

AGENDA
CITY COUNCIL MEETING
CITY OF SHELBY

July 17, 2017
7:30 P.M.

ROLL CALL OF MEMBERS

APPROVAL OF MINUTES

- Regular Meeting, 07/10/17

APPEARANCE REQUESTS

- Non Agenda Items
- Agenda Items

CLAIMS

- 6/30/17 Final Year End Batch

COMMITTEE REPORTS

- Law Enforcement Report

CITY ATTORNEY

-

CITY FINANCE OFFICER

- City Judge's Report, June 2017
- Bank Account Report, Budget Year to Date, Vendor Summary, Enterprise Funds, Statement of Expenditures, Revenues, Cash Flow Report, Investments, Project Budgets, June 2017 (*Action Item*)
- City of Shelby Delinquent Taxes, 6/30/17

CITY SUPERINTENDENT

-

OTHER MATTERS

- FY 18 Budget Review
- Task Order No. 6 – 2018 Water System Improvements
- Authorize Call for Bids – 4th Cell Treatment Facility

ADJOURN

CITY OF SHELBY MEETING SCHEDULE

July 17, 2017

7:30 p.m. **Regular City Council Meeting**

July 31, 2017

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

August 7, 2017

7:00 p.m. **Audit Committee**
(Mayor, Finance Officer, Moritz, Clark,
McDermott)

7:30 p.m. **Regular City Council Meeting**

August 14, 2017

7:30 p.m. **City-County Planning Board**
(Mayor, Deputy Clerk, City Planner, McDermott,
Clark)

August 21, 2017

7:30 p.m. **Regular City Council Meeting**

CITY COUNCIL PACKET LISTING

A. Agenda

B. Agenda Items

1. Minutes of Regular Council Meeting, 07/10/17
2. 6/30/17 Final Year End Batch
3. City Judge's Report, June 2017
4. Bank Account Report, June 2017
5. Budget Year to Date, June 2017
6. Vendor Summary, June 2017
7. Enterprise Funds, June 2017
8. Statement of Expenditures, June 2017
9. Statement of Revenues, June 2017
10. Cash Flow Report, June 2017
11. Statement of Investments, June 2017
12. Project Budgets, June 2017
13. City of Shelby Delinquent Taxes, 6/30/17
14. FY 18 Budget Review
15. 7/7/17 KLJ Task Order No. 6 - 2018 Water System Improvements

C. Correspondence

1. 7/2/17 KLJ Construction Field Report re: NCMRWA Segment W3
Shelby to Cut Bank
2. 7/2/17 KLJ Construction Field Report re: NCMRWA Segment W4-
B1 Shelby to Conrad
3. 7/9/17 KLJ Construction Field Report re: NCMRWA Segment W3
Shelby to Cut Bank
4. 7/9/17 KLJ Construction Field Report re: NCMRWA Segment W4-
Bi Shelby to Conrad
5. Temporary Parking Permit

D. Reports

- 1.

E. Handouts

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
July 10, 2017

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

Other citizens present: Jim Yeagley, Logan Tweet, Trent Tustian and Jennifer Van Heel.

OPEN PUBLIC HEARING

- CDBG GRANT - Mayor Bonderud reviewed the proposed storm water infrastructure project for Block Group 2, Census Tract 2 within Shelby city limits. Council members reviewed the funding package with the core project.
NO PUBLIC COMMENT
- 2017-2018 TBID WORK PLAN
MORITZ MADE A MOTION TO APPROVE THE TBID WORK PLAN.
SECONDED BY KIMMET. VOTE AYES - CLARK, MILLER, MORITZ, MCDERMOTT, KIMMET. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.

REGULAR MEETING MINUTES 6/19/2017

- MORITZ MADE A MOTION TO APPROVE THE 06/19/2017 MINUTES.
SECONDED BY CLARK. VOTE AYES - CLARK, MILLER, MORITZ, MCDERMOTT, KIMMET. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.

APPEARANCE REQUESTS

- None

CLOSE PUBLIC HEARING AT 8:12 PM

CLAIMS REPORT 06/30/2017

- MORTIZ MADE A MOTION TO APPROVE THE 06/30/2017 CLAIMS REPORT. SECONDED BY CLARK. VOTE AYES - CLARK, MILLER, MORITZ, MCDERMOTT, KIMMET. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.

BUILDING INPSECTOR

Rob Tasker reported he issued two new permits and there are four open permits. He is working on noticing all parties for a dangerous building.

CITY ATTORNEY

RESOLUTION NO. 1957 RE: CDBG GRANT APPLICATION

MILLER MADE A MOTION TO APPROVE RESOLUTION NO. 1957. SECONDED BY KIMMET. VOTE AYES - CLARK, MILLER, MORITZ, MCDERMOTT, KIMMET. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.

CITY SUPERINTENDENT

Loren Skartved reported the no smoking signs are in the crew will work on installation. The crew has been busy flushing hydrants, mowing, durapatching and they fixed a hydrant by town pump.

COMMUNITY DEVELOPMENT DIRECTOR

- I want to thank the Toole County Conservation District again for their gift of 100 seedlings as part of the Tree City celebration. I neglected to include them in my news articles related to the event. Their gift will benefit our community for many years to come.
- The final EDA reporting and close out has been completed for the Data Center Feasibility Study. Again, the study can be found on our website under *Resources*.
- We still have not received word from the National Arts Council on our HiLine Arts Trail grant application for an interactive kiosk at Champions Park. The Champions Park Committee has ordered 6 benches for the park. They were ordered through Blue Imp of Medicine Hat. We are looking for someone who may be traveling to Medicine Hat to transport the benches.
- The Shelby Recycling Association is currently working with DEQ to host another e-waste collection event in August. We will have to charge for TVs and computer monitors this time.
- The Shelby/Toole County Transportation Safety Committee/DUI Task Force will meet August 10th. We continue to work on education projects within the community. We now have a local RASS (Responsible Alcohol Sales & Service) trainer who will offer training bi-monthly through Gateway Community Services. We are also working with Gateway on National Night Out which will be Tuesday, August 1st. National Night Out brings communities together partnering with law enforcement for a fun evening. There will be a free barbeque prepared by CoreCivic Safety, live

music, games and activities, information tables and child car seat safety checks. It will be at Aronow Park from 6-8pm.

- The Office of Community Development is currently finishing the CDBG-Public Facilities grant opportunity for additional funding to finance another section of storm water infrastructure improvement on the north-east side of Shelby. The grant submission deadline is July 14th.
- The Office of Community Development is also working on an Office of Tourism grant application for the Carousel Rest Area of Shelby. We are seeking funds for the finishing components of the carousel house, parking and landscaping.
- Through the generosity of CoreCivic Safety, the City of Shelby auctioned the play house, selling it for \$3,000 to a happy grandpa from Billings.
- This week the Shelby Market & Music starts. Each Thursday the food and craft market will be held in City Park from 4-7:00pm. Beginning July 20th there will be music in the park beginning at 7:00pm. The schedule of performers is as follows:
 - July 20th ~ Dave Alvestad & Gwen Heaton
 - July 27th ~ Rhonda Grainger
 - August 3rd ~ Sally & Whitney Aschim
 - August 10th ~ Living Room
 - August 17th ~ The Nelson Family
 - August 24th ~ Dave & Gwen

The Extension office hopes to continue the market, weather permitting through October this year.

- The Social Media Committee continues posting local amenities and history on the Chamber Facebook Page.
- The Shelby Street Fair and Art Walk is August 19th this year.

OTHER MATTERS

- KLJ Update on NCMRWA - Logan Tweet provided an update
- KLJ Task Order re: HUMIC Water Line
MORITZ MADE A MOTION TO APPROVE THE TASK ORDER. SECONDED BY KIMMET. VOTE AYES - CLARK, MILLER, MORITZ, MCDERMOTT, KIMMET. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.
- KLJ Task Order re: TSEP Water Project
- Execute the Airport's FAA Grant Offer
MORITZ MADE A MOTION TO APPROVE THE GRANT OFFER. SECONDED BY MILLER. VOTE AYES - CLARK, MILLER, MORITZ, MCDERMOTT, KIMMET. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.
- Water Rates
- MT Dept of Commerce Community Development Block Grant Program Contract #MT-CDBG-ED16-01
- FRA Project

Shelby City Council Minutes

July 10, 2017

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ADJOURN

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

LARRY J. BONDERUD, MAYOR

ATTEST:

JADE GOROSKI, FINANCE OFFICER

07/13/17
07:58:20

CITY OF SHELBY
Claim Details
For the Accounting Period: 6/17

Page: 1 of 5
Report ID: AP100

For doc #s from 160958 to 160968
* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
160958		02362 BARBER ELECTRIC	65.00					
1	1099	05/08/17 Service Call Splash Park	65.00*		30492	1000 460445	300	101000
160959	E	02301 POWER PRO EQUIPMENT	798.87					
1	48523	06/30/17 Service Trimmer	29.50		30496	1000 460430	300	101000
2	48522	06/30/17 Service Trimmer	69.48		30496	1000 460430	300	101000
3	48524	06/15/17 Kombi System Engine	369.95		30496	1000 460430	200	101000
4	48524	06/15/17 FS KM Straight Shaft	99.99		30496	1000 460430	200	101000
5	48524	06/15/17 FS 56 C E Trimmer Bike	229.95		30496	1000 460430	200	101000
160960		00176 BEBICH WELDING SERVICE	94.93					
1	9050	06/29/17 Welding on Truck #300	94.93		30487	5410 430830	300	101000
160961		00041 SHELBY PROMOTER	41.40					
1	1726011	06/28/17 TBID 17-18 Work Plan	41.40			7199 212500		101000
160962		00047 BEN TAYLOR INC	513.93					
1	141510	06/05/17 RFD-Paint Thinner/Enamel/Brush	42.51		30374	1000 420401	200	101000
2	140867	06/01/17 CFD-Propane/Flame Util Light	20.79		30374	1000 420400	200	101000
3	7359	06/28/17 RFD-6/17 Fuel	450.63		30374	1000 420400	230	101000
160963		01736 MUNICIPAL EMERGENCY SERVICES INC	140.24					
1	1142068	06/26/17 RFD-Firefighting Hoods	140.24		30375	1000 420401	200	101000
160964		01866 SHELBY PAINT AND HARDWARE	48.98					
1	60097	05/24/17 CFD-25' Hose/Roundup	48.98		30376	1000 420400	200	101000
160965		02045 NAPA AUTO PARTS	290.74					
1	76724	06/05/17 CFD-Battery/Gunk	104.62		30377	1000 420400	200	101000
2	76798	06/06/17 RFD-Magnetic Flag	106.56		30377	1000 420401	200	101000
3	76978	06/09/17 CFD-Bolt/Elbow/Muffler/Hanger	57.89		30377	1000 420400	200	101000
4	77012	06/10/17 CFD-Adapter	9.99		30377	1000 420400	200	101000
5	77026	06/10/17 CFD-Armor All/Purple Power Car	11.68		30377	1000 420400	200	101000
160966	E	02012 SHOPKO	44.09					
1	9224	06/03/17 Soap/Pens/Markers/Tape	44.09			1000 460445	200	101000
160967		00041 SHELBY PROMOTER	69.00					
1	1726010	06/28/17 Second CDBG Hearing	69.00			1000 411050	300	101000

07/13/17
07:58:21

CITY OF SHELBY
Claim Details
For the Accounting Period: 6/17

Page: 2 of 5
Report ID: AP100

For doc #s from 160958 to 160968
* ... Over spent expenditure

Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
160968		00400 UTILITIES UNDERGROUND LOCATION		56.42					
1	7065094	06/30/17 31 Locates for 6/17		56.42		30499	5210 430500	300	101000
		# of Claims	11	Total:	2,163.60				
		Total Electronic Claims		842.96	Total Non-Electronic Claims		1320.64		

07/13/17
07:58:27

CITY OF SHELBY
Claims on Hold
For the Accounting Period: 6/17

Page: 4 of 5
Report ID: AP100

For doc #s from 160958 to 160968
* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (9/15) ****								
150248		01620 KADRMAS, LEE & JACKSON INC.	950.77					
1	10056686	09/10/15 WW Treatment Design	950.77			5310 430601	950 2282	101000
*** 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 (10/16) ****								
160318		02302 BARNES & THORNBURG LLP	33,000.00					
1	10/24/16	Legal Services-Storm Drainage	33,000.00			5720 430246	950 2283	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 (4/17) ****								
160733		01620 KADRMAS, LEE & JACKSON INC.	403.61					
1	10076996	11/09/16 WW Treatment Design	403.61			5310 430601	950 2282	101000
160913		01620 KADRMAS, LEE & JACKSON INC.	1,293.46					
1	10085801	06/12/17 WW Treatment Design	1,293.46			5310 430601	950 2282	101000

of Claims 11 Total: 349,509.37

07/13/17
07:58:37

CITY OF SHELBY
Fund Summary for Claims
For the Accounting Period: 6/17

Page: 5 of 5
Report ID: AP110

Fund/Account	Amount
1000 GENERAL	
101000 Cash-Operating	\$1,970.85
5210 WATER UTILITY	
101000 Cash-Operating	\$56.42
5410 SOLID WASTE UTILITY	
101000 Cash-Operating	\$94.93
7199 TOURISM BUSINESS IMPROVEMENT DIST (TBID)	
101000 Cash-Operating	\$41.40
Total:	\$2,163.60

Shelby City Court
Cases by Filing Date
City
All Case Types
From 6/1/2017 to 6/30/2017
All Judges

Judge: Rapkoch, Peter

Case	Filed	Entered	Party	Status
TK-2017-0000078	6/8/2017	6/8/2017	Fish, Brandon Allen, Defendant	Disposed
TK-2017-0000079	6/14/2017	6/14/2017	Benjamin, Linda Jean, Defendant	Closed
TK-2017-0000080	6/14/2017	6/14/2017	Barker, Dennis Lee, Defendant	Closed
TK-2017-0000081	6/15/2017	6/15/2017	Robinson, Jacob Cody, Defendant	Closed
TK-2017-0000082	6/15/2017	6/15/2017	Pettigrew, Michael Thomas, Defendant	Pending
TK-2017-0000083	6/15/2017	6/15/2017	Landreth, Michael Vuryl, Defendant	Pending
TK-2017-0000084	6/15/2017	6/15/2017	Sherman, Esley Kim, Defendant	Pending
TK-2017-0000085	6/20/2017	6/20/2017	Nordstrom, Kevin Thomas, Defendant	Disposed
TK-2017-0000086	6/28/2017	6/28/2017	Kreplin, Robert Charles Jr, Defendant	Pending
TK-2017-0000087	6/28/2017	6/28/2017	Higgins, Danisha Lee, Defendant	Pending
TK-2017-0000088	6/28/2017	6/28/2017	Jensen, Christopher Earl, Defendant	Pending

Total cases for Rapkoch, Peter : 11

Total cases for report: 11

Shelby City Court
 Receipts by Date
 City
 All Case Types
 From 6/1/2017 to 6/30/2017

All Judges

6/6/2017

Receipt	Time		Bond Conversion	Transfer	Cash	Check	Cashiers Check	Money Order	Credit Card	Debit Card	E-Payment	Direct Deposit
4941	11:51 AM	Criminal Payment Payor: Day, Ronald Imbria	.00	.00	60.00	.00	.00	.00	.00	.00	.00	.00
		TK-2016-0000170 Day, Ronald Imbria		61-8-301(1)(a) [1st]		Reckless Driving - 1st Offense						
		60.00 Fine										
		<u>60.00</u>										
4942	04:46 PM	Unapplied Payor: Toole County Jail,	.00	.00	.00	20.00	.00	.00	.00	.00	.00	.00

20.00 Unapplied receipt
20.00

Check Number: TCSO 1466

Daily totals:	80.00	.00	.00	60.00	20.00	.00	.00	.00	.00	.00	.00	.00
Miscellaneous:	.00											
Fine/fee:	60.00											
Cash bond:	.00											
Bond forfeiture:	.00											
Bond percent fee:	.00											
Bond conversion:	.00											

Unapplied: 20.00

