

**AGENDA**  
**CITY COUNCIL MEETING**  
**CITY OF SHELBY**  
October 1, 2018  
6:30 P.M.

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**ROLL CALL OF MEMBERS**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- Regular Council Meeting, 09/17/18 (pgs 5-7)

**APPEARANCE REQUESTS**

- Agenda Items
- Non-Agenda Items

**CLAIMS REPORT 9/30/18 (pgs 8-21)**

**BUILDING INSPECTOR**

- Building Inspector Report, September 2018 (pg 22)

**COMMITTEE REPORTS**

- Minutes of Park & Rec Meeting, 9/24/18 (pgs 23-25)

**CITY ATTORNEY**

- Resolution No. 1989 re: Weed liens (pgs 26-27)
- NCMRWA 13th Street pipeline purchase (pgs 28-34)

**CITY FINANCE OFFICER**

- Payroll Expense by Department Report, September 2018 (pg 35)

**CITY SUPERINTENDENT**

- Superintendent's Report (pg 36)
- Water Meters (pg 37)

**COMMUNITY DEVELOPMENT DIRECTOR**

- CDBG (pgs 38-39)

**OTHER MATTERS**

- CDBG Stormwater Ph #2 - \$67,500 City Match
- 6<sup>th</sup> Ave & 12<sup>th</sup> Ave Speed Limit
- Marias River Livestock Civic Center Usage (pg 40)
- 1996 Command Center Van (pg 41)

**ADJOURN**



## CITY COUNCIL PACKET LISTING

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A. Agenda

B. Agenda Items

1. Minutes of Regular Council Meeting, 09/17/18
2. Claims Report, 9/30/18
3. Building Inspector Report, 9/30/18
4. Minutes of Park & Rec Meeting, 9/24/18
5. Resolution No. 1989 re: Weed Liens
6. NCMRWA 13<sup>th</sup> Street Pipeline Purchase
7. Payroll Expense by Department Report, September 2018
8. Superintendent's Report
9. 9/19/18 Quote from Northwest Pipe Fittings, Inc re: Water meters
10. 9/12/18 Letter from Luke LaLiberty, KLJ re: City of Shelby Stormwater Phase II CDBG Grant
11. 9/24/18 Letter from Marias River Livestock Assoc. re: Waive Civic Center Rental Fee
12. 9/25/18 Letter from Todd Howell, SVFD re: Sale of 1996 Command Vehicle

C. Correspondence

1. 9/11/18 Letter from Montana FWP re: LWCF Grant Application Status, Shelby Swimming Pool Gutter Replacement Project
2. 9/18/18 Letter to Don McNett, Maintenance Supt. re: Galena Street painting
3. 9/25/18 NCMRWA Full Authority Annual Meeting Agenda & Information

D. Reports

- 1.

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  
September 17, 2018**

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

Other citizens present: Jennifer Van Heel, Jody Hellegaard, Mike O'Brien, Curtis Shuck, Kael Coup and Luke LaLiberty.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

MORITZ MADE A MOTION TO APPROVE THE 9/4/2018 MINUTES. SECONDED BY CASEY. VOTE: AYES - KIMMET, CASEY, MORITZ, HEATON, TUSTIAN. NOES - NONE. ABSENT - CLARK. ABSTAIN - NONE.

**APPEARANCE REQUESTS**

- Agenda Items – Jody Hellegaard made an appearance in regards to NCMRWA. Jody explained how the funding works for the project, eligible expenses and BOR approval process for purchasing the 13<sup>th</sup> street water line.
- Non Agenda Items – Curtis Shuck discussed the work that has been completed in the Port of Northern Montana MultiModal Facility and some potential upcoming projects. Kael Coup also discussed Pat's Offroad and future plans for continued growth.

**COMMITTEE REPORTS**

- Law Enforcement Report

**CITY ATTORNEY**

- Court MOU with Town of Kevin  
TUSTIAN MADE A MOTION TO APPROVE THE MOU. SECONDED BY KIMMET.  
VOTE: AYES - KIMMET, MORITZ, HEATON, TUSTIAN. NOES - NONE.  
ABSENT - CLARK. ABSTAIN - CASEY.
- Park Maintenance Agreement with Albertsons  
CASEY MADE A MOTION TO APPROVE THE AGREEMENT. SECONDED BY TUSTIAN.  
VOTE: AYES -KIMMET, CASEY, MORITZ, HEATON, TUSTIAN.  
NOES - NONE. ABSENT - CLARK. ABSTAIN - NONE.

**CITY FINANCE OFFICER**

- City Judge's Report, August 2018
- Bank Account Report, Budget Year to Date, Vendor Summary, Enterprise Funds, Statement of Expenditures, Revenues, Budget Variance, Cash Flow Report, Project Budgets, 8/31/2018  
MORITZ MADE A MOTION TO APPROVE THE REPORTS. SECONDED BY KIMMET. VOTE: AYES - KIMMET, CASEY, MORITZ, HEATON, TUSTIAN.  
NOES - NONE. ABSENT - CLARK. ABSTAIN - NONE.

- City of Shelby Delinquent Taxes, 8/31/2018
- FY 19 Preliminary Budget Review of Funds 5000-7000

#### CITY SUPERINTENDENT

Loren informed council the picnic area along the walking trail has been completed and the splash park is winterized and closed for the season.

#### COMMUNITY DEVELOPMENT DIRECTOR

- The City received word of a CDBG Planning Grant in the amount of \$18,000 for Main Street historic preservation planning and submission to the National Register of Historic Places.
- On the same day the CDBG Planning Grant for revision of the CIP was submitted. No word on if both grants can be awarded in 2018.
- Word was received that the LWCF grant for gutter replacement will not be available until March of 2019. I am confirming costs at this time to ensure an accurate budget.
- I am working on our annual Tree City and Growth Award submissions to the National Arbor Day Foundation.
- We have a forestry team from DNRC coming to Shelby Wednesday, October 3rd for an employee tree care/maintenance workshop. I have also invited our neighboring communities.
- We did receive a revised project scope and budget for Phase II of the storm water project. The match cost to the City would be \$67,500 as we have already paid for design as part of the entire storm water project. We will need council approval for this commitment.
- We are still waiting on CDBG in relation to the east water line extension and the easements.

#### OTHER MATTERS

- NCMRWA – 13<sup>TH</sup> Street Line  
TUSTIAN MADE A MOTION TO APPROVE THE SALE OF THE LINE FOR \$1,319,867 AND ASK FOR THE CLEARING AND GRUBBING TO BE INCLUDED FOR AN ADDITIONAL \$42,500. SECONDED BY CASEY. VOTE: AYES – KIMMET, CASEY, MORITZ, HEATON, TUSTIAN. NOES – NONE. ABSENT – CLARK. ABSTAIN - NONE.
- Holiday Office Closures November 23, December 24, December 31, 2018 and July 5, 2019.  
MORITZ MADE A MOTION TO APPROVE THE OFFICE CLOSURE. SECONDED BY TUSTIAN. VOTE: AYES – KIMMET, CASEY, HEATON, TUSTIAN. NOES – NONE. CLARK – NONE. ABSTAIN – MORITZ.
- Extra Mile Proclamation

#### ADJOURN

AT 8:35 P.M. TUSTIAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY CASEY. VOTE: AYES – KIMMET, CASEY, MORITZ, HEATON, TUSTIAN. NOES – NONE. ABSENT – CLARK. ABSTAIN – NONE.

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GARY MCDERMOTT, MAYOR

ATTEST:

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JADE GOROSKI, FINANCE OFFICER

09/27/18  
10:51:14

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 9/18

Page: 1 of 14  
Report ID: AP100

\* ... Over spent expenditure

Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
180178		01806 ALARM SERVICE INC		35.00					
1	R 93319	09/21/18 10/18 Fire Alarm Monitoring		35.00			1000 420401	300	101000
180179		00343 ENERGY LABORATORIES INC		826.00					
1	181408	09/05/18 Lagoon Effluent		115.00		31692	5310 430600	300	101000
2	184123	09/17/18 Lagoon Effluent/Influent		267.00		31692	5310 430600	300	101000
3	185294	09/20/18 Lagoon Effluent		127.00		31710	5310 430600	300	101000
4	186277	09/25/18 Lagoon Effluent/Influent		317.00		31716	5310 430600	300	101000
180180		00400 UTILITIES UNDERGROUND LOCATION		40.04					
1	8085099	08/31/18 22 Locates for 8/18		40.04		31697	5210 430500	300	101000
180181		01137 AQUA TECH LABORATORY		80.00					
1	29890	09/08/18 Monthly Coliform Water Testing		80.00		31693	5210 430500	300	101000
180182		01125 MT DEQ/PERMITTING & COMPLIANCE		1,104.89					
1	09/01/18	Solid Waste Management Lic #83		1,104.89			5410 430840	300	101000
180183		00539 YEAGLEY, JAMES H		600.00					
1	09/25/18	9/18 Planning Services		600.00			1000 411030	350	101000
180184	-98726E	01486 USDA RURAL DEVELOPMENT		1,603.00					
1	09/05/18	Fire Hall Improvement Loan		1,371.47			1000 490527	610	101000
2	09/05/18	Fire Hall Improvement Loan-Int		231.53			1000 490527	620	101000
180185		01285 HUNT, WILLIAM E JR		5,000.00					
1	09/25/18	9/18 Legal Services		1,250.00			1000 411100	350	101000
2	09/25/18	9/18 Legal Services		1,250.00			5210 430513	350	101000
3	09/25/18	9/18 Legal Services		1,250.00			5310 430613	350	101000
4	09/25/18	9/18 Legal Services		1,250.00			5410 430813	350	101000
180186		00309 PREFERRED OFFICE EQUIPMENT		719.52					
1	26695	09/15/18 9/18 Maintenance & Copies		153.98			1000 410550	300	101000
2	26695	09/15/18 9/18 Maintenance & Copies		63.09			1000 411050	300	101000
3	26695	09/15/18 9/18 Maintenance & Copies		153.98			5210 430570	300	101000
4	26695	09/15/18 9/18 Maintenance & Copies		153.99			5310 430670	300	101000
5	26695	09/15/18 9/18 Maintenance & Copies		153.99			5410 430870	300	101000
6	26694	09/15/18 9/18 Maintenance & Copies-Shop		10.12		31691	1000 430200	300	101000
7	26694	09/15/18 9/18 Maintenance & Copies-Shop		10.12		31691	5210 430500	300	101000
8	26694	09/15/18 9/18 Maintenance & Copies-Shop		10.12		31691	5310 430600	300	101000
9	26694	09/15/18 9/18 Maintenance & Copies-Shop		10.13		31691	5410 430840	300	101000

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Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account
180187	-98725E 00111 FIRST STATE BANK	133.60					
1	09/05/18 Monthly Bank Service Charge	33.40			1000 410550	300	101000
2	09/05/18 Monthly Bank Service Charge	33.40			5210 430570	300	101000
3	09/05/18 Monthly Bank Service Charge	33.40			5310 430670	300	101000
4	09/05/18 Monthly Bank Service Charge	33.40			5410 430870	300	101000
180188	00043 SHELBY GAS ASSOCIATION	343.60					
1	09/25/18 9/18 Gas Bill	28.20			1000 411200	343	101000
2	09/25/18 9/18 Gas Bill	16.10			1000 420400	343	101000
3	09/25/18 9/18 Gas Bill	16.10			1000 420401	343	101000
4	09/25/18 9/18 Gas Bill	67.40			1000 460445	343	101000
5	09/25/18 9/18 Gas Bill	29.00			1000 460442	343	101000
6	09/25/18 9/18 Gas Bill	9.80			5410 430840	343	101000
7	09/25/18 9/18 Gas Bill	15.30			1000 430200	343	101000
8	09/25/18 9/18 Gas Bill	15.30			5210 430500	343	101000
9	09/25/18 9/18 Gas Bill	15.30			5310 430600	343	101000
10	09/25/18 9/18 Gas Bill	15.30			5410 430830	343	101000
11	09/25/18 9/18 Gas Bill	2.85			1000 411202	343	101000
12	09/25/18 9/18 Gas Bill	2.85			5210 430520	343	101000
13	09/25/18 9/18 Gas Bill	2.85			5310 430620	343	101000
14	09/25/18 9/18 Gas Bill	2.85			5410 430820	343	101000
15	09/25/18 9/18 Gas Bill	13.80			5210 430500	343	101000
16	09/25/18 9/18 Gas Bill	9.00			1000 460465	343	101000
17	09/25/18 9/18 Gas Bill	81.60			2936 460463	343	101000
180189	00026 MARIAS RIVER ELECTRIC COOP INC	10,995.42					
1	09/25/18 9/18 Electric Bill	69.01			1000 411200	342	101000
2	09/25/18 9/18 Electric Bill	108.20			1000 420400	342	101000
3	09/25/18 9/18 Electric Bill	108.19			1000 420401	342	101000
4	09/25/18 9/18 Electric Bill	43.90			1000 411202	342	101000
5	09/25/18 9/18 Electric Bill	43.90			5210 430520	342	101000
6	09/25/18 9/18 Electric Bill	43.90			5310 430620	342	101000
7	09/25/18 9/18 Electric Bill	43.89			5410 430820	342	101000
8	09/25/18 9/18 Electric Bill	93.15			1000 430200	342	101000
9	09/25/18 9/18 Electric Bill	93.15			5210 430500	342	101000
10	09/25/18 9/18 Electric Bill	93.15			5310 430600	342	101000
11	09/25/18 9/18 Electric Bill	93.14			5410 430830	342	101000
12	09/25/18 9/18 Electric Bill	35.81			1000 440600	342	101000
13	09/25/18 9/18 Electric Bill	35.80			1000 460430	342	101000
14	09/25/18 9/18 Electric Bill	173.82			1000 460465	342	101000
15	09/25/18 9/18 Electric Bill	131.30			1000 460439	342	101000
16	09/25/18 9/18 Electric Bill	471.86			1000 460442	342	101000
17	09/25/18 9/18 Electric Bill	385.07			1000 460445	342	101000
18	09/25/18 9/18 Electric Bill	3,873.66			2400 430263	342	101000

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19	09/25/18	9/18 Electric Bill		4,449.85			5210 430500	342	101000
20	09/25/18	9/18 Electric Bill		242.77			5310 430600	342	101000
21	09/25/18	9/18 Electric Bill		327.25			2936 460463	342	101000
22	09/25/18	9/18 Electric Bill		34.65			5410 430840	342	101000
180190		01851 CT CLEANING		1,200.00					
1	09/26/18	9/18 Janitorial Service		60.00			1000 411202	390	101000
2	09/26/18	9/18 Janitorial Service		60.00			5210 430520	390	101000
3	09/26/18	9/18 Janitorial Service		60.00			5310 430620	390	101000
4	09/26/18	9/18 Janitorial Service		60.00			5410 430820	390	101000
5	09/26/18	9/18 HCH Park Bathroom		40.00			1000 460430	390	101000
6	09/26/18	9/18 CC Janitorial Service		800.00			1000 460442	300	101000
7	09/26/18	9/18 Williamson Bldg Service		120.00			2936 460463	300	101000
180191		01388 3 RIVERS COMMUNICATIONS INC		967.82					
1	09/01/18	9/18 phone bill		12.39			1000 420500	344	101000
2	09/01/18	9/18 phone bill		33.71			1000 410550	344	101000
3	09/01/18	9/18 phone bill		33.72			5210 430570	344	101000
4	09/01/18	9/18 phone bill		33.72			5310 430670	344	101000
5	09/01/18	9/18 phone bill		33.72			5410 430870	344	101000
6	09/01/18	9/18 phone bill		24.04			1000 430200	344	101000
7	09/01/18	9/18 phone bill		24.04			5210 430500	344	101000
8	09/01/18	9/18 phone bill		24.04			5310 430600	344	101000
9	09/01/18	9/18 phone bill		24.04			5410 430830	344	101000
10	09/01/18	9/18 phone bill		96.76			1000 460465	300	101000
11	09/01/18	9/18 phone bill		164.78			1000 460442	344	101000
12	09/01/18	9/18 phone bill		64.60			1000 420400	344	101000
13	09/01/18	9/18 phone bill		64.60			1000 420401	344	101000
14	09/01/18	9/18 phone bill		4.74			1000 410200	344	101000
15	09/01/18	9/18 phone bill		4.74			5210 430512	344	101000
16	09/01/18	9/18 phone bill		4.74			5310 430612	344	101000
17	09/01/18	9/18 phone bill		4.74			5410 430812	344	101000
18	09/01/18	9/18 phone bill		46.55			1000 460445	344	101000
19	09/01/18	9/18 phone bill		136.70			5310 430600	344	101000
20	09/01/18	9/18 phone bill		33.48			5210 430500	344	101000
21	09/01/18	9/18 phone bill		64.49			5210 430500	344	101000
22	09/01/18	9/18 phone bill		33.48			5210 430500	344	101000
180192	253118	00144 POSTMASTER		304.01					
1	09/24/18	9/18 UB Postage		101.34			5210 430570	310	101000
2	09/24/18	9/18 UB Postage		101.34			5310 430670	310	101000
3	09/24/18	9/18 UB Postage		101.33			5410 430870	310	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	
180193	00048 TOOLE COUNTY CLERK & RECORDER	53,065.53						
1	08/31/18 Animal Control-cell phone	43.55			1000 440600	344	101000	
2	08/31/18 City Judge & Sec-Wages	2,495.64			1000 410360	100	101000	
3	08/31/18 City Judge&Sec-Social Security	152.29			1000 410360	141	101000	
4	08/31/18 City Judge & Sec-Medicare	35.62			1000 410360	142	101000	
5	08/31/18 City Judge & Sec-PERS	213.88			1000 410360	143	101000	
6	08/31/18 City Judge&Sec-UnemploymentIns	6.44			1000 410360	145	101000	
7	08/31/18 City Judge & Sec-Worker's Comp	18.07			1000 410360	146	101000	
8	08/31/18 City Judge-Health Insurance	542.75			1000 410360	147	101000	
9	08/31/18 City Judge-Supplies	70.46			1000 410360	200	101000	
10	08/31/18 City Judge-Phone	21.68			1000 410360	344	101000	
11	08/31/18 City Judge-Travel & Education	125.00			1000 410360	370	101000	
12	08/31/18 Community Development-cell	52.18			1000 411050	344	101000	
14	08/31/18 Building-cell phone	26.48			1000 420500	344	101000	
15	08/31/18 Law Enforcement	34,370.00			1000 420000	300	101000	
16	08/31/18 Law Enforcement	4,910.00			5210 420100	300	101000	
17	08/31/18 Law Enforcement	4,910.00			5310 420100	300	101000	
18	08/31/18 Law Enforcement	4,910.00			5410 420100	300	101000	
19	08/31/18 Supt/Foreman/Shop On-call cell	32.64			1000 430200	344	101000	
20	08/31/18 Supt/Foreman/Shop On-call cell	32.64			5210 430500	344	101000	
21	08/31/18 Supt/Foreman/Shop On-call cell	32.64			5310 430600	344	101000	
22	08/31/18 Supt/Foreman/Shop On-call cell	32.64			5410 430830	344	101000	
23	08/31/18 Water Department-cell phone	30.93			5210 430500	344	101000	
180194	02389 WELLS FARGO VENDOR FIN SERV	127.70						
	Serial #6507270X							
1	68805492 09/19/18 9/18 Sharp MX-350 Copier-Sho	127.70		31714	1000 420500	200	101000	
180195	02368 OPTUM	12.75						
1	959989117 09/15/18 HSA Service Fee	3.18			1000 410550	300	101000	
2	959989117 09/15/18 HSA Service Fee	3.19			5210 430570	300	101000	
3	959989117 09/15/18 HSA Service Fee	3.19			5310 430670	300	101000	
4	959989117 09/15/18 HSA Service Fee	3.19			5410 430870	300	101000	
180196	00041 SHELBY PROMOTER	310.20						
1	1834012 08/22/18 2018 Assessments 8/22 & 8/29	63.45			1000 410550	300	101000	
2	1834012 08/22/18 2018 Assessments 8/22 & 8/29	63.45			5210 430570	300	101000	
3	1834012 08/22/18 2018 Assessments 8/22 & 8/29	63.45			5310 430670	300	101000	
4	1834012 08/22/18 2018 Assessments 8/22 & 8/29	63.45			5410 430870	300	101000	
5	1835016 08/29/18 FY 2018-2019 Budget Hearing	14.10			1000 410550	300	101000	
6	1835016 08/29/18 FY 2018-2019 Budget Hearing	14.10			5210 430570	300	101000	
7	1835016 08/29/18 FY 2018-2019 Budget Hearing	14.10			5310 430670	300	101000	
8	1835016 08/29/18 FY 2018-2019 Budget Hearing	14.10			5410 430870	300	101000	

09/27/18  
10:51:14

CITY OF SHELBY  
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Report ID: AP100

\* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
180197		00113 DNRC	30.00					
		Shelby Chamber of Commerce - Township 32N Range 2W Section 36 Legal Description All						
1	SULS190028	09/04/18 LUL-8451 Annual Lease	30.00			1000 411201	300	101000
180198		00041 SHELBY PROMOTER	167.32					
1	JT 24192	08/28/18 TBID-Brochure Design	167.32			7199 212500		101000
180199		02045 NAPA AUTO PARTS	41.72					
1	98618	08/01/18 RFD-Blow Motor	104.19		31432	1000 420401	200	101000
2	98640	08/01/18 RFD-Gloves	14.37		31432	1000 420401	200	101000
3	98662	08/02/18 RFD-CREDIT-Blow Motor	-85.33		31432	1000 420401	200	101000
4	100080	08/24/18 RFD-Outlet	8.49		31432	1000 420401	200	101000
180200		00047 BEN TAYLOR INC	726.86					
1	178205	08/01/18 CFD-Propane	19.20		31433	1000 420400	230	101000
2	178113	08/01/18 CFD-Paint	19.48		31433	1000 420400	200	101000
3	179090	08/09/18 CFD-Pipe/Tape	6.77		31433	1000 420400	200	101000
4	180521	08/25/18 RFD-Staples/Staple Gun	25.78		31433	1000 420401	200	101000
5	14162	08/28/18 RFD-8/18 Fuel	655.63		31433	1000 420401	230	101000
180201		01669 U.S. BANK	300.00					
		General Obligation Bonds, Series 2016 (Fire Hall)						
1	5103171	09/06/18 Paying Agent/Regist/Trsfr Agn	300.00			1000 420400	300	101000
180202		01125 MT DEQ/PERMITTING & COMPLIANCE	2,564.00					
		PWS ID#: MT0000328						
1	5I1900801	09/09/18 2019 Community Connection F	2,564.00			5210 430500	300	101000
180203		00512 MT DEPARTMENT OF ADMINISTRATION	170.00					
1	7584	09/07/18 Late AFR Filing Fee	42.50			1000 410550	300	101000
2	7584	09/07/18 Late AFR Filing Fee	42.50			5210 430570	300	101000
3	7584	09/07/18 Late AFR Filing Fee	42.50			5310 430670	300	101000
4	7584	09/07/18 Late AFR Filing Fee	42.50			5410 430870	300	101000
180204		01988 FIELDSTONE OFFICE SUPPLY	880.10					
1	120765	09/14/18 Supply Order	161.05		31616	1000 410550	200	101000
2	120765	09/14/18 Supply Order	161.05		31616	5210 430570	200	101000
3	120765	09/14/18 Supply Order	161.05		31616	5310 430670	200	101000
4	120765	09/14/18 Supply Order	161.05		31616	5410 430870	200	101000
5	120765	09/14/18 Supply Order	161.05		31616	1000 411050	200	101000
6	120776	09/18/18 Printer Ink/Highlighters	61.35		31556	1000 460442	200	101000
7	120644	08/15/18 Folders	13.50		31696	5410 430840	200	101000

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180205	-98724E	01552 HOME DEPOT		239.91					
1	251636	09/06/18 (3)4' LED Vaportite Lights		239.91		31005	5310 430600	200	101000
180206	-98723E	01593 I-STATE TRUCK CENTER		189.09					
1	C252118056	09/06/18 Tank-Surge, Plastic, M2		189.09		31006	5410 430830	200	101000
180207		02300 ADVANCED LITHO PRINTING LLC		1,675.00					
1	75057	08/31/18 TBID-Shelby Brochures		1,675.00			7199 212500		101000
180208	-98722E	01994 BEST BUY		724.98					
1	8055611194	09/04/18 Microsoft Surface/Keyboard		181.24*		31617	1000 410100	200	101000
2	8055611194	09/04/18 Microsoft Surface/Keyboard		181.24*		31617	5210 430511	200	101000
3	8055611194	09/04/18 Microsoft Surface/Keyboard		181.25*		31617	5310 430611	200	101000
4	8055611194	09/04/18 Microsoft Surface/Keyboard		181.25*		31617	5410 430811	200	101000
180209	-98721E	01994 BEST BUY		1,449.96					
1	8055609643	09/04/18 (2) Surface/Keyboard/Pen		362.49*		31618	1000 410100	200	101000
2	8055609643	09/04/18 (2) Surface/Keyboard/Pen		362.49*		31618	5210 430511	200	101000
3	8055609643	09/04/18 (2) Surface/Keyboard/Pen		362.49*		31618	5310 430611	200	101000
4	8055609643	09/04/18 (2) Surface/Keyboard/Pen		362.49*		31618	5410 430811	200	101000
180210		00047 BEN TAYLOR INC		5,089.21					
1	13938	08/28/18 8/18 Fuel		199.28		31705	2500 430200	230	101000
2	13938	08/28/18 8/18 Fuel		30.26		31705	2500 430200	230	101000
3	13938	08/28/18 8/18 Fuel		726.40		31705	5410 430830	230	101000
4	13938	08/28/18 8/18 Fuel		375.12		31705	5210 430500	230	101000
5	13938	08/28/18 8/18 Fuel		96.95		31705	5310 430600	230	101000
6	13938	08/28/18 8/18 Fuel		206.81		31705	5310 430600	230	101000
7	13938	08/28/18 8/18 Fuel		99.75		31705	5310 430600	230	101000
8	13938	08/28/18 8/18 Fuel		254.02		31705	5210 430500	230	101000
9	13938	08/28/18 8/18 Fuel		726.27		31705	5210 430500	230	101000
10	13938	08/28/18 8/18 Fuel		84.57		31705	1000 460430	230	101000
11	13938	08/28/18 8/18 Fuel		172.90		31705	1000 460430	230	101000
12	13938	08/28/18 8/18 Fuel		145.28		31705	5310 430600	230	101000
13	13938	08/28/18 8/18 Fuel		141.22		31705	1000 460430	230	101000
14	13938	08/28/18 8/18 Fuel		42.27		31705	1000 460430	230	101000
15	13938	08/28/18 8/18 Fuel		83.56		31705	1000 460430	230	101000
16	13938	08/28/18 8/18 Fuel		247.00		31705	5310 430600	230	101000
17	13938	08/28/18 8/18 Fuel		87.93		31705	1000 420500	230	101000
18	13938	08/28/18 8/18 Fuel		99.94		31705	5410 430830	230	101000
19	13938	08/28/18 8/18 Fuel		249.59		31705	5210 430500	230	101000
20	13938	08/28/18 8/18 Fuel		104.55		31705	1000 440600	230	101000
21	13938	08/28/18 8/18 Fuel		131.93		31705	5410 430840	230	101000
22	13938	08/28/18 8/18 Fuel		126.85		31705	5210 430500	230	101000

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Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
23	178976 08/09/18 Clr Flex Shot	15.99		31706	1000 460439	200	101000		
24	178001 08/01/18 Proof Chain 3/16	11.16		31706	1000 460465	369	101000		
25	178906 08/08/18 LED Bug B	25.98		31706	1000 460437	200	101000		
26	178139 08/01/18 Reb Ty W	11.99		31706	1000 430200	200	101000		
27	180191 08/22/18 Coupler 2"	20.40		31706	1000 430200	200	101000		
28	180658 08/27/18 Spray/Broom/Boxed Rags	24.97		31706	5210 430500	200	101000		
29	180722 08/28/18 PVC El/PVC Pipe	3.24		31706	5210 430500	200	101000		
30	178904 08/08/18 Nipple/Adapter	33.80		31706	5210 430500	200	101000		
31	180199 08/22/18 Grd Wh/Poultry Sta	11.38		31706	1000 460430	200	101000		
32	652096 08/16/18 Cable Ties	5.99		31706	1000 460430	200	101000		
33	179487 08/14/18 Bushing/Coupling	3.28		31706	1000 460430	200	101000		
34	178940 08/08/18 Weed/Grass Ki	24.99		31706	1000 460430	200	101000		
35	178070 08/01/18 Screws/Bushing	34.40		31706	1000 460445	200	101000		
36	178060 08/01/18 Fitting/PVC Pipe	8.89		31706	1000 460445	200	101000		
37	178065 08/01/18 PVC Slip	13.99		31707	1000 460445	200	101000		
38	180073 08/20/18 Thin Set Mo 50lb	16.99		31707	1000 460445	200	101000		
39	180650 08/27/18 Connectors/Crimp/Clamp/Wire	70.00		31707	5310 430600	200	101000		
40	180702 08/27/18 Wire Nuts/Flat Cover/Box	7.09		31707	5310 430600	200	101000		
41	180730 08/28/18 Circuit Breaker	23.97		31707	5310 430600	200	101000		
42	180733 08/28/18 Flat Cover/LED Light/Clamp	100.27		31707	5310 430600	200	101000		
43	178781 08/07/18 Cover/Tray Liner/Paint/Brush	65.51		31707	1000 460438	200	101000		
44	178036 08/01/18 Hamm Bit	4.99		31707	1000 430200	200	101000		
45	178036 08/01/18 Hamm Bit	5.00		31707	5210 430500	200	101000		
46	178036 08/01/18 Hamm Bit	5.00		31707	5310 430600	200	101000		
47	178036 08/01/18 Hamm Bit	5.00		31707	5410 430840	200	101000		
48	180218 08/22/18 Wire Stl Mig	5.23		31707	1000 430200	200	101000		
49	180218 08/22/18 Wire Stl Mig	5.22		31707	5210 430500	200	101000		
50	180218 08/22/18 Wire Stl Mig	5.22		31707	5310 430600	200	101000		
51	180218 08/22/18 Wire Stl Mig	5.22		31707	5410 430840	200	101000		
52	652137 08/17/18 Flashlight/Battery	6.62		31707	1000 430200	200	101000		
53	652137 08/17/18 Flashlight/Battery	6.62		31707	5210 430500	200	101000		
54	652137 08/17/18 Flashlight/Battery	6.62		31707	5310 430600	200	101000		
55	652137 08/17/18 Flashlight/Battery	6.62		31707	5410 430840	200	101000		
56	180682 08/27/18 Hose Clamp/Keys	3.14		31707	1000 430200	200	101000		
57	180682 08/27/18 Hose Clamp/Keys	3.14		31707	5210 430500	200	101000		
58	180682 08/27/18 Hose Clamp/Keys	3.14		31707	5310 430600	200	101000		
59	180682 08/27/18 Hose Clamp/Keys	3.14		31707	5410 430840	200	101000		
60	652083 08/16/18 Sharpie/Tape Measure	4.68		31707	1000 430200	200	101000		
61	652083 08/16/18 Sharpie/Tape Measure	4.70		31707	5210 430500	200	101000		
62	652083 08/16/18 Sharpie/Tape Measure	4.70		31707	5310 430600	200	101000		
63	652083 08/16/18 Sharpie/Tape Measure	4.70		31707	5410 430840	200	101000		
64	179480 08/14/18 Hamm Bit	4.99		31707	1000 430200	200	101000		
65	179480 08/14/18 Hamm Bit	5.00		31707	5210 430500	200	101000		
66	179480 08/14/18 Hamm Bit	5.00		31707	5310 430600	200	101000		
67	179480 08/14/18 Hamm Bit	5.00		31707	5410 430840	200	101000		

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68	178754	08/06/18 Sandpaper		0.94		31707	1000 430200	200	101000
69	178754	08/06/18 Sandpaper		0.95		31707	5210 430500	200	101000
70	178754	08/06/18 Sandpaper		0.95		31707	5310 430600	200	101000
71	178754	08/06/18 Sandpaper		0.95		31707	5410 430840	200	101000
180211		02069 NATIONAL LAUNDRY CO		29.32					
1	17572	09/05/18 Red Shop Towels		7.33		31704	1000 430200	300	101000
2	17572	09/05/18 Red Shop Towels		7.33		31704	5210 430500	300	101000
3	17572	09/05/18 Red Shop Towels		7.33		31704	5310 430600	300	101000
4	17572	09/05/18 Red Shop Towels		7.33		31704	5410 430840	300	101000
180212	-98720E	01593 I-STATE TRUCK CENTER		295.97					
1	C252117911	08/30/18 Tube, Air/Freight		295.97		31703	5410 430830	200	101000
180213	-98719E	02426 EREPLACEMENTPARTS.COM		165.49					
1	10832193	09/11/18 (2)Cables		165.49		31701	1000 460442	200	101000
180214		00977 FOUR CORNERS SUPPLY INC		8.65					
1	89538	08/31/18 2 1/2" x 2" Bushing		8.65		31700	1000 460445	200	101000
180215		01657 UNITED MATERIALS OF GREAT FALLS		922.50					
1	131469	09/05/18 15 Ton Hot Mix		922.50		31699	2500 430200	200	101000
180216		01968 ZOMER TRUCK COMPANY		159.18					
1	S26578	08/13/18 Repair 89 IHC Transfer Truck		159.18		31698	5410 430830	300	101000
180217		00027 MARKS TIRE & ALIGNMENT		701.50					
1	53866	08/01/18 Dismount/Mount		60.00		31695	5210 430500	369	101000
2	53962	08/08/18 Dismount/Mount/Oring		83.50		31695	1000 430200	369	101000
3	54103	08/16/18 Power King Tire/Oring		558.00		31695	1000 430200	200	101000
180218		00016 GENERAL DISTRIBUTING CO		55.00					
1	673710	08/31/18 5 Yr Lease-Oxygen Size S		13.75		31694	1000 430200	300	101000
2	673710	08/31/18 5 Yr Lease-Oxygen Size S		13.75		31694	5210 430500	300	101000
3	673710	08/31/18 5 Yr Lease-Oxygen Size S		13.75		31694	5310 430600	300	101000
4	673710	08/31/18 5 Yr Lease-Oxygen Size S		13.75		31694	5410 430840	300	101000
180219		01620 KADRMAS, LEE & JACKSON INC.		4,998.88					
1	10105367	09/10/18 Humic Water Main Extension		4,998.88			5210 430501	950 2284	101000

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180220		01620 KADRMAS, LEE & JACKSON INC.		24,772.90					
1	10105506	09/13/18 WW Treatment Design		24,022.90			5310 430601	950 2282	101000
2	10105745	09/18/18 WW Treatment Design		750.00			5310 430601	950 2282	101000
180221		01620 KADRMAS, LEE & JACKSON INC.		3,484.31					
1	10105165	09/06/18 Storm Water-Construction Adm		3,484.31			5720 430246	950 2283	101000
2	10105165	09/06/18 Storm Water-RPR		750.00			5720 430246	950 2283	101000
3	10105744	09/18/18 Storm Water-RPR-Lodging-Apt		-750.00			5720 430246	950 2283	101000
180222		01620 KADRMAS, LEE & JACKSON INC.		1,780.03					
1	10105368	09/10/18 Rail Safety-Project Initiati		457.79			1000 470120	790	101000
2	1015368	09/10/18 Rail Safety-Prelim/FinalDesig		1,322.24			1000 470120	790	101000
180223		00676 UTILITY SPECIALTIES INC		490.00					
		SN# 805100307							
1	6906	08/05/18 Magna Trak 102 Locator w/Case		490.00		31702	5210 430500	200	101000
180224	25312S	01125 MT DEQ/PERMITTING & COMPLIANCE		100.00					
		Shelby Rail Park Major Subdivision Phase 1							
1	09/25/18	Municipal Facilities Exclusion		100.00			1000 420500	300	101000
180225	-98718E	01552 HOME DEPOT		308.80					
1	1010259	09/24/18 Plywood/Deckover/Tray/Liner		308.80		31007	2936 460463	200	101000
180226		01438 BARRY DAMSCHEN CONSULTING LLC		2,025.00					
1	2 09/20/18	4/18-6/18 Consult & Monitor		2,025.00			5410 430840	350	101000
180227		01866 SHELBY PAINT AND HARDWARE		329.42					
1	63957	08/22/18 Vac Bags		1.24		31715	1000 430200	200	101000
2	63957	08/22/18 Vac Bags		1.25		31715	5210 430500	200	101000
3	63957	08/22/18 Vac Bags		1.25		31715	5310 430600	200	101000
4	63957	08/22/18 Vac Bags		1.25		31715	5410 430840	200	101000
5	63778	08/21/18 Wire Splice		4.49		31715	5410 430840	200	101000
6	63974	08/25/18 Bags		7.98		31715	5210 430500	200	101000
7	63984	08/28/18 Fiskar		27.99		31715	1000 460439	200	101000
8	63927	09/04/18 Lath		3.99		31715	1000 460439	200	101000
9	63796	09/06/18 RV Antifreeze		45.00		31715	5210 430500	200	101000
10	63845	09/17/18 Shop Vac/Sump Pump		234.98		31715	1000 460445	200	101000

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180228		01862 KENCO SECURITY AND TECHNOLOGY	90.00					
1	1497108	09/13/18 Troubleshoot Panel	90.00		31713	5410 430840	369	101000
180229		00025 HILINE REDI-MIX LLC	110.00					
1	W010750	09/20/18 Checked Fault Codes Garbage T	110.00		31712	5410 430840	369	101000
180230		00119 SHELBY VOLUNTEER FIRE DEPT	22,030.00					
		Approved at 2/5/18 Council Meeting						
1	1	09/24/18 Air Pack Purchase Payment #1	22,030.00			1000 420400	900	101000
180231		02097 FASTENAL COMPANY	119.60					
1	195739	09/25/18 Gloves/Glasses	29.90		31708	1000 430200	260	101000
2	195739	09/25/18 Gloves/Glasses	29.90		31708	5210 430500	260	101000
3	195739	09/25/18 Gloves/Glasses	29.90		31708	5310 430600	260	101000
4	195739	09/25/18 Gloves/Glasses	29.90		31708	5410 430830	260	101000
180232		00088 CARQUEST AUTO PARTS	60.33					
1	2567284814	08/28/18 Squeegee	4.99		31717	5410 430840	200	101000
2	2567285527	09/13/18 Fuel Hose	1.59		31717	1000 430200	200	101000
3	2567285527	09/13/18 Fuel Hose	1.59		31717	5210 430500	200	101000
4	2567285527	09/13/18 Fuel Hose	1.59		31717	5310 430600	200	101000
5	2567285527	09/13/18 Fuel Hose	1.59		31717	5410 430840	200	101000
6	2567285527	09/13/18 GM 56MM 4G089-003	29.99		31717	5210 430500	200	101000
7	2567285575	09/14/18 Antifreeze	18.99		31717	5210 430500	200	101000
180233		02012 SHOPKO	56.32					
1	6553	09/24/18 Bleach/Batteries/Swiffer	56.32		31558	1000 460442	200	101000
180234	-98717E	02109 PAYPAL	9.99					
1		09/25/18 Thule Rack Attachment Kit	9.99		31008	1000 420500	200	101000
180235	-98716E	01998 DISCOUNT MUGS	347.00					
1		09/26/18 200 Tote Bags	347.00			1000 480100	200	101000
180236	-98715E	01752 NORTHTOWN DRUG	19.08					
1	5310	09/25/18 UPS Shipping Charges	19.08		31711	5210 430500	300	101000
180237		02045 NAPA AUTO PARTS	910.09					
1	100190	08/27/18 Battery	310.11		31718	5410 430830	200	101000
2	101814	09/26/18 Shop Towels	25.98		31718	5210 430500	200	101000
3	101137	09/13/18 Battery	206.74		31718	1000 430200	200	101000
4	101717	09/24/18 Filter	11.92		31718	1000 430200	200	101000
5	101091	09/12/18 JB Weld	7.64		31718	5410 430830	200	101000
6	101033	09/12/18 Filters	7.90		31718	1000 430200	200	101000

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7	101033	09/12/18	Filters	7.89		31718	5210 430500	200	101000	
8	101033	09/12/18	Filters	7.89		31718	5310 430600	200	101000	
9	101033	09/12/18	Filters	7.89		31718	5410 430840	200	101000	
10	101105	09/12/18	Coolant	49.50		31718	5410 430830	200	101000	
11	99951	08/22/18	Fab/Loom-Split Pol	20.86		31718	1000 430200	200	101000	
12	99951	08/22/18	Fab/Loom-Split Pol	20.88		31718	5210 430500	200	101000	
13	99951	08/22/18	Fab/Loom-Split Pol	20.88		31718	5310 430600	200	101000	
14	99951	08/22/18	Fab/Loom-Split Pol	20.88		31718	5410 430840	200	101000	
15	100186	08/27/18	Adapter/Fitting	0.58		31718	1000 430200	200	101000	
16	100186	08/27/18	Adapter/Fitting	0.60		31718	5210 430500	200	101000	
17	100186	08/27/18	Adapter/Fitting	0.60		31718	5310 430600	200	101000	
18	100186	08/27/18	Adapter/Fitting	0.60		31718	5410 430840	200	101000	
19	100280	08/29/18	Floor Dri/Filters	16.15		31718	1000 430200	200	101000	
20	100280	08/29/18	Floor Dri/Filters	16.16		31718	5210 430500	200	101000	
21	100280	08/29/18	Floor Dri/Filters	16.16		31718	5310 430600	200	101000	
22	100280	08/29/18	Floor Dri/Filters	16.16		31718	5410 430840	200	101000	
23	100291	08/29/18	Stoplight Bulb	1.00		31718	5210 430500	200	101000	
24	100267	08/28/18	8M2TXReel/8G-8MP/8G-8FJX	46.01		31718	5410 430830	200	101000	
25	100239	08/28/18	Shop Towels/Cleaner	4.98		31718	5410 430830	200	101000	
26	101326	09/17/18	Air Hose	59.15		31718	5410 430840	200	101000	
27	101560	09/20/18	Shop Towels/Cleaner	4.98		31718	5410 430830	200	101000	
180238		00001	DEPARTMENT OF REVENUE	268.17						
1	09/27/18	Accom Tax Shel-oolle Campground		268.17			7110 212500		101000	
180239		00001	DEPARTMENT OF REVENUE	14.08						
1	09/27/18	Accom Tax Williamson Park		14.08			7110 212500		101000	
180240	-98714E	00144	POSTMASTER	50.00						
1	020 09/26/18	Roll of Stamps		50.00			1000 411050	300	101000	
180241		00039	PETTY CASHIER	40.00						
1	2790 09/18/18	TC C&R 9/18 Legal Filings		10.00			1000 410550	300	101000	
2	2790 09/18/18	TC C&R 9/18 Legal Filings		10.00			5210 430570	300	101000	
3	2790 09/18/18	TC C&R 9/18 Legal Filings		10.00			5310 430670	300	101000	
4	2790 09/18/18	TC C&R 9/18 Legal Filings		10.00			5410 430870	300	101000	
180242		01805	SYSTEMS	105.00						
1	31819 09/24/18	Enabled SMB2 on Computers		26.25			1000 410550	300	101000	
2	31819 09/24/18	Enabled SMB2 on Computers		26.25			5210 430570	300	101000	
3	31819 09/24/18	Enabled SMB2 on Computers		26.25			5310 430670	300	101000	
4	31819 09/24/18	Enabled SMB2 on Computers		26.25			5410 430870	300	101000	
# of Claims				65	Total:	156,573.84				
Total Electronic Claims				5,536.87	Total Non-Electronic Claims		151036.97			

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page

09/27/18  
10:51:20

CITY OF SHELBY  
Claims on Hold  
For the Accounting Period: 9/18

Page: 13 of 14  
Report ID: AP100

\* ... Over spent expenditure

Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** 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
*** Claim from another period ( 4/18) ****									
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
*** Claim from another period ( 5/18) ****									
170837		01620 KADRMAS, LEE & JACKSON INC.		6,345.97					
1	10099826	05/09/18 Rail Safety-Project Initiati		54.66			1000 470120	790	101000
2	10099826	05/09/18 Rail Safety-Prelim/FinalDesi		6,291.31			1000 470120	790	101000
*** Claim from another period ( 6/18) ****									
170922		01620 KADRMAS, LEE & JACKSON INC.		5,162.76					
1	10101218	06/11/18 Rail Safety-Project Initiati		1,404.51			1000 470120	790	101000
2	10101218	06/11/18 Rail Safety-Prelim/FinalDesi		3,758.25			1000 470120	790	101000
*** Claim from another period ( 7/18) ****									
180038		01620 KADRMAS, LEE & JACKSON INC.		1,591.85					
1	10102477	07/05/18 Rail Safety-Project Initiati		774.69			1000 470120	790	101000
2	10102477	07/05/18 Rail Safety-Prelim/FinalDesi		817.16			1000 470120	790	101000
*** Claim from another period ( 8/18) ****									
180132		01620 KADRMAS, LEE & JACKSON INC.		1,108.87					
1	10103967	08/09/18 Rail Safety-Project Initiati		803.91			1000 470120	790	101000
2	10103967	08/09/18 Rail Safety-Prelim/FinalDesi		304.96			1000 470120	790	101000
180222		01620 KADRMAS, LEE & JACKSON INC.		1,780.03					
1	10105368	09/10/18 Rail Safety-Project Initiati		457.79			1000 470120	790	101000
2	1015368	09/10/18 Rail Safety-Prelim/FinalDesig		1,322.24			1000 470120	790	101000
			# of Claims	65	Total:	46,799.88			



## Building Inspector Report September 2018

9/27/2018

Permit	Date	Zone	Name	Addition	Block	Lot	Address	Permit For	Evaluation	FEE	
4372	9/10/2018	MDR	Donna Larson	Sullivans 1st	29	6&7	217 E Cascade Ave	demo outbuilding & shed	-	-	
									\$ -	\$ -	
<b>1 Permits issued this Month</b>									<b>Job Evaluation Totals</b>		<b>TOTALS</b>

<b>FISCAL YTD TOTALS</b>	
Number of Permits	8
Permit Fees	\$ 14,489.00
Total Job Values	\$ 347,000.00

## MINUTES OF THE PARK & RECREATION COMMITTEE

Held at Shelby City Hall

September 24, 2018

In attendance: Gary McDermott, Loren Skartved, Luke Casey, Lyle Kimmet, Eric Tokerud and Lorette Carter reporting.

**Minutes:** The minutes of the August 28, 2018 were included for review.

### City Superintendent Report:

- **Swimming Pool/Splash Park:** The Splash Park has closed and staff are dismantling the play components for winter storage and blowing out the water lines. The crew has started work on assembling the play structure and will work on it in the coming weeks. The LWCF grant for gutter replacement will be issued in February 2019 for early spring work.
- **Civic Center:** Judy has sent a list of maintenance issues; upcoming events; and her schedule. Lorette will post on Facebook the days Judy is out of the office as people using the facility will need to use their fobs on those days. She will also include events taking place at the Civic Center in the coming weeks. Lyle and Loren will coordinate a schedule for refinishing the gym floor in November or December.
- **Middle School:** Loren has been in contact with Shannon McAllister. Plans include the installation of the heater in the gym this week. The gym has been reserved for two winter archery shoots in January.
- **City Parks:** Three trees and the "Welcome to Shelby" sign have been removed from Mary Allison Park in anticipation of the storm water project. The trees were planted in the corner garden of the East End Car Wash.
- **Flower watering:** Loren noted the watering truck will be serviced for winter this week. He will have the crew water the flowers and trees thoroughly before this. Lorette has sent the volunteer waterers each a one month pass to the Civic Center. The Shelby Merchant Association also voted to give each volunteer \$50.00 in Shelby Bucks.
- **Champions Park:** Loren has been working with the Forde Nursery on trees that didn't survive the first year in Champions Park. He noted the following dead trees: (4) Lanceleaf Poplar; (2) Greenspire Linden; and (6) Autumn Blaze Maple trees. He hopes to get them replaced in the spring of 2019. These trees will most likely be put in other parks and public areas as Champions Park trees are crowded. Loren will have his crew install the (4) history signs when they are completing the concrete work on the man holes in the coming weeks.
- **Roadrunner Recreation Trail:** Loren noted the picnic area has been completed on the trail. Lorette will complete the grant reporting and reimbursement process.
- **Main Street care:** Loren reported Main Street will be swept every other week and hosed down monthly beginning in the spring.

## Tree Board:

- **Fall tree pruning workshop:** Lorette reported 15 persons attended the workshop with Toole County Extension Agent, Kim Woodring. The group looked at the trees in Champions Park and Motel 6. The Master Gardeners offered to assist the City in projects such as Champions Park tree care.
- **Staff training:** Lorette has set up a tree pruning workshop for area parks people. She also contacted MRE who are sending 4 to the training. The utility company has to do a lot of tree pruning in their work. The workshop will take place Wednesday, October 3<sup>rd</sup> from 8:30am to 12:00. The group will meet at the Shelby Fire Hall.
- **Tree City USA and Growth Award:** Lorette has submitted the application for consideration of the City of Shelby as a Tree City USA community and the Growth Award. These distinctions are recognized by the Arbor Day Foundation and help us in our applications for Arbor Day funding and Urban Forestry Program Development Grant awards.
- **Urban Forestry Program Development Grant:** Lorette has begun work on the forestry grant which is due in November. The city will request funds for new tree purchases as well as transferring trees from the Wild Turkey Tree Farm to public areas within Shelby.
- **City Hall tree removal:** The three pine trees were removed from City Hall. The City will include new tree purchases in the Urban Forestry Program Development Grant application for City Hall.

## Old Business:

- **Trinity Dance Company:** Brittney Parker has decided to not offer dance classes until after her child is born.
- **Shelby Market & Music:** The market wraps up this week with the last market on September 27<sup>th</sup>.
- **Aronow Park Horseshoe Pits:** Eric Tokerud visited with Teagan Tustian on the progress of his Eagle Scout project ~ the horseshoe pits. His fall has been very busy and he has decided to work on it this spring. The City has delivered the sand for the pits.

## Open Forum

- Discussion was held on offering pay for Civic Center exercise class instructors. Suggestions included inquiring about streaming aerobic classes through larger fitness centers; seeing if Shelby Schools had personnel to offer adult education classes in fitness; and paying instructors. These ideas are all dependent on financial review.
- Lorette will write an article for the Shelby Promoter encouraging businesses to take advantage of the corporate rate for recreation passes for employees.
- Committee members also asked about increasing the size of the Parks & Rec Committee to include representation from groups such as the Shelby Swim Team, Shelby Baseball Association and Youth Basketball Program. Mayor McDermott and Council Chair Kimmet will work on this.

Submitted by Lorette Carter

## **City of Shelby Business Recreation Pass Program**

*Lorette Carter*

The rising cost of health insurance has many companies investing in wellness programs for their employees. These programs can and do have a positive impact on health insurance premiums. Here in Shelby and Toole County we are very fortunate area businesses have the opportunity to offer health and wellness opportunities through the City of Shelby Business Recreation Program.

For just \$100.00 per month, businesses, agencies and organizations are able to provide their employees and families the opportunity to access the Shelby Civic Center for half price. This means a family would only pay \$22.50 per month for use of the Civic Center. Individuals also receive a reduced rate of \$20.00 for Civic Center use.

The City of Shelby encourages area businesses to consider participating in the Recreation Pass Program. Government, offices, retail businesses and churches have taken advantage of this opportunity and we hope others will too. The Civic Center is a wonderful facility that offers great amenities... fitness rooms including treadmills and stair steppers, elliptical machines and recumbent bikes; spinning bikes; free weights and weight machines; racquetball; basketball; and a teen room with pool table, ping pong, foosball and video gaming.

This is a great way to make a commitment to your staff members in providing great recreation and wellness opportunities as well as have a positive impact on your insurance premiums. Please call Shelby City Hall at 434-5222 to sign up and receive details on the program.

RETURN TO: City of Shelby  
112 1<sup>st</sup> St S  
Shelby MT 59474

### RESOLUTION NO. 1989

A RESOLUTION TO PLACE A LIEN UPON PROPERTY WITHIN THE MUNICIPAL LIMITS OF THE CITY OF SHELBY, ON WHICH THE CITY HAS REMOVED NOXIOUS WEEDS, BUT DESPITE DEMAND HAS NOT BEEN REIMBURSED FOR SAID WEED REMOVAL BY THE RESPECTIVE PROPERTY OWNERS

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

That the Toole County Treasurer shall place a lien upon and against the lots or parcels of land listed below and the Toole County Treasurer shall collect the amounts listed below in the same manner as other taxes; pursuant to Shelby Municipal Code 4-4-4.

<u>Legal Description</u>	<u>Owner Name/Property Address</u>	<u>Amount of Lien</u>
Tax ID #503959 Shelby Hts, B=67, L=19,20	Barry Beaudoin Ash Avenue	605.00
Tax ID #503261 Johnsons 1 <sup>st</sup> , B=44, L=E35' of 1&2	Joe Bonnaci 625 1 <sup>st</sup> S N, Shelby	522.50
Tax ID #503502 Nob Hill, B=53, L=2(E2)	Diane Hershey 511 5 <sup>th</sup> Ave S	539.00
Tax ID 503974 Shelby Heights, B=70, L=3&4	Melissa Jackson 711 Cedar Ave	506.00
Tax ID #503388 Johnsons 2 <sup>nd</sup> , B=17, L=16	Alex Johnson 101 9 <sup>th</sup> Ave S	506.00
Tax ID #504290 Toney, B=116, L=22-25	Walter Krutzfeld 214 Plum St	588.50
Tax ID #503823 Shelby 1 <sup>st</sup> , B=12, L=1	Pacific Land Holdings 341 Glacier Ave	764.50
Tax ID #503878 Shelby 1 <sup>st</sup> , B=12, L=2	Pacific Land Holdings Rosebud St	764.50
Tax ID #503909 Shelby 1 <sup>st</sup> , B=9, L=19&20	Rodney Robinson 444 Liberty Ave	341.00
Tax ID #503709 Rosedale, B=51, L=10,11,12(pt)	Schmart LLC Corner of 4 <sup>th</sup> St & 7 <sup>th</sup> Ave	555.50
Tax ID #504047 Shelby Hts, B=86, L=11-15	Marlin Schmidt 827 9 <sup>th</sup> St S	1,193.50
Tax ID #503788 Shelby 1 <sup>st</sup> , B=7, L=6(E2)	William & Donald Stratman 225 E Choteau St	291.50
Tax ID #503843 Shelby 1 <sup>st</sup> , B=17, L=6	Robert Wickum 204 Treasure Ave	814.00

<u>Legal Description</u>	<u>Owner Name/Property Address</u>	<u>Amount of Lien</u>
Tax ID #503808 Shelby 1 <sup>st</sup> , B=10, L=4-6	Timothy Woodward 445 Liberty Ave	423.50
<b>TOTAL LIENS</b>		<b>8,415.00</b>

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHELBY,  
MONTANA, AND APPROVED BY THE MAYOR THIS 1<sup>ST</sup> DAY OF OCTOBER, 2018.

\_\_\_\_\_  
GARY MCDERMOTT, Mayor

ATTEST:

\_\_\_\_\_  
JADE GOROSKI, Finance Officer

**huntlaw@3rivers.net**

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**From:** Jody Hellegaard <jody@ncmrwa.com>  
**Sent:** Wednesday, September 26, 2018 10:07 AM  
**To:** 'William E. Hunt, Jr.'  
**Cc:** 'Gary McDermott'; 'Gary McDermott'; 'Jade Goroski'  
**Subject:** RE: Pipeline agreement

Bill – thanks for your comments. I forwarded your email on to Steve Wade and Larry Bonderud.

Unrelated to the purchase but similar situation is the line south of Shelby owned by the Authority but utilized only by Shelby. We still need to finalize the Transmission Agreement and O&M agreement. Just a friendly reminder as the warranty period ends in December on that line.

Jody Hellegaard  
General Manager  
North Central Montana Regional Water Authority  
P.O. Box 2456  
Havre, MT 59501  
Office: (406) 945-4343

*Check out our website!*  
[www.rockyboynorthcentral.com](http://www.rockyboynorthcentral.com)

---

**From:** William E. Hunt, Jr. <huntlaw@3rivers.net>  
**Sent:** Tuesday, September 25, 2018 10:41 PM  
**To:** 'Jody Hellegaard' <jody@ncmrwa.com>  
**Cc:** 'Gary McDermott' <garym@3rivers.net>; 'Gary McDermott' <gary@shelbymt.com>; Jade Goroski <jade@shelbymt.com>  
**Subject:** Pipeline agreement

Jody-

I reviewed the pipeline agreement. I want to discuss further with Gary and Jade to get their thoughts on it.

I think we have an agreement in principle. However, there's some details we need to work out. As read it now, the agreement defines the pipeline and easements into one "property." Shelby would convey all of its right, title, and interest in the property to NCMRWA and give exclusive use of the property to NCMRWA.

NCMRWA's exclusive use of just the pipeline may be a problem because I think we're using it (or plan to use it) to provide water to the Port Authority customers. So, Shelby probably wants to carve out some use of it. But, I'm guessing that the BOR will want exclusive ownership and use because complete control seems to be a thing with governments. So we'll have to figure out a contractual work around.

The easements are also an issue. My guess is that the easements we currently have are non-exclusive meaning that other utilities / entities can use that ground as long as it doesn't interfere with the pipeline. The servient landowners could grant a second underground easement to the gas company and an overhead easement to the electrical company. Plus, just as a legal matter, if the servient landowners did grant the City non-exclusive easements, then Shelby can't convey exclusivity to NCMRWA. We can't convey what we don't have.

As a practical matter, there are other utilities that at least cross over or under the pipeline and may run alongside of it. Shelby has sanitary sewer, water, and storm drainage that looks like it crosses the pipeline. MRE also has electricity that runs overhead. And Shelby Gas is planning on running a gas line across 13<sup>th</sup> Street. Full disclosure- I'm a trustee of the Shelby Gas Association co-op.

Let me visit with Jade and Gary. I'll pin them down to discuss while we're in Butte for the League of Cities and Towns. I think this is probably fairly simple to fix. Big picture, I'll probably recommend a Buy-Sell with separate sections for the pipeline and easements. The pipeline would be conveyed by a Bill of Sale and the easements would be conveyed by a separate Assignment of Easements. Both the Bill of Sale and Assignment would be recorded.

Thanks,

Bill

William E. Hunt, Jr.  
Attorney at Law  
PO Box 569  
201 Main Street  
Shelby MT 59474  
(406) 434-3900  
Fax (866) 868-8943  
[huntlaw@3rivers.net](mailto:huntlaw@3rivers.net)

## PIPELINE SELL-PURCHASE AND ASSIGNMENT OF EASEMENTS AGREEMENT

This Pipeline Purchase Agreement (“Agreement”) is made and entered into this \_\_\_ day of \_\_\_\_\_, 2018, by and between the City of Shelby, Montana (“Seller”) and North Central Montana Regional Water Authority (“Buyer”).

### RECITALS

- A. Seller is the owner of a certain 16 inch water pipeline with a length of approximately 8,000 feet hereinafter called “Pipeline” and identified in Exhibit A attached to this Agreement.
- B. Seller is the owner of certain easements , rights of way, access, and/or rights of use associated with Pipeline hereinafter called “Easements” and identified in Schedule A attached to this Agreement
- C. Buyer owns and operates a drinking water pipeline system which supplies water to the North Central region of Montana.
- D. Buyer desires to purchase Pipeline and Easements and Seller wishes to sell Pipeline and Easements..

NOW, THEREFORE, in consideration of their mutual promises and other good and valuable consideration, the parties hereto agree as follows:

### AGREEMENT

1. Purchase Price. The purchase price for the Pipeline and Easements shall be paid by the Buyer to the Seller as follows:
  - 1.1 For the Pipeline, a payment of \_\_\_\_\_ **DOLLARS (\$ \_\_\_\_\_)** due within 5 business days of the execution of this Agreement.
  - 1.2
  - 1.3 For the Easements, a payment of \_\_\_\_\_ due within 5 business days of execution of this Agreement.
2. Notice. All notices hereunder shall be in writing and may be given by personal service or by mailing the same to the party to whom such is directed, at the parties’ address herein set forth, in either registered or certified United States Mail, with postage prepaid thereon, and said notice shall be deemed complete upon deposition thereof in any United States Post Office.

If to Seller:  
City of Shelby  
112 1st Street South  
Shelby, MT 59474

If to Buyer:  
North Central Montana Regional Water Authority  
P.O. Box 2456  
Havre, MT 59501

3. Representations and Warranties of Seller. Seller makes the following representations and warranties to Buyer, which representations and warranties shall be effective as of the execution of this Agreement.
  - 5.1 No litigation is pending and, to the best of Seller's knowledge, no litigation or administrative actions are proposed, threatened or anticipated with respect to any matter affecting the Pipeline and Easements. If Seller learns of any litigation or administrative action proposed, threatened or instituted with respect to the Property prior to Closing, Seller shall promptly deliver notice thereof to Buyer.
  - 5.2 To the best of Seller's knowledge, Pipeline and Easements are currently in full and complete compliance with all governmental laws, ordinances, orders, rules and regulations applicable to the Property.
  - 5.3 Seller has the full power and authority to enter into this Agreement and to convey the Property.
4. Possession and Use. The Purchaser shall be given sole and exclusive possession and use of the Pipeline on the date of Closing.
5. Risk of Loss. Risk of loss of the Property shall remain with the Seller until 5:00 p.m. local time on the date of the execution of this Agreement
9. All Seller's Rights Transferred. Seller shall transfer all of its rights or interests in the Property including any easements, rights of way, rights of use, access, and/or any other interest in the Property including any, fixtures, and/or appurtenances to the pipeline to the Buyer.
10. Transfer of Title. Seller shall convey the Property to Purchaser by via a lawful document showing title transferring to the Seller. If the Property consists of any real property, it shall be conveyed via warranty deed which shall be free and clear from all liens and encumbrances except those disclosed therein.
11. Buyer's General Indemnity. Buyer shall indemnify Seller and hold Seller harmless against all claims, demands, damages, costs and expenses, including attorneys' fees for defending claims and demands, to the extent they arise from any breach on Buyer's part of any terms or

conditions of this Agreement, or from any act or omission constituting negligence or willful misconduct of Buyer, its agents, contractors, employees or invitees in or about the Property. In case of any action or proceeding brought against Seller by reason of such claim, Buyer, on notice from Seller, shall defend the action or proceeding by counsel acceptable to Seller. The rights of the Seller arising from the General Indemnity provided in this Section shall be in addition to any other rights or remedies that the Seller may have under the law in the event of breach of this Agreement or negligent or willful misconduct or omission of Buyer.

12. Seller's General Indemnity. Seller shall indemnify Buyer and hold Buyer harmless against all claims, demands, damages, costs and expenses, including attorneys' fees for defending claims and demands, to the extent they arise from any breach on Seller's part of any terms or conditions of this Agreement, or from any act or omission constituting negligence or willful misconduct of Seller, its agents, contractors, employees or invitees in or about the Property. In case of any action or proceeding brought against Buyer by reason of such claim, Seller, on notice from Buyer, shall defend the action or proceeding by counsel acceptable to Buyer. The rights of the Buyer arising from the General Indemnity provided in this Section shall be in addition to any other rights or remedies that the Buyer may have under the law in the event of breach of this Agreement or negligent or willful misconduct or omission of Seller.
13. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Montana. Venue for any litigation arising from this Agreement shall only be proper in the Montana District Court for Hill County.
14. Entire Agreement. This Agreement contains the entire agreement of the Parties and supersedes all prior communications, representations or agreements between the parties, whether verbal or written.
15. Modifications. No modification, amendment, extension, renewal, rescission, termination or waiver of any of the provisions contained herein, or any future representation, promise or condition in connection with the subject matter hereof, shall be binding upon either party unless in writing and signed by a duly authorized representative on its behalf.
16. Counterparts. This Agreement may be signed in any number of counterparts, each of which is an original and all of which taken together constitute on and the same agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first set forth above to be effective as of the date below.

SELLER:

City of Shelby, Montana

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
: ss.  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 2018, before me, a Notary Public for the State of Montana, personally appeared \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_, SELLER. Known to me or satisfactorily proven to be the person(s) who executed the within instrument, and acknowledged that they executed the same.

In witness whereof, I have hereunto set my hand and affixed my notarial seal on the day and year first above written.

(Notarial Seal) Notary Signature: \_\_\_\_\_  
Notary Name: \_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My commission expires: \_\_\_\_\_, 20\_\_\_\_

BUYER:

NORTH CENTRAL MONTANA REGIONAL  
WATER AUTHORITY

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF MONTANA )  
: ss.  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 2018, before me, a Notary Public for the State of Montana, personally appeared \_\_\_\_\_, the \_\_\_\_\_ of North Central Montana Regional Water Authority, BUYER. Known to me or satisfactorily proven to be the person(s) who executed the within instrument, and acknowledged that they executed the same.

In witness whereof, I have hereunto set my hand and affixed my notarial seal on the day and year first above written.

Notary Signature: \_\_\_\_\_

(Notarial Seal)

Notary Name: \_\_\_\_\_  
Notary Public for the State of Montana  
Residing at: \_\_\_\_\_  
My commission expires: \_\_\_\_\_, 20\_\_\_\_

CITY OF SHELBY

**PAYROLL EXPENSE BY DEPARTMENT - 9/2018**

CITY HALL	25,261.98
ELECTED OFFICIALS (Mayor & Council)	7,803.74
PARK & RECREATION	4,239.33
PUBLIC WORKS	66,424.51
VOLUNTEERS (Animal Shelter & Firemen )	720.88
- Workers Comp expense only	
<b>TOTAL PAYROLL EXPENSE</b>	<b>\$ 104,450.44</b>

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

## Superintendent's Report

### Paving:

They paved the landfill road and shop complex, and Champions Park parking lot. We raised the manholes in the areas we paved and concreted them in. We also poured a sidewalk at the shopko sewer lift.

### Landfill:

We have been stockpiling dirt with our scraper for the winter

### Pool:

We started installing the playground equipment.

### Sewer:

We had a violation of our permit the 4<sup>th</sup> week of August, the lab had a problem and didn't get the sample done in the 24 hr period allowed, and we didn't get notified in time to take a new sample so we had what the lab calls a qualifier on the results that we had to submit. The 4<sup>th</sup> Cell is progressing really good.

### Water:

The county started up the airport water line and we are working with them to get it done, per our agreement with them.

### Parks:

We have all our parks winterized now.

### Next Week plans:

October 1-4

We plan on winterizing the well field, working on the pool playground, helping with the airport water line, getting the sanding trucks ready, screening our winter sand.

# NORTHWEST PIPE FITTINGS, INC.

*Servicing Montana and Wyoming Since 1957*

Wholesale Plumbing, Heating, Water Works, Industrial Supplies, SERVICE with our own trucks



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**NOT FOR SHIPPING  
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**PICK LIST / QUOTATION FORM**

QUOTE NO. 326511

QUOTE TO

80080  
CITY OF SHELBY  
ATTN: WATER DEPT  
112 1ST ST SO  
SHELBY, MT 59474-1954

QUOTE DATE	TO DATE	JOB REFERENCE	FOB	TERMS	PREPARED BY
09/19/18	09/19/18			NET 30	KOLBY DINIUS-LECOURE

**(WM) WATER METERS**

PART#	QTY	DESCRIPTION	UNIT	PRICE	EXT. PRICE
2022225	7	1" E-CODER/R900I GALLON PIT SET CIB ED2F11RWG3	EACH	\$392.84	\$2,749.88
2021920	8	1" E-CODER/R900I BASEMENT SET GAL METER ED2F11RDG3	EACH	\$355.00	\$2,840.00
2022205	20	5/8 X 3/4 E-CODER/R900I GAL 6' ANT SG59 ED2B11RWG3SG89	EACH	\$265.00	\$5,300.00
2022200	20	5/8 X 3/4 E-CODER/R900I GAL BASEMENT SET ED2B11RDG3	EACH	\$235.00	\$4,700.00

**Segment Total \$15,589.88**

We are pleased to quote you on the above material  
All quotes are subject to Northwest Pipe Fittings "Terms of Sale"  
Quoted prices are subject to change after the "TO DATE" above.

**Segments Total \$15,589.88**  
**Tax Total \$0.00**  
**Quotation Total \$15,589.88**



2969 Airport Road, Suite 18  
Helena, MT 59601-1201  
406 449 7764  
KLJENG.COM

September 12, 2018

Jeanette Blize  
Montana CDBG  
Montana Department of Commerce

Re: City of Shelby Stormwater Phase II CDBG grant

Dear Jeanette:

The City of Shelby stormwater phase II project was originally intended to be executed in conjunction with the ongoing (phase I) project. To maximize efficiency for the City of Shelby, both phases were designed by KLJ at the same time. The total design cost for both phases was \$255,394. TSEP funding was used to reimburse \$85,000 of that cost and the remainder was paid using an SRF loan.

Engineering costs for the phase II portion of the project are \$45,000 and have already been paid to KLJ using SRF funding as described above. Per my discussion with Michele Cushman on July 24<sup>th</sup>, 2018, invoices paid from non-grant sources for phase II engineering services can be used as a match for the CDBG grant that was awarded for the phase II project.

There will be some additional engineering design work necessary to ensure that phase II stands alone as a project and connects to phase I properly. There will also be engineering costs for bidding, construction admin, and RPR services as shown in the revised budget.

If CDBG needs additional documentation regarding the phase I and II engineering costs, please let me know!

Sincerely,

KLJ

A handwritten signature in black ink, appearing to read 'Luke LaLiberty', written in a cursive style.

406-475-2546

Luke LaLiberty, PE  
Project Manager

Enclosure(s): Number and Name of Enclosure(s)

Project #: 1804-01897

cc: Lorette Carter, City of Shelby

Completed by: Lorette Carter

For: City of Shelby Phase II Storm Water Drainage Project

Date: September 11, 2018

ADMINISTRATIVE and FINANCIAL COSTS:	SOURCE: CDBG	SOURCE: CITY	SOURCE:	SOURCE:	SOURCE:	TOTAL
Personnel Costs		1,000.00				1,000.00
Office Costs						0.00
Grant & Loan Administration Services						0.00
Legal Costs		1,000.00				1,000.00
Audit Fees		1,500.00				1,500.00
Travel & Training		500.00				500.00
Loan Fees						0.00
Loan Reserves						0.00
Interim Interest						0.00
Bond Counsel and Related Costs						0.00
TOTAL ADMINISTRATIVE/FINANCIAL COSTS	0.00	4,000.00				4,000.00
ACTIVITY COSTS:						
Land Acquisition						0.00
Engineering – Basic Services		96,051.00				96,051.00
Engineering – Resident Project Representative Services	22,051.00	12,449.00				34,500.00
Engineering - Additional Services						0.00
Construction	372,130.00					372,130.00
Contingency	55,819.00					55,819.00
TOTAL ACTIVITY COSTS	450,000.00	108,500.00				558,500.00
TOTAL PROJECT COSTS	450,000.00	112,500.00				562,500.00

Monday, September 24, 2018

City of Shelby  
112 1<sup>st</sup> St South  
Shelby, MT 59474

Dear Mayor McDermott and Shelby City Council,

The Marias River Livestock Association would like to respectfully request that the rental fee for the use of the gym for our Prime Rib and Rib Tickler dinner at the Shelby Civic Center be waived when we use the facility on Saturday, November 10<sup>th</sup>. The Marias River Livestock Association is a Tax Exempt organization that has over 150 members in the Pondera, Glacier, Liberty and Toole counties. Our goal is to educate the public on livestock issues.

We have hosted the Prime Rib and Rib Tickler event at the Civic Center for 5 years. The event is a way for people to get together to network and celebrate another year completed in the agricultural community.

The event is not for financial gain. Marias River Livestock Association believes that our most important crop is our youth. Therefore we spend a lot of time and effort throughout the year supporting 4-H and FFA. To help with that effort we do a small auction in which all the money raised goes directly back to use for competitions, prizes and education for our area youth.

If you have any questions or concerns, please contact me at (406) 460-3925. We thank you for your time and consideration on this matter.

Sincerely,

Carrie Sue Lerum  
Secretary/Treasurer for Marias River Livestock Association

September 25, 2018

Mayor McDermott and City Council Members

In July, Toole County purchased a replacement for our command vehicle. We have now moved the gear from our old city command vehicle to the county command vehicle.

This leaves us with a vehicle that we are not using currently. The vehicle is a 1996 Ford box truck that we purchased many years ago from Ryder. The vehicle has 135,934 miles on it. The market for used box trucks is poor, and we have a firefighter that is interested in purchasing the truck. Cliff Fey has offered \$3000 for the truck.

Our recommendation from the fire department is to sell the truck to Cliff for the purchase price of \$3000. We would like to add this money on to our first air pack payment with the hope of dropping our final payment in 2022.

Thank you for your consideration on this matter.

Todd Howell  
Shelby Fire Chief