

**AGENDA**  
**CITY COUNCIL MEETING**  
**CITY OF SHELBY**  
August 20, 2018  
6:30 P.M.

---

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

**APPROVAL OF MINUTES**

- Regular Council Meeting, 08/06/18 (pgs 5-7)

**APPEARANCE REQUESTS**

- Agenda Items
- Non-Agenda Items
  - NETA – Curtis Shucks
  - Scott Bykonen – mowing bill

**COMMITTEE REPORTS**

- Minutes of Safety Committee Meeting, 8/15/18 (pg 8)

**CITY ATTORNEY**

- Resolution No. 1980 re: Short Term Investment Pool (STIP) (pgs 9-15)
- Resolution No. 1981 re: Requesting Distribution of Bridge & Road Safety & Accountability Program Funds (pgs 16-17)
- Resolution No. 1982 re: Assessing FY 2018 Lighting Maintenance (pg 18)
- Resolution No. 1983 re: Assessing FY 2018 Street Maintenance (pgs 19-20)
- Resolution No. 1984 re: Assessing FY 2018 Park Maintenance (pg 21)
- Resolution No. 1985 re: Assessing 2012 Curb, Gutter & Sidewalk Project (pg 22)
- Resolution No. 1986 re: NCMRWA Purchase of .19 Acres (pgs 23-29)
- Gibson Energy Industrial Park Lease (pgs 30-39)

**CITY FINANCE OFFICER**

- City Judge's Report, July 2018 (pgs 40-53)
- Bank Account Report (pg 54), Budget Year to Date (pg 55), Vendor Summary (pgs 56-57), Enterprise Funds (pgs 58-61), Statement of Expenditures (pgs 62-86), Revenues (pgs 87-96), Cash Flow Report (pg 97), Project Budgets (pg 98), July 2018
- City of Shelby Delinquent Taxes, 7/31/18 (pg 99)
- Preliminary FY 2018-2019 Budget (Funds 5000-7000) (pgs 100-204)

**CITY SUPERINTENDENT**

- Superintendent's Report, 8/20/18 (pg 205)
- Tire Purchase for Loader (pg 206)

**COMMUNITY DEVELOPMENT DIRECTOR**

**OTHER MATTERS**

- BNSF Permit (pgs 207-227)
- Position Classification (pgs 228-233)
- Extra Mile Proclamation (pgs 234-235)

**ADJOURN**

## CITY OF SHELBY MEETING SCHEDULE

### August 20, 2018

6:30 p.m. Regular City Council Meeting

### August 27, 2018

6:30 p.m. Park & Recreation Meeting  
(Mayor, Superintendent, Rec Director,  
Tustian, Casey, Kimmet)

### September 04, 2018 (Due to Labor Day Holiday)

6:00 p.m. Audit Committee  
(Mayor, Finance Officer, Clark, Tustian,  
Moritz)

6:30 p.m. Regular City Council Meeting

### September 10, 2018

6:30 p.m. City-County Planning Board  
(Mayor, Deputy City Clerk, City Planner,  
Casey, Clark)

## CITY COUNCIL PACKET LISTING

### A. Agenda

### B. Agenda Items

1. Minutes of Regular Council Meeting, 08/06/18
2. Minutes of Safety Committee Meeting, 8/15/18
3. Resolution No. 1980 re: Short Term Investment Pool (STIP)
4. Resolution No. 1981 re: Requesting Distribution of Bridge & Road Safety & Accountability Program Funds
5. Resolution No. 1982 re: Assessing FY 2018 Lighting Maintenance
6. Resolution No. 1983 re: Assessing FY 2018 Street Maintenance
7. Resolution No. 1984 re: Assessing FY 2018 Park Maintenance
8. Resolution No. 1985 re: Assessing 2012 Curb, Gutter & Sidewalk Project
9. Resolution No. 1986 re: NCMRWA Purchase of .19 Acres
10. Gibson Energy Industrial Park Lease
11. City Judge's Report, July 2018
12. Bank Account Report, 7/31/18
13. Budget Year to Date, 7/31/18
14. Vendor Summary, 7/31/18
15. Enterprise Funds, 7/31/18
16. Statement of Expenditures, 7/31/18
17. Statement of Revenues, 7/31/18
18. Cash Flow Report, 7/31/18
19. Project Budgets, 7/31/18
20. City of Shelby Delinquent Taxes, 7/31/18
21. Preliminary FY 2018-2019 Budget
22. Superintendent's Report, 8/20/18
23. 8/14/18 Estimate from Marks Tire re: Loader tires
24. BNSF Permit
25. 7/17/18 Building Inspector Position Classification Appeal
26. Extra Mile Proclamation

### C. Correspondence

1. Government Officials Training

### D. Reports

1. Delinquent Business License Report, 8/10/18

### E. Handouts

- 1.

## **Policy on Conduct and Manner of Addressing Council**

The public is invited to speak on any item after recognition by the presiding officer.

1. Public comments will be accepted only on items within the jurisdiction of the City of Shelby.
2. Comments shall be limited to 5 minutes per meeting, unless such time is extended by a majority vote of the Council members.
3. While the Council is in session, those in attendance must preserve order and decorum. No member of the public shall delay or interrupt the Council proceedings; disturb any member who may be speaking; or refuse to obey the orders of the Council or its presiding officer.
4. Prepared statements are welcome and should be given to the Finance Officer prior to a Council meeting. Prepared statements that are also read, however, shall be deemed unduly repetitious. All prepared statements for public hearings shall become part of the hearing record.
5. All remarks shall be addressed to the Council as a body and not to any member of the Council or Staff.
6. Public members recognized by the presiding officer, shall:
  - a. Stand, if able
  - b. For the record, give his/her name and address
  - c. If applicable, give the person, firm or organization he/she represents
  - d. Limit comments to the matter of fact
  - e. Address the Council as a body and not to any individual member of the Council or City Staff
  - f. Ask no questions of individuals who are Council members, staff or other public members, except through the presiding officer
  - g. Limit comments to a maximum of 5 minutes, unless such time is extended by a majority vote of Council members.

The Council thanks public members for respectfully and courteously providing constructive and valuable information.

MINUTES OF REGULAR COUNCIL MEETING OF THE SHELBY CITY COUNCIL  
HELD IN COUNCIL CHAMBERS  
August 6, 2018

Mayor McDermott called the meeting to order at 6:30 p.m.  
Present were: Debra Clark, Lyle Kimmet, Aaron Heaton, Luke Casey, and Bill Moritz, Council Members; Bill Hunt, City Attorney; Jade Goroski, Finance Officer; Loren Skartved, City Superintendent; and Rob Tasker, Building Inspector. Absent and Excused Trent Tustian.

Other citizens present: Jennifer VanHeel, Jim Yeagley and James Slayton

PLEDGE OF ALLEGIANCE

REGULAR MEETING MINUTES 7/16/2018

- CASEY MADE A MOTION TO APPROVE THE 7/16/2018 MINUTES. SECONDED BY MORITZ. VOTE AYES - CLARK, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - TUSTIAN. ABSTAIN - NONE.

APPEARANCE REQUESTS

- Agenda Items
- Non-Agenda Items

CLAIMS REPORT 7/31/2018

- MORITZ MADE A MOTION TO APPROVE THE 7/31/2018 CLAIMS REPORT. SECONDED BY CLARK. VOTE AYES - CLARK, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - TUSTIAN. ABSTAIN - NONE.

BUILDING INSPECTOR

- Rob Tasker reported he issued 5 new permits and currently 15 open permits. Rob also reported he is working on abandoned vehicles, trailer notices, and mow notices.

COMMITTEE REPORTS

- Minutes of Park & Recreation Meeting 6/25/2018
  - 1 Month Civic Center Passes for flower water volunteers.  
KIMMET MADE A MOTION TO APPROVE THE PASSES. SECONDED BY CASEY. VOTE AYES - CLARK, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - TUSTIAN. ABSTAIN - NONE.

- Minutes of Safety Committee Meeting

CITY ATTORNEY

- NCMRWA Request for easement
- MORTIZ MADE A MOTION TO APPROVE THE EASEMENT. SECONDED BY CLARK. VOTE AYES - CLARK, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - TUSTIAN. ABSTAIN - NONE.

CITY FINANCE OFFICER

- Payroll Expense by Department 7/2018
- Preliminary Budget

CITY SUPERINTENDENT

Loren provided a report as part of the packet, discussed the sale of the 2007 Caterpillar, and status of the paving project.

- Container Purchase
- MORITZ MADE A MOTION TO APPROVE THE PURCHASE FOR \$26,828. SECONDED BY CLARK. VOTE AYES - CLARK, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - TUSTIAN. ABSTAIN - NONE.

COMMUNITY DEVELOPMENT DIRECTOR

Lorette provided a report as part of the packet.

OTHER MATTERS

- Position Classification - Tabled until next meeting.
- Mow Notices
- HEATON MADE A MOTION TO APPROVE A 75% DISCOUNT FOR FIRST TIME OFFENDERS, 50% DISCOUNT FOR TWO TIME OFFEDERS AND THIRD TIME OFFENDERS WILL PAY THE INVOICE IN FULL. THIS WILL DATE BACK TO MAY OF 2018. NO REFUNDS WILL BE EXTENDED TO THOSE THAT PAID THEIR BILLS AND ROB TASKER WILL REACH OUT TO ALL PROPERTY OWNERS THAT HAVE A DELINQUENT LIEN AND OFFER A ONE TIME 75% DISCOUNT. SECONDED BY KIMMET. VOTE AYES - CLARK, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - TUSTIAN. ABSTAIN - NONE.
- Planning Assistance Contract
- MORITZ MADE A MOTION TO APPROVE THE CONTRACT. SECONDED BY CASEY. VOTE AYES - CLARK, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - TUSTIAN. ABSTAIN - NONE.
- Facility Use Agreement - Toole County Health Foundation

- KIMMET MADE A MOTION TO APPROVE WAIVING THE RENTAL FEE. SECONDED BY MORITZ. VOTE AYES - CLARK, MORITZ, KIMMET, HEATON. NOES - NONE. ABSENT - TUSTIAN. ABSTAIN - CASEY.
- Waste Water Notice to Proceed
- MORITZ MADE A MOTION TO APPROVE THE NOTICE TO PROCEED. SECONDED BY KIMMET. VOTE AYES - CLARK, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - TUSTIAN. ABSTAIN - NONE.
- NCMRWA purchase of 13<sup>th</sup> street water line

ADJOURN

- AT 9:55 P.M. CLARK MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY KIMMET. VOTE AYES - CLARK, MORITZ, CASEY, KIMMET, HEATON. NOES - NONE. ABSENT - TUSTIAN. ABSTAIN - NONE.

---

GARY MCDERMOTT, MAYOR

ATTEST:

---

JADE GOROSKI, FINANCE OFFICER

## SAFETY COMMITTEE MEETING

August 15, 2018

8:30 a.m.

Present: City Hall–Jade Goroski and Tammy Pederson; Community Development–Lorette Carter; Council Member–Bill Moritz; Public Works–Loren Skartved.

The minutes from the last meeting were reviewed.

### Miscellaneous

- Carter attended the school board meeting and they are in approval of the Safe Routes to School program. She will do a radio report on September 10<sup>th</sup>.
- Mayor McDermott reported that Renae Manley made a complaint of the Marias Manor smoke shack smoke coming directly into her yard and asked if anything could be done. It was suggested that the doorways be moved to the opposite side so the smoke would go to the north.
- The roof repair to the Fire Hall has been completed.
- Ernie Habets complained about dirty water on his NCMRWA line. Skartved said it looked like there was a possible leak.

### Public Works

- It was suggested that Skartved ask MDOT to fix a pothole on the corner of Main Street and Montana Avenue.
- The crew will be painting crosswalks by the schools starting this week.
- The city received word from United Materials that they would not be able to come back to finish up paving until the week of September 10<sup>th</sup>.

### Splash Park

The Splash Park has one piece of equipment that is not working. The lawn is dead under the swing set. It was suggested to get a quote from True Green to fertilize the lawn in the Splash Park.

### Williamson Building

There had been a complaint of mold and mildew smell in the building. The City had Montana Basement Solutions complete a mold report and there were no issues found or reported.

The next meeting will be held Wednesday, September 19, 2018 @ 8:30 a.m. at City Hall.

Meeting adjourned at 9:20 a.m.

Reported by:

---

Tammy Pederson

RESOLUTION AUTHORIZING PARTICIPATION IN THE SHORT TERM INVESTMENT POOL (STIP)  
MONTANA BOARD OF INVESTMENTS

CERTIFICATE AS TO  
RESOLUTION NO. 1980 AND ADOPTING VOTE

Political Subdivision: City of Shelby  
Governing Body: City Council

Type, date, time and place of meeting: A regular meeting held on August 20, 2018  
at 6:30 o'clock p.m. in Shelby, Montana.

Members present:

Members absent:

I, the undersigned, being the duly qualified and acting recording officer of the political subdivision identified above ("Participant"), certify that the attached RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA SHORT TERM INVESTMENT POOL AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO ("Resolution") and Exhibits A and B thereto are true and correct copies of the Resolution and Exhibits A and B on file in the original records of the Participant and in my legal custody; that the Resolution and Exhibits A and B were duly approved and adopted by the Governing Body of the Participant at the above described meeting, which meeting was attended throughout by the members indicated above, constituting a quorum of the Governing Body, pursuant to public notice of such meeting as required by law; and that the Resolution and Exhibits A and B have not as of the date hereof been amended or repealed.

WITNESS my hand officially as such recording officer this 20 day of August, 2018.

By \_\_\_\_\_  
Its Jade Goroski, Finance Officer

RESOLUTION NO. 1980

RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA SHORT TERM INVESTMENT POOL (STIP) AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO

BE IT RESOLVED BY THE CITY COUNCIL (the Governing Body) of CITY OF SHELBY (the Participant) AS FOLLOWS:

ARTICLE I

DEFINITIONS

Section 1.01 The following terms will have the meanings indicated below for all purposes of this Resolution unless the context clearly requires otherwise:

Section 1.02 Account shall mean a specific Participant Bank account assigned by the Bank to be used in conducting transactions through the STIP Program.

Section 1.03 Agreement shall mean the agreements of the Participant as contained within this Resolution.

Section 1.04 Authorized Representative shall mean the officer or official of the Participant designated and duly authorized by the Governing Body as set forth below to enable the Participant's participation in the STIP Program.

Section 1.05 Authorized Delegate shall mean any lawful officer, official or employee of the Participant who has been delegated authority by the Authorized Representative as provided in this Resolution to initiate transactions using the Board's STIP Program.

Section 1.06 Bank shall mean a financial institution designated and authorized as provided in this Resolution to send and receive money on behalf of the Participant for purposes of participation in the STIP Program.

Section 1.07 Board shall mean the Board of Investments of the State of Montana, a public body corporate organized and existing under the laws of the State and its successors and assigns.

Section 1.08 Exhibit A (STIP Participation Information Sheet) shall mean the document attached to and incorporated into this Resolution as provided in Article IV, Section 4.01. that provides information necessary for the Participant to participate in STIP.

Section 1.09 Exhibit B (Electronic Funds Transfer Authorization Form) shall mean the document attached to and incorporated into this Resolution as provided in Article IV, Section 4.01 that provides instructions for the Board and its agents to administer and manage the Participant's participation, transactions and shares in the STIP Program.

Section 1.10 Governing Body shall mean the governing body of the above-named political subdivision (Participant) authorized by Montana state law to participate in the STIP Program as further specified in this Resolution.

Section 1.11 Participant shall mean the political subdivision requesting participation in the Board's Short Term Investment Pool.

Section 1.12 Short Term Investment Pool, STIP, or Program shall mean the Board's Short Term Investment Pool Program as authorized by law and as more fully defined and described in the Board's policies and procedures, as may be amended from time to time.

## ARTICLE II

### SHORT TERM INVESTMENT POOL PARTICIPATION AGREEMENT

Section 2.01 Participation Agreement. By approving and adopting this Resolution and Exhibits A and B, the Governing Body requests and agrees to participation of Participant in the STIP Program, and agrees that Participant will comply with and be bound by all laws, policies, procedures and participation requirements applicable to the STIP Program, as may be amended from time to time.

Section 2.02 STIP Program Description. The STIP Program is an investment program administered under the direction of the Montana Board of Investments as authorized by the Unified Investment Program. As more fully set forth in Board policies and procedures, STIP is available to state and local governments to serve their short term cash flow and deposit needs and its objectives are to preserve capital and to maintain high liquidity. The Program has the following attributes, as more fully set forth in applicable Board policies, procedures and participation requirements, which are subject to change upon the sole determination of the Board:

- 1) STIP transactions are fixed at \$1 per share;
- 2) STIP interest on pool assets accrues daily;
- 3) STIP earnings distribution method: Interest is distributed at the beginning of the month and can be distributed as cash to the designated Bank or the earnings can be reinvested into STIP;
- 4) Buying or selling shares in STIP requires one (1) business days' notice; transactions for which notice is received after 2:00 p.m. will be processed two (2) business days after receipt of the original notice;
- 5) Access to STIP is only through an electronic, web-based portal; no cash, checks or notifications by fax, phone or email will be accepted;
- 6) STIP's web portal provides real-time information on each account including: investment balances, buys, sells, pending transactions, and transaction notes, as determined by the authorized user; and
- 7) The Board accounts and reports on its financial statement STIP investment on a Net Asset Value (NAV) basis. A NAV per share of a STIP unit will be shown on the Board's website for each month-end period <http://investmentmt.com/MonthlyNetAssetValue>.

Section 2.03 Review of Policies, Procedures and Participation Requirements. Participant acknowledges and represents that it has reviewed to its satisfaction all Board policies, procedures and participation requirements applicable to the STIP Program. <http://investmentmt.com/STIP>

Section 2.04 Authorized Representative: The Governing Body designates \_\_\_\_\_  
Jade Goroski, who holds the position of \_\_\_\_\_  
Finance Officer as the Participant's Authorized Representative to make transactions between STIP and the Bank.

The Governing Body: (check one) DOES  DOES NOT  allow the Authorized Representative to appoint and delete additional Authorized Delegate(s) on behalf of the Participant. If "DOES" is checked, any addition or deletion of an Authorized Delegate requires notice via the submission of a completed Exhibit A (STIP Participation Information Sheet) to the Board by the Authorized Representative before transactions will be accepted and processed as directed by the Authorized Delegate.

The Governing Body designates and authorizes Participant's Bank, (the Bank), identified in Exhibit B attached, designating the Account Number and ABA Number to send or transfer funds to the State Treasurer for purchase of STIP shares and to deposit distributions of and withdraw proceeds resulting from sales of STIP shares in the Bank's Account identified in Exhibit B attached which is a (check one) checking account  savings account .

The Governing Body: (check one) DOES  DOES NOT  allow the Authorized Representative to change either the Bank or the Account; if 'DOES' is checked, the Board will notify both the office of the Authorized Representative AND the office of the Governing Body within three (3) business days that such a change has been made.

The Governing Body: (check one) DOES  DOES NOT  allow the Authorized Representative to change the earnings distribution method; if DOES NOT is checked, the Governing Body chooses the following earnings distribution method (check one) reinvest cash earnings into STIP  distribute cash earnings to the Bank .

Section 2.05 Change of Authorized Representative. Any change to the Authorized Representative requires a new Resolution adopted by the Governing Body; however the absence of an Authorized Representative does not nullify the authority of the Authorized Delegate(s) then in effect and so authorized to make STIP transactions.

Section 2.06 Annual Confirmation. The Board will provide on an annual basis to both the Governing Body and the Authorized Representative the following information as appears on the Board's records:

1. The name of the Authorized Representative;
2. The name(s) of any Authorized Delegate(s); and
3. The name of the Bank and the associated Account Number (truncated).

Section 2.07 Effective Date. Participant's Agreement as set forth in this Resolution will take effect when the Certificate as to Resolution and Adopting Vote, this Resolution and Exhibits A and B, each completed, dated and duly executed, are delivered to and received by the Board and will stay in effect until terminated in writing by the Governing Body.

### ARTICLE III

#### MISCELLANEOUS

Section 3.01 No Guaranteed Return. The Governing Body understands and agrees that there is no minimum or maximum amount of interest rate or any guaranteed rate of return on STIP shares or funds invested in STIP shares.

Section 3.02 Voluntary Participation. By adopting this Resolution, the Governing Body acknowledges that it is not compelled to participate in STIP, and that its participation in STIP is voluntary, and accepts and agrees to the Program, its administration and governance, and its policies, procedures and participation requirements as set forth by law and the Board.

Section 3.03 Responsibility for Participant Mistakes. The Governing Body and Participant agree to hold the State of Montana, the Board, and their members, officials and employees harmless for the acts, omissions and mistakes of the Participant, Governing Body and their members, officials and employees, including but not limited to: Authorized Representative or Authorized Delegate who, for any reason, is not qualified or properly listed with the Board as a permissible representative to authorize transactions using the STIP Program; wrong instructions as to amounts or timing of sales or purchases; or missed deadlines.

Section 3.04 No Warranty. The Governing Body and Participant acknowledge and agree that the Board makes no warranty that funds will be immediately available in the event of any failure of a third party or that Governing Body will not suffer losses due to acts of God, or other calamities, or other market dislocations or interruptions.

Section 3.05 Participation Conditions; STIP Administration. The Governing Body and Participant acknowledge and agree that the Board will allow participation in STIP by and conduct STIP business

with only those parties it determines are qualified and authorized to participate in the Program and which abide by the Board's policies, procedures and participation requirements; that the Board administers the STIP Program subject to Montana law and prudent fiduciary practices as required by Montana law and Board policy; and that the Board is legally bound to manage the Unified Investment Program, which includes STIP, in accordance with the prudent expert rule as set forth in Montana law.

Section 3.06 STIP Not Insured Against Loss. The Governing Body and Participant understand and acknowledge that the Board's STIP Program is NOT FDIC insured or otherwise insured or guaranteed by the federal government, the State of Montana, the Board or any other entity against investment losses. The Governing Body and Participant further understand and acknowledge that the Board's STIP policy requires maintenance of a reserve fund to offset possible losses and that STIP interest earnings may be used to fund this reserve before the net earnings are distributed to the STIP Participants, but that such reserves may not be adequate to cover investment losses.

#### ARTICLE IV

#### EXHIBITS A AND B

Section 4.01 Approval and Adoption of Exhibits A and B. Attached to this Resolution as Exhibits A and B, are the STIP Participation Information Sheet, and the Electronic Funds Transfer Authorization Form, which together provide the instructions and the details required by the Board to enable Participant's participation in the STIP Program. The Governing Body and Participant represent and agree that the attached Exhibits A and B have been completed and executed by the Participant's Authorized Representative and that Exhibits A and B must be complete and acceptable to the Board before participation will be allowed in the STIP Program. Exhibits A and B are hereby incorporated into and made a part of this Resolution, and are approved and adopted by the Governing Body as if set forth fully herein.

APPROVED AND ADOPTED by the City Council this 20th day of August, 2018.

By \_\_\_\_\_  
Its Gary McDermott, Mayor

Attest:

By \_\_\_\_\_  
Its Jade Goroski, Finance Officer

## Exhibit A

<b>STIP PARTICIPATION INFORMATION SHEET</b>							
STIP Program Manager Montana Board of Investments boi_stip@mt.gov PO Box 200126                      Helena, MT 59620-0126 Phone 406.444.0003                      Fax 406.444.4268				<i>For Official Use Only</i>  STIP DATA <input style="width: 50px; height: 15px;" type="text"/> INVEST TA <input style="width: 50px; height: 15px;" type="text"/> ACCT ID <input style="width: 100px; height: 15px;" type="text"/>			
<b>Requests must be submitted by Authorized Representative of the Participant.</b>							
<i>The STIP Participant listed below hereby agrees to participate in the STIP Program as established under Section 17-6-204, MCA., and the terms and conditions of STIP operations as determined and set by the Montana Board of Investments and warrants as follows:</i>							
<b>Section 1. STIP Participant Information Summary</b>							
STIP Participant Name →	City of Shelby			Tax Identification Number (TIN) →	81-6001308		
Mailing Address →	112 1st St S	City →	Shelby	State →	MT	Zip →	59474
STIP Account # → <i>(For official use only)</i>	CISHELBY						
Authorized Representative Name, First →	Jade	Name, Last →	Goroski		Title →	Finance Officer	
Telephone Number →	(406) 434-5222	Fax Number →	434-2039		E-mail →	jade@shelbymt.com	
<b>Section 2. Investment and Earnings Information</b>							
The STIP Participant has the option to either reinvest their earnings or distribute earnings.							
<b>Check one box only.</b>							
Reinvest Earnings <input checked="" type="checkbox"/>				Distribute Earnings <input type="checkbox"/>			
<b>Section 3. Authorized Delegates</b>							
The Authorized Delegate(s) whose name(s) appears below is (are) authorized to purchase and sell shares in STIP for the Participant.							
Name, First →	Jade	Name, Last →	Goroski		E-Mail →	jade@shelbymt.com	
Name, First →	Gary	Name, Last →	McDermott		E-Mail →	gary@shelbymt.com	
Name, First →	Tammy	Name, Last →	Pederson		E-Mail →	tammy@shelbymt.com	
I hereby certify as the Authorized Representative of the STIP Participant that all of the information contained herein is true, accurate and complete as of the date hereof.							
Signature →				Date →	8/20/2018		
Printed Name →	Gary McDermott			Title →	Mayor		

## Exhibit B

<b>ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM</b>					
STIP Program Manager Montana Board of Investments boi_stip@mt.gov PO Box 200126                      Helena, MT 59620-0126 Phone 406.444.0003                      Fax 406.444.4268					
<b>Local Government Name:</b>		City of Shelby			
<b>STIP Account #:</b> <i>(For official use only)</i>		CISHELBY			
I, the undersigned, a duly Authorized Representative of the local governing board, hereby authorize the Montana Board of Investments to initiate electronic debit and/or credit to the following account. The Authorized Representative acknowledges the origination of ACH transactions to the listed account complies with the provisions of U.S. law.					
Any sale, purchase, or distribution of funds will be made by Electronic Funds Transfer or wire debiting or crediting the appropriate treasury or shareholder bank account. Please specify the local government depository.					
<b>Check one transaction type only.</b>					
Checking Account <input checked="" type="checkbox"/>			Savings Account <input type="checkbox"/>		
Name of Bank →	First State Bank	Routing/ABA No →	092902271		
Address →	PO Box 913				
City →	Shelby	State →	MT	Zip →	59474
Account Number →	196778				
I hereby certify as the Authorized Representative of the STIP Participant that all of the information contained herein is true, accurate and complete as of the date hereof.					
Signature →			Date →	8/20/2018	
Printed Name →	Gary McDermott		Title →	Mayor	
Please notify the Montana Board of Investments if you have applied a filter or a block to your account.					

RESOLUTION NO. 1981

A RESOLUTION REQUESTING DISTRIBUTION OF BRIDGE AND ROAD SAFETY AND ACCOUNTABILITY PROGRAM FUNDS

WHEREAS, the Bridge and Road Safety and Accountability Account created by HB 473 requires the Montana Department of Transportation to allocate accrued funds to cities, towns, counties, and consolidated city-county governments for construction, reconstruction, maintenance, and repair of rural roads, city or town streets and alleys, bridges, or roads and streets that the city, town, county, or consolidated city-county government has the responsibility to maintain; and

WHEREAS, a city, town, county, or consolidated city-county government that requests funds under the Bridge and Road Safety and Accountability Account must match each \$20 requested with \$1 of local government matching funds; and,

WHEREAS, a city, town, county, or consolidated city-county government requesting distribution of allocated funds may make such a request to the Department of Transportation between March 1 and November 1 of the year the funds were allocated; and

WHEREAS, a description of the project to be funded is detailed in Appendix A; and,

WHEREAS, the local match of \$4,557.76 for the allocated funds has been budgeted from the City of Shelby's Street Maintenance Fund 2500.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHELBY, MONTANA; that

1. The City of Shelby requests distribution of its share of the allocated Bridge and Road Safety and Accountability funds to be used for the projects identified in Appendix A.
2. That Gary McDermott, the Mayor of the City of Shelby is hereby empowered and authorized to execute such further documents as may be necessary to the distribution of said funds.

PASSED UNANIMOUSLY, WITH ALL MEMBERS PRESENT AND VOTING, BY THE CITY COUNCIL OF THE CITY OF SHELBY, AND APPROVED BY THE MAYOR THIS 20<sup>th</sup> DAY OF AUGUST, 2018.

---

GARY McDERMOTT, MAYOR

ATTEST:

---

JADE GOROSKI, FINANCE OFFICER

APPENDIX A  
RESOLUTION NO. 1981

UNITED MATERIALS OF GREAT FALLS, INC.  
P.O. BOX 1690  
GREAT FALLS, MT 59403-1690

INVOICE #1  
Job # 1858  
07/31/18

---

City of Shelby  
112 1st Street South  
Shelby, MT 59474

UM Project No: 1858 - Shelby Paving

<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total to Date</u>
Milling Mobilization 7/17/2018	1	EACH	\$4,800.00	\$4,800.00
Asphalt Milling 7/17 - 7/24	51.5	HOURS	\$715.00	\$36,822.50
Paving Mibilization 7/26/2018	1	EACH	\$10,000.00	\$10,000.00
Asphalt Paving 7/26 - 7/30	1700.33	TONS	\$107.00	\$181,935.31
<b>Total to date</b>				<b>233,557.81</b>
<b>Less Previously Billed</b>				<b>-</b>
<b>Total Due This Invoice</b>				<b><u>\$ 233,557.81</u></b>

RESOLUTION NO. 1982

A RESOLUTION LEVYING AND ASSESSING ALL THE PROPERTY IN SPECIAL IMPROVEMENT LIGHTING MAINTENANCE DISTRICT NO. 35 FOR ALL THE COST OF ELECTRICAL CURRENT AND MAINTENANCE FOR FISCAL YEAR ENDING JUNE 30, 2019

WHEREAS, Section 7-12-4321 M.C.A., provides that the portion of the entire cost of erecting and maintaining the posts, wires, pipes, conduits, lamps, and other suitable or necessary appliances for the purpose of lighting said streets or public highways and of the annual cost of supplying electrical current for and maintaining the lights thereon in such districts, all or any portion as shall be determined by the city or town council, shall be borne by the property embraced within said district.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHELBY, MONTANA:

That there is levied and assessed against each lot or parcel of land benefited by this lighting district, as listed on the City of Shelby Assessment Detail 2018 and incorporated herein by reference and made a part of this resolution and which is on file at City Hall, Shelby, Montana, and which lists the Tax ID, Name, Area and Amount Billed, which assessment has been computed on the basis of fifty one hundredths of one cent (.0050) per square foot, for the street lights and maintenance for the fiscal year ending June 30, 2019.

PASSED BY THE CITY COUNCIL OF THE CITY OF SHELBY, MONTANA, AND APPROVED BY THE MAYOR THIS 4<sup>TH</sup> DAY OF SEPTEMBER, 2018.

---

GARY MCDERMOTT, MAYOR

ATTEST:

---

JADE GOROSKI, FINANCE OFFICER

## RESOLUTION NO. 1983

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHELBY, MONTANA, LEVYING A SPECIAL ASSESSMENT TO DEFRAY THE COST OF THE MAINTENANCE OF ALL OF THE STREETS, AVENUES, AND ALLEYS IN STREET MAINTENANCE DISTRICT NUMBER 1 OF THE CITY OF SHELBY, MONTANA, PRESCRIBING THAT NOTICE OF THE PASSAGE OF THE RESOLUTION BE GIVEN

WHEREAS, the City Council of the City of Shelby, Montana, did on the 2nd day of May, 1994 duly pass and approve Resolution No. 1252, creating Street Maintenance District No. 1, defining the boundaries thereof; and, describing the streets, avenues and alleys constituting the district, and Ordinance No. 697 creating Street Maintenance District No. 1 for the maintenance of all the streets, avenues and alleys within the district; providing a method of doing said work and of paying for the same; defining the boundaries of the district and describing the streets, avenues, alleys and public places constituting the district; providing for the manner of assessment and payment thereof; and instructing the City Finance Officer to cause notice to be given; and,

WHEREAS, it is now necessary according to the laws of the State of Montana, Section 7-12-4425 MCA, to adopt a resolution specifying the district assessment option and levying and assessing all the property within the district with an amount equal to not less than 75% of the entire cost of said work for the fiscal year ending June 30, 2019.

NOW THEREFORE, be it resolved by the City Council of the City of Shelby, Montana:

### SECTION I

That in order to defray the cost of maintenance in said Street Maintenance District No. 1 within the City of Shelby, the City Council of the City of Shelby does hereby make, levy and assess a special assessment as follows:

- (a) Computed on the basis of \$2.10 per lineal foot of each alley, avenue or street frontage (only one street frontage shall be utilized, that particular street frontage of such lot, piece or parcel, except where the lot is a corner lot, in which case the street frontage, which is the shortest of such lot, shall be utilized), said sum being the total cost of said work and maintenance in Street Maintenance District No. 1 against all the property lying within the boundaries of Street Maintenance District No. 1 and so assessed as hereinafter set out in the Assessment Detail 2018, which property is hereby declared to be specially benefited by the work and maintenance to be done in the Street Maintenance District in which said property is located.

SECTION II

That a description of each lot, piece and parcel of land lying within the boundaries of said Street Maintenance District and benefited by the work and maintenance done therein together with the name of the owner of each such lot, piece and parcel of land when known; the area in lineal feet of each street frontage of each lot, piece and parcel of land so lying within the boundaries of said Street Maintenance District; the total sum levied and assessed against each lot, piece and parcel of land, is set out in a list entitled "City of Shelby Street Maintenance District No. 1 Assessment Detail" which is available in the office of the City Finance Officer, 112 First Street South, Shelby, MT 59474.

PASSED BY THE CITY COUNCIL OF THE CITY OF SHELBY, MONTANA, AND APPROVED BY THE MAYOR THIS 4<sup>TH</sup> DAY OF SEPTEMBER, 2018.

---

GARY MCDERMOTT, MAYOR

ATTEST:

---

JADE GOROSKI, FINANCE OFFICER