

**CITY OF SHELBY
DELINQUENT TAXES
As of 3/31/2016**

4/04/2016

CITY FUND	<i>TC District</i>	FUND NAME	# OF TAXPAYERS	UNCOLLECTED AMOUNT
CITY	<i>0910</i>	City of Shelby	131	143,383.74
1000	<i>9981</i>	Junk Vehicle	3	8,592.00
1000	<i>9970</i>	Noxious Weeds	16	13,884.13
1000	<i>9971</i>	Noxious Weeds	4	803.00
2400	<i>9840</i>	Lighting District	104	23,588.61
2500	<i>9983</i>	Street Maintenance	101	65,419.94
2550	<i>9986</i>	Curb, Gutter & Sidewalk-2012	3	5,181.06
2600	<i>9860</i>	Park Maintenance	108	2,219.88
3410	<i>9980</i>	Curb, Gutter & Sidewalk-1992	16	84,481.25
5210	<i>9984</i>	Curb Stop	1	656.15
TEDTIFD	<i>TED</i>	Tax Increment Finance District	1	(1,066.66)
				\$ 347,143.10

Generic Employment Application

- ✓ Please complete this application by typing or printing in ink. **INCOMPLETE** or **UNSIGNED** applications will not be considered.
- ✓ We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.
- ✓ Do you need an accommodation to participate in the application or interview process? Yes No

Employer _____ Job Order # _____
_____ Job Title _____

PERSONAL DATA

Name _____
Present Address _____ City _____ State _____ Zip _____
_____ Message Phone _____ E-Mail Address _____
Driver's License: Operator CDL CDL Type _____ Endorsements _____
Are you a Veteran of Military Service Yes No

EDUCATION

High School Diploma/GED/HiSET? Yes No Post Secondary Degree? AA BA MA
Name of school beyond High School _____
Training Length _____ Date Completed _____
Major _____ Minor _____

WORK EXPERIENCE (List most recent work experience first)

Phone _____
Company Name _____ Immediate Supervisor Complete Address _____
Job _____ Street / P.O. Box _____ City _____ State _____ Zip Code _____
Title _____ Phone _____
Job Description (duties, skills, equipment used) _____

Dates: From (mm/yy) . To (mm/yy) _____ Reason for leaving _____

WORK EXPERIENCE

Company Name _____ Immediate Supervisor Complete Address _____
Job _____ Street / P.O. Box _____ City _____ State _____ Zip Code _____
Title _____ Phone _____
Job Description (duties, skills, equipment used) _____

Dates: From (mm/yy) . To (mm/yy) _____ Reason for leaving _____

WORK EXPERIENCE

Company Name _____ Immediate Supervisor Complete Address _____

Job Title _____ Street / P.O. Box _____ City _____ State _____ Zip Code _____

Phone _____

Job Description (duties, skills, equipment used) _____

Dates: From (mm/yy) - To (mm/yy) _____ Reason for leaving _____

ADDITIONAL INFORMATION THAT COULD HELP YOU QUALIFY FOR THIS POSITION

Volunteer Work _____

Licenses, Certificates, special skills, etc. _____

LIST REFERENCES (preferably persons who know about your work/training)

Name _____ Address _____ Phone Number _____

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date.

Do you want to be informed before we contact your present employer? Yes No

With my signature below (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

Signature: _____ Date: _____



EMPLOYMENT PREFERENCE FORM

Name

Position Applied For

Job Title

Position No.

Department Name

The Montana Veterans' Public Employment Preference Act and Persons with Disabilities Public Employment Preference Act allow eligible applicants to request a hiring preference when applying for a position with a public employer. Applying for a preference is **voluntary**, and all information related to a preference will be **kept confidential**. Public Employers will only use this information during the hiring process and will maintain the information in a separate confidential file. Applicants who wish to claim an employment preference must complete and return this form along with their completed employment application.

Applicants requesting preference must provide the appropriate documentation along with their application to verify eligibility.

Contact the local Job Service Workforce Center for details on veterans' preference or the local Montana Vocational Rehabilitation Services Office for details on obtaining a disability preference certification.

1. To claim **Veterans' Employment Preference** you must be a U.S. Citizen and (check one of the boxes below):

- A Veteran, if**
1. you were separated under honorable conditions, **AND** you served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.
 2. You are or were a member of the Montana Army or Air National Guard who satisfactorily completed a minimum of 6 years service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.
- A Disabled Veteran, if**
1. you were separated under honorable conditions from military duty, **AND**
 2. you have an established Armed Forces service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, **OR** you have received a Purple Heart.
- The spouse of a disabled veteran** if the veteran's disability prevents him or her from working.
- The unremarried surviving spouse of a veteran or disabled veteran.**
- The mother of a veteran, if**
1. the veteran died under honorable conditions while serving in the Armed Forces, or the veteran has a service-connected, permanent, and total disability, **AND**
 2. your spouse is totally and permanently disabled, **OR** you are the unremarried widow of the father of the veteran.

2. To claim **Montana Persons with Disabilities Employment Preference**, you must be (check one of the boxes below):

- A person with a disability** certified by DPHHS, **OR**
- The spouse** of a totally (100%) disabled person certified by DPHHS **AND** have resided continuously in Montana for at least 1 year immediately before applying for employment.

3. **In the box below, check the attachment you have included to document your eligibility for employment preference.**

- | | |
|--|---|
| <input type="checkbox"/> DD-214 showing the character of discharge | <input type="checkbox"/> Service-connected disability letter |
| <input type="checkbox"/> DPHHS Disability Certification | <input type="checkbox"/> A document issued by the Office of the Adjutant General of the Montana National Guard certifying service |

SIGNATURE (typed or written):

DATE SIGNED:

EMPLOYEE NOTICE

This Personnel Policy manual is the property of the City of Shelby, Montana. It is assigned to you during your term of employment with the City of Shelby, and must be returned in good order upon your separation with the City.

You are responsible for the care and maintenance of this manual, and for properly inserting any updates issued by the City of Shelby. The City may add to, subtract from and/or modify, at any time, any of the policies contained in this manual.

You are required to read, understand and comply fully with the contents of this manual, and any updates that may be issued by the City of Shelby. If you have any questions about any of the materials contained in this manual, you are to contact your immediate supervisor for clarification.

I also agree that by my acceptance of this Personnel Policy dated _____, which includes a Safety Policy dated _____ and Drug & Alcohol Testing Policy dated _____ that I will abide by its provisions, specifically:

- Adhering to safe work procedures
- Wearing of protective equipment when required
- Maintaining a workplace that is orderly and free of any recognizable hazard
- Taking appropriate action to correct conditions that are unsafe or hazardous

I hereby acknowledge receipt of this Personnel Policy Manual, and understand my obligation to read, understand and fully comply with the contents of the manual, and to properly insert any updates issued by the City of Shelby. I also understand my obligation to care for the manual, and to return it to the City in good condition upon my separation with the City.

Employee's Signature

Date

I have also read and acknowledge my job description for the position of _____.

Employee's Signature

Date

Supervisor's Signature

Date

SECTION I - GENERAL

1. The City of Shelby, as your employer, has the right to establish the requirements of your employment. The City Council believes that the citizens of the City expect and deserve quality and efficient services. In order to accomplish these expectations, the City Council requires that you comply with all policies established by the City of Shelby, and all City, County, State and Federal regulations and laws. The City Council also requires that you perform all the duties assigned by your supervisors. These duties may include those itemized in your individual job description, and other duties as assigned. The City Council requires that you perform your assigned duties in an efficient and professional manner.
2. The City may add to, subtract from and/or modify at any time any of the policies contained in this manual. In that event, the City will either notify you of such changes by delivery of the modification or addition, by posting such notice, and/or by issuing updates to this manual.
3. The following pages provide some general requirements of your employment.

Page	Section	Section Title
1	1	General Requirements
2	2	City of Shelby Policies
3	3	City of Shelby Regulations
4	4	City of Shelby Laws
5	5	City of Shelby Rules
6	6	City of Shelby Procedures
7	7	City of Shelby Guidelines
8	8	City of Shelby Standards
9	9	City of Shelby Practices
10	10	City of Shelby Methods
11	11	City of Shelby Techniques
12	12	City of Shelby Approaches
13	13	City of Shelby Strategies
14	14	City of Shelby Tactics
15	15	City of Shelby Policies
16	16	City of Shelby Regulations
17	17	City of Shelby Laws
18	18	City of Shelby Rules
19	19	City of Shelby Procedures
20	20	City of Shelby Guidelines
21	21	City of Shelby Standards
22	22	City of Shelby Practices
23	23	City of Shelby Methods
24	24	City of Shelby Techniques
25	25	City of Shelby Approaches
26	26	City of Shelby Strategies
27	27	City of Shelby Tactics
28	28	City of Shelby Policies
29	29	City of Shelby Regulations
30	30	City of Shelby Laws
31	31	City of Shelby Rules
32	32	City of Shelby Procedures
33	33	City of Shelby Guidelines
34	34	City of Shelby Standards
35	35	City of Shelby Practices
36	36	City of Shelby Methods
37	37	City of Shelby Techniques
38	38	City of Shelby Approaches
39	39	City of Shelby Strategies
40	40	City of Shelby Tactics

H. JOB RATING

1. Once points are awarded based on the six job analysis factors, the total of those points are used to assign a grade to each position. The grading process involves determining the relative value of a certain range of points. The grade computation system is found below.
2. Job descriptions will be created for all newly created positions, and such will be analyzed for the award of points and assigned a grade on the wage scale.

I. GRADE COMPUTATION

Updated: ~~4/18/2016~~ January 1, 2013

POINTS	GRADE	POSITIONS
6-7	0	City Service Worker, General Office Clerk, General Office Clerk/Recreation Attendant
8-9	1	City Service Worker, General Office Clerk I, Pump Attendant/Caretaker, Recreation Attendant, Laborer (short term or temporary)
10-11	2	Animal Control Officer/Recreation Attendant, City Service Worker I, General Office Clerk II
12-13	3	Animal Control Officer, Building Inspector/Pump Attendant & Caretaker, City Service Worker II, Civic Center Manager, General Office Clerk III, Pool Manager, Solid Waste Collector
14-15	4	City Service Worker III, Community Development Director, General Office Clerk IV, Mechanic
16-17	5	Building Inspector/Code Enforcement, City Service Worker IV, General Office Clerk V, Landfill Operator
18-19	6	City Service Worker V, Deputy City Clerk, Recreation Director
20-21	7	Maintenance Foreman
22 +	8	City Finance Officer, City Superintendent, Planning Director

POINTS	GRADE	ON CALL POSITIONS
10-11	2a	City Service Worker I
12-13	3a	City Service Worker II, Solid Waste Collector
14-15	4a	City Service Worker III, Mechanic
16-17	5a	City Service Worker IV, Landfill Operator
18-19	6a	City Service Worker V
20-21	7a	Maintenance Foreman

2. Americans with Disabilities Act (ADA). The City of Shelby is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"), the ADA Amendments Act and equivalent state disability laws. It is the City's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without a reasonable accommodation. Consistent with this policy of nondiscrimination, the City will provide reasonable accommodations to a qualified individual with a disability, provided that such accommodation does not constitute an undue hardship on the City and/or a direct threat to the health and/or safety of the individual or others.

Employees or applicants who believe they need a reasonable accommodation to perform the essential functions of their job should contact the HR Department to request such an accommodation. The City will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The City will then identify possible accommodations, if any, that will help to eliminate the limitation or barrier. If the accommodation is reasonable and will not impose an undue hardship on the City and/or a direct threat to the health and/or safety of the individual or others, the City will make the accommodation.

The City may also propose an alternative accommodation(s). The City is not required to provide the accommodation preferred by the individual, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.)

The City will also make reasonable accommodations for conditions related to pregnancy, childbirth or related medical conditions, if requested with the advice of the employee's health care provider, as required by law.

The City of Shelby implemented ADA General Policies and Practices Review Procedures in 2001. This policy addresses Internal Program Operations, External Relationships, Communications Access and Access Information. The complete policy is available in the City Hall office for review.

The City of Shelby is an equal opportunity employer. The City of Shelby shall comply with all relevant federal and state laws, to include rules and regulations put forth by the Equal Employment Opportunity Commission, (EEOC). The City of Shelby shall adhere to all relevant provisions of the Americans with Disabilities Act, (ADA). The City of Shelby ensures equal employment opportunity regardless of race, religion, color, creed, national origin, sex, marital status, familial status, political belief, age, or mental/physical disability, (as defined by the ADA), unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications that cannot be accommodated without undue hardship to the City of Shelby. If an employee believes that they have been subjected to discrimination, including harassment, based upon any of these factors, they should immediately contact their supervisor and pursue corrective action. If the employee feels they need to resolve the problem by filing a grievance, they should pursue action through the Grievance Procedures stated within the City's policy manual.

K. VACATION LEAVE

1. Eligible Employees:

- a. Permanent (an employee who is designated by the City as permanent and who has attained or is eligible to attain permanent status) - Each permanent full-time employee shall earn annual vacation leave credits from the first day of employment. Vacation leave credits earned must be credited at the end of each pay period. However, employees are not entitled to

5. Sick Leave Requests:

- a. It is City policy for employees to report illnesses to supervisors or other department officials at the earliest possible moment. Employees who do not report to work and fail to notify their supervisor will be considered AWOL (Absent without Leave) and may not be paid for the time off.
- b. The City may require medical certification of sick leave charged against any sick leave credits.
- c. Medical certification may also be required to certify that the illness of a family member requires the immediate attention of the employee.
- d. Medical certification of maternity-related sick leave must be obtained in the same manner and under the same conditions as certification for other sick leave.

6. Conditions for Use of Sick Leave:

- a. Illness
- b. Injury
- c. Medical disability
- d. Maternity-related disability
- e. Quarantine resulting from exposure to contagious disease
- f. Medical, dental or eye examination or treatment
- g. Necessary care of or attendance to an immediate family member, or at the City's discretion, another person, for the above reasons.
- h. Death or funeral attendance for an immediate family member, or at the City's discretion, for another person.
 - (1) Death of Family Member: The immediate family shall be defined as father, mother, sister, brother, spouse, children, grandparents, grandchild, or immediate family of spouse. City employees shall be allowed a maximum of 16 hours bereavement leave, at full pay, not charged against sick leave, for absence from work, for each occurrence of death in the employee's immediate family. Additional days may be granted with the approval of the Department Head, and shall be charged to accumulated sick leave or vacation or leave without pay.
 - (2) Death of Employee: With the approval of the Department Head or his/her duly authorized representative, employees may be granted leave with pay, not to exceed four hours, to attend the funeral of a fellow employee or former city employee.

7. Abuse of Sick Leave: Misrepresentation of the actual reason for charging an absence to sick leave is cause for dismissal and forfeiture of the lump-sum payment. Chronic, persistent, or patterned use of sick leave may be subject to progressive discipline. Absences improperly charged to sick leave may, at the City's discretion, be charged to available compensatory time or leave without pay. Annual leave may be used at the mutual agreement of the employee and the City.

8. Lump-Sum Payment upon Termination: An employee who terminates employment with the City is entitled to a lump-sum payment equal to one-fourth ($\frac{1}{4}$) of the pay attributed to the accumulated sick leave, provided that they were continuously employed for a qualifying period of 90 calendar days. The pay attributed to the accumulated sick leave must be computed on the basis of the employee's salary or wage at the time the employee terminates employment with the City. Accrual of sick leave credits for calculating the lump-sum payment provided for in this section begins July 1, 1971. Abuse of sick leave is cause for dismissal and forfeiture of the lump-sum payments provided for in this section.

P. MATERNITY LEAVE

1. It is City policy to allow female employees to be absent from work for up to 90 days for maternity reasons including adoption.
2. A male employee may request sick leave to care for his family in cases of the birth of a child.
3. Employees are asked to request the amount of maternity leave as far in advance as possible. Employees are required to have a statement from a physician that provides the approximate date of delivery and approval to work throughout her pregnancy.
4. Employees may choose how and in which order maternity leave will be recorded (sick leave, vacation leave or leave of absence without pay, if necessary).
5. If an employee intends to return to work six weeks or less after delivery, a statement from her doctor certifying that she is fit for work may be required by the Department Head or Mayor.
6. Women returning from maternity leave who wish to continue breastfeeding or separate expression of milk for their child(ren) will be provided a private space (other than a toilet stall) with suitable lighting and electricity if necessary for pumping apparatus. The selection of the space will be made on a case-by-case basis in consultation with the employee. Standard break times will be primarily utilized with additional unpaid break time provided as mutually agreed upon. Additionally, the City will make every effort to provide suitable facilities for milk storage during the employee's daily work period. All requirements listed in MCA 39-2-215, 39-2-216, 39-2-217, whether or not specifically listed herein, will be complied with.

Q. JURY DUTY

1. Employees will be allowed necessary time off without loss of pay for jury duty or when summoned to appear or participate in any court case of administrative proceeding, providing the employee is serving the Court and is not a defendant.
2. Fees paid to the employee for such appearance shall be turned in to the City Finance Officer or the employee may take annual leave or a leave without pay and retain the fee. Employees may keep reimbursements for parking, mileage, and meals.
3. Employees must notify their supervisor as far in advance as possible.

R. MILITARY LEAVE (USERRA, 38 USC Sec. 4301, [4321] et seq) as well as all relevant state laws (to include Montana Military Service Employment Rights Act, MCA 10-1-1001 to 10-1027 et seq)

The City shall comply with all provisions outlined in the Uniformed Services Employment and Reemployment Rights Act, (USERRA, 38 USC Sec. 4031 et seq) as well as all relevant state laws (to include MCA 10-1-1009) covering members of the Montana Army and Air National Guard. An employee who is a member of the Montana National Guard or any United States military force or Reserve Corps and who has been an employee for a period of six months shall be given leave of absence with pay for a period of time not to exceed 120 hours in a calendar year. Unused military leave must be carried over to the next calendar year if applicable, but may not exceed a total of 240 hours in any calendar year. Leave can be for attending regular encampments, training cruises, and similar training programs of the military forces of the United States. Employees employed less than six months are entitled to unpaid leave for the purposes listed above. This leave will not be charged against the employee's annual leave.

- ~~1. Military Leave Which is Considered Service Time: A period of absence from employment either during a war involving the United States or in any other national emergency and for 90 days thereafter, for one of the following reasons, if considered as service for the purpose of determining the number of years of employment used in calculating vacation leave credits:
 - ~~a. Ordered on active duty with the armed forces;~~
 - ~~b. Voluntary service on active duty in the armed forces or on ships operated by or for the United States Government; or~~
 - ~~c. Direct assignment to the United States Department of Defense for duties related to national defense efforts if a leave of absence has been granted by the employer.~~~~
- ~~2. Military Leave to Attend Training Camp or Similar Training Program: An employee who is a member of the organized militia of this state or who is a member of the organized or unorganized reserve corps or military forces of the United States and who has been an employee for a period of six months shall be given leave of absence with pay for a period of time not to exceed 15 eight hour working days in a calendar year for attending regular encampments, training cruises, and similar training programs of the organized militia or of the military forces of the United States. This leave may not be charged against the employee's annual vacation time.~~

S. TRAVEL REIMBURSEMENT

1. This section outlines regulations for paying the expenses of employees who are required to travel on City business.
 - a. Approval for Travel: Employees traveling on City business must have approval by their immediate supervisor prior to leaving;
 - b. Payment for Travel Expenses: Claims for reimbursement for travel expenses will be recorded on the forms provided for such purposes by the City Finance Officer, and submitted to the City Finance Officer. Expenses incurred by the employee and approved by the Audit Committee will be reimbursed with the next city claims. As a minimum, lodging and miscellaneous expense receipts are required to be attached to the voucher before reimbursement will be paid. Receipts for meals are not required.
 - c. Reimbursable Expenses:
 - (1) One-day travel expenses: Travel and return in the same day: Mileage if personal vehicle is used. Expense for lunch and dinner if employee is away from official station beyond regular working shift;
 - (2) Multiple-day travel expenses: Mileage, meals, actual lodging costs (for employee only), airfare, and taxi or other transportation. Any miscellaneous expense related to work or business travel;
 - (3) Registration or Tuition Fees;
 - (4) Long distance phone calls related to City business while in travel status;
 - (5) Hotel accommodations shall be reasonable and shall be reimbursed at actual and necessary cost. Accommodations should be near the location of the conference or business meeting.
2. Guidelines for Rates Allowed by the City:
 - a. Meals:
 - (1) In-state Travel: A per diem rate not to exceed the state

regulations put forth by the Equal Employment Opportunity Commission, (EEOC). The City of Shelby shall adhere to all relevant provisions of the Americans with Disabilities Act, (ADA). The City of Shelby ensures equal employment opportunity regardless of race, religion, color, creed, national origin, sex, marital status, ~~familial~~ Veteran/Military status, political belief, age, or mental/physical disability, (as defined by the ADA), unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications that cannot be accommodated without undue hardship to the City of Shelby. If an employee believes that they have been subjected to discrimination, including harassment, based upon any of these factors, they should immediately contact their supervisor and pursue corrective action. If the employee feels they need to resolve the problem by filing a grievance, they should pursue action through the Grievance Procedures stated within the City's policy manual.

AE. WELLNESS PROGRAM

The City of Shelby has made a commitment toward a wellness program for the benefit of all permanent employees. Promoting physical activity and other healthy behaviors among employees, the City of Shelby believes a wellness program will create cost savings in reduced absenteeism, increased productivity, increased staff morale and control rising health insurance costs.

- **Annual Health Assessment** - Each year employees who have the city's health insurance have the opportunity to take part in an annual health assessment at no employee cost. The assessment includes a health assessment survey, weight/BMI calculation/blood pressure/grip strength & flexibility test and complete metabolic profile, CBC, lipid profile, TSH and optional PSA testing. As a follow up to the assessment and blood draws, each person receives a confidential personal summary of their health profile, health education information and follow-up with a registered nurse. The profile is intended to explain their test results and recommend follow-up.
- **Physical Activity Facilities** - Permanent employees have free access to the Shelby Swimming Pool and Shelby Civic Center. The Swimming Pool is open 3 months out of the year offering lap swimming, water aerobics, swim lessons and open swimming. The Civic Center is a multi-faceted recreation and fitness center offering basketball and racquetball courts, a weight room incorporating free weights as well as multi-functioning weight machines, two fitness rooms featuring stair-steppers, treadmills, exercise bicycles, elliptical trainers and stationary bicycles.
- **Personal Training** - Permanent employees have free access to personal training and aerobic classes offered through the Shelby Civic Center, as well as personal fitness programs designed for individual employees in relation to the work they perform daily.
- **"No Jive - Give Me Five"** - The City of Shelby has an innovative weight control and fitness program in "No Jive - Give Me Five" for employees who have the city's health insurance. The City will reimburse employees who have the city's health insurance \$5.00 for every pound lost during the year. Employees will weigh in each year during the annual health assessment and again the following year to determine weight lost.
- **Preventive Care Program** - Employees who have the City's health insurance have free coverage for cancer screenings and related office visits, mammograms every two years starting at age 40 to 49 and annually starting at age 50. The preventative care program also offers pap tests and pelvic exams annually starting at age 18; a colonoscopy annually starting at age 50; and prostate screening annually starting at age 50. The insurance also offers children's preventative care for children. The City of Shelby will also reimburse each permanent employee for their annual birthday labs performed at the Marias Medical Center. The City will also pay for an annual flu shot given by the Toole County Health Nurse for all employees on the city's health insurance.
- **Employee Assistance Program** - Employees who have the city's health insurance have free access to an Employee Assistance Program. Being healthy goes beyond physical exercise and eating right. Emotional wellness, strong personal relationships and positive attitudes are important building blocks in your health that need to be maintained. Yet, at times we may feel unable to resolve all the decisions, personal problems, family issues or career difficulties we face. At such times, it's a relief to have someplace to

The City logo will be placed on the right front side and your name on the left.

Shirts - Work shirts must be purchased at any licensed business in Shelby and charged to the City of Shelby.

The City logo will be placed on the right front side and your name on the left.

Coveralls - Coveralls (solid color work coveralls of a quality suited for rough use) must be purchased at any licensed business in Shelby and charged to the City of Shelby.

Footwear - Footwear must be purchased at any licensed business in Shelby, and charged to the City of Shelby as follows: (1) Safety boots with steel or fiberglass toe and slip resistant soles. Boot tops must be above the ankles. The boot, its packaging, or receipt should clearly identify the boot as meeting the ANSI crush and impact standards; (2) Insulated boots such as "sorrel" or "packs"; (3) Overboots or Muck boots.

Gloves - Work gloves (suitable for rough use, lined or unlined) must be purchased at any licensed business in Shelby and charged to the City of Shelby.

Hard Hats - Hard Hats must be purchased by new employees within the first six months of employment to be eligible for up to a \$30.00 reimbursement by the City.

AI. TOOL ALLOWANCE

The City Service Worker/Mechanic position requires the employee provide and maintain a tool chest valued at \$1,000 or more and shall be provided a tool allowance, to be paid quarterly at a rate of \$195 (\$65/month).

The employee can be reimbursed for the actual cost of tool replacement up to the above rate by providing receipts to the employer for eligible expenses. Any unused tool allowance may not be carried forward to the next quarter or fiscal year. The employee must provide a receipt before reimbursement can be made.

If an employee is off work for more than 90 calendar days on industrial accident, disability leave, or leave without pay, the employee will not be eligible for reimbursement for any tool expenses until the employee returns to work.

AJ. PUBLIC OFFICE LEAVE

Employees elected or appointed to a public office shall be granted an unpaid leave of absence, not to exceed 180 days per year while performing the public service. Employees will be restored to their positions, with the same seniority, status, compensation, hours, locality, and benefits as existed prior to their leaves of absence for public service. Employees must return to work within 10 days following the completion of the service unless they are unable to return due to an illness that has been certified by a medical doctor. The CITY/TOWN will comply with all relevant restrictions and guidelines provided within the Hatch Act, (5 U.S.C. 7321 through 7326, as amended).

J. **NONDISCRIMINATION & SEXUAL HARASSMENT PREVENTION AND REPORTING**

It is the policy of the City that harassment, based on a protected class will not be tolerated. Each individual has a right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, employees are expected to act in a professional, cooperative and respectful manner to all contacts.

It is the policy of the City to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, national origin, creed, sex, marital status, veteran/military status, genetic history, political belief, age or disability both in or outside the workplace, on or off shift, in person or via electronic communication such as email, social media, etc.

Any employee who perceives a conversation or event as harassment, whether the employee is involved or merely observing, should explain to the offender in a calm, but firm manner that the action is perceived as inappropriate and the employee wishes the behavior to stop. Should the behavior continue, the employee should report the activity to their immediate supervisor or the Mayor.

The City encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the City to promptly and thoroughly investigate such reports with due regard to confidentiality. The results of the investigation will be communicated to the complainant and the offender. Discipline will follow guidance found in the Discipline Policy.

A follow up review will be completed if harassment allegations have been made to ensure the harassment has discontinued and all parties involved are not subjected to retaliatory behaviors.

Definitions of Harassment

Sexual Harassment: According to the EEOC and Montana Human Rights Bureau, sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical advances of a sexual nature. For example:

- Occasions when such conduct, either explicitly or implicitly, is a term or condition of employment
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individuals
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Examples may include unwanted sexual advances or requests for sexual favors; sexual jokes or innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; gestures; suggestive objects of pictures or other physical, verbal or visual conduct of a sexual nature.

Other Harassment: Harassing behavior based on any other protected characteristic. For example: verbal, written or physical conduct that denigrates or shows hostility or aversion toward another because of his/her race, color, religion, national origin, creed, sex, marital status, genetic history, sexual orientation, political belief, age or disability

Retaliation

No hardship, no loss or benefit, and no penalty may be imposed on an employee as punishment for:

- a) Filing or responding to a bona fide complaint of discrimination or harassment;
- b) Appearing as a witness in the investigation of a complaint; or
- c) Serving as an investigator.

Please report any retaliation to your immediate supervisor, or Mayor. Any report of retaliatory conduct will be objectively, timely and thoroughly investigated in accordance with the City's investigation procedure. Retaliation or attempted retaliation is a violation of this Policy and anyone who does so will be subject to disciplinary actions, up to and including termination.

~~1. The City of Shelby specifically prohibits any act or behavior that discriminates against any individual on the basis of age, sex, color, race, ancestry, religion, national origin, marital status, or mental/physical disabilities, or which in any way sexually harasses any employee or any other person. Protections are provided for applicants and/or employees that may have mental or physical disabilities.~~

~~2. It is the policy of the City that harassment/sexual harassment will not be tolerated. Employees are expected to act in a professional, cooperative and respectful manner to all contacts, despite differences.~~

~~3. According to Equal Employment Opportunity Commission guidelines, sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical advances of a sexual nature. The City strictly enforces State and Federal anti-discrimination laws that prohibit sexual harassment. The following actions are strictly prohibited:~~

- ~~• Occasions when such conduct, either explicitly or implicitly, is a term or condition of employment~~
- ~~• Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individuals~~
- ~~• Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.~~

~~Examples of sexual harassment include **Verbal Harassment** (sexually explicit jokes, comments, innuendoes, etc.), **Physical Harassment** (unwelcome patting, hugging, pinching, grabbing, assault, etc.), **Power Plays** (using position of authority to coerce sexual favors or sexually harassing conduct), or **Non-verbal/Mental Harassment** (sexually explicit posters, unwelcome repeated requests for dates, gesturing, etc).~~

~~4. Any employee who perceives a conversation or event as harassment, whether the employee is involved or merely observed, should explain to the offender in a calm but firm manner that the action is perceived as inappropriate and that the employee wishes the behavior to stop. Should the harassment continue, the employee should report the activity to their supervisor, the Mayor and/or their designee, or in the event these individuals are involved, to a City Council Member. The harassment allegation will be promptly investigated with due regard for confidentiality by the Mayor and/or their designee or if necessary by an independent third party appointed by the City Council. The results of the investigation and the nature of the disciplinary action will be communicated to the complainant and the offender.~~

~~5. Either the offended employee or the offender may appeal the decision through the normal grievance procedures if either submits a written statement concluding the findings were incorrect or the disciplinary action inappropriate. The City will not tolerate retaliation against an employee who makes a good faith report of alleged sexual harassment or participates in a sexual harassment investigation.~~

~~Follow-up reviews will be completed 30 days and 6 months after harassment~~

~~allegations have been confirmed to ensure the sexual harassment has discontinued and all parties involved are not subjected to retaliatory behaviors.~~

K. RESIGNATION AND RETIREMENT

1. "Resignation" is a termination action that is initiated by the employee, and the following rules shall apply:
 - a. An employee who intends to resign from a position with the City must submit a letter of resignation to the City Finance Officer stating the effective date and the reason for the resignation;
 - b. Employees shall give at least 14 days notice before leaving. Supervisors shall give at least 30 days notice.
 - c. Failure to comply with this policy may be cause for denying an employee future re-employment.
 - d. The employer or employee may request an exit interview.
 - e. The employee's final paycheck will be issued at the next regular payroll period, during which the employee was separated from employment or fifteen calendar days from the date of separation, whichever occurs first.
2. "Retirement" is a termination action that is initiated by an employee who meets the basic eligibility requirements of his/her appropriate retirement system, and the following rules shall apply:
 - a. Any employee who is planning to retire from City employment is required to submit a letter of intention to the City Finance Officer at the earliest possible date. The employee should be aware that some retirement systems take several months to review a case before compensation is released to a retired person.
 - b. The employer or employee may conduct an exit interview.
 - c. The employee's final paycheck will be issued at the next regular payroll period during which the employee was separated from employment or fifteen days from the date of separation, whichever occurs first.

L. LAWSUITS AGAINST THE CITY

1. The Mayor or City Attorney are the only authorized employees to accept any legal process served against the City. If an employee is approached by a process server, the employee should direct the server to the City Finance Officer without accepting or signing anything.
2. An employee should not discuss any aspect of a situation that is subject to a lawsuit or hearing without first consulting the City Attorney and/or his/her supervisor.

M. INTERNET USE

In any specific situation, each individual's judgment of appropriate conduct is relied upon. Guidelines include the following:

- 1) Employees should not do anything with City Internet access resources that would otherwise be considered illegal or grossly inappropriate. Downloading erotica, playing games, sending non-City business mass mailings, and running a private business are obvious examples.
- 2) An employee wasting City time on personal interests using Internet access is not appropriate. There are plenty of fascinating sites to explore; but City time should be spent conducting City business. Personal use is to be limited to time when the employee is not providing paid services to the City of Shelby.
- 3) All existing laws and City of Shelby policies apply to your conduct on the Internet especially those that deal with intellectual property protection, privacy, misuse of City resources, sexual harassment, data security and confidentiality.

SECTION V - DISCIPLINE & DISCHARGE

1. The City of Shelby as the employer has the right to discipline and or discharge employees as the situation warrants and subject to the provisions of City policy and the rules and regulations of state and federal statute, when the City finds sufficient cause for such actions.
2. "Discipline" is for purposes of correcting inappropriate acts or practices. Discipline can take the form of verbal and/or written disciplinary action with or without pay, demotions in employment rank (reduction in the time credited for service with the City), reduction in grade and/or assignment, and other acts.
3. "Discharge" is the complete involuntary separation from employment, made necessary because of the severity of the act or practice, or because a form or forms of discipline did not correct the totality of the employee's inappropriate act(s) or practice(s).
4. The City of Shelby has the right to discipline or terminate a newly hired employee during his/her original probationary period with the City.
5. Non-probationary employees may appeal all forms of discipline and discharge through the grievance procedure, and suspensions without pay and discharge to final and binding arbitration.

A. DISCIPLINE

The City of Shelby, at its discretion, may investigate and take disciplinary action upon learning of a suspected violation of federal, state or local laws, City of Shelby rules and/or regulations, employee conduct/behavior/performance standards, City of Shelby policies, or other conduct not in the best interests of the City. The supervisor and/or the Mayor or Finance Officer or their designee will notify the employee of the suspected violation and will then perform an investigation. Employees may be placed on administrative leave (with or without pay) pending investigation.

The employee will be notified in writing of the suspected violation or misconduct, will be included in the investigative process and allowed to share their account of the suspected violation or misconduct in question before discipline is issued.

At the sole discretion of the City the supervisor, the Mayor or Finance Officer and/or their designee will conduct the investigation including employee interviews. The employee being interviewed may request an attendee of their choosing be present at the interview; however such attendee will be permitted to observe only and will not be permitted to participate in the interview.

Upon conclusion of the investigation, the City will decide whether discipline is appropriate and if so, at what level. All affected parties will be advised, at an appropriate level, of the investigation results.

Discipline, as determined by the City, may be imposed in one of the following forms. This is not a progressive discipline policy.

Oral Reprimand

The supervisor and/or Mayor or Finance Officer will meet with the employee to explain the issue(s), the expectations moving forward and the consequences should the employee not conform or comply with the stated expectations. This conversation will be summarized in writing. The employee and the supervisor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required. The summary will be placed in the employee's personnel file.

Written Reprimand

The supervisor and/or Mayor or Finance Officer will meet with the employee to explain the issue(s), the expectations moving forward and the consequences should the employee not conform or comply with the stated expectations. The summary of the issue(s) and the corrective action required will be presented in a letter to the employee. The employee and the supervisor will sign the summary which

attests that the meeting took place, that the employee understood the problem and the corrective action required. The summary will be placed in the employee's personnel file.

Suspension (with or without pay)

The supervisor and/or Mayor or Finance Officer will meet with the employee to explain the issue(s), the expectations moving forward and the consequences should the employee not conform or comply with the stated expectations. The summary of the issue(s), the corrective action required and the dates and conditions of the suspension will be presented in a letter to the employee. The employee and the supervisor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required. The summary will be placed in the employee's personnel file.

Demotion - Loss of Duty

The supervisor and/or Mayor or Finance Officer will meet with the employee to explain the issue(s), the expectations moving forward and the consequences should the employee not conform or comply with the stated expectations. The summary of the issue(s), the corrective action required and the specific conditions of the demotion will be presented in a letter to the employee. The employee and the supervisor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required. The summary will be placed in the employee's personnel file.

Termination

If the City determines that the appropriate disciplinary action is termination, Regular, Non-Probationary employees will receive a letter that documents the problem and summarizes the results of the investigation. The letter will detail the cause and date of discharge. The letter shall also include a copy of the Grievance Procedure Policies. The supervisor and/or Mayor or Finance Officer will meet with the employee and provide him/her with the letter. The letter will be placed in the employee's personnel file. All terminations must be approved by the Mayor or Finance Officer.

- ~~1. Discipline will be applied when an employee has violated a City, County, State or Federal policy or regulation, and when the severity of such violation warrants such action. It is not necessary that a judge or jury actually find an employee guilty of an offense, but sufficient evidence must be obtained through a fair and thorough investigation to convince a City authority that the alleged offense was committed by the employee. Discipline will be given in a timely manner.~~
- ~~2. Discipline includes all of the following, but the City may apply that step of the discipline procedure as most closely matches the seriousness of the offense:
 - ~~a. Verbal Reprimand: Immediate supervisors have the authority to issue verbal reprimands. These reprimands should be documented in the employee's personnel file. A verbal reprimand would normally be given for a first offense violation or a minor infraction of the rules.~~
 - ~~b. Written Reprimand: Immediate supervisors have the authority to issue written reprimands when the seriousness of the offense warrants, and/or when verbal reprimands are not effective. A copy of all written reprimands will be placed in the employee's personnel file.~~
 - ~~c. Suspension: The Immediate Supervisor with the concurrence of the Mayor has the authority to impose suspensions with or without pay, and other penalties which would affect an employee's work hours of pay. Such penalties are imposed for serious offenses or when verbal and/or written reprimands are not effective. The immediate supervisor and/or the Mayor may suspend an employee with pay if he/she feels the immediate removal of the employee from the work place is warranted.~~~~

B. DISCHARGE FINAL PAYCHECK FOR DISCHARGED EMPLOYEE

~~1. An employee will may have be considered to have been warned of the possibility of discharge when he/she has received discipline for a given offense, or when he/she continues to act inappropriately, even if such activities are not directly related to the acts for which discipline was applied. An employee may also have will also be considered to have been warned of the possibility of discharge when he/she receives performance evaluations that indicate that his/her work performance is below the standard expected by the City. An employee may also have will also be considered to have been warned of the possibility of discharge when he/she violates a policy that produces or could produce serious consequences.~~

~~2. An employee who has been notified of his/her discharge will be given a letter of notification from the Mayor stating the reason(s) and the effective date of discharge. The employee will receive this letter prior to leaving City employment. All forms of discipline will be documented in the employee's personnel file. Upon termination the employee will be given the Grievance Procedure.~~

~~1.-3.~~ A discharged employee's final paycheck will be issued at the next regular payroll period, during which the employee was separated from employment or fifteen calendar days from the date of separation, whichever occurs first, immediately upon dismissal. Benefit cash-outs shall be issued only with the approval of the Mayor and City Council who may determine that because the employee was terminated for punitive reasons, some or all cash-outs are forfeited.



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Engineers and Land Surveyors

3530 Centennial Drive, Helena, MT 59601 | phone: 406-442-8594 | fax: 406-442-8557
851 Bridger Drive, Suite 1, Bozeman, MT 59715 | phone: 406-522-8594 | fax: 406-522-9528
404 West Broadway, Lewistown, MT 59457 | phone: 406-535-8594

Memo

Date: 01/14/2016

Subject: Examining Land Surveyor Certification

To: Interested Parties

From: Dan Stahly, Stahly Engineering

Hi All,

The review service that Stahly Engineering performs includes Examining Land Surveyor review and approval. As such, we've been advised that in addition to our typical review and approval process, we need certify our review on the plat or certificate of survey per 76-3-611, MCA. Most surveyors are already printing this certification on their plats and COS's so I don't anticipate much of a change needed on their end of things.

Here's the good news: I've spoken with MACo/JPIA legal counsel and have been told that the certification can be signed by County or City Clerks on my behalf. So as long as there is a corresponding Document Approval Form, we will follow the policy of signing for me. This is critical because it prevents the mylars from having to be mailed, which adds unnecessary time to the review, approval, and filing process. Below is an example of the certification:

Certification of Examination

Checked for errors and omissions in drafting and calculations

This _____ Day of _____, 20____

Thanks and please don't hesitate to contact myself or Molly with any questions or concerns.

PRELIMINARY AMENDED SUBDIVISION PLAT

SHELBY INDUSTRIAL PARK ADDITION

TO THE CITY OF SHELBY

TRACTS 1A, 7A-1, 8A, 9, 11A AND 12A

SE1/4SE1/4, SEC. 27, T.32 N., R.2 W.,

P.M.M., TOOLE COUNTY, MONTANA



SCALE 1" = 60'



BASIS OF BEARING: WEST BOUNDARY OF TRACT 10A PER PLAT 332687

LEGEND

- SET REBAR WITH PLASTIC CAP "O. DUBOIS 10155LS"
- FOUND CORNERS NOTED
- F FOUND MEASURE, THIS SURVEY
- R RECORD MEASURE, PLAT 282862
- R1 RECORD MEASURE, PLAT 344865
- R2 RECORD MEASURE, PLAT 365311
- R3 RECORD MEASURE, PLAT 360355
- R4 RECORD MEASURE, PLAT 332687
- WC WITNESS CORNER
- PC POINT OF CURVATURE
- ▽ WATER VALVE
- MANHOLE LID
- R.O.W. RIGHT OF WAY FOR SEWER AND STORMWATER
- LIMITS OF R.O.W., 20 FOOT WIDE EASEMENT AREA
- RAD. RADIAL BEARING
- EXISTING BUILDING/IMPROVEMENT
- OLD SEWER LINE AREA, EXCLUDED FROM ORIGINAL TRACTS, INCLUDED IN ADJOINING TRACT, THIS SURVEY.

NOTE: THE CITY OF SHELBY OWNS ALL THE LOTS THAT ARE BEING RELOCATED BY THIS SURVEY

CURVE TABLE

CURVE	DELTA ANGLE	RADIUS	ARC	CHORD
C1	57°10'18"	50.0'	49.89'	S61°50'40"W, 47.85'
C2	19°10'20"	100.0'	33.20'	S42°49'33"W, 33.05'
C3	8°28'47"	100.0'	14.80'	S55°09'56"W, 14.78'
C4	12°53'45"	100.0'	22.51'	S66°29'19"W, 22.46'
C5	34°54'58"	100.0'	60.94'	N69°36'17"W, 60.0'
C6	72°10'45"	100.0'	125.98'	N36°03'28"W, 117.81'
C7	121°56'11"	100.0'	212.82'	N61°18'27"E, 174.87'
C8	25°48'00"	100.0'	45.03'	S44°49'34"E, 44.65'
C9	57°43'58"	50.0'	50.41'	S61°27'05"E, 48.30'
C10	64°57'33"	145.0'	164.39'	S33°34'44"W, 155.73'
C11	64°57'33"	205.0'	232.42'	S33°34'44"W, 220.17'

LINE TABLE

L1	S01°00'00"W, 46.10'
L2	S88°08'30"E, 43.44'
L3	S89°32'05"E, 53.65' R2
L4	S89°33'40"E, 75.45' R2
L5	S65°50'00"E, 39.7' R2
L6	S51°32'20"E, 21.55' R2
L7	S61°00'45"E, 79.65' R2
L8	S31°43'00"W, 19.9' R2
L9	N89°42'10"E, 45.00' R2
L10	S51°04'00"E, 28.41' R2
L11	S06°23'50"W, 48.45' R2

Flesch Farms, Inc.

COS 94-7
Flesch Farms, Inc.

PLAT 79-3
DOC # 282862

PLAT 2001-7
DOC # 344865

TRACT 9A
63,399 SQ. FT.
1.455 AC.

TRACT 8A-1
48,420 SQ. FT.
1.112 AC.

TRACT 8A

TRACT 7A-1A
68,658 SQ. FT.
1.576 AC.

TRACT 7A-1

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TRACT 4A
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TRACT 1A-1
65,365 SQ. FT.
1.271 AC.

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Lorette Carter
Community Development
112 1st Street South
Shelby, MT 59474
(406) 424-8799
(406) 450-4067
Fax: (406) 424-8413
www.shelbymt.com

April 7, 2016

NCMEDD dba Sweetgrass Development
Ms. Sarah Converse, Executive Director
521 1st Avenue NW
Great Falls, MT 59404

Dear Ms. Converse:

On behalf of the City of Shelby, we would like to express our support for the North Central Montana Economic Development Districts' (NCMEDD) application for a VISTA through Rural Dynamics Incorporated.

The Comprehensive Economic Development Strategies will provide a road map for their efforts for the next five years. Assistance with identifying need, planning and implementing the goals and objectives for our five county region. The economic development capacity that a regional organization provides is a great benefit to all citizens within the region, to create jobs, provide community development opportunities and increase the quality of life. Increasing wages and employment leads to a greater tax base and a more desirable destination for new industry.

NCMEDD has been a very active and beneficial organization for the area and we would like to see their efforts continue in the region, success of these planning efforts is key to the viability and sustainability of the rural areas in our region. Please keep us informed as the process continues. We look forward to our continued participation and partnership with NCMEDD.

Sincerely,

A handwritten signature in cursive script that reads "Lorette Carter".

Lorette Carter, Community Development Director
City of Shelby

Cc: Larry Bonderud, Mayor
Shelby City Council

**CITY OF SHELBY
MONTHLY ANIMAL CONTROL REPORT**

February 2016
(Month) (Year)

Animal Control Calls and/or Complaints

	Dog	Cat
City Hall or Public Works.....	8 - 7	- 1
Sheriff's Office.....	16 - 16	- 0
On Patrol.....	9 - 6	- 3

Fees Collected by Animal Control Officer

Destroyed- Animals brought in.....	0
License.....	_____
Pound	_____
Rabies Shot.....	_____

Pound Activity

		Dog	Cat
Animals in pound at end of last month.....	7 -	4 -	3
Impounded.....	+ 2		
Destroyed - Animals from pound.....	- 0		
Destroyed - Animals brought in.....	+ 0		
Released/Returned to owner.....	- 2		
Total in Pound Month End - - - - -	7 -	3 -	4

Dead Animals

Marias Vet Clinic.....	0
Other (list where picked up):	
1 - Dead cat Oilfield av	1

Vehicle Log

Gallons of Gas.....	30.746
Mileage - current month reading.....	85831
Mileage - previous month reading.....	85570
Total Mileage.....	261

Warnings and/or Citations

Verbal Warnings.....	6
Written Warnings.....	3
Citations Issued.....	1

Licenses Issued

Month.....	146
Year to Date.....	398


Animal Control Officer

cc: City Superintendent
City Council (deliver to City Hall 1st of month)
Animal Control file

**CITY OF SHELBY
MONTHLY ANIMAL CONTROL REPORT**

MARCH 2016
(Month) (Year)

Animal Control Calls and/or Complaints

	Dog	Cat
City Hall or Public Works.....	9 -	8 - 1
Sheriff's Office.....	<u>15 -</u>	<u>15 - 0</u>
On Patrol.....	<u>11 -</u>	<u>6 - 5</u>

Fees Collected by Animal Control Officer

Destroyed- Animals brought in.....	<u>0</u>
License.....	<u>0</u>
Pound	<u>0</u>
Rabies Shot.....	<u>0</u>

Pound Activity

Animals in pound at end of last month.....	7 -	3 - 4
Impounded.....	+	<u>1</u>
Destroyed - Animals from pound.....	-	<u>0</u>
Destroyed - Animals brought in.....	+	<u>0</u>
Released/Returned to owner.....	-	<u>1</u>
Total in Pound Month End - - - - -	-	<u>6 - 2 - 4</u>

Dead Animals

Marias Vet Clinic.....	<u>0</u>
Other (list where picked up):	
<u>2 - cats = 1 - on Oilfield rd 1 - on Roosevelt</u>	<u>2</u>

Vehicle Log

Gallons of Gas.....	<u>32 - 91</u>
Mileage - current month reading.....	<u>86050</u>
Mileage - previous month reading.....	<u>85831</u>
Total Mileage.....	<u>219</u>

Warnings and/or Citations

Verbal Warnings.....	<u>8</u>
Written Warnings.....	<u>1</u>
Citations Issued.....	<u>3</u>

Licenses Issued

Month.....	<u>17</u>
Year to Date.....	<u>415</u>


Animal Control Officer.

cc: City Superintendent
City Council (deliver to City Hall 1st of month)
Animal Control file

Shelby Fire Dept. 2016 1st Quarter Report

<u>Date</u>	<u>Incident</u>	<u>Resources</u>
1/09	221 7 th Ave. S. False alarm	2 engines, 7 personnel
2/3	101 Main St. False alarm	2 engines, 25 personnel
2/4	101 Main St. False alarm	2 engines, 25 personnel
3/3	976 Hill St. Veh. acc. with injuries	2 engines, 12 personnel

South Toole County Fire Dept. 2016 1st Quarter Report

<u>Date</u>	<u>Incident</u>	<u>Resources</u>
1/04	I 15 MM 351 Veh. acc. without injuries	4 engines, 22 personnel
1/13	1379 F Bridge Rd. Trash fire	5 engines, 17 personnel
2/6	I 15 MM 354 Veh. acc. without injuries	4 engines, 15 personnel
3/5	Hwy 2 & Wiegand Rd. False alarm	3 engines, 14 personnel
3/19	Santa Rita Hwy Structure fire	3 engines, 16 personnel
3/27	Hwy 2 MM 300 Veh. acc. with injuries	4 engines, 16 personnel
3/29	Hwy 2 Homesteader Hill Veh. fire	1 engine, 11 personnel