City of Shelby Housing RLF

The City of Shelby administered three housing programs between 1999 and 2006. The programs were funded through grants from the Montana Department of Commerce Home Investment Partnerships Program (HOME) and Community Development Block Grant Housing Program. Funds have been captured and returned to the City of Shelby when a home title changes due to the sale of the home, foreclosure or refinance of the original borrower. The recaptured funds are referred to as Program Income. This Program Income must be used in compliance with HOME/CDBG requirements.

Within the City's accounting system these funds are in the Housing Revolving Loan Fund. Funds recaptured through the Home Investment Partnership Program (HOME) must be used for the following eligible activities:

- Home purchase or rehabilitation financing assistance to eligible homeowners and new homebuyers;
- Build or rehabilitate housing for rent or ownership;
- Other reasonable and necessary expenses related to the development of non-luxury housing, including:
    - Site acquisition or improvement
    - Demolition of dilapidated housing to make way for HOME-assisted development
    - Payment for relocation expenses

For CDBG Program Income, eligible activities include:

- Activities related to housing;
- Real property activities;
- Public facilities;
- Economic development;
- Public services; and
- Other activities.

The City of Shelby also received 2 grants through USDA Rural Development to improve the city's multi-family housing. The city was awarded funding in 2011 through the Section 533 Housing Preservation Grant and 2013. The funds were placed in the RLF and loaned to the Westwood Apartments, a low-to-moderate income multi-family housing complex. The complex was able to replace windows; update the HVAC system; and address some ADA issues. They have 2 zero interest loans which they repay monthly.

CITY OF SHELBY

PAYROLL EXPENSE BY DEPARTMENT - 7/2018

CITY HALL	24,397.01
ELECTED OFFICIALS (Mayor & Council)	7,803.74
PARK & RECREATION	11,658.93
PUBLIC WORKS	75,660.65
VOLUNTEERS (Animal Shelter & Firemen)	174.56
- Workers Comp expense only	
TOTAL PAYROLL EXPENSE	**$ 119,694.89**

Payroll, Reports, Payroll Register, Preview, Pay Date: whole month, Select a Group: Yes, check Select by Dept box ,double click on individual department (City Hall, Elected, Park & Rec, Public Works and Volunteer), Sequence: Dept/Emp, Enter Total Payroll Expense (Gross Pay + Employer Contributions) above

City of Shelby July 31, 2018

Superintendent's Report

Paving:

United Materials Milled 24 Blocks and their estimate was $65,000, the bill came to $41,622.50. $23,377.50 less than their estimate.

United Materials paved 11.5 Blocks. Our estimate for the area they have done was $236,305, it came in at $191,935.31, for a savings of $44,369.69.

So far our cost is $233,557.81

Our estimate was $301,305

For a total savings of $67,747.19

Landfill:

973 Cat loader sold for $73,100, we had a $60,000 reserve on it.

City of Shelby

August 6
~~July 16~~, 2018

Superintendent's Report

Parks:

The crew has been mowing parks. They mowed Williamson Park

Streets:

United Materials paved 12 Blocks. They had to leave for a commitment and will be returning the middle of August to finish our project.

Pool:

We installed the climbing wall.

Landfill:

We received the new landfill cat.

Lance is hauling dirt with the scraper stockpiling for the winter.

Sewer:

Helena Sand and Gravel is busy on the 4th cell project.

SWS Equipment, Inc.

P.O. Box 13040
Spokane Valley, WA 99213-3040
509-533-9000 1-800-892-7831

QUOTE

Quote #:	ROCBQ8108
Date:	07/16/18
Sales Rep:	Roger Beatty
Customer No:	
FOB:	Shelby MT
Ship Via:	BESTWAY
Est. Ship Date:	
Terms:	Net 30

Quote To:

City Of Shelby
Loren Skartved
112 1st St S
Shelby MT 59474-1
(406) 434-5564 Fax:

Ship To:

City Of Shelby
Loren Skartved
112 1st St S
Shelby MT 59474-19
(406) 434-5564

We are pleased to propose the following for your consideration

Qty	Description	Unit Price	Ext. Price
4	20 Yard Dropbox, Endless Chain Style Open Top 18'-10 gauge floor,48"12 gauge sides, Single or Double back doors	$6,246.80	$24,987.20
1	DROPBOX SPEC; PREMIUM RECTANGULAR STYLE: ALL TUBE NOT CHANNEL OR FORMED UPRIGHTS,TAPERED BOTTOM TAPERED SIDES ,TUBE DOOR FRAME, 3X2 TUBE TOP RAIL, 3X2 TUBE BOTTOM RAIL,WELDED SOLID INSIDE AND STITCH WELDED OUTSIDE.		
1	Paint Color ??		
1	Freight to Shelby MT	$1,840.00	$1,840.00
		Order Total	**$26,827.20**

PRICES SUBJECT TO CHANGE DUE TO CHANGING STEEL PRICES - THANK YOU!

By:_____ Accepted_____ Date_____

QUOTE VALID FOR 30 DAYS

PAYMENT DUE UPON COMPLETION OF WORK OR AS SPECIFIED ABOVE

Loren Skartved

From: Public Surplus <notices@publicsurplus.com>
Sent: Tuesday, July 31, 2018 3:05 PM
To: Loren Skartved
Subject: Closing Notification for Auction #2129833

Loren Skartved

CONGRATULATIONS! - Your item sold on Auction #2129833 - 2007 Caterpillar 973C Loader/ Dozer

AUCTION INFO:
Auction #: 2129833
Auction Title: 2007 Caterpillar 973C Loader/ Dozer
# of bids: 52
End Date: Jul 31, 2018 3:00:00 PM MDT
Shipping: Buyer must pickup item(s)
Payment: Visa, MasterCard, Discover

AUCTION WINNER(s):
Buyer: btmmachinery
Name: John B Thornton
Address: BTM Machinery, Inc.
28 Bridgeside Blvd
suite 101
Mount Pleasant, SC 29464
Price: $73,100.00
Buyer Premium: $7,675.50 (10.50%$1.00 min..)

AMOUNT DUE: $80,775.50

If you would like to see the information on this auction again, please click on following link:

http://www.publicsurplus.com/sms/auction/view?auc=2129833

If you have any questions regarding this auction, please contact our Customer Support Staff at agencysupport@publicsurplus.com

(For Public Surplus use MK:dCEuNAuTeo0blFTK9d/kUQ==)

Office of Community Development
August 6, 2018

- A conference call was held August 1st with CDBG specialists on Phase II of the storm water project. The City applied for the funding with a portion of the core project used a match. CDBG has said we cannot use this as match. The City has directed KLJ to remove this portion of the project out of the Phase II budget and determine a cost for just the LMI neighborhood storm water project. At that time we can then determine the city portion (25% of project amount) and propose a change to the grant amount to reflect the project cost. We are able to use a portion of the engineering costs from the first phase as match.
- A conference call is set for August 14th to discuss the status of the storm water project and provide an update to TSEP specialists on project progress.
- The final design has been submitted to Bob Hermance for production and replacement of the City's billboard signs. No timeframe yet on placement.
- The climbing wall for the pool is installed and is a big hit!
- Tom Reilly & Seth McArthur of MT FWP ~ Land Water Conservation Fund inspected our swimming pool gutters for potential grant funding.
- The ADA play structure and rubber mulch for the Shelby Swimming Pool/Splash Park complex are here and will be installed later this fall after the Splash Park closes.
- The Shelby Market & Music began July 26th. The presentation from the Pellett crew and music had to be moved to the Civic Center as the weather called for rain. Last week's performers were Sally & Whitney Aschim and Rhonda Grainger. This week's performers are the Living Room.
- A new round of funding in now available through the Montana Office of Tourism/Business Development. I have submitted the Carousel to complete paving of the parking lot. I have not heard from Marias Valley Golf Course as I offered to help in their application as well.
- The public notice period for the CDBG portion of the water extension project will be complete August 29 at which time we can go to bid.
- Upcoming meetings include the following:
    - Shelby School Board ~ August 14th, which I will speak on the Safe Routes to School Program
    - Toole County Health Assessment Meeting ~ August 15th, which I will represent the City.
    - Shelby TBID ~ August 21st

CITY OF SHELBY
112 1ST ST S
SHELBY MT 59474
Phone (406) 434-5222
Fax (406) 434-2039

Memo

DATE: July 17, 2018

TO: City Council

FROM: Payroll

RE: Building Inspector Position Classification Appeal

Current position (combined 2 part-time jobs into 1 full-time position 6/17/2012):

Building Inspector:	Grade 5	30hrs/week	$22.77/hr
Supervisor:	Mayor and Council		
Service Worker IV:	Grade 5	10hrs/week	$22.77/hr
Supervisor:	City Superintendent		

Appeal request:
Change Building Inspector position from Grade 5 to Grade 6

Result if approved:
Building Inspector, Grade 6 $25.19/hr + $2.42/hr

C. POSITION CLASSIFICATION APPEAL PROCESS

An employee, who is currently assigned to a position that is covered under the City's Position Classification System, may appeal his/her classification and/or salary grade. The appeal may allege any of the following: (1) the principal duties of the position have changed (more, fewer or different duties); (2) the qualifications of the position have changed, or (3) there was an incorrect assignment of points. In order to be valid, an appeal must be filed, using this form, within 10 working days from the time the employee should have known of the alleged change or error. The appeal form must be given to the employee's immediate supervisor, who will complete his/her portion and forward the form to the Mayor. **The Mayor shall make the final decision and respond to the employee within 30 days of the date of appeal.**

Employee Name ROBERT TASKER Supervisor Gary McDermott

Position Title Building Insp/Code official Date of Appeal 6/4/18

APPEAL TYPE: ❑ **MORE DUTIES** ❑ **DIFFERENT DUTIES** ❑ **DIFFERENT QUALIFICATIONS** ❑ **INCORRECT POINT TOTAL**

REASONS FOR APPEAL (give details of additions or changes): In Factor 4 Human Relation skills I only get a level 3 which says Dealing with People who are generally Cooperative. In my job, now Notices Condemned Houses, Building Codes, Cease Work orders I deal with alot of Hostile People as stated in level 4.

REMEDY (suggest methods of correcting the problem):

Raise Point total to level 4, GRADE 6

Employee's Signature Date given to Supervisor:

IMMEDIATE SUPERVISOR'S RESPONSE:

I ❑ Support ❑ Do Not Support the employee's appeal.

Supervisor's Signature Date given to Mayor:

MAYOR'S RESPONSE:

The appeal is ❑ Accepted ❑ Denied

Mayor's Signature Date given to Employee:

FACTOR 4: HUMAN RELATIONS SKILLS

What are the basic *human relation skills* required of the position?

The "Human Relations Skill" factor assesses the nature of personal work contacts between employees and/or individuals outside the City, and assesses the significance of such contacts in terms of their importance to the operations of the City.

LEVEL	DISCUSSION	POINTS
1	Contacts are with individuals to coordinate routine activities or to provide or exchange straightforward information. Requires ordinary courtesy and tact.	1
2	Contacts are with individuals or groups to provide or exchange routine information which may need explanation or interpretation but which is not abstract. May also include nontechnical contact with those in a special need group, such as those with developmental disabilities.	2
3	Contacts are with individuals or groups who are generally cooperative and/or committed to noncompeting goals and objectives. The subject matter may be abstract or conceptually complex. Contacts may be to explain actions and/or give instructions.	3
4	Contacts are with individuals or groups who may have opposing goals and objectives, or who may exhibit hostility. A high degree of tact is required in order to explain actions, give instruct-ions and/or satisfy an individual or group with arranging a meeting with a higher authority.	4

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

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

G. POINT ASSIGNMENT AND TALLY

Updated: 4/18/2016

POSITION	RATINGS						
	FACTOR 1 COMPLEXITY	FACTOR 2 PHYSICAL EFFORT	FACTOR 3 KNOWLEDGE & SKILLS	FACTOR 4 HUMAN RELATIONS	FACTOR 5 WORK IMPACT	FACTOR 6 WORKING CNDTNS.	TOTAL
Animal Control Officer (ACO)	2	2	3	3	1	2	13
ACO/Recreation Attendant	1.5	1.5	2.5	2	1	1.5	10
Building Inspector/Code Enforcement	3	2	4	3	3	2	17
Bldg Insp/Pump Attend & Caretaker	2.5	2	2.5	2	2	2	13
City Finance Officer	8	1	6	4	3	1	23
City Service Worker	1	2	1	1	1	1	7
City Service Worker	1	3	1	1	1	2	9
City Service Worker I	1	3	2	1	1	3	11
City Service Worker II	2	3	3	1	1	3	13
City Service Worker III	3	3	4	1	1	3	15
City Service Worker IV	4	3	4	1	2	3	17
City Service Worker V	4	3	5	1	2	3	18
City Superintendent	6	3	5	2	3	3	22
Civic Center Manager	3	2	2	3	2	1	13
Community Development Director	3	1	3	3	3	1	14
Deputy City Clerk	5	1	5	4	3	1	19
General Office Clerk (GOC)	1	1	1	1	1	1	6
GOC/Recreation Attendant	1	1	1	1	2	1	7
General Office Clerk I	2	1	1	2	2	1	9
General Office Clerk II	2	1	2	2	2	1	10
General Office Clerk III	3	1	3	2	2	1	12
General Office Clerk IV	3	1	4	2	3	1	14
General Office Clerk V	4	1	4	3	3	1	16
Laborer (short term or temporary)	1	1	1	1	1	2	9
Landfill Operator	3	3	3	2	2	3	16
Maintenance Foreman	5	3	5	2	2	3	20
Mechanic	3	3	3	1	2	3	15
Planning Director	7	1	6	4	3	1	22
Pool Manager	3	2	2	3	2	1	13
Pump Attendant/Caretaker	2	2	1	1	1	2	9
Recreation Attendant	1	1	2	1	2	1	8
Recreation Director	5	3	4	3	2	1	18
Solid Waste Collector	1	5	1	1	2	3	13

CITY OF SHELBY - POSITION DESCRIPTION

POSITION: **BUILDING INSPECTOR & CODE ENFORCEMENT**

UPDATED: 4/18/2016

SUPERVISOR MAYOR & COUNCIL

THIS DESCRIPTION IS INTENDED TO OUTLINE THE GENERAL DUTIES OF THE POSITION. OTHER DUTIES, WHICH MAY BE UNRELATED TO THOSE LISTED HEREIN, MAY BE ASSIGNED ON A TEMPORARY OR PERMANENT BASIS. THIS IS NOT AN EMPLOYMENT CONTRACT.

POSITION DUTIES

Under general policy/administrative direction and in accordance with local, state and federal guidelines, assumes responsibility for the enforcement of a variety of city ordinances. Confers with the mayor and city council coordinating and carrying out various assignments related to the enforcement of building, zoning, fire, weed and junk vehicle abatement ordinances; inspects the construction, alteration, repair and demolition of buildings to ensure compliance with appropriate codes, rules and regulations; assists in the review of building construction plans conferring with builders, architects and contractors concerning code requirements and issues appropriate permits; periodically inspects existing structures and structures under construction; responds to complaints of city zoning ordinance infractions; assists the city attorney and law enforcement agencies to gain compliance with zoning ordinances; exercises control over departmental expenditures; researches and makes maps; cuts and sprays weeds; and performs special assignments as the mayor and city council may direct; performs other related duties as assigned.

COURTESY MUST ALWAYS BE SHOWN TO THE PUBLIC, SUPERVISORS AND FELLOW EMPLOYEES

MINIMUM QUALIFICATIONS FOR THE POSITION

Knowledge: Must possess or acquire with 6 months International Code Council (ICC) certification as a certified commercial building inspector. Must possess a working knowledge of city, state and federal building codes; modern principles, standards and methods of building construction including the knowledge of materials and equipment used; inspection methods, city zoning ordinances and procedures for effecting compliance.

Abilities: Must be able to read and interpret building plans and specifications; interpret proposed work from sketches and plans; use good judgment in applying knowledge and requirements to actual situations; enforce rules and ordinances in difficult cases with good judgment, firmness and impartiality; and establish and maintain cooperative relationships with those contacted in the course of work.

Education: The above knowledge and abilities are typically acquired through an education equivalent to graduation from high school and other education.

Experience: One year of experience working with construction in general.

THE CITY MAY ACCEPT WHAT IT DEEMS AN APPROPRIATE COMBINATION OF EDUCATION AND EXPERIENCE

GENERAL WORKING CONDITIONS

The position requires good eyesight and manual dexterity, periods of sitting while driving and at a desk, lifting objects which usually weigh not more than 40 pounds, a significant amount of work outdoors in temperature extremes, and exposure to dust, dirt, noise, herbicides and regular cleaning materials such as floor, window and toilet cleaners.

ALL CHEMICALS AND OTHER MATERIALS MUST BE USED IN COMPLIANCE WITH SPECIFICATIONS

CITY OF SHELBY - POSITION DESCRIPTION

POSITION: **CITY SERVICE WORKER IV** UPDATED: 4/18/2016

SUPERVISOR: CITY SUPERINTENDENT

THIS DESCRIPTION IS INTENDED TO OUTLINE THE GENERAL DUTIES OF THE POSITION. OTHER DUTIES, WHICH MAY BE UNRELATED TO THOSE LISTED HEREIN, MAY BE ASSIGNED ON A TEMPORARY OR PERMANENT BASIS. THIS IS NOT AN EMPLOYMENT CONTRACT.

POSITION DUTIES

Under general supervision, performs a wide variety of semi-skilled manual labor duties involving the performance of tasks associated with skilled labor trades in the operation of specialized automotive equipment in the maintenance and construction of the city's parks, streets, water, waste water and sanitation services; and performs a wide variety of duties towards the maintenance, repair and overhaul of city vehicles and equipment. Performs a variety of tasks requiring skill in the use of hand tools and the operation of specialized heavy motor driven equipment such as snow plows, street sweepers, dump trucks, bucket truck, riding mowers, mechanized sanitation trucks, graders, loaders and dozers, in the maintenance, service and construction of the city's parks, streets, water, waste water, and sanitation services, including water pumps and sewer lift stations; welds and brazes; performs semi-skilled maintenance and repair work involving carpentry, electrical, plumbing, pipefitting and welding; maintains, repairs and overhauls a variety of heavy and light equipment such as snowplows, graders, loaders, dozers, trucks, cars, tractors, lawn mowers, pumps and small engines; performs preventative maintenance duties on all vehicles and engines; operates equipment such as valve grinders, welders, wheel balances, hoists, drills, automotive testing and diagnostic equipment and hand tools; performs preventative maintenance work on mechanical equipment in the city's buildings; may act as lead worker over a small crew of city service workers in the supervisor's absence; performs other related duties as assigned.

COURTESY MUST ALWAYS BE SHOWN TO THE PUBLIC, SUPERVISORS AND FELLOW EMPLOYEES

MINIMUM QUALIFICATIONS FOR THE POSITION

Knowledge: Must possess a valid Class A commercial driver's license (CDL) issued by the State of Montana with an acceptable driving record; have a working knowledge of the safe operation of motorized equipment and traffic laws; standard practices, methods, materials and tools of the mechanic trade; principles of operation of gasoline and diesel powered internal combustion engines; automotive testing and diagnostic equipment; safety practices and procedures.

Abilities: Must be able to perform heavy and semi-skilled construction and maintenance work; inspect and diagnose equipment; use hand and power tools; weld and braze; work outside in varying weather conditions; read, write and follow instructions; and establish and maintain cooperative relationships with those contacted during the course of work.

Education: The above knowledge and abilities are typically acquired through an education equivalent to graduation from high school.

Experience: Five years of experience involving manual labor and increasingly responsible experience work with heavy construction, repair and maintenance equipment, and increasingly responsible experience involving the repair and maintenance of automotive and road construction equipment.

THE CITY MAY ACCEPT WHAT IT DEEMS AN APPROPRIATE COMBINATION OF EDUCATION AND EXPERIENCE

GENERAL WORKING CONDITIONS

The position requires good eyesight and manual dexterity, periods of sitting while driving and at a desk, some walking, lifting objects which usually weigh not more than 50 pounds, a significant amount of work outdoors in temperature extremes, and exposure to dust, dirt, noise and regular cleaning materials such as floor, window and toilet cleaners, as well as various petroleum products, paint thinner, solvents and other chemicals.

ALL CHEMICALS AND OTHER MATERIALS MUST BE USED IN COMPLIANCE WITH SPECIFICATIONS

People Who Mow in Town

Ben Rogers	#450-6721
Dan Kolve	#470-6548
Josh Riphenburg	#450-8445

PLANNING ASSISTANCE CONTRACT

between

JAMES H. YEAGLEY

and

THE CITY OF SHELBY

This contract made and entered into this 1st day of July, 2018, by and between the CITY OF SHELBY, MONTANA, a subdivision of the State of Montana, Shelby, MT 59474, acting by and through its duly elected Mayor (hereinafter referred to as the City), and JAMES H. YEAGLEY, 705 Central Avenue, Great Falls, MT 59401 (hereinafter referred to as the Planner).

WITNESSETH THAT:

WHEREAS, the City desires to engage the Planner to render certain technical or professional service hereafter described in connection with and undertaking to be financed by the City.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

EMPLOYMENT: The City hereby agrees to engage the Planner as contractor who hereby agrees to perform the services hereinafter set forth in connection with this contract. Planner will complete the Independent Contractor Checklist, attached as Exhibit A.

AREA COVERED: The Planner shall perform all the necessary services provided under this contract in connection with the City's jurisdictional area.

SCOPE OF SERVICE: The Planner shall do, perform and carry out in a satisfactory and proper manner, as determined by the City, the following functions and services:

- Assist the City-County Planning Board and the City Council in incorporating the Shelby Comprehensive Plan in local land use decisions.
- Update the City's capital improvements plan and growth policy.
- Review and make recommendations on subdivision proposals and zoning matters for the planning board.
- Miscellaneous planning services as required.

PERSONNEL: The Planner will perform all of the services required hereunder, and the Planner engaged in work shall be fully qualified to perform such services.

TIME OF PERFORMANCE: The services of the Planner are to commence after the execution of this contract, and shall be undertaken and completed in such a sequence as to assure their expeditious completion.

COMPENSATION: The City agrees to pay the Planner $25.00 per hour, up to a maximum of $600.00 per month.