/18	2/18 Electric Bill	156.91			5410 430830	342	101000
12	02/25/18	2/18 Electric Bill	65.22			1000 440600	342	101000
13	02/25/18	2/18 Electric Bill	65.21			1000 460430	342	101000
14	02/25/18	2/18 Electric Bill	75.96			1000 460430	342	101000
15	02/25/18	2/18 Electric Bill	170.16			1000 460465	342	101000
16	02/25/18	2/18 Electric Bill	29.60			1000 460439	342	101000
17	02/25/18	2/18 Electric Bill	1,047.61			1000 460442	342	101000
18	02/25/18	2/18 Electric Bill	50.04			1000 460445	342	101000
19	02/25/18	2/18 Electric Bill	3,873.66			2400 430263	342	101000
20	02/25/18	2/18 Electric Bill	4,486.17			5210 430500	342	101000
21	02/25/18	2/18 Electric Bill	666.80			5310 430600	342	101000
22	02/25/18	2/18 Electric Bill	336.63			2936 460463	342	101000
23	02/25/18	2/18 Electric Bill	423.20			5410 430840	342	101000

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Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
170577			01851 CT CLEANING	1,200.00					
1	02/28/18	2/18	Janitorial Service	70.00			1000 411202	390	101000
2	02/28/18	2/18	Janitorial Service	70.00			5210 430520	390	101000
3	02/28/18	2/18	Janitorial Service	70.00			5310 430620	390	101000
4	02/28/18	2/18	Janitorial Service	70.00			5410 430820	390	101000
5	02/28/18	2/18	CC Janitorial Service	800.00			1000 460442	300	101000
6	02/28/18	2/18	Williamson Bldg Service	120.00			2936 460463	300	101000
170578			01388 3 RIVERS COMMUNICATIONS INC	1,147.62					
1	02/01/18	2/18	phone bill	12.39			1000 420500	344	101000
2	02/01/18	2/18	phone bill	30.43			1000 410550	344	101000
3	02/01/18	2/18	phone bill	30.43			5210 430570	344	101000
4	02/01/18	2/18	phone bill	30.43			5310 430670	344	101000
5	02/01/18	2/18	phone bill	30.43			5410 430870	344	101000
6	02/01/18	2/18	phone bill	24.04			1000 430200	344	101000
7	02/01/18	2/18	phone bill	24.05			5210 430500	344	101000
8	02/01/18	2/18	phone bill	24.05			5310 430600	344	101000
9	02/01/18	2/18	phone bill	24.05			5410 430830	344	101000
10	02/01/18	2/18	phone bill	96.76			1000 460465	300	101000
11	02/01/18	2/18	phone bill	148.86			1000 411050	344	101000
12	02/01/18	2/18	phone bill	164.50			1000 460442	344	101000
13	02/01/18	2/18	phone bill	93.77			1000 420400	344	101000
14	02/01/18	2/18	phone bill	93.76			1000 420401	344	101000
15	02/01/18	2/18	phone bill	4.74			1000 410200	344	101000
16	02/01/18	2/18	phone bill	4.74			5210 430512	344	101000
17	02/01/18	2/18	phone bill	4.74			5310 430612	344	101000
18	02/01/18	2/18	phone bill	4.74			5410 430812	344	101000
19	02/01/18	2/18	phone bill	45.93			1000 460445	344	101000
20	02/01/18	2/18	phone bill	136.70			5310 430600	344	101000
21	02/01/18	2/18	phone bill	33.48			5210 430500	344	101000
22	02/01/18	2/18	phone bill	51.12			5210 430500	344	101000
23	02/01/18	2/18	phone bill	33.48			5210 430500	344	101000
170579			02368 OPTUM	12.75					
1	959966466	02/15/18	HSA Service Fee	3.18			1000 410550	300	101000
2	959966466	02/15/18	HSA Service Fee	3.19			5210 430570	300	101000
3	959966466	02/15/18	HSA Service Fee	3.19			5310 430670	300	101000
4	959966466	02/15/18	HSA Service Fee	3.19			5410 430870	300	101000

03/02/18  
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Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
170580	24806S 00144 POSTMASTER	299.12							
1	02/22/18 2/18 UB Postage	99.71			5210 430570	310	101000		
2	02/22/18 2/18 UB Postage	99.71			5310 430670	310	101000		
3	02/22/18 2/18 UB Postage	99.70			5410 430870	310	101000		
170581	02389 WELLS FARGO VENDOR FIN SERV	127.70							
	Serial #6507270X								
1	68089667 02/18/18 2/18 Sharp MX-350 Copier-Sho	25.54		31274	1000 430200	200	101000		
2	68089667 02/18/18 2/18 Sharp MX-350 Copier-Sho	25.54		31274	5210 430500	200	101000		
3	68089667 02/18/18 2/18 Sharp MX-350 Copier-Sho	25.54		31274	5310 430600	200	101000		
4	68089667 02/18/18 2/18 Sharp MX-350 Copier-Sho	25.54*		31274	5410 430830	200	101000		
5	68089667 02/18/18 2/18 Sharp MX-350 Copier-Sho	25.54		31274	1000 420500	200	101000		
170582	01870 KUSTOM SERVICES	400.00							
1	1978 01/03/18 CFD-Snow Removal	400.00		21087	1000 420400	300	101000		
170583	00047 BEN TAYLOR INC	294.25							
1	10827 01/26/18 RFD-Fuel	294.25		31082	1000 420401	230	101000		
170584	00213 HIGHLINE COMMUNICATIONS	210.25							
1	78673 01/03/18 CFD-(2)Batteries	140.00*		31083	1000 420400	200	101000		
2	78753 01/31/18 RFD-Repair Antenna	70.25		31088	1000 420401	300	101000		
170585	01700 ORKIN, INC	1,189.40							
1	166637699 02/05/18 CFD-2/18 Service	95.00		31084	1000 420400	300	101000		
2	26344040 02/05/18 CFD-Year In Advance	1,094.40		31084	1000 420400	300	101000		
170586	01866 SHELBY PAINT AND HARDWARE	47.94							
1	11496 01/10/18 RFD-(6)Smoke Alarms	47.94		31085	1000 420401	200	101000		
170587	02045 NAPA AUTO PARTS	50.85							
1	85940 12/08/17 RFD-Air Filter	10.31		31086	1000 420401	200	101000		
2	85989 12/11/17 RFD-Oil Filters	30.70		31086	1000 420401	200	101000		
3	85991 12/11/17 RFD-Air Filters	20.62		31086	1000 420401	200	101000		
4	12/31/17 Credit On Statement	-10.78			1000 420401	200	101000		
170588	-98821E 01545 AMAZON.COM	79.98							
1	1112262876 01/31/18 (2)3"Binder w/GHS Pictogra	19.99		31252	1000 430200	260	101000		
2	1112262876 01/31/18 (2)3"Binder w/GHS Pictogra	19.99		31252	5210 430500	260	101000		
3	1112262876 01/31/18 (2)3"Binder w/GHS Pictogra	20.00		31252	5310 430600	260	101000		
4	1112262876 01/31/18 (2)3"Binder w/GHS Pictogra	20.00		31252	5410 430830	260	101000		

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170589	-98820E	01545	AMAZON.COM	160.00					
1	1112262876	01/31/18	(10)3-Ring Binders	40.00		31252	1000 430200	200	101000
2	1112262876	01/31/18	(10)3-Ring Binders	40.00		31252	5210 430500	200	101000
3	1112262876	01/31/18	(10)3-Ring Binders	40.00		31252	5310 430600	200	101000
4	1112262876	01/31/18	(10)3-Ring Binders	40.00*		31252	5410 430830	200	101000
170590		01438	BARRY DAMSCHEN CONSULTING LLC	1,975.00					
1	4	01/19/18	10/17-12/17 Consult & Monitor	1,975.00			5410 430840	350	101000
170591		01620	KADRMAS, LEE & JACKSON INC.	5,072.97					
1	10096469	02/08/18	WW Treatment Design	5,072.97			5310 430601	950 2282	101000
170592		01620	KADRMAS, LEE & JACKSON INC.	5,956.40					
1	10096468	02/08/18	Storm Water-Construction Adm	5,956.40			5720 430246	950 2283	101000
170593		01620	KADRMAS, LEE & JACKSON INC.	1,500.00					
1	10096443	02/08/18	Sanitary Restriction Deviati	1,500.00			5310 430600	300	101000
170594		01988	FIELDSTONE OFFICE SUPPLY	259.90					
1	127886	02/08/18	Ink Cartridge	30.00		30835	1000 460442	200	101000
2	127852	01/31/19	3 Hole Punch/Pens	19.97		30927	1000 410550	200	101000
3	127852	01/31/19	3 Hole Punch/Pens	19.97		30927	5210 430570	200	101000
4	127852	01/31/19	3 Hole Punch/Pens	19.98		30927	5310 430670	200	101000
5	127852	01/31/19	3 Hole Punch/Pens	19.98		30927	5410 430870	200	101000
6	127890	02/09/18	Toner Cartridge	37.50		30927	1000 410550	200	101000
7	127890	02/09/18	Toner Cartridge	37.50		30927	5210 430570	200	101000
8	127890	02/09/18	Toner Cartridge	37.50		30927	5310 430670	200	101000
9	127890	02/09/18	Toner Cartridge	37.50		30927	5410 430870	200	101000
170595		00512	MT DEPARTMENT OF ADMINISTRATION	145.00					
1		02/08/18	Late AFR/Audit Fee	36.25			1000 410550	300	101000
2		02/08/18	Late AFR/Audit Fee	36.25			5210 430570	300	101000
3		02/08/18	Late AFR/Audit Fee	36.25			5310 430670	300	101000
4		02/08/18	Late AFR/Audit Fee	36.25			5410 430870	300	101000
170596		00041	SHELBY PROMOTER	44.00					
1	SL180501	01/31/18	Needs Assessment	44.00			1000 411050	300	101000
170597		01095	PETTY CASHIER-PUBLIC WORKS	61.69					
1	2729	12/04/17	MSC-Ice	3.40			5310 430600	200	101000
2	2730	12/11/17	Postage	20.38*			1000 420500	300	101000
3	2731	12/26/17	Postage	3.64			5210 430500	300	101000
4	2732	01/02/18	Postage	7.20			5210 430500	300	101000
5	2733	01/03/18	Postage	7.20			5210 430500	300	101000

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6	2734	01/11/18	Postage	3.48			5210 430500	300	101000
7	2735	01/17/18	Postage	6.65			5210 430500	300	101000
8	2736	02/06/18	Postage	1.84			5210 430500	300	101000
9	2737	02/12/18	Postage	7.90			5210 430500	300	101000
170598			00442 SHELBY AREA CHAMBER OF COMMERCE	6,000.00					
1	01/16/18	TBID-VIC Staffing 2018		6,000.00			7199 212500		101000
170599			02336 360 OFFICE SOLUTIONS	545.00					
1	197578	02/09/18	Laser Utility Billing Cards	181.67		30928	5210 430570	200	101000
2	197578	02/09/18	Laser Utility Billing Cards	181.66		30928	5310 430670	200	101000
3	197578	02/09/18	Laser Utility Billing Cards	181.67		30928	5410 430870	200	101000
170600	-98819E		01545 AMAZON.COM	99.95					
1	1140290287	02/14/18	UPS System 12 Outlets	24.98		30929	1000 410550	200	101000
2	1140290287	02/14/18	UPS System 12 Outlets	24.99		30929	5210 430570	200	101000
3	1140290287	02/14/18	UPS System 12 Outlets	24.99		30929	5310 430670	200	101000
4	1140290287	02/14/18	UPS System 12 Outlets	24.99		30929	5410 430870	200	101000
170601			00047 BEN TAYLOR INC	3,789.37					
1	37760	01/11/18	Williamson Park Propane	375.70			5210 430500	230	101000
2	39061	01/25/18	UV Plant Propane	621.35			5210 430500	230	101000
3	10605	01/26/18	1/18 Fuel	354.69		31261	1000 430200	230	101000
4	10605	01/26/18	1/18 Fuel	216.41		31261	1000 430200	230	101000
5	10605	01/26/18	1/18 Fuel	432.57		31261	5410 430830	230	101000
6	10605	01/26/18	1/18 Fuel	124.84		31261	5310 430600	230	101000
7	10605	01/26/18	1/18 Fuel	59.19		31261	5310 430600	230	101000
8	10605	01/26/18	1/18 Fuel	157.03		31261	5210 430500	230	101000
9	10605	01/26/18	1/18 Fuel	83.28		31261	5210 430500	230	101000
10	10605	01/26/18	1/18 Fuel	162.35		31261	1000 460430	230	101000
11	10605	01/26/18	1/18 Fuel	88.96		31261	1000 460430	230	101000
12	10605	01/26/18	1/18 Fuel	77.23		31261	5210 430500	230	101000
13	10605	01/26/18	1/18 Fuel	290.26		31261	5310 430600	230	101000
14	10605	01/26/18	1/18 Fuel	45.98		31261	1000 420500	230	101000
15	10605	01/26/18	1/18 Fuel	116.91		31261	5410 430830	230	101000
16	10605	01/26/18	1/18 Fuel	157.83		31261	5210 430500	230	101000
17	10605	01/26/18	1/18 Fuel	74.78		31261	1000 440600	230	101000
18	646096	01/07/18	Screws	0.30		31262	1000 460465	369	101000
19	161885	01/25/18	Retract Carp K/Mini Glass Scra	14.78		31262	1000 460465	369	101000
20	161777	01/23/18	Stretch F	32.99		31262	5210 430500	200	101000
21	161735	01/23/18	Penetrate Cata 12oz	4.49		31262	5210 430500	200	101000
22	161485	01/18/18	Handsaw 9pt/Jab Saw 7pt	21.98		31262	5210 430500	200	101000
23	161866	01/25/18	Volt Snooper Detect	9.99		31262	1000 420500	200	101000
24	161835	01/24/18	Sodium Bulb	17.40		31262	1000 430200	200	101000
25	161835	01/24/18	Sodium Bulb	17.40		31262	5210 430500	200	101000

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26	161835 01/24/18 Sodium Bulb	17.39		31262	5310 430600	200		101000	
27	161835 01/24/18 Sodium Bulb	17.39		31262	5410 430840	200		101000	
28	161835 01/24/18 Sodium Bulb	17.39		31262	1000 420500	200		101000	
29	161824 01/23/18 Merc Bu	9.19		31262	1000 430200	200		101000	
30	161824 01/23/18 Merc Bu	9.19		31262	5210 430500	200		101000	
31	161824 01/23/18 Merc Bu	9.20		31262	5310 430600	200		101000	
32	161824 01/23/18 Merc Bu	9.20		31262	5410 430840	200		101000	
33	161824 01/23/18 Merc Bu	9.20		31262	1000 420500	200		101000	
34	161904 01/25/18 300W Clear Lam	2.39		31262	1000 430200	200		101000	
35	161904 01/25/18 300W Clear Lam	2.40		31262	5210 430500	200		101000	
36	161904 01/25/18 300W Clear Lam	2.40		31262	5310 430600	200		101000	
37	161904 01/25/18 300W Clear Lam	2.40*		31262	5410 430830	200		101000	
38	161904 01/25/18 300W Clear Lam	2.40		31262	1000 420500	200		101000	
39	161888 01/25/18 85pk Boxed Wht Rag	1.29		31262	1000 430200	200		101000	
40	161888 01/25/18 85pk Boxed Wht Rag	1.30		31262	5210 430500	200		101000	
41	161888 01/25/18 85pk Boxed Wht Rag	1.30		31262	5310 430600	200		101000	
42	161888 01/25/18 85pk Boxed Wht Rag	1.30		31262	5410 430840	200		101000	
43	161888 01/25/18 85pk Boxed Wht Rag	1.30*		31262	5410 430830	200		101000	
44	160670 01/09/18 Wire/Test Clips/Fuse	30.09		31262	5410 430840	200		101000	
45	160419 01/03/18 Tidy Cat	6.39		31262	1000 430200	200		101000	
46	160419 01/03/18 Tidy Cat	6.39		31262	5210 430500	200		101000	
47	160419 01/03/18 Tidy Cat	6.40		31262	5310 430600	200		101000	
48	160419 01/03/18 Tidy Cat	6.40		31262	5410 430840	200		101000	
49	160419 01/03/18 Tidy Cat	6.40		31262	1000 420500	200		101000	
50	646146 01/08/18 Wire Snips	11.48		31262	1000 430200	200		101000	
51	646146 01/08/18 Wire Snips	11.50		31262	5210 430500	200		101000	
52	646146 01/08/18 Wire Snips	11.50		31262	5310 430600	200		101000	
53	646146 01/08/18 Wire Snips	11.50		31262	5410 430840	200		101000	
54	161765 01/23/18 Sil Cau Wht	21.96		31262	5210 430500	200		101000	
55	161778 01/23/18 RETURN - Sil Cau Wht	-21.96		31262	5210 430500	200		101000	
56	162124 01/29/18 Keys	6.00		30834	1000 460442	200		101000	
170602	01780 MONTANA BROOM & BRUSH	56.00							
1	1265761 02/01/18 Roll Towel	14.00		31256	1000 430200	200		101000	
2	1265761 02/01/18 Roll Towel	14.00		31256	5210 430500	200		101000	
3	1265761 02/01/18 Roll Towel	14.00		31256	5310 430600	200		101000	
4	1265761 02/01/18 Roll Towel	14.00		31256	5410 430840	200		101000	
170603	02179 KOHLES, SCOTT	179.99							
1	2151831711 02/15/18 LCD Assembly/Circuit Teste	44.99		31257	1000 430200	200		101000	
2	2151831711 02/15/18 LCD Assembly/Circuit Teste	45.00		31257	5210 430500	200		101000	
3	2151831711 02/15/18 LCD Assembly/Circuit Teste	45.00		31257	5310 430600	200		101000	
4	2151831711 02/15/18 LCD Assembly/Circuit Teste	45.00		31257	5410 430840	200		101000	

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170604	-98818E 02109 PAYPAL	124.88							
1	02/01/18 ABS Fender Flares	124.88		31258	1000 460430	200		101000	
170605	00027 MARKS TIRE & ALIGNMENT	151.16							
1	51531 01/02/18 Flat Repair	58.00		31260	1000 430200	369		101000	
2	51545 01/03/18 Flat Repair	40.00		31260	1000 460430	300		101000	
3	51544 01/30/18 Flat Repair	40.00		31260	5410 430830	300		101000	
4	51651 01/16/18 Flat Repair	20.00		31260	1000 430200	369		101000	
5	12/30/17 Credit Per Statement	-6.84			1000 430200	369		101000	
170606	00705 KOIS BROTHERS EQUIPMENT CO	299.00							
1	112376 02/13/18 Micron Element Replacement	88.00*		31259	5410 430830	200		101000	
2	112376 02/13/18 MM Sourcing Prox	143.00*		31259	5410 430830	200		101000	
3	112376 02/13/18 MM Sourcing Switch	68.00*		31259	5410 430830	200		101000	
170607	-98817E 01545 AMAZON.COM	54.56							
1	1142402457 02/20/18 (24)3-Ring Binders	13.64		30930	1000 410550	200		101000	
2	1142402457 02/20/18 (24)3-Ring Binders	13.64		30930	5210 430570	200		101000	
3	1142402457 02/20/18 (24)3-Ring Binders	13.64		30930	5310 430670	200		101000	
4	1142402457 02/20/18 (24)3-Ring Binders	13.64		30930	5410 430870	200		101000	
170608	01124 FIRST INTERSTATE BANK	15,884.00							
	Landfill Trust Annual - Closure & Post-Closure								
1	02/22/17 Lndfill Trust Annual Closure	9,253.00			5410 430840	581		101000	
2	02/22/17 LndfillTrustAnnual PostClosure	6,631.00			5410 430840	581		101000	
170609	999998 LOREN D SKARTVED	87.00							
1	02/14/18 Reimburse Loren-Phone Battery	21.75			1000 430200	200		101000	
2	02/14/18 Reimburse Loren-Phone Battery	21.75			5210 430500	200		101000	
3	02/14/18 Reimburse Loren-Phone Battery	21.75			5310 430600	200		101000	
4	02/14/18 Reimburse Loren-Phone Battery	21.75			5410 430840	200		101000	
170610	01805 SYSTEMS	413.64							
1	29672 02/13/18 Preflight New Workstation	15.63		30932	1000 410550	300		101000	
2	29672 02/13/18 Preflight New Workstation	15.63		30932	5210 430570	300		101000	
3	29672 02/13/18 Preflight New Workstation	15.62		30932	5310 430670	300		101000	
4	29672 02/13/18 Preflight New Workstation	15.62		30932	5410 430870	300		101000	
5	29672 02/13/18 HP Proliant Server Hard Drives	61.54		30932	1000 410550	200		101000	
6	29672 02/13/18 HP Proliant Server Hard Drives	61.54		30932	5210 430570	200		101000	
7	29672 02/13/18 HP Proliant Server Hard Drives	61.53		30932	5310 430670	200		101000	
8	29672 02/13/18 HP Proliant Server Hard Drives	61.53		30932	5410 430870	200		101000	
9	29733 02/26/18 Located/Copied PSTs of Emails	6.56		30933	1000 410550	300		101000	
10	29733 02/26/18 Located/Copied PSTs of Emails	6.57		30933	5210 430570	300		101000	
11	29733 02/26/18 Located/Copied PSTs of Emails	6.56		30933	5310 430670	300		101000	

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12	29733	02/26/18	Located/Copied PSTs of Emails	6.56		30933	5410 430870	300	101000
13	29733	02/26/18	Troubleshoot Problem w/Email	6.57		30933	1000 410550	300	101000
14	29733	02/26/18	Troubleshoot Problem w/Email	6.56		30933	5210 430570	300	101000
15	29733	02/26/18	Troubleshoot Problem w/Email	6.56		30933	5310 430670	300	101000
16	29733	02/26/18	Troubleshoot Problem w/Email	6.56		30933	5410 430870	300	101000
17	29733	02/26/18	Prefight New Workstation	13.12		30933	1000 410550	300	101000
18	29733	02/26/18	Prefight New Workstation	13.12		30933	5210 430570	300	101000
19	29733	02/26/18	Prefight New Workstation	13.13		30933	5310 430670	300	101000
20	29733	02/26/18	Prefight New Workstation	13.13		30933	5410 430870	300	101000
170611		02345	SHELBY HIGH SCHOOL WRESTLING	1,675.00					
1	02/20/18	TBID-SHS Wrestling Camp 2018		1,675.00			7199 212500		101000
170612	-98816E	01593	I-STATE TRUCK CENTER	149.47					
1	252114356	02/23/18	Kit Surge Tank, M2	149.47		31273	1000 430200	200	101000
170613		01601	CHEMSEARCH	267.08					
1	2991064	01/15/18	Chemsearch 565	267.08		31283	1000 460465	300	101000
170614		02069	NATIONAL LAUNDRY CO	33.13					
1	65680	02/21/18	Red Shop Towels	8.29		31280	1000 430200	300	101000
2	65680	02/21/18	Red Shop Towels	8.28		31280	5210 430500	300	101000
3	65680	02/21/18	Red Shop Towels	8.28		31280	5310 430600	300	101000
4	65680	02/21/18	Red Shop Towels	8.28		31280	5410 430840	300	101000
170615		01866	SHELBY PAINT AND HARDWARE	328.87					
1	62198	01/23/18	Bulbs/Spray Paint	43.97		31277	2936 460463	200	101000
2	62265	01/24/18	Bulbs/Security Light	21.00		31277	1000 430200	200	101000
3	62265	01/24/18	Bulbs/Security Light	20.99		31277	5210 430500	200	101000
4	62265	01/24/18	Bulbs/Security Light	20.99		31277	5310 430600	200	101000
5	62265	01/24/18	Bulbs/Security Light	20.99		31277	5410 430840	200	101000
6	62271	01/24/18	Straps	0.58		31277	5410 430840	200	101000
7	62303	01/30/18	Batteries	20.98		31277	1000 420500	200	101000
8	62340	02/15/18	Nails/Utility Knife	19.48		31277	2936 460463	200	101000
9	62372	02/09/18	PVC Caps	12.98		31277	1000 460442	200	101000
10	62381	02/12/18	Keys	8.00		31277	5210 430500	200	101000
11	62393	02/14/18	Wrench/Pliers/Grips/Cutter/Bru	138.91		31277	5210 430500	200	101000
170616	-98815E	01803	MT.GOV	103.25					
			Training for Applicators/Regulatory Weed Training (Dennis Barker)						
1	f13ab388a4	02/27/18	Applicator/Regulatory Trai	103.25		31272	1000 460430	300	101000

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170617	00049 TRACTOR & EQUIPMENT CO	2,209.11							
1	356006 01/24/18 Seal O-Ring/Housing/Spacer	299.46		31271	5410 430840	200		101000	
2	356005 01/24/18 Shaft Pinion	1,107.37		31271	5410 430840	200		101000	
3	355748 01/17/18 M-Seal Stk	79.13		31271	5410 430840	200		101000	
4	355638 01/15/18 Housing	723.15		31271	5410 430840	200		101000	
170618	00037 NORTHWEST PIPE FITTINGS INC	850.00							
1	1929189 02/02/18 Arb N Sight Annual Maintenanc	850.00		31268	5210 430500	300		101000	
170619	01968 ZOMER TRUCK COMPANY	4,935.10							
1	S26123 01/16/18 04 KW T300 Dump Tk Repairs	4,935.10		31266	1000 430200	369		101000	
170620	01876 TITAN MACHINERY	118.52							
1	10379161 01/10/18 Flexpin	28.50		31265	1000 430200	200		101000	
2	10379177 01/10/18 Freight	14.00		31265	1000 430200	200		101000	
3	10523433 02/27/18 Plates/Filter Bag Assy	76.02		31291	1000 430200	200		101000	
170621	01153 RAY'S REPAIR	175.50							
1	880392 12/06/17 Service Tiller	175.50		31264	1000 460430	300		101000	
170622	01759 CONSOLIDATED ELECTRICAL	1,380.06							
1	2808732130 02/22/18 120V Size 3 Open Starter/R	930.06		31276	5210 430500	200		101000	
2	2808732347 02/22/18 120V Size 2 Open Starter	450.00		31276	5310 430600	200		101000	
170623	-98814E 01545 AMAZON.COM	150.60							
1	1136575568 02/16/18 Galaxy S7 Screen Protector	1.99		31284	1000 430200	200		101000	
2	1136575568 02/16/18 Galaxy S7 Screen Protector	2.00		31284	5210 430500	200		101000	
3	1136575568 02/16/18 Galaxy S7 Screen Protector	2.00		31284	5310 430600	200		101000	
4	1136575568 02/16/18 Galaxy S7 Screen Protector	2.00		31284	5410 430840	200		101000	
5	1136575568 02/16/18 Multi-Parameter Pocket Tes	142.61		31284	5210 430500	200		101000	
170624	-98813E 01549 BEST WESTERN HERITAGE INN	101.58							
	MT Rural Water Conference - 2/21-2/23/18 - Great Falls, MT								
1	80523 02/23/18 Lodging-Postma	101.58			5310 430600	370		101000	
170625	-98812E 01549 BEST WESTERN HERITAGE INN	203.16							
	MT Rural Water Conference - 2/21-2/23/18 - Great Falls, MT								
1	80509 02/23/18 Lodging-Skartved	203.16			5210 430500	370		101000	

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Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
170626	-98811E	01549 BEST WESTERN HERITAGE INN		203.16					
		MT Rural Water Conference - 2/21-2/23/18 - Great Falls, MT							
	1	80508 02/23/18 Lodging-Roark		101.58			5210 430500	370	101000
	2	80508 02/23/18 Lodging-Roark		101.58			5310 430600	370	101000
170627		00276 TRI-CITY INTERLOCAL EQUIPMENT		1,390.00					
	1	11/29/17 I-15 Bucket Truck		70.00		31287	1000 460439	300	101000
	2	11/13/17 I-16 Tractor Mower		630.00		31287	5310 430600	300	101000
	3	01/22/18 I-45 Sewer Vactor Truck		690.00		31287	5310 430600	300	101000
170628		02339 GREATLAND CRANE INSPECTION INC		750.00					
	1	1308 02/27/18 Automotive Lift/Overhead Crane		187.50		31286	1000 430200	300	101000
	2	1308 02/27/18 Automotive Lift/Overhead Crane		187.50		31286	5210 430500	300	101000
	3	1308 02/27/18 Automotive Lift/Overhead Crane		187.50		31286	5310 430600	300	101000
	4	1308 02/27/18 Automotive Lift/Overhead Crane		187.50		31286	5410 430830	300	101000
170629		01766 MAPS INC		395.00					
	1	2018-016 02/22/18 Ongoing GPS/GIS Tech Support		395.00		31278	5210 430500	323	101000
170630	24807S	00144 POSTMASTER		337.19					
	1	02/28/17 3/18 Newsletter - 1169		84.29			1000 410240	310	101000
	2	02/28/17 3/18 Newsletter - 1169		84.30			5210 430514	310	101000
	3	02/28/17 3/18 Newsletter - 1169		84.30			5310 430614	310	101000
	4	02/28/17 3/18 Newsletter - 1169		84.30			5410 430814	310	101000
170631		01010 JERRYS RADIATOR SERVICE INC		85.00					
	1	6503 01/30/18 Clean/Test Radiator		85.00		31267	1000 430200	369	101000
170632		00088 CARQUEST AUTO PARTS		147.99					
	1	2567276150 02/21/18 Pressure Gage		16.00		31289	5310 430600	200	101000
	2	2567275680 02/08/18 Battery		131.99		31289	1000 440600	200	101000
	3	2567276244 02/23/18 Reman Starter		76.99		31289	1000 430200	200	101000
	4	2567276244 02/23/18 RETURN - Reman Starter		-76.99		31289	1000 430200	200	101000
170633		01376 ESTOP BUSINESS LICENSES		280.00					
	1	UID# 30902 02/24/18 2018 Scale License Renewal		280.00		31290	5410 430840	300	101000
170634		02045 NAPA AUTO PARTS		1,432.61					
	1	88871 02/14/18 5W30CONV/Lamp		8.44		31292	1000 460430	200	101000
	2	88321 01/03/18 Adapter		1.40		31292	1000 430200	200	101000
	3	88212 01/29/18 Mt Tape		27.38		31292	1000 460430	200	101000
	4	88324 01/31/18 Gray Primer		79.47		31292	1000 460430	200	101000
	5	88610 02/07/18 Paper/Hookit/Wax/Rubb Comp		40.91		31292	1000 460430	200	101000
	6	88767 02/12/18 8G/Adapters/8M2TXREEL		32.34		31292	1000 430200	200	101000

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Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
7	88987	02/16/18 14pc Wrench Set	52.19		31292	5210 430500	200	101000
8	89364	02/23/18 Hrt/Hose	1.35		31292	5210 430500	200	101000
9	89155	02/20/18 Power Steering Pr	41.82		31292	5210 430500	200	101000
10	89356	02/23/18 Coolant	41.25		31292	5210 430500	200	101000
11	89504	02/27/18 Breaker	64.77		31292	1000 430200	200	101000
12	89535	02/28/18 Belt	59.19		31292	1000 430200	200	101000
13	89312	02/23/18 Battery	24.77		31292	1000 430200	200	101000
14	88701	02/09/18 Grease/Electrical Tape	16.05		31292	1000 430200	200	101000
15	89209	02/21/18 Filters	12.67		31293	1000 430200	200	101000
16	89209	02/21/18 Filters	12.67		31293	5210 430500	200	101000
17	89209	02/21/18 Filters	12.67		31293	5310 430600	200	101000
18	89209	02/21/18 Filters	12.67		31293	5410 430840	200	101000
19	86439	12/20/17 Filters	32.14		31293	1000 430200	200	101000
20	86439	12/20/17 Filters	32.14		31293	5210 430500	200	101000
21	86439	12/20/17 Filters	32.14		31293	5310 430600	200	101000
22	86439	12/20/17 Filters	32.14		31293	5410 430840	200	101000
23	87321	01/09/18 Water Pump	101.69		31293	5210 430500	200	101000
24	88503	02/05/18 Wiper/De-Icer	35.49		31293	1000 430200	200	101000
25	88238	01/30/18 Fitting	7.41		31293	1000 430200	200	101000
26	88372	02/01/18 Wrench	20.00		31293	1000 430200	200	101000
27	88314	01/31/18 Terminal/Connector/Holder/Fuse	16.66		31293	1000 430200	200	101000
28	88225	01/29/18 Coolant/Coupling	62.46		31293	1000 430200	200	101000
29	88335	01/31/18 Governor	17.93		31293	1000 430200	200	101000
30	89148	02/20/18 Stopleak	14.38		31293	1000 430200	200	101000
31	88876	02/14/18 Filters	10.29		31293	1000 430200	200	101000
32	88876	02/14/18 Filters	10.29		31293	5210 430500	200	101000
33	88876	02/14/18 Filters	10.29		31293	5310 430600	200	101000
34	88876	02/14/18 Filters	10.29		31293	5410 430840	200	101000
35	86924	01/02/18 Coupler	21.63		31297	1000 430200	200	101000
36	87388	01/10/18 Oil Filter	2.97		31297	5310 430600	200	101000
37	87839	01/19/18 Wrench	13.91		31297	5210 430500	200	101000
38	88201	01/29/18 Intermix/Crossfire/Hardner/Cup	406.35		31297	1000 460430	200	101000
170635 02306 DC FROST ASSOCIATES INC			3,800.00					
Approved at 11/6/17 Council Meeting								
1	20330	02/21/18 On Site Service (UV Computer)	3,800.00		31294	5210 430500	369	101000
170636 01483 SWS EQUIPMENT			34,538.00					
Approved at 11/6/17 Council Meeting								
1	0103407	02/27/18 (50)3yd Metal Containers w/Li	34,538.00*		31295	5410 430830	200	101000

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CITY OF SHELBY  
Claim Details  
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Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
170637		02424 STORAGE SENTER		186.62					
		625 S Industrial Park Rd, Tract #6							
	1	02/28/18 Terminated Lease Refund		186.62			1000 361003		101000
		# of Claims	74	Total:	188,225.85				
		Total Electronic Claims		3,143.34	Total Non-Electronic Claims		185082.51		

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CITY OF SHELBY  
Claims on Hold  
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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

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CITY OF SHELBY  
Claims on Hold  
For the Accounting Period: 2/18

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\* ... Over spent expenditure

Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period ( 1/18) ****									
170557		01620 KADRMAS, LEE & JACKSON INC.		192.03					
1	10095261	01/15/18 WW Treatment Design		192.03			5310 430601	950 2282	101000
170591		01620 KADRMAS, LEE & JACKSON INC.		5,072.97					
1	10096469	02/08/18 WW Treatment Design		5,072.97			5310 430601	950 2282	101000
# of Claims			74	Total:	62,477.45				

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CITY OF SHELBY  
Claim from Another Period Cancelled in this Period  
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\* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Cancelled in 2/18 ***      *** Claim from another period ( 1/18) ***								
170529		00026 MARIAS RIVER ELECTRIC COOP INC	572.00					
2/12/18 Ron left note and check in night drop saying to cancel check. They traded out tires for the lights.								
1	1807	12/29/17 CFD-(2)Maxlite Exterior Lights	572.00*		31079	1000 420400	200	101000
# of Claims			1	Total:				572.00

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CITY OF SHELBY  
Fund Summary for Claims  
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Fund/Account	Amount
1000 GENERAL	
101000 Cash-Operating	\$61,708.63
2400 STREET LIGHTING DISTRICT NO. 35	
101000 Cash-Operating	\$3,873.66
2936 WILLIAMSON BLDG RENOVATIONS	
101000 Cash-Operating	\$1,218.48
5210 WATER UTILITY	
101000 Cash-Operating	\$22,428.24
5310 SEWER UTILITY	
101000 Cash-Operating	\$19,044.09
5410 SOLID WASTE UTILITY	
101000 Cash-Operating	\$65,709.35
5720 STORM DRAINAGE	
101000 Cash-Operating	\$5,956.40
7199 TOURISM BUSINESS IMPROVEMENT DIST (TBID)	
101000 Cash-Operating	\$7,675.00
7427 SPECIALTY LICENSE PLATES (SHELBY)	
101000 Cash-Operating	\$40.00
<b>Total:</b>	<b>\$187,653.85</b>

## SAFETY COMMITTEE MEETING

February 21, 2018

8:30 a.m.

Present: City Hall–Jade Goroski, Tammy Pederson; Civic Center–Cindy Florez; Mayor-Gary McDermott

Civic Center – A bid was received and accepted for new LED lights in the gym in hallway. It was asked that the snow not be put in front of the dumpster for easier access. Another wooden bench in the weight room needs to be repaired with metal supports for reinforcement. The drain at the front door doesn't work in the winter time. It just freezes up and can't drain into the street therefore making the sidewalk icy.

Historic Shelby High – discussed possible options to reduce heating costs.

Williamson Building – The glue seeping through the carpet has not been addressed yet. Some of the wood doors have cracks in them and need replacement. There is no heat in one of the offices. The parking lot in back needs to be plowed and sanded.

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

Meeting adjourned at 9:00 a.m.

Reported by:

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Tammy Pederson

## MINUTES OF THE PARK & RECREATION COMMITTEE

Held at Shelby City Hall

February 26, 2018

In attendance: Gary McDermott, Lyle Kimmet, Trent Tustian, Loren Skartved, Cindy Florez, Jason Gray, Eric Tokerud, Lorette Carter and guest; Matt Clark.

### Recreation Director Report

#### 1. The pool needs!

- A. Training to collect money and writing passes with correct information.
- B. Collecting all money from swim team.
- C. No extra people on your family passes.
- D. No Phones on deck or in front office.
- E. Only one lifeguard at front desk at a time.
- F. No more lap swimming in the morning for one person.
- G. There are no free passes to employees that work at pool.
- H. Real swimming lessons for the children learning.
- I. A slide and other things for them to play with.
- J. Who is responsible for the chemicals?
- K. Hiring lifeguards.
- L. Getting all lifeguards certified.
- M. Will not close pool to the public for birthday parties.
- N. What do we charge for pool parties?
- O. Hire a water aerobics instructor.
- P. Schedule a cleaning list for all employees to do daily.
- Q. Hire someone to certify lifeguards

Pros

\*My last class is at noon to 1pm. After that I can go to the pool until 3pm.

\*I can set up the employee schedule in my office or at home.

\* We can train them on the paperwork and using cash register.

\* I can check on them throughout the day.

#### Cons

\*I am not here on weekends in the summer.

\*I am also sometimes without phone service on weekend in different areas.

\* I work from 5am to 3pm Monday through Thursday in the summer.

\* When I have to go to the pool on my off hours is that going to be considered over time or comp time.

\* If I don't finish paperwork for the pool during work hours I will take it home to do.

\* I am not a good swimmer. I will not be getting certified.

#### COMMON CRITICISMS OF LIFEGUARDS:

A. They don't pay attention to their work.

B. They leave the pool area without proper supervision for swimmers.

C. They are not doing their job, and we are paying for their time. I wouldn't trust my child there unless I was there to watch.

D. They are always on their phones.

We want them to say: "The staff of this pool sure knows what they are doing and are friendly and give proper supervision to the swimmers. It is the safest place I can send my child.

#### ONE UNGUARDED MOMENT ERASES ALL THE GOOD OTHERS HAVE DONE

2. After talking to Melit Flynn, Office Manager at the Shelby School Administration and seeing the financial reports for the school tournaments most of the time their tournaments fall in a net loss. They have to pay money out in order to have them. The only one that makes some money is basketball and that is because the businesses give some percentage. That is not enough to make up for the loss in all the other tournaments. Paying all officials, ticket taker, clock keeper, announcer and schools, field and court preparation there is not much left. Our gym and old middle school gym is not up to standards to hold a large amount of people for tournaments. The civic center has nowhere to sit them. The old

middle school has only one bathroom. The schools put on these tournaments because they have the room and budget for them. I have a copy of the football financial report (net loss \$1,152.75).

3. The civic center is a great place and a benefit to this community. It is a great place to utilize for most charities, fundraiser, blood draws, health clinics, chamber banquet, bingo night, etc. But if we give it to one person we must give it to them all. We do not pick and choose who is more important. These organizations use our facility for no charge. Our facility is there to be used by the citizens of Shelby. We have a great gym and one of the best facilities in the area. We are here to promote health and a lifestyle change in our community, which comes with plenty of resistance.

We have a variety of classes offered Monday through Thursday throughout the day. We have a weight room with free weight and weight machines. We have a cardio room with elliptical, steppers, upright bike, recumbent bike, treadmills, boxing heavy bag and fast bag. We also offer personal training. We have two racquetball rooms, a teen center with pool, ping pong, foosball, and air hockey. We have a toddler room for the little ones to play while their parent workout. We have a food pantry. These things are a benefit to our small community. I invite each one of you to drop in sometime and use this facility.

#### **City Superintendent Report:**

Loren noted he has completed pool training which includes best practices for pool staffing and operation. He will share this information with Cindy. He is currently seeking bid requests from area contractors for replacement of pool windows. He is also seeking cost estimates for the doors.

He is also seeking bids for replacement of the front door of Civic Center to make it ADA accessible. The City has purchased LED bulbs for replacement in the Civic Center gym. The crew will try to get to it in the next couple weeks.

#### **City/Tree Board Report:**

Lorette noted no word has been received on the grant opportunities for ADA accessible play equipment for the Splash Park or trail improvements.

The City did receive 2 tree bids for the \$750 Arbor Day grant opportunity. Transa-Tree and Forde Nursery of Great Falls were the only bidders. Transa-Tree did offer transportation to Shelby of 3 trees. Eric moved and Jason seconded to approve the Transa-Tree bid. Motion carried. Lorette will make sure of a seasonal warranty before confirmation of bid approval.

#### **Open Forum:**

Trent introduced Matt Clark, Shelby resident who is interested in joining the committee. The group welcomed him to take part.

Trent has been reviewing similar sized community Park & Rec programs. He noted we are doing many great things here in a community of our size, but felt we could be doing more in other areas. He

suggested the committee review a free software package called Sportsman SQL as a potential resource for Shelby. He noted there are several other software companies which can customize a program for us. He mentioned in other programs, staff multi-tasks – mowing part of the day and working in youth sports programs the remainder of the day. He also asked about job descriptions and was referred to the City's Personnel Policy handbook.

With, no further business, the meeting was adjourned at 8:45pm.

Lorette Carter, reporting

## Lorette Carter

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**From:** Vicky Warila (Shelby) <[vicky.warila@youthdynamics.org](mailto:vicky.warila@youthdynamics.org)>  
**Sent:** Tuesday, February 27, 2018 11:37 AM  
**To:** 'Lorette Carter'  
**Subject:** RE: Civic Center Teen Room

Hi

Great idea!! More can utilize the space and it will be more beneficial to all. I have not seen the Teen Room door unlocked in I don't know how long. I would like to have the picture out of there that we put up. I will put it up in YDI for heck of it. Thanks for always working hard for our community.

Thanks

Vicky

**From:** Lorette Carter [<mailto:shbcdc@3rivers.net>]  
**Sent:** Tuesday, February 27, 2018 11:06 AM  
**To:** Vicky Warila (Shelby) <[vicky.warila@youthdynamics.org](mailto:vicky.warila@youthdynamics.org)>  
**Cc:** Cindy Florez <[recdir@shelbymt.com](mailto:recdir@shelbymt.com)>  
**Subject:** Civic Center Teen Room

Good Morning Vicky,

At the Parks & Rec Committee meeting last night much discussion was held on ADA accessibility and use of exercise equipment. One possible idea is to switch the Teen Room with the elliptical room upstairs. This would allow people of limited mobility to access the Civic Center through the back door and use the machines that would be at ground level in the former Teen Room.

The Teen Room was an incredible project by the Junior High Builder's Club and we can't thank you and those students enough for completing such an awesome project. We want to keep a teen center available, but feel people of limited mobility may make better use of that ground level space.

Please let me know what you think.

Thanks,

Lorette

Lorette Carter  
City of Shelby  
112 1<sup>st</sup> St. South  
Shelby, MT 59474  
(406) 424-8799  
[shbcdc@3rivers.net](mailto:shbcdc@3rivers.net)

## Lorette Carter

---

**From:** Lorette Carter <shbcdc@3rivers.net>  
**Sent:** Tuesday, February 27, 2018 1:11 PM  
**To:** Tammy Pederson  
**Subject:** FW: School District Baseball complex

Hey Tammy,  
Could you share this with the Parks & Rec Committee please?  
Thanks,  
Lorette

**From:** Elliott Crump [mailto:elliott.crump@shelby.k12.mt.us]  
**Sent:** Tuesday, February 27, 2018 11:58 AM  
**To:** Lorette Carter <shbcdc@3rivers.net>  
**Subject:** Re: School District Baseball complex

Lorette,

Baseball complex: without water and unsuccessful attempts at getting water to the complex, I do not see us working much on that side of the complex. Once the tax protest is over we may consider working over there again.

In the future, we would like to consider the following:

1. Change the direction of the southeastern field to face southwest (removing the fence for track spectators). Keep the same infield (third base would become home plate).
2. We have discussed turning 1/2 of the destroyed northeastern field into a parking lot and possibly the other 1/2 into a garden area where students would produce/grow food that we would then serve in the cafeteria
3. Making the northwestern field the softball practice and game field for Shelby's softball team
4. Moving the football practice field to the outfield of the current southeastern baseball field.

These are very rough ideas with no possibility of proceeding, under the current financial strain of the district.

I should have the final numbers for the 10C tournament next week.

Expect the Best!

On Tue, Feb 27, 2018 at 10:58 AM, Lorette Carter <shbcdc@3rivers.net> wrote:

Good Morning Elliott,

At the last meeting of the City Parks & Rec Committee meeting, I was directed to reach out to you on the plans for the School District Baseball Complex. I apologize I forgot and so am wondering if you might like to share

**ORDINANCE NO. 833**

**AN ORDINANCE AMENDING TITLE 1- ADMINISTRATION, CHAPTER 6  
MAYOR AND CITY COUNCIL PROVISIONS, SECTION 1, RULES OF  
PROCEDURES, TO AMEND THE TIME OF REGULAR COUNCIL MEETINGS**

WHEREAS, the City Council wishes to amend the time of regular council meeting to six thirty o'clock (6:30) P.M. in the council chambers of city hall, or at such other time and place as designated by the council.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SHELBY, MONTANA that Title 1, Chapter 6, Section 1, Subsection C(1), of the Shelby Municipal Code [1-6-1(C)(1) S.M.C.] shall be amended as follows and in full force and effect in the City of Shelby, Montana.

1-6-1(C)(1) MEETINGS:

Regular meetings of the council shall be held on the first and third Mondays of each month at six thirty o'clock (6:30) P.M. in the council chambers of city hall, or at such other time and place as designated by the council.

Should the regular meeting day be a recognized holiday the council shall, with proper notice, set an alternate day for the meeting, typically the day after the holiday.

FIRST, passed and approved by the Council of the City of Shelby, Montana this 20<sup>th</sup> day of February, 2018.

\_\_\_\_\_  
Gary McDermott, Mayor

Attest:

\_\_\_\_\_  
Jade Goroski, Finance Officer

*FINALLY, passed and approved by the Council of the City of Shelby, Montana this 5<sup>th</sup> day of March, 2018*

\_\_\_\_\_  
*Gary McDermott, Mayor*

*Attest:*

\_\_\_\_\_  
*Jade Goroski, Finance Officer*

CITY OF SHELBY  
112 1<sup>ST</sup> ST SO  
SHELBY MT 59474  
Phone (406) 434-5222  
Fax (406) 434-2039

# Memo

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**DATE:** 2/22/18  
**TO:** Mayor and City Council  
**FROM:** Jade Goroski, City Finance Officer  
**RE:** April 1, 2018 Landfill Trust Deposit

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Attached is the landfill closure and post-closure cost estimates from Damschen and Associates, Inc. The total estimated cost is \$926,836. As of December 31, 2017, there was \$386,799.75 on deposit with the trustee leaving a balance of \$540,036.25 unfunded estimated costs for the remaining life of the landfill, 34 years. On April 1, I will deposit \$15,884 to the landfill trust ( $\$926,836 - \$386,800 = \$540,036 \div 34 \text{ years} = \$15,884$ ).



# BARRY DAMSCHEN CONSULTING, LLC

Engineering • Solid Waste Management

February 9, 2018

City of Shelby  
Larry Bonderud, Mayor  
112 1<sup>st</sup> Street South  
Shelby, MT. 59474

RECEIVED

FEB 12 2018

CITY OF SHELBY  
Montana

RE: Landfill Closure & Post Closure Cost Estimates

Dear Larry:

The purpose of this letter is to provide updated information concerning the estimated closure and post closure costs if you were to close the landfill in the upcoming year. It is assumed that these costs are being developed in order that your trust consultant can estimate what your trust payment would be for this year to meet your financial assurance requirements with the State Department of Environmental Quality.

There are three items that I have covered in this letter; 1) life of site, 2) landfill closure costs and 3) landfill post closure costs. These are summarized below:

## 1. LIFE OF SITE

The 1995 landfill design predicted approximately 48 years of life for the entire facility. A survey conducted in August, 1998 confirmed that the life was still valid or possibly somewhat conservative. In 2004, the City retained my firm to resurvey and correspondingly update the design and Operation & Maintenance Plan. This was in light of several changes that had been made to the operations at the site. The updated design and plan were submitted to the DEQ in January, 2005. Based on this new design, it was estimated that the site would have 42 more years of life from January, 2006 (based on 4,000 tons of Class II waste and 1,000 tons of Class III waste).

In March, 2006 the Blackfoot Tribe and City of Shelby entered into an agreement whereby the Tribe would deliver additional waste to the site. According to the 2006 scale records, the site accepted 6,500 tons of waste of which 3,000 tons was generated on the Reservation. In 2007 the total tonnage reduced to 5,000 of which 1,300 tons was brought in from the Reservation. In 2008 the total tonnage was 5,100 of which 950 tons was brought in from the Reservation where as in 2009 the total tonnage was 5,600 tons although the tonnage from the Reservation dropped down to 544 tons. In 2010 to 2012 very little tribal wastes were brought to the site. According to the local officials, this will most likely be the case in the future. In 2014 the landfill received approximately 4,400 tons of waste, in 2015 the landfill received 4,500 tons, in 2016 the landfill received 5,200

tons and in 2017 received only 3,500 tons. Correspondingly if we assume that the annual tonnage of Class II/III wastes will be 4,500 tons/year, the life of the site will be 34 years from January 2018. In 2017 the City Council authorized me to update the landfill Plan. Correspondingly, we will have an updated life calculation next year.

## **2. CLOSURE COSTS**

As the site reaches its capacity, the City will need to close the 18.4 acres of Class II landfill area. The closure and post-closure plan documents the timing of the closure work at the facility and provides additional details. All waste areas will be covered with a four-foot thick cover consisting of on-site soils. The four-foot cover will consist of an 18" barrier layer and a 30" protective soil layer and topsoil.

In March, 2006 our firm prepared an update of the work and associated costs to close the 18.4 acre area. Our assessment of the site indicates that the closure work and costs identified in the March, 2006 letter report are still valid (a copy of Table 1 from the March, 2006 report is attached which delineates the closure costs). Therefore according to the Montana Department of Environmental Quality (DEQ) staff, it is only necessary to apply the most recent Federal Annual Implicit Price Deflators to update the closure cost estimate. Therefore, based on the March, 2006 closure cost estimate and the 2007 through 2018 Price Deflators, the updated Year 2018 closure cost estimate is:

$$\begin{aligned} & \$323,000 \times 1.030 \times 1.032 \times 1.027 \times 1.020 \times 1.009 \times 1.0115 \times 1.0213 \times 1.0182 \\ & \qquad \qquad \qquad \times 1.0140 \times 1.0137 \times 1.0110 \times 1.0128 = \$508,916 \end{aligned}$$

## **3. POST CLOSURE COSTS**

In regards to the post closure costs, the regulations require each landfill owner to monitor for methane, monitor for groundwater, have an independent Professional Engineer conduct an annual inspection, update the closure and post closure costs annually and maintain the cap for settlement, cracking or any other situation that may jeopardize the integrity of the cap. The site has four groundwater and five methane wells that require testing (groundwater wells once/year and methane wells four times/year).

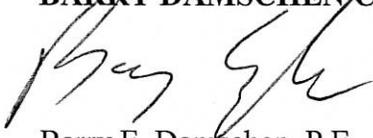
In March, 2006, our firm prepared an update of the work and associated costs to conduct the post closure care work. A copy of Table 2 from our March, 2006 letter report which delineates the post closure work and costs is attached. Our assessment of the site indicates that the post closure work and costs identified in the March, 2006 letter report are still valid. Therefore, according to the DEQ staff, it is only necessary to apply the most recent Federal Annual Implicit Price Deflators to update the post closure cost estimate. Therefore based on the March, 2006 cost estimate and the 2007 through 2018 Price Deflators, the updated Year 2018 post closure cost estimate is:

$$\begin{aligned} & \$336,000 \times 1.030 \times 1.032 \times 1.027 \times 1.020 \times 1.009 \times 1.0115 \times 1.0213 \times 1.0182 \\ & \qquad \qquad \qquad \times 1.0140 \times 1.0137 \times 1.0110 \times 1.0128 = \$417,920 \end{aligned}$$

I hope this information assists the City in assessing your financial assurance requirements. If you have any questions, please do not hesitate to call me.

Yours very truly,

**BARRY DAMSCHEN CONSULTING, LLC**

A handwritten signature in black ink, appearing to read "Barry E. Damschen". The signature is fluid and cursive, with the first name "Barry" being more prominent than the last name "Damschen".

Barry E. Damschen, P.E.  
Project Manager

Enclosure

Cc: Rick Thompson, Montana DEQ

**TABLE 1**  
**CITY OF SHELBY LANDFILL**  
**CLOSURE COSTS**  
**(March, 2006)**

<u>ITEM</u>	<u>UNITS</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
a. Mobilization	-	Lump Sum	\$ 10,000
b. Final contouring (dozer work)	10 Hrs	\$120	\$ 1,200
c. Apply 1-ft. of intermediate soil cover over active waste area (5 acres)	8,000 CY	\$1.40	\$ 11,200
d. Haul, place and compact 18" soil barrier layer over 18.4 acre area from on-site borrow areas	45,000 CY	\$2.50	\$112,500
e. Apply 30" of final loose soil cover and topsoil over 18.4 acre area	75,000 CY	\$1.40	\$105,000
f. Vegetate site and borrow areas	20 Acres	\$250	\$ 5,000
g. Contingency	-	10%	\$ 24,100
Subtotal			\$269,000
h. Engineering, Inspection & QA/QC	-	20%	\$ 54,000
i. Boundary survey & deed notification	-	Completed	\$0
<b>TOTAL CLOSURE COST</b>			<b>\$323,000</b>

Note: All costs and quantities represent in-place volumes.

**TABLE 2**  
**CITY OF SHELBY LANDFILL**  
**POST CLOSURE COST ESTIMATE**  
**(March, 2006)**

<u>ITEM</u>	<u>ANNUAL COST</u>
a) Monitor 4 groundwater wells and 5 methane wells once/year	\$ 1,400
b) Lab testing of water samples (5 x \$400)	\$ 2,000
c) Monitor 5 methane wells three times/year	\$ 2,000
d) Reporting (\$1,300 x 1)	\$ 1,300
e) Replace 2 groundwater monitoring wells over 30 years (90 ft x \$50 x 2)	\$ 300
f) Conduct annual inspection & update cost estimate	\$ 1,200
g) Maintain cap, fencing, roads, etc.	\$ 2,000
h) Administration & contingency (10%)	<u>\$ 1,000</u>
<b>TOTAL ANNUAL COST</b>	<b>\$ 11,200</b>
<b>TOTAL 30 YEAR COST</b>	<b>\$336,000</b>



49573 US Hwy. 93  
P.O. Box 1299  
Polson, MT 59860-1299  
406-883-8831  
www.firstinterstatebank.com

February 15, 2018

City of Shelby Refuse Disposal District  
Montana Department of Environmental Quality  
Attention: Solid Waste Program  
1520 E. Sixth Avenue  
P O Box 200901  
Helena, MT 59620-0901

RE: Annual Closure and Post-Closure Trust Fund Valuation Statement for City of  
Shelby Refuse Disposal Facility; License No. 83

Dear Sir or Madam:

The value of trust fund #83, established March 31, 1997 by City of Shelby,  
Shelby, Montana, as Grantor, indicated for each account as of December 31, 2017, as  
follows:

Closure Costs:	\$194,323.05
Post-Closure Costs:	\$192,476.70
	<u>\$ 386,799.75</u>

Sincerely,

First Interstate Bank, Trustee

By: Donna Schubert

Copy to: City Clerk/Treasurer  
City of Shelby

CITY OF SHELBY

**PAYROLL EXPENSE BY DEPARTMENT - 2/2018**

CITY HALL	23,747.50
ELECTED OFFICIALS (Mayor & Council)	8,867.39
PARK & RECREATION	10,585.78
PUBLIC WORKS	68,253.73
VOLUNTEERS (Animal Shelter & Firemen )	143.01
- Workers Comp expense only	
<b>TOTAL PAYROLL EXPENSE</b>	<b>\$ 111,597.41</b>

Payroll, Reports, Payroll Register, Preview, Pay Date: whole month, Select a Group: Yes, check Select by Dept box, uncheck Skip Volunteers box, double click by individual department, Sequence: Dept/Emp, Enter Total Payroll Expense (Gross Pay + Employer Contributions) above