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CITY OF SHELBY
Claim Details
For the Accounting Period: 4/18

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* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$					Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
170775	02335 CINTAS CORPORATION	84.41						
1	5010423127 04/11/18 Restock Medicine Cabinet	21.11		30941	1000 410550	200	101000	
2	5010423127 04/11/18 Restock Medicine Cabinet	21.10		30941	5210 430570	200	101000	
3	5010423127 04/11/18 Restock Medicine Cabinet	21.10		30941	5310 430670	200	101000	
4	5010423127 04/11/18 Restock Medicine Cabinet	21.10		30941	5410 430870	200	101000	
170776	01805 SYSTEMS	1,465.45						
1	30230 04/09/18 VGA Adapter	5.30		30943	1000 410550	200	101000	
2	30230 04/09/18 VGA Adapter	5.30		30943	5210 430570	200	101000	
3	30230 04/09/18 VGA Adapter	5.30		30943	5310 430670	200	101000	
4	30230 04/09/18 VGA Adapter	5.30		30943	5410 430870	200	101000	
5	30237 04/10/18 MSO365 Quarterly Fee 3/18-5/18	72.00		30943	1000 410550	300	101000	
6	30237 04/10/18 MSO365 Quarterly Fee 3/18-5/18	72.00		30943	5210 430570	300	101000	
7	30237 04/10/18 MSO365 Quarterly Fee 3/18-5/18	72.00		30943	5310 430670	300	101000	
8	30237 04/10/18 MSO365 Quarterly Fee 3/18-5/18	72.00		30943	5410 430870	300	101000	
9	30264 04/17/18 O365 Setup Fee	231.25		30945	1000 410550	300	101000	
10	30264 04/17/18 O365 Setup Fee	231.25		30945	5210 430570	300	101000	
11	30264 04/17/18 O365 Setup Fee	231.25		30945	5310 430670	300	101000	
12	30264 04/17/18 O365 Setup Fee	231.25		30945	5410 430870	300	101000	
13	30264 04/17/18 O365 Setup Fee	231.25		30945	1000 460442	300	101000	
170777	02012 SHOPKO	96.77						
1	8076 04/12/18 HP Ink/Bleach/Bounty/Cleaner	81.11		30844	1000 460442	200	101000	
2	2690 03/27/18 Dog Treats	15.66			1000 440600	200	101000	
170778	24945S 01088 MSU LOCAL GOVERNMENT CENTER	275.00						
1	M198 04/17/18 MMCT & FOA Institute-Goroski	68.75		30944	1000 410550	370	101000	
2	M198 04/17/18 MMCT & FOA Institute-Goroski	68.75		30944	5210 430570	370	101000	
3	M198 04/17/18 MMCT & FOA Institute-Goroski	68.75		30944	5310 430670	370	101000	
4	M198 04/17/18 MMCT & FOA Institute-Goroski	68.75		30944	5410 430870	370	101000	
170779	01620 KADRMAS, LEE & JACKSON INC.	9,748.69						
1	10098779 04/11/18 Rail Safety-Prelim/FinalDesi	9,748.69			1000 470120	790	101000	
170780	00041 SHELBY PROMOTER	328.00						
1	SL181502 04/11/18 Water Rate Increase Notice	288.00			5210 430570	300	101000	
2	05/02/18 Yearly Subscription Renewal	10.00			1000 410550	300	101000	
3	05/02/18 Yearly Subscription Renewal	10.00			5210 430570	300	101000	
4	05/02/18 Yearly Subscription Renewal	10.00			5310 430670	300	101000	
5	05/02/18 Yearly Subscription Renewal	10.00			5410 430870	300	101000	

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Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
170781	00125 TOOLE COUNTY TREASURER	2,466.22						
1	04/18/17 2017 2nd 1/2 LD35 Assessments	2,466.22			2400 411860	540	101000	
170782	00512 MT DEPARTMENT OF ADMINISTRATION	170.00						
1	6812 04/08/18 Late AFR Filing Fee	42.50			1000 410550	300	101000	
2	6812 04/08/18 Late AFR Filing Fee	42.50			5210 430570	300	101000	
3	6812 04/08/18 Late AFR Filing Fee	42.50			5310 430670	300	101000	
4	6812 04/08/18 Late AFR Filing Fee	42.50			5410 430870	300	101000	
170783	02190 BAUMAN, CHRISTINE	60.00						
1	04/12/18 Haul Recycling Trailer to GF	30.00			1000 480100	200	101000	
2	04/23/18 Haul Recycling Trailer to GF	30.00			1000 480100	200	101000	
170784	01438 BARRY DAMSCHEN CONSULTING LLC	2,025.00						
1	1 04/20/18 1/18-3/18 Consult & Monitor	2,025.00*			5410 430840	350	101000	
170785	01620 KADRMAS, LEE & JACKSON INC.	5,142.23						
1	10099075 04/19/18 Storm Water-Construction Adm	5,142.23			5720 430246	950 2283	101000	
170786	01620 KADRMAS, LEE & JACKSON INC.	514.18						
1	10099076 04/19/18 WW Treatment Design	514.18			5310 430601	950 2282	101000	
170787	999998 LORETTE MARIE CARTER	32.00						
	Weekend Guide To - Kyle Hollinger & Bill Stubblefield							
1	04/28/18 TBID-Lunch Reimbursement	32.00			7199 212500		101000	
170788	999998 JADE M GOROSKI	95.92						
	NCMRWA Executive Committee Meeting - Great Falls, MT							
1	04/24/18 Mileage-Goroski	95.92			5210 430570	370	101000	
170789	00027 MARKS TIRE & ALIGNMENT	1,200.00						
1	50400 09/12/17 RFD-2 Tires	950.00*		31100	1000 420401	200	101000	
2	50763 10/14/17 RFD-Tire	250.00*		31100	1000 420401	200	101000	
170790	01903 1ST CHOICE PLUMBING LLC	556.00						
1	5665 04/09/18 CC-Access Panel/Replace Faucet	556.00		31365	1000 460442	369	101000	
170791	00034 NORMONT EQUIPMENT CO	2,662.40						
1	17087 04/19/18 (2)Emulsion Tote	2,662.40		31363	2500 430200	400	101000	

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Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
170792	00019 HEMMER PLUMBING & HEATING	297.52							
1	9300 04/12/18 Urinal Flush Valve	297.52		31360	1000 460445	200	101000		
170793	02069 NATIONAL LAUNDRY CO	62.32							
1	80582 04/18/18 Red Shop Towels	8.28		31356	1000 430200	300	101000		
2	80582 04/18/18 Red Shop Towels	8.28		31356	5210 430500	300	101000		
3	80582 04/18/18 Red Shop Towels	8.28		31356	5310 430600	300	101000		
4	80582 04/18/18 Red Shop Towels	8.29		31356	5410 430830	300	101000		
5	73066 03/21/18 Red Shop Towels	7.29		31356	1000 430200	300	101000		
6	73066 03/21/18 Red Shop Towels	7.30		31356	5210 430500	300	101000		
7	73066 03/21/18 Red Shop Towels	7.30		31356	5310 430600	300	101000		
8	73066 03/21/18 Red Shop Towels	7.30		31356	5410 430830	300	101000		
170794	02097 FASTENAL COMPANY	1,061.90							
1	191218 05/16/18 Gloves/Glasses/Lubricant	149.75		31355	1000 430200	200	101000		
2	190986 04/09/18 Cutting Wheel/Bits/Jobber/Disc	201.53		31355	1000 430200	200	101000		
3	190986 04/09/18 Cutting Wheel/Bits/Jobber/Disc	201.54		31355	5210 430500	200	101000		
4	190986 04/09/18 Cutting Wheel/Bits/Jobber/Disc	201.54		31355	5310 430600	200	101000		
5	190986 04/09/18 Cutting Wheel/Bits/Jobber/Disc	201.54		31355	5410 430840	200	101000		
6	190987 04/10/18 Gloves	106.00*		31355	5410 430830	200	101000		
170795	02301 POWER PRO EQUIPMENT	1,681.09							
1	53535 04/24/18 Rear Handle Chain Saw	359.95*		31351	1000 460439	200	101000		
2	53535 04/24/18 61PMMC3	35.90*		31351	1000 460439	200	101000		
3	53535 04/24/18 Toro WBM 160CC Honda RWD	599.99*		31351	1000 460439	200	101000		
4	53535 04/24/18 HP Ultra Oil 5 gal	101.88*		31351	1000 460439	200	101000		
5	53535 04/24/18 Adj Hedge Trimmer	249.95*		31351	1000 460439	200	101000		
6	53535 04/24/18 Hedge Trimmer Cleaner	8.49*		31351	1000 460439	200	101000		
7	53535 04/24/18 HS Gearbox Grease	2.99*		31351	1000 460439	200	101000		
8	53535 04/24/18 Woodcutter Bar Oil Gal	11.99*		31351	1000 460439	200	101000		
9	53208 04/10/18 KW KM Power Sweep ATT	309.95*		31351	1000 460439	200	101000		
170796	02430 TRANSA TREE	750.00							
1	04/26/18 (3)2" Autumn Blaze Maple	750.00			1000 460430	221	101000		
170797	-98789E 01552 HOME DEPOT	2,340.88							
1	04/24/18 Prime Doug Fir/Plywood/Panel	2,340.88		31368	5310 430600	200	101000		
170798	-98788E 01552 HOME DEPOT	557.51							
1	04/25/18 Batt Insul/Wrap/Switch/Outlet	557.51		31368	5310 430600	200	101000		

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Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
170799	02431 ODDENS AUTOS LLC	1,000.00							
1	1317 04/14/18 2015 Chevy 2500HD Silverado	250.00		31369	2190 510330	815	101000		
2	1317 04/14/18 2015 Chevy 2500HD Silverado	250.00		31369	5210 510330	815	101000		
3	1317 04/14/18 2015 Chevy 2500HD Silverado	250.00		31369	5310 510330	815	101000		
4	1317 04/14/18 2015 Chevy 2500HD Silverado	250.00		31369	5410 510330	815	101000		
170800	02293 SUPPLYWORKS	313.17							
1	437403892 04/25/18 Cleaner/Gloves/Tissue/Liner	313.17		30843	1000 460442	200	101000		
170801	01876 TITAN MACHINERY	462.44							
1	10748769 03/22/18 Wldt-Clamp Lower Rod	462.44		31373	2500 430200	200	101000		
170802	02088 GAFFANEY ELECTRIC LLC	500.00							
1	6845 03/30/18 (3)80 Watt LED Direct Wire	500.00		31374	1000 460442	200	101000		
170803	02045 NAPA AUTO PARTS	137.65							
1	89793 03/06/18 RFD-Switch	28.08*		31407	1000 420401	200	101000		
2	90930 03/28/18 RFD-Wipers	109.57*		31407	1000 420401	200	101000		
170804	00655 DANKO EMERGENCY EQUIPMENT CO	103.56							
1	93594 04/23/18 CFD-Pressure Relief Valve	103.56*		31406	1000 420400	200	101000		
170805	01866 SHELBY PAINT AND HARDWARE	356.13							
1	12216 03/23/18 CFD-100 Cup Coffee Urn	139.99*		31403	1000 420400	200	101000		
2	62686 03/30/18 CFD-Water Cooler	42.99*		31403	1000 420400	200	101000		
3	12063 04/06/18 CFD-Parts for Ice Machine	173.15*		31403	1000 420400	200	101000		
170806	00213 HIGHLINE COMMUNICATIONS	294.00							
1	78903 04/17/18 RFD-(3)XPR Batteries	294.00*		31402	1000 420401	200	101000		
170807	-98787E 01545 AMAZON.COM	17.22							
1	1135319516 03/28/18 Directional Flow Arrow Tap	17.22		31378	1000 460445	200	101000		
170808	00039 PETTY CASHIER	40.00							
1	2780 04/26/18 TC Treasurer Specialty Plate	40.00			7427 411850	800	101000		
170809	01439 CONRAD BUILDING CENTER INC	502.38							
1	423079 05/02/18 Wrap/Underlayment/DW890	502.38		31380	5310 430600	200	101000		

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Claim	Vendor #/Name/	Document \$/	Disc \$					Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
170810	00070 HO MOTOR SUPPLY	190.89						
1	510256257 04/05/18 Acetylene Size WS	27.93		31384	1000 430200	200	101000	
2	510256257 04/05/18 Acetylene Size WS	27.94		31384	5210 430500	200	101000	
3	510256257 04/05/18 Acetylene Size WS	27.93		31384	5310 430600	200	101000	
4	510256257 04/05/18 Acetylene Size WS	27.93		31384	5410 430840	200	101000	
5	510256257 04/05/18 C25 Size S	19.79		31384	1000 430200	200	101000	
6	510256257 04/05/18 C25 Size S	19.79		31384	5210 430500	200	101000	
7	510256257 04/05/18 C25 Size S	19.79		31384	5310 430600	200	101000	
8	510256257 04/05/18 C25 Size S	19.79		31384	5410 430840	200	101000	
170811	01267 3-V DISTRIBUTING INC	4,018.20						
1	19663 04/27/18 White Kenworth W900 Repairs	4,018.20		31383	5410 430840	369	101000	
170812	02045 NAPA AUTO PARTS	367.10						
1	91342 04/05/18 Drivealign/Air Freshener	45.53		31381	5210 430500	200	101000	
2	90284 03/15/18 Battery	130.63		31381	1000 430200	200	101000	
3	92241 04/20/18 6M2TXREEL/6G-6FFORX45S/6G	45.05		31381	1000 430200	200	101000	
4	90925 03/28/18 Filter	21.12		30947	5210 430500	200	101000	
5	91039 03/29/18 Antifreeze	35.98		30947	5410 430840	200	101000	
6	90604 03/22/18 Fuse	2.69		30947	1000 460442	200	101000	
7	90505 03/20/18 Floor Dri	40.10		30947	1000 430200	200	101000	
8	90506 03/20/18 Filter	25.11		30947	5410 430840	200	101000	
9	89656 03/02/18 P Outlet/Paint	16.48		30947	5310 430600	200	101000	
10	90341 03/16/18 Tran Flu Qt	4.41		30947	1000 430200	200	101000	
170813	00088 CARQUEST AUTO PARTS	117.95						
1	2567278223 04/18/18 Sanding Prep/Surface Disc	17.99		31382	1000 460430	200	101000	
2	2567278899 05/02/18 Wax/Detailer/Shop Towels	49.98		31382	1000 430200	200	101000	
3	2567277582 04/02/18 Wiper Blades	49.98		31382	1000 430200	200	101000	
# of Claims 83		Total: 181,519.50						
Total Electronic Claims		6,242.83	Total Non-Electronic Claims	175276.67				

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Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	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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*** 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
*** Claim from another period (2/18) ****								
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
*** Claim from another period (3/18) ****								
170674		01620 KADRMAS, LEE & JACKSON INC.	7,589.06					
1	10097450	03/06/18 WW Treatment Design	7,589.06			5310 430601	950 2282	101000
*** Claim from another period (3/18) ****								
170676		01620 KADRMAS, LEE & JACKSON INC.	21,061.71					
1	10097598	03/09/18 Rail Safety-Project Initiati	17,385.64			1000 470120	790	101000
2	10097598	03/09/18 Rail Safety-Prelim/FinalDesi	3,676.07			1000 470120	790	101000
170779		01620 KADRMAS, LEE & JACKSON INC.	9,748.69					
1	10098779	04/11/18 Rail Safety-Prelim/FinalDesi	9,748.69			1000 470120	790	101000
170786		01620 KADRMAS, LEE & JACKSON INC.	514.18					
1	10099076	04/19/18 WW Treatment Design	514.18			5310 430601	950 2282	101000
		# of Claims	83	Total:	101,391.09			

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Fund Summary for Claims
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Fund/Account	Amount
1000 GENERAL	
101000 Cash-Operating	\$107,499.15
2190 COMPREHENSIVE LIABILITY	
101000 Cash-Operating	\$250.00
2400 STREET LIGHTING DISTRICT NO. 35	
101000 Cash-Operating	\$6,339.88
2500 STREET MAINTENANCE DISTRICT NO. 1	
101000 Cash-Operating	\$3,690.82
2600 PARK MAINTENANCE DISTRICT #1	
101000 Cash-Operating	\$3,000.00
2936 WILLIAMSON BLDG RENOVATIONS	
101000 Cash-Operating	\$951.98
5210 WATER UTILITY	
101000 Cash-Operating	\$18,635.91
5310 SEWER UTILITY	
101000 Cash-Operating	\$15,967.27
5410 SOLID WASTE UTILITY	
101000 Cash-Operating	\$19,928.48
5720 STORM DRAINAGE	
101000 Cash-Operating	\$5,142.23
7199 TOURISM BUSINESS IMPROVEMENT DIST (TBID)	
101000 Cash-Operating	\$73.78
7427 SPECIALTY LICENSE PLATES (SHELBY)	
101000 Cash-Operating	\$40.00
Total:	\$181,519.50

Building Inspector Report April 2018

5/3/2018

Permit	Date	Zone	Name	Addition	Block	Lot	Address	Permit For	Evaluation	FEE
4355	4/18/2018	HB2	Northern MT Storage	Nasset Minor		1	1135 Oilfield Ave	20'x200' storage bldg	107,000.00	1,033.00
	4/26/2018	CB	Leavitt Group	Original Townsite	4	15	206 Main St	zoning-sign permit	NA	24.00
									\$ 107,000.00	\$ 1,057.00
1 Permits issued this Month									Job Evaluation Totals	TOTALS

FISCAL YTD TOTALS	
Number of Permits	8
Permit Fees	\$ 8,584.00
Total Job Values	\$ 1,285,563.00

**SAFETY COMMITTEE MEETING &
EMPLOYEE QUARTERLY MEETING**

April 18, 2018

8:30 a.m.

Present: Mayor Gary McDermott; City Hall–Sarah Clary, Jade Goroski, Tammy Pederson, Lori Stratton; Council Member–Bill Moritz; Park & Rec–Cindy Florez; Public Works–Dennis Barker, Hunter Barnes, Terry Bentley, Lorette Carter, Luis Correa, Tony Faunce, Lance Hoover, Matthew James, Locke Mellotte, John Postma, Brian Roark and Loren Skartved.

The minutes from the last meeting were reviewed.

City Council – Mayor McDermott gave an update of upcoming events.

Streets – Superintendent Skartved stated that road oil has been ordered to do some street patching. There was a question as to who is responsible to fix potholes going into Shopko. The property owner is responsible but we will contact them to get them fixed. A street sign is down on the corner across the street from the Dick Irvin office.

Sewer Lift Station – The city asked CCA if they would purchase a grinder to save money and time for them and the city crews.

The next meeting will be held Wednesday, May 16, 2018 @ 8:30 a.m. at City Hall.

Meeting adjourned at 8:50 a.m.

Reported by:

Tammy Pederson

MINUTES OF THE PARK & RECREATION COMMITTEE

Held at Shelby City Hall

April 30, 2018

In attendance: Gary McDermott, Loren Skartved, Cindy Florez, Trent Tustian, Lyle Kimmet, Matt Clark, Lorette Carter and guests Superintendent Elliott Crump and Harry Benjamin.

School District #14: Superintendent Elliott Crump spoke to the group on the water issues at the school sportsplex. The district has invested a considerable amount of money to try and get water to the baseball fields. The baseball field in the north-east corner does not have a sprinkler system any longer so the school district facility plans are to convert this field into off-street parking. City Superintendent Loren Skartved will work with the school in an effort to get water to the facility. Skartved also offered to pick up the broken concrete picnic table in front of the elementary school.

Carousel Rest Area of Shelby: Mr. Benjamin reported a water issue at the facility. He is hoping the frozen pipes will be thawed in the next couple days as he has been hauling water to the facility for the masons to complete brick work on the exterior of the facility. The grand opening is scheduled for May 19th. He has already booked several graduation and reunion parties at the facility. He has hired 4 young people to work, but is still looking for a manager. He is working on a cost structure for individual riders as well as parties.

Recreation Director Report:

Cindy submitted her 2-week notice of retirement. Cindy did request the half-price allowance for retirees' use of city facilities. Trent suggested free use. No action was taken.

City Superintendent Report:

- **Pool:** Loren reported the pool is currently filling. The UV system has arrived, but he is still waiting on the chlorinator for installation.
- **Parks:** The city crew has planted the 3 Arbor Day grant trees in the Lake Sheloole Campground. Terry will be turning on water in the parks and public areas in the next 2 weeks. With council approval, Skartved has 4 young people for the summer parks crew. No word from the Opportunities Inc. Youth Program thus far.
- **Mary Allison Park:** Loren showed the committee the storm water drainage infrastructure plans which run directly through Mary Allison Park. The city crew has removed the Welcome to Shelby sign and will remove trees and the block garden wall in anticipation of the construction work. He asked the committee to consider how the park should be re-landscaped after construction.
- **Champions Park:** Loren measured the designated parking area at Champions Park and determined it would cost approximately \$15,000 to pave. The crew would then place parking blocks around the perimeter. He will also work with Mr. Benjamin and the Carousel to determine a cost for its parking lot and assist with site prep in anticipation of paving at the same

time as Champions Park. Funds from the city's license plate program will cover the cost of Champions Park paving.

- **Marias Valley Archery Winter Shoot:** Loren requested permission to use the old Middle School for the Winter Shoot, January 4-6, 2019.

Tree Board:

- The Arbor Day trees (3) Autumn Blaze Maple have arrived and were planted in the Lake Sheloole Campground/Baseball Complex.
- Arbor Day cleanup was a success. The following groups participated in cleanup activities:
 - ✚ Marias Medical Center
 - ✚ Marias Heritage Center
 - ✚ Shelby Junior and Senior High School
 - ✚ Shelby Swim Team
 - ✚ Toole County Drug Court
 - ✚ Toole County Master Gardeners
 - ✚ Toole County Garden Club
 - ✚ Shelby Baseball Association
 - ✚ St. William Parish Youth Group
- An ADA Accessible Playground Equipment grant was awarded to the City. After the agreement has been signed, the City will order the equipment. It takes 6-8 weeks for production.
- The Swim Team was gifted a shed for their equipment. It is on the south~ west side of the pool.
- The Shelby Citizen Volunteer Corp was started last summer to complete cleanup projects in our parks and public areas. The group cleaned Mary Allison Park; Albertson's Park. They also painted the Welcome to Shelby signs. Is this something the City would like to continue?
- The trees along the landfill side of the trail will need to be weeded this spring. The Volunteer Corp started to hand weed last summer, but it needs city equipment to clean around the trees.
- The Champions Park Committee will be meeting May 9th to discuss next steps for the park. This will include the engraving of rocks, bricks and a tile that have been pre-ordered to be placed in the park. All our welcome to attend. It will be Wednesday, May 9th at noon at Pizza Hut.

Other Business: Councilman Lyle Kimmet asked about refinishing the Civic Center gym floor. Cindy does have this project in the 2018-2019 budget. Mayor McDermott will visit with Finance Officer, Jade Goroski on this item and a timeframe for completion.

Lorette also brought up the idea of creating a youth tennis program. No action was taken.

PARKS AND RECREATION REPORT

MARCH 26, 2018

1. The cleaning deposit for using the Shelby Civic Center should be more. If there is anything we have to clean for them we will keep their deposit. The people that are using the facility at no charge are the worst ones. Whoever signs the paperwork to use the facility should be the responsible party to make sure everything is clean. This is where the problem occurs. The person we give the keys to is not the person that cleans and someone else cleans and puts things away and doesn't do it right. That kitchen should be spotless anytime someone has used it. It is not my job to be cleaning it for them. I believe that whoever has to clean it after these functions should be getting a percentage of this deposit.
2. There is a dance instructor in town that will be teaching classes in her own studio. Her name is Brittany Parker. I would like to get her into the Shelby Civic Center to teach Zumba classes. She is willing to teach them for \$20 a class. She would like to start off with a class here and there for the summer and maybe more in the fall. The schedule we came out with is on Mondays May 21st, June 11th and 25th, July 9th, and August 13th and 27th all of these classes will be from 5:30 to 6:30.
3. The Shelby Civic Center summer hours started today. The new hours are Monday through Thursday 9am to 6pm and Friday 9am to 1pm. We are closed on Saturdays and Sundays. It was Mary Whitt's last day for the season this weekend.
4. I have currently interviewed six lifeguards Joshua Buck, Maddison Underdal, Adria Lamb, Cheyenne Correa, Mary Sanchez, and Devany Lamb. I have two more I will be interviewing Maura Barnes, and Tabris Correa. Tabris Correa will be 15 years old on June 7th. Only one is current on her lifeguard certification. I would like them all to take the classes to refresh on everything. As long as they all pass the certifications they will all have the job. We are working on a date for certifications which may push our opening date to Monday June 4th.
5. The swim team sign-ups are today from 5 to 6:30pm at the Shelby elementary school cafeteria. Judy and I will attend the sign-ups. We are charging the swim team for two months of pool charges up front. Anyone who has not paid will not be able to get into the water until they pay their fees.
6. Mrs. Kiefer contacted me today. She would like her third graders to use the pool for their annual field trip on May 23, 24, or 25 from 9am to 10am. I currently do not have lifeguards that are certified for this or out of school yet.
7. Do we have any funds for the Shelby pool. I would like to put in a zip line and a climbing wall. The zip line is about \$3000 and the climbing wall is about \$7000. I have included the pictures of the two. This would be a fun thing for our pool.

8. No more yoga at the Civic Center for the summer. If she decides to come back I suggest we pay her \$20 per class.

CLEANING DEPOSIT CHECK LIST

KITCHEN AREA	CHECK OFF	INITIAL
WIPE DOWN COUNTER WITH SANITIZER		
WIPE OUT CUPBOARDS WITH SANITIZER		
CLEAN INSIDE AND OUTSIDE OF MICROWAVES		
EMPTY OUT REFRIGERATORS		
CLEAN INSIDE AND OUTSIDE OF REFRIGERATORS		
SWEEP AND MOP FLOORS		
CLEAN SINKS AND AREA WITH SANITIZER		
WIPE OUT DRAWERS WITH SANITIZER		
EMPTY GARBAGES INTO DUMPSTER OUTSIDE		
REPLACE ALL GARBAGES WITH CLEAN BAGS		
REPLACE EMPTY PAPER TOWELS		
EMPTY COFFEE GROUNDS		
WASH COFFEE POTS AND UNPLUG AND PUT AWAY		
CLEAN ALL FOOD SPLATTERS OFF WALLS		
TURN OFF LIGHTS AND SHUT WINDOWS		
REPLACE KITCHEN WINDOW COVER		
BATHROOMS		
CLEAN SINKS AND COUNTERS		
FLUSH ALL TOILETS/CLEAN IF NEEDED		
SWEEP AND MOP FLOORS		
EMPTY GARBAGE AND REPLACE BAGS		
LET OFFICE KNOW IF TP OR PAPER TOWELS ARE NEEDED		
TURN OFF LIGHTS AND FAN		
GYM FLOOR		
ALL TABLES AND CHAIRS RETURNED TO PROPER PLACES		
FLOOR COVER CLEANED,FOLDED UP AND PUT AWAY IF USED		
GYM FLOOR DUST MOPPED AND MOPPED, CHANGING WATER OFTEN		
GARBAGES EMPTIED AND BAGS REPLACED		
ENTRY WAY SWEEPED AND RUGS VACUUMED		
ALL LIGHTS TURNED OFF		
ALL DOORS LOCKED THAT ARE SUPPOSED TO BE		
ANY RE-CLEANING THAT WE HAVE TO DO, YOU WILL LOSE YOUR DEPOSIT.		

CITY OF SHELBY CIVIC CENTER

Prior to Event Facility Check-In & Inspection

Date _____

Time _____

Renter _____

Civic Center Attendant _____

Individual Activity

Fee

Archery	\$ 4.00 (per use)
Gym/Basketball (single)	4.00 (per hour)
Gym (group)	20.00 (per hour)
Ping Pong	4.00 (per hour)
Racquetball	4.00 (per hour)
Roller Skating	4.00 (per use)
Walleyball	4.00 (per hour)
Weight Room	4.00 (per use)

Commercial Rental

Gym area	325.00 (per day)
Cleaning deposit (gym area)	150.00 (per day)
Kitchen area	25.00 (per day)
Cleaning deposit (kitchen area)	50.00 (per day)
Garbage Charges (dumping/landfill)	25.00 (per day)
Floor Covering	25.00 (per day)
- lay down charge	25.00 (per day)
- pick up & clean floor	40.00 (per day)
Tables # taken / returned	
Tables deposit	125.00
Date taken / returned	
Chairs # taken / returned	
Chairs deposit	125.00
Date taken / returned	
Table/chair rubber caps in place	

Recreation Passes

Family	\$ 45.00 (per month)
Adult (18 & over or out of school)	40.00 (per month)
Student (9-17)	35.00 (per month)
Children (3-8)	30.00 (per month)
Adult Walking Pass (annual)	30.00 (per year)

PLEASE ISSUE TWO SEPARATE CHECKS, PAYABLE TO THE "CITY OF SHELBY".
ONE FOR THE RENT AND ONE FOR THE DEPOSIT.

After Event Facility Check-Out & Inspection

Date _____

Time _____

Renter _____

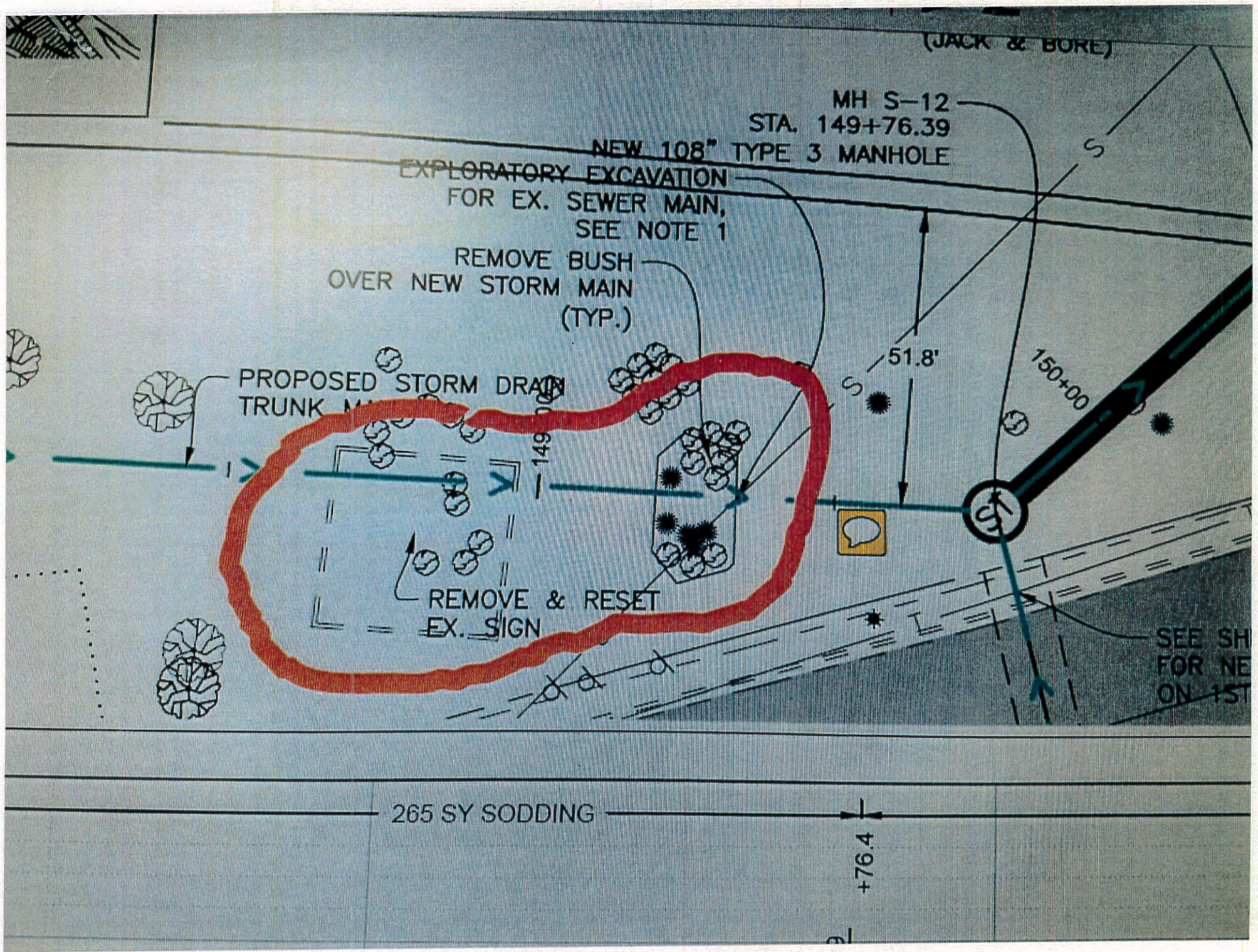
Civic Center Attendant _____

Internal Use: ☐ Rent Received
☐ Deposit Received
☐ Rent Deposited

☐ Pass Inspection
☐ Deposit Returned
 Notes _____







(JACK & BORE)

MH S-12
STA. 149+76.39

NEW 108" TYPE 3 MANHOLE
EXPLORARY EXCAVATION
FOR EX. SEWER MAIN,
SEE NOTE 1

REMOVE BUSH
OVER NEW STORM MAIN
(TYP.)

PROPOSED STORM DRAIN
TRUNK MAIN

REMOVE & RESET
EX. SIGN

51.8'

150+00

SEE SH
FOR NE
ON 1ST

265 SY SODDING

+76.4

