

**AGENDA**  
**CITY COUNCIL MEETING**  
**CITY OF SHELBY**  
November 5, 2018  
6:30 P.M.

**ROLL CALL OF MEMBERS**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- Regular Council Meeting, 10/15/18 (pgs 5-7)

**APPEARANCE REQUESTS**

- Agenda Items
- Non-Agenda Items

**CLAIMS REPORT 10/31/18 (pgs 8-24)**

**BUILDING INSPECTOR**

- Building Inspector Report, October 2018 (pg 25)

**COMMITTEE REPORTS**

- Safety Committee Meeting & Employee Quarterly Meeting, 10/17/18 (pg 26)
- Minutes of Park & Rec Meeting, 10/29/18 (pgs 27-29)

**CITY ATTORNEY**

- 13<sup>th</sup> St Water Line ROW Acquisition
- South Industrial Park Road Lease (pgs 30-36)

**CITY FINANCE OFFICER**

- Payroll Expense by Department Report, October 2018 (pg 37)
- Server (pgs 38-41)

**CITY SUPERINTENDENT**

- Superintendent's Report (pg 42)
- Street Maintenance Plan (pgs 43-44)
- Dumpsters (pg 45)
- Sewer Lift Improvements (pgs 46-51)
- Garbage Truck Tires (pg 52)

**COMMUNITY DEVELOPMENT DIRECTOR**

- Urban Forestry Development Grant Application (pg 53)
- Recreational Trails Program Application

**OTHER MATTERS**

- Civic Center Manager & Schedule Recommendation (pgs 54-59)
- Storm Water Change Order No. 3
- Old Middle School Boiler & Controls
- Community Service Project – Brogan McAllister, Book Kiosk
- Chamber Coupon Book (pg 60)

**ADJOURN**



## CITY COUNCIL PACKET LISTING

### A. Agenda

#### B. Agenda Items

1. Minutes of Regular Council Meeting, 10/15/18
2. Claims Report, 10/31/18
3. Building Inspector Report, 10/31/18
4. Minutes of Safety Committee Meeting & Employee Quarterly Meeting, 10/17/18
5. Minutes of Park & Rec Committee Meeting, 10/29/18
6. Draft South Industrial Park Lease
7. Payroll Expense by Department Report, October 2018
8. Quote from Systems Technology Consultants re: Server
9. Superintendent's Report, 11/5/18
10. Street Maintenance Plan
11. 8/10/18 Quote from SWS Equipment, Inc re: Dumpsters
12. 3/9/18 Information from Industrial Systems, Inc re: Lift Station Pump Control Panel Replacement
13. 10/25/18 Estimate from Mark's Tire re: Garbage Truck Tires
14. Urban Forestry Development Grant Application
15. 10/16/18 Civic Center Job Positions and Open Hours
16. 10/31/18 Letter from Chamber of Commerce re: Chamber Coupon Books

#### C. Correspondence

1. 10/15/18 Letter to Becky Anseth, MT Dept of Commerce re: Shelby Storm Water Infrastructure Project
2. 10/15/18 Letter to Mackenzie Espeland, Community Development Block Grant Program re: Shelby Water Extension Budget Amendment Request
3. 10/24/18 Letter to Mike Grandy, Helena Sand & Gravel re: Notice of defective work associated with 54" bore on Shelby Storm Water Improvements Project
4. Shelby TBID ad for Central MT Planner 2019
5. October 2018 Montana Taxpayers Association Newsletter
6. 2017 Nonresident Traveler Expenditures & Economic Contribution in Toole County

#### 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  
October 15, 2018**

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

Other citizens present: Jennifer Van Heel and Donna Whitt.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

CASEY MADE A MOTION TO APPROVE THE 10/01/2018 MINUTES. SECONDED BY CLARK. VOTE: AYES - CLARK, KIMMET, CASEY, MORITZ, HEATON. NOES - NONE. ABSENT - TUSTIAN. ABSTAIN - NONE.

**APPEARANCE REQUESTS**

- NONE

**COMMITTEE REPORTS**

- Law Enforcement Report - Sheriff Donna Whitt

**CITY ATTORNEY**

- NCMRWA Pipeline Purchase Agreement  
CASEY MADE A MOTION TO APPROVE THE AGREEMENT PURUSANT TO EXHIBIT A, SCHEDULE A&B, SUBJECT TO RIGHT OF WAY PURCHASE PRICED AT \$30,000/ACRE AND PARAGRAPH 8 CHANGED TO POTABLE WATER. SECONDED BY MORTIZ. VOTE: AYES - CLARK, KIMMET, CASEY, MORITZ, HEATON. NOES - NONE. ABSENT - TUSTIAN. ABSTAIN - NONE.

**CITY FINANCE OFFICER**

- City Judge's Report, September 2018
- Bank Account Report, Budget Year to Date, Vendor Summary, Enterprise Funds, Statement of Expenditures, Revenues, Cash Flow Report, Project Budgets, 9/30/2018  
CLARK MADE A MOTION TO APPROVE THE REPORTS. SECONDED BY CASEY. VOTE: AYES - CLARK, KIMMET, CASEY, MORITZ, HEATON. NOES - NONE. ABSENT - TUSTIAN. ABSTAIN - NONE
- City of Shelby Delinquent Taxes, 9/30/2018

**CITY SUPERINTENDENT**

Loren included a copy of his report as part of the packet.

### COMMUNITY DEVELOPMENT DIRECTOR

- **RTP Grant Opportunity**

**CLARK MADE A MOTION TO APPROVE THE GRANT APPLICATION. SECONDED BY CASEY. VOTE: AYES – CLARK, KIMMET, CASEY, MORITZ, HEATON. NOES – NONE. ABSENT – TUSTIAN. ABSTAIN – NONE**

The Recreational Trail Program application will be available soon. The hope is to apply for sweeping and shoveling equipment for the City's side-by-side for trail maintenance and use the development of a parking area as the match requirement.

The Urban Forestry Development grant is due November 9<sup>th</sup>. The project will include the transplanting of some trees from the City's tree farm into city parks and public areas and purchase new trees for Shelby City Hall.

The TSEP grant for the storm water project is set to expire December 31<sup>st</sup>. An extension letter and update implementation schedule will be submitted to extend the grant period for an additional year.

An adjustment to the water line extension project budget has been requested by EDA. A formal letter amending the budget will be sent to CDBG for approval in order to start the bid solicitation process in the coming weeks.

The reimbursement on the 2017 Recreational Trail Program has been approved for the work done on the Roadrunner Recreation Trail picnic area.

### OTHER MATTERS

- **Side Winder Electric Monitor, Elkhart**

**KIMMET MADE A MOTION TO APPROVE THE RURAL FIRE DEPARTMENT PURCHASE OF 6,320. SECONDED BY MORITZ. VOTE: AYES – CLARK, KIMMET, CASEY, MORITZ, HEATON. NOES – NONE. ABSENT – TUSTIAN. ABSTAIN – NONE**

- **Comfort Inn Water Meter**

- **Williamson Building, Rainbow Hotel, Bitterroot School**

### ADJOURN

**AT 8:00 P.M. MORITZ MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY KIMMET. VOTE: AYES – CLARK, KIMMET, CASEY, MORITZ, HEATON. NOES – NONE. ABSENT – TUSTIAN. ABSTAIN – NONE**

Shelby City Council Minutes  
October 15, 2018  
Page 3 of 3

---

GARY MCDERMOTT, MAYOR

ATTEST:

---

JADE GOROSKI, FINANCE OFFICER

11/01/18  
12:43:39

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 10/18

Page: 1 of 17  
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
180245		01806 ALARM SERVICE INC	35.00					
1	R 93756	10/22/18 11/18 Fire Alarm Monitoring	35.00			1000 420401	300	101000
180246		00343 ENERGY LABORATORIES INC	840.00					
1	187149	09/27/18 Lagoon Effluent	127.00		31732	5310 430600	300	101000
2	188502	10/03/18 Lagoon Effluent	127.00		31732	5310 430600	300	101000
3	192026	10/17/18 Lagoon Effluent	127.00		31745	5310 430600	300	101000
4	191241	10/15/18 Lagoon Effluent/Influent	332.00		31745	5310 430600	300	101000
5	193612	10/24/18 Lagoon Effluent	127.00		31757	5310 430600	300	101000
180247		00400 UTILITIES UNDERGROUND LOCATION	40.04					
1	8095099	09/30/18 22 Locates for 9/18	40.04		31726	5210 430500	300	101000
180248		01137 AQUA TECH LABORATORY	80.00					
1	30058	10/01/18 Monthly Coliform Water Testing	80.00		31730	5210 430500	300	101000
180249		00539 YEAGLEY, JAMES H	600.00					
1	10/30/18	10/18 Planning Services	600.00			1000 411030	350	101000
180250	-98711E	01486 USDA RURAL DEVELOPMENT	1,603.00					
1	10/05/18	Fire Hall Improvement Loan	1,371.47			1000 490527	610	101000
2	10/05/18	Fire Hall Improvement Loan-Int	231.53			1000 490527	620	101000
180251		01285 HUNT, WILLIAM E JR	5,000.00					
1	10/30/18	10/18 Legal Services	1,250.00			1000 411100	350	101000
2	10/30/18	10/18 Legal Services	1,250.00			5210 430513	350	101000
3	10/30/18	10/18 Legal Services	1,250.00			5310 430613	350	101000
4	10/30/18	10/18 Legal Services	1,250.00			5410 430813	350	101000
180252	-98712E	00111 FIRST STATE BANK	130.60					
1	10/02/18	Monthly Bank Service Charge	32.65			1000 410550	300	101000
2	10/02/18	Monthly Bank Service Charge	32.65			5210 430570	300	101000
3	10/02/18	Monthly Bank Service Charge	32.65			5310 430670	300	101000
4	10/02/18	Monthly Bank Service Charge	32.65			5410 430870	300	101000
180253		00043 SHELBY GAS ASSOCIATION	2,092.40					
1	10/25/18	10/18 Gas Bill	70.60			1000 411200	343	101000
2	10/25/18	10/18 Gas Bill	310.50			1000 420400	343	101000
3	10/25/18	10/18 Gas Bill	310.50			1000 420401	343	101000
4	10/25/18	10/18 Gas Bill	141.00			1000 460445	343	101000
5	10/25/18	10/18 Gas Bill	54.60			1000 460442	343	101000
6	10/25/18	10/18 Gas Bill	41.00			5410 430840	343	101000
7	10/25/18	10/18 Gas Bill	147.70			1000 430200	343	101000
8	10/25/18	10/18 Gas Bill	147.70			5210 430500	343	101000

11/01/18  
12:43:39

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 10/18

Page: 2 of 17  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
9	10/25/18 10/18 Gas Bill	147.70			5310 430600	343	101000		
10	10/25/18 10/18 Gas Bill	147.70			5410 430830	343	101000		
11	10/25/18 10/18 Gas Bill	40.65			1000 411202	343	101000		
12	10/25/18 10/18 Gas Bill	40.65			5210 430520	343	101000		
13	10/25/18 10/18 Gas Bill	40.65			5310 430620	343	101000		
14	10/25/18 10/18 Gas Bill	40.65			5410 430820	343	101000		
15	10/25/18 10/18 Gas Bill	43.40			5210 430500	343	101000		
16	10/25/18 10/18 Gas Bill	9.00			1000 460465	343	101000		
17	10/25/18 10/18 Gas Bill	358.40			2936 460463	343	101000		
180254	00026 MARIAS RIVER ELECTRIC COOP INC	10,401.27							
1	10/25/18 10/18 Electric Bill	75.56			1000 411200	342	101000		
2	10/25/18 10/18 Electric Bill	159.93			1000 420400	342	101000		
3	10/25/18 10/18 Electric Bill	159.93			1000 420401	342	101000		
4	10/25/18 10/18 Electric Bill	49.28			1000 411202	342	101000		
5	10/25/18 10/18 Electric Bill	49.28			5210 430520	342	101000		
6	10/25/18 10/18 Electric Bill	49.28			5310 430620	342	101000		
7	10/25/18 10/18 Electric Bill	49.26			5410 430820	342	101000		
8	10/25/18 10/18 Electric Bill	112.87			1000 430200	342	101000		
9	10/25/18 10/18 Electric Bill	112.87			5210 430500	342	101000		
10	10/25/18 10/18 Electric Bill	112.87			5310 430600	342	101000		
11	10/25/18 10/18 Electric Bill	112.85			5410 430830	342	101000		
12	10/25/18 10/18 Electric Bill	37.48			1000 440600	342	101000		
13	10/25/18 10/18 Electric Bill	37.47			1000 460430	342	101000		
14	10/25/18 10/18 Electric Bill	133.08			1000 460465	342	101000		
15	10/25/18 10/18 Electric Bill	73.43			1000 460439	342	101000		
16	10/25/18 10/18 Electric Bill	670.58			1000 460442	342	101000		
17	10/25/18 10/18 Electric Bill	51.31			1000 460445	342	101000		
18	10/25/18 10/18 Electric Bill	3,873.66			2400 430263	342	101000		
19	10/25/18 10/18 Electric Bill	3,741.78			5210 430500	342	101000		
20	10/25/18 10/18 Electric Bill	334.70			5310 430600	342	101000		
21	10/25/18 10/18 Electric Bill	353.87			2936 460463	342	101000		
22	10/25/18 10/18 Electric Bill	49.93			5410 430840	342	101000		
180255	01851 CT CLEANING	1,200.00							
1	10/23/18 10/18 Janitorial Service	70.00			1000 411202	390	101000		
2	10/23/18 10/18 Janitorial Service	70.00			5210 430520	390	101000		
3	10/23/18 10/18 Janitorial Service	70.00			5310 430620	390	101000		
4	10/23/18 10/18 Janitorial Service	70.00			5410 430820	390	101000		
5	10/23/18 10/18 CC Janitorial Service	800.00			1000 460442	300	101000		
6	10/23/18 10/18 Williamson Bldg Service	120.00			2936 460463	300	101000		

11/01/18  
12:43:40

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 10/18

Page: 3 of 17  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/		Document \$/	Disc \$					Cash
Line #	Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
180256		01388 3 RIVERS COMMUNICATIONS INC	939.19						
1	10/01/18	10/18 phone bill	12.39			1000 420500	344	101000	
2	10/01/18	10/18 phone bill	29.84			1000 410550	344	101000	
3	10/01/18	10/18 phone bill	29.84			5210 430570	344	101000	
4	10/01/18	10/18 phone bill	29.84			5310 430670	344	101000	
5	10/01/18	10/18 phone bill	29.84			5410 430870	344	101000	
6	10/01/18	10/18 phone bill	24.46			1000 430200	344	101000	
7	10/01/18	10/18 phone bill	24.46			5210 430500	344	101000	
8	10/01/18	10/18 phone bill	24.47			5310 430600	344	101000	
9	10/01/18	10/18 phone bill	24.47			5410 430830	344	101000	
10	10/01/18	10/18 phone bill	96.76			1000 460465	300	101000	
11	10/01/18	10/18 phone bill	163.96			1000 460442	344	101000	
12	10/01/18	10/18 phone bill	64.60			1000 420400	344	101000	
13	10/01/18	10/18 phone bill	64.60			1000 420401	344	101000	
14	10/01/18	10/18 phone bill	4.74			1000 410200	344	101000	
15	10/01/18	10/18 phone bill	4.74			5210 430512	344	101000	
16	10/01/18	10/18 phone bill	4.74			5310 430612	344	101000	
17	10/01/18	10/18 phone bill	4.74			5410 430812	344	101000	
18	10/01/18	10/18 phone bill	45.93			1000 460445	344	101000	
19	10/01/18	10/18 phone bill	136.70			5310 430600	344	101000	
20	10/01/18	10/18 phone bill	33.48			5210 430500	344	101000	
21	10/01/18	10/18 phone bill	51.11			5210 430500	344	101000	
22	10/01/18	10/18 phone bill	33.48			5210 430500	344	101000	
180257	25364S	00144 POSTMASTER	301.90						
1	10/24/18	10/18 UB Postage	100.63			5210 430570	310	101000	
2	10/24/18	10/18 UB Postage	100.63			5310 430670	310	101000	
3	10/24/18	10/18 UB Postage	100.64			5410 430870	310	101000	
180258		00048 TOOLE COUNTY CLERK & RECORDER	52,691.20						
1	09/30/18	Animal Control-cell phone	42.96			1000 440600	344	101000	
2	09/30/18	City Judge & Sec-Wages	2,374.39			1000 410360	100	101000	
3	09/30/18	City Judge&Sec-Social Security	145.28			1000 410360	141	101000	
4	09/30/18	City Judge & Sec-Medicare	33.98			1000 410360	142	101000	
5	09/30/18	City Judge & Sec-PERS	203.49			1000 410360	143	101000	
6	09/30/18	City Judge&Sec-UnemploymentIns	6.03			1000 410360	145	101000	
7	09/30/18	City Judge & Sec-Worker's Comp	17.15			1000 410360	146	101000	
8	09/30/18	City Judge-Health Insurance	356.50			1000 410360	147	101000	
9	09/30/18	City Judge-Supplies	22.06			1000 410360	200	101000	
10	09/30/18	City Judge-Phone	36.84			1000 410360	344	101000	
11	09/30/18	City Judge-Travel & Education	116.35			1000 410360	370	101000	
12	09/30/18	Community Development-cell	52.18			1000 411050	344	101000	
13	09/30/18	Building-cell phone	24.58			1000 420500	344	101000	
14	09/30/18	Law Enforcement	34,370.00			1000 420000	300	101000	

11/01/18  
12:43:40

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 10/18

Page: 4 of 17  
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
15	09/30/18	Law Enforcement	4,910.00			5210 420100	300	101000
16	09/30/18	Law Enforcement	4,910.00			5310 420100	300	101000
17	09/30/18	Law Enforcement	4,910.00			5410 420100	300	101000
18	09/30/18	Supt/Foreman/Shop On-call cell	32.82			1000 430200	344	101000
19	09/30/18	Supt/Foreman/Shop On-call cell	32.82			5210 430500	344	101000
20	09/30/18	Supt/Foreman/Shop On-call cell	32.82			5310 430600	344	101000
21	09/30/18	Supt/Foreman/Shop On-call cell	32.80			5410 430830	344	101000
22	09/30/18	Water Department-cell phone	28.15			5210 430500	344	101000
180259		02368 OPTUM	12.75					
1	959991864	10/15/18 HSA Service Fee	3.18			1000 410550	300	101000
2	959991864	10/15/18 HSA Service Fee	3.19			5210 430570	300	101000
3	959991864	10/15/18 HSA Service Fee	3.19			5310 430670	300	101000
4	959991864	10/15/18 HSA Service Fee	3.19			5410 430870	300	101000
180260		00309 PREFERRED OFFICE EQUIPMENT	608.52					
1	27004	10/15/18 10/18 Maintenance & Copies	85.70			1000 410550	300	101000
2	27004	10/15/18 10/18 Maintenance & Copies	76.35			1000 411050	300	101000
3	27004	10/15/18 10/18 Maintenance & Copies	85.70			5210 430570	300	101000
4	27004	10/15/18 10/18 Maintenance & Copies	85.70			5310 430670	300	101000
5	27004	10/15/18 10/18 Maintenance & Copies	85.70			5410 430870	300	101000
6	27004	10/15/18 10/18 Maintenance & Copies	28.20			1000 410240	300	101000
7	27004	10/15/18 10/18 Maintenance & Copies	28.20			5210 430570	300	101000
9	27004	10/15/18 10/18 Maintenance & Copies	28.20			5310 430670	300	101000
10	27004	10/15/18 10/18 Maintenance & Copies	28.20			5410 430870	300	101000
11	27019	10/15/18 10/18 Maintenance/Copies-Shop	15.31		31748	1000 430200	300	101000
12	27019	10/15/18 10/18 Maintenance/Copies-Shop	15.31		31748	5210 430500	300	101000
13	27019	10/15/18 10/18 Maintenance/Copies-Shop	15.31		31748	5310 430600	300	101000
14	27019	10/15/18 10/18 Maintenance/Copies-Shop	15.32		31748	5410 430840	300	101000
15	27019	10/15/18 10/18 Maintenance/Copies-Shop	15.32		31748	1000 420500	300	101000
180261		02389 WELLS FARGO VENDOR FIN SERV	127.70					
		Serial #6507270X						
1	68910420	10/17/18 10/18 Sharp MX-350 Copier-Sh	31.93		31752	1000 430200	200	101000
2	68910420	10/17/18 10/18 Sharp MX-350 Copier-Sh	31.93		31752	5210 430500	200	101000
3	68910420	10/17/18 10/18 Sharp MX-350 Copier-Sh	31.92		31752	5310 430600	200	101000
4	68910420	10/17/18 10/18 Sharp MX-350 Copier-Sh	31.92		31752	5410 430840	200	101000
180262	-98713E	01593 I-STATE TRUCK CENTER	4,616.57					
1	R252036487	09/27/18 Freightliner Garbage Tk Re	4,616.57		31719	5410 430830	300	101000

11/01/18  
12:43:40

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 10/18

\* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
180263		00119 SHELBY VOLUNTEER FIRE DEPT	2,703.00					
1	10/05/18	RFD-Officer & Men 7/18-9/18	1,630.00			1000 420401	300	101000
2	10/05/18	CFD-Officer & Men 7/18-9/18	473.00			1000 420400	300	101000
3	10/05/18	CFD-Secretary Wage 7/18-9/18	300.00			1000 420400	300	101000
5	10/05/18	CFD-Treasurer Wage 7/18-9/18	300.00			1000 420400	300	101000
180264		00655 DANKO EMERGENCY EQUIPMENT CO	400.95					
1	97411 09/24/18	RFD-Seal Kits	400.95		31435	1000 420401	200	101000
180265		00047 BEN TAYLOR INC	606.44					
1	181965 09/10/18	RFD-Eye Bolt/Links	34.73		31434	1000 420401	200	101000
2	181969 09/10/18	RFD-Scr Pin Sha	14.98		31434	1000 420401	200	101000
3	182249 09/14/18	RFD-Adapter/Bushing	37.96		31434	1000 420401	200	101000
4	182624 09/18/18	CFD-Oil/Pail	52.05		31434	1000 420400	200	101000
5	14649 09/26/18	RFD-9/18 Fuel	466.72		31434	1000 420401	230	101000
180266		00047 BEN TAYLOR INC	5,008.17					
1	42547 09/20/18	UV Plant Propane	434.00			5210 430500	230	101000
2	14428 09/26/18	9/18 Fuel	233.33		31735	2500 430200	230	101000
3	14428 09/26/18	9/18 Fuel	214.72		31735	2500 430200	230	101000
4	14428 09/26/18	9/18 Fuel	832.85		31735	5410 430830	230	101000
5	14428 09/26/18	9/18 Fuel	318.41		31735	5210 430500	230	101000
6	14428 09/26/18	9/18 Fuel	162.55		31735	5310 430600	230	101000
7	14428 09/26/18	9/18 Fuel	501.14		31735	5410 430840	230	101000
8	14428 09/26/18	9/18 Fuel	549.76		31735	5210 430500	230	101000
9	14428 09/26/18	9/18 Fuel	64.76		31735	5210 430500	230	101000
10	14428 09/26/18	9/18 Fuel	173.01		31735	1000 460430	230	101000
11	14428 09/26/18	9/18 Fuel	145.55		31735	1000 460430	230	101000
12	14428 09/26/18	9/18 Fuel	239.73		31735	5310 430600	230	101000
13	14428 09/26/18	9/18 Fuel	58.98		31735	1000 460430	230	101000
14	14428 09/26/18	9/18 Fuel	165.22		31735	1000 420500	230	101000
15	14428 09/26/18	9/18 Fuel	131.33		31735	5210 430500	230	101000
16	14428 09/26/18	9/18 Fuel	53.34		31735	1000 440600	230	101000
17	14428 09/26/18	9/18 Fuel	35.98		31735	5410 430840	230	101000
18	14428 09/26/18	9/18 Fuel	174.00		31735	5210 430500	230	101000
19	180968 09/01/18	Plug/Bushing	5.58		31736	1000 460430	200	101000
20	183305 09/25/18	Tape Dispenser/Caulk Compound	11.97		31736	2936 460463	200	101000
21	657255 09/17/18	RV Antifreeze	240.00		31736	1000 460445	200	101000
22	182654 09/19/18	Keys	6.00		31736	1000 460442	200	101000
23	183184 09/24/18	Rags/Marker/Tape/Fatmax/Glove	93.53		31736	5210 430500	200	101000
24	183223 09/25/18	Foam Sealant/Composite S	17.56		31736	1000 430200	200	101000
25	181459 09/05/18	Premix Gravel Bags	11.40		31736	1000 430200	200	101000
26	181889 09/10/18	Gasket/Utility Knife/Pry Bar	40.47		31736	5310 430600	200	101000
27	180816 09/01/18	Horiz Flip C/Cover/Gang Box	19.47		31736	5310 430600	200	101000

11/01/18  
12:43:40

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 10/18

Page: 6 of 17  
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
28	181339	09/04/18	Line Level	4.79		31736	1000 460445	200	101000
29	182296	09/14/18	Disp Fly Trap	3.73		31736	1000 430200	200	101000
30	182296	09/14/18	Disp Fly Trap	3.75		31736	5210 430500	200	101000
31	182296	09/14/18	Disp Fly Trap	3.75		31736	5310 430600	200	101000
32	182296	09/14/18	Disp Fly Trap	3.75		31736	5410 430840	200	101000
33	182243	09/13/18	Screws/Corner Brace	16.20		31736	1000 460445	200	101000
34	183193	09/24/18	Cold Well Compound	7.49		31736	1000 420500	200	101000
35	180807	09/01/18	Chick Dry Cat	25.99		31736	1000 440600	200	101000
36	631602	09/11/18	Female Conn/Plug	4.08		31736	5410 430840	200	101000
180267		00995	BELL MOTOR CO	1,668.80					
			2015 Chevy K1500 (CS-400)						
	1	68487	10/01/18 Replaced AC Condensor/Seals	782.70		31734	5310 430600	369	101000
	2	68428	09/25/18 Replaced IPC	886.10		31734	5310 430600	300	101000
180268		01752	NORTHTOWN DRUG	8.95					
	1	3365	09/04/18 Hum Alch	8.95		31733	5210 430500	200	101000
180269		02097	FASTENAL COMPANY	239.88					
	1	195936	10/02/18 Jobbers/DW SnPn	36.69		31731	1000 430200	200	101000
	2	195936	10/02/18 Jobbers/DW SnPn	36.69		31731	5210 430500	200	101000
	3	195936	10/02/18 Jobbers/DW SnPn	36.69		31731	5310 430600	200	101000
	4	195936	10/02/18 Jobbers/DW SnPn	36.69		31731	5410 430840	200	101000
	5	196273	10/16/18 Jobber/L/W Z/HN Z8/HCS Z	23.28		31747	1000 430200	200	101000
	6	196273	10/16/18 Jobber/L/W Z/HN Z8/HCS Z	23.28		31747	5210 430500	200	101000
	7	196273	10/16/18 Jobber/L/W Z/HN Z8/HCS Z	23.28		31747	5310 430600	200	101000
	8	196273	10/16/18 Jobber/L/W Z/HN Z8/HCS Z	23.28		31747	5410 430840	200	101000
180270		00025	HILINE REDI-MIX LLC	789.00					
	1	SH30532	09/26/18 (4)6 Sack Concrete	789.00		31727	1000 430200	200	101000
180271		01713	FRONTLINE AG SOLUTIONS LLC	233.29					
	1	588734	09/26/18 (2)V-Belt	233.29		31725	1000 460439	200	101000
180272		00027	MARKS TIRE & ALIGNMENT	8,362.00					
			Loader Tire Purchase Approved at 8/20/18 Meeting						
	1	54318	08/30/18 RFI Wheel Switch	35.00		31724	5410 430840	369	101000
	2	54394	09/06/18 Flat Repair	20.00		31724	5210 430500	369	101000
	3	54451	09/10/18 Flat Repair	20.00		31724	5210 430500	369	101000
	4	54563	09/19/18 Flat Repair	20.00		31724	5310 430600	369	101000
	5	54566	09/19/19 (2)Backhoe Tires 12 Ply	376.25		31724	1000 430200	200	101000
	6	54566	09/19/19 (2)Backhoe Tires 12 Ply	376.25		31724	5210 430500	200	101000
	7	54566	09/19/19 (2)Backhoe Tires 12 Ply	376.25		31724	5310 430600	200	101000
	8	54566	09/19/19 (2)Backhoe Tires 12 Ply	376.25		31724	5410 430840	200	101000
	9	54599	09/24/18 Flat Repair	40.00		31724	5410 430830	300	101000

11/01/18  
12:43:40

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 10/18

Page: 7 of 17  
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
10	54597	09/21/18	(4)Loader Tires/Orings	5,532.00		31724	1000 430200	200	101000
11	54645	09/26/18	Flat Repair	50.00		31724	1000 430200	369	101000
12	54660	09/27/18	Flat Repair	40.00		31724	1000 430200	369	101000
13	55020	10/29/18	Dismount/Mount	30.00		31769	1000 460445	369	101000
14	54861	10/15/18	(2)Tires	650.00		31769	1000 430200	200	101000
15	54704	10/02/18	Flat Repair	50.00		31769	5410 430840	369	101000
16	55023	10/29/18	(2)Tires	370.00		31769	1000 460430	200	101000
180273		01988	FIELDSTONE OFFICE SUPPLY	23.50					
1	120755	09/12/18	Lam Sheets	5.87		31723	1000 430200	200	101000
2	120755	09/12/18	Lam Sheets	5.87		31723	5210 430500	200	101000
3	120755	09/12/18	Lam Sheets	5.88		31723	5310 430600	200	101000
4	120755	09/12/18	Lam Sheets	5.88		31723	5410 430840	200	101000
180274		02334	BEN TAYLOR INC.	2,798.29					
1	653580	10/01/18	Diesel	1,305.40		31721	5410 430840	230	101000
2	653594	10/04/18	PowerDrive 10W	733.70		31722	5410 430840	230	101000
3	653644	10/17/18	Diesel	627.31		31741	5410 430840	230	101000
4	653728	10/31/18	DEF	58.50		31764	5410 430840	230	101000
5	653617	10/10/18	Fuel	73.38			5210 430500	230	101000
180275	-98710E	01230	ALBERTSONS	10.33					
			Tree Care Workshop						
1	6800	10/03/18	Water/Donuts	10.33			1000 460430	200	101000
180276	-98709E	01552	HOME DEPOT	356.04					
1	WA35515999	10/03/18	(2)24"x48" Vinyl Windows	356.04		31009	1000 460442	200	101000
180277		02045	NAPA AUTO PARTS	10.99					
1	101991	09/28/18	RFD-Weather Cap	10.99		31436	1000 420401	200	101000
180278		00088	CARQUEST AUTO PARTS	143.15					
1	2567284133	08/13/18	CFD-Mount Tape	4.79		31437	1000 420400	200	101000
2	2567284693	08/24/18	RFD-Fuses	13.36		31437	1000 420401	200	101000
3	2567284728	08/25/18	RFD-USB Car Charger Adapte	22.77		31437	1000 420401	200	101000
4	2567285566	09/14/18	RFD-Crimper/Charger/Light	102.23		31437	1000 420401	200	101000
180279		00442	SHELBY AREA CHAMBER OF COMMERCE	25.00					
1	10/10/18	TBID-Annual Membership Dues		25.00			7199 212500		101000

11/01/18  
12:43:40

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 10/18

Page: 8 of 17  
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
180280		999998 JADE M GOROSKI	250.17					
		League of Cities & Towns - Butte, MT						
1	10/01/18	Mileage/Meals-Goroski	62.54			1000 410550	370	101000
2	10/01/18	Mileage/Meals-Goroski	62.55			5210 430570	370	101000
3	10/01/18	Mileage/Meals-Goroski	62.54			5310 430670	370	101000
4	10/01/18	Mileage/Meals-Goroski	62.54			5410 430870	370	101000
180281	-98708E	02450 LA QUINTA INN & SUITES BUTTE	205.30					
		League of Cities & Towns Annual Conference						
1	6527412770	09/28/16 Lodging-Goroski	51.32			1000 410550	370	101000
2	6527412770	09/28/16 Lodging-Goroski	51.32			5210 430570	370	101000
3	6527412770	09/28/16 Lodging-Goroski	51.33			5310 430670	370	101000
4	6527412770	09/28/16 Lodging-Goroski	51.33			5410 430870	370	101000
180282	-98707E	01593 I-STATE TRUCK CENTER	24.25					
1	C252118625	10/09/18 Nylon Tubing/Union/NTA 45	24.25		31728	5410 430830	200	101000
180283		00117 QUILL CORPORATION	413.45					
1	1678135	10/03/18 Bookends/File/Pencil Cup/Cof	34.23		31619	1000 410550	200	101000
2	1678135	10/03/18 Bookends/File/Pencil Cup/Cof	34.22		31619	5210 430570	200	101000
3	1678135	10/03/18 Bookends/File/Pencil Cup/Cof	34.22		31619	5310 430670	200	101000
4	1678135	10/03/18 Bookends/File/Pencil Cup/Cof	34.22		31619	5410 430870	200	101000
5	1723669	10/05/18 Desk Organizer	8.82		31619	1000 410550	200	101000
6	1723669	10/05/18 Desk Organizer	8.83		31619	5210 430570	200	101000
7	1723669	10/05/18 Desk Organizer	8.82		31619	5310 430670	200	101000
8	1723669	10/05/18 Desk Organizer	8.82		31619	5410 430870	200	101000
9	1818053	10/09/18 (2)APC Battery Backups	52.49		31619	1000 410550	200	101000
10	1818053	10/09/18 (2)APC Battery Backups	52.49		31619	5210 430570	200	101000
11	1818053	10/09/18 (2)APC Battery Backups	52.50		31619	5310 430670	200	101000
12	1818053	10/09/18 (2)APC Battery Backups	52.50		31619	5410 430870	200	101000
13	1855878	10/10/18 (3)Vertical Wire File Step	7.82		31623	1000 410550	200	101000
14	1855878	10/10/18 (3)Vertical Wire File Step	7.82		31623	5210 430570	200	101000
15	1855878	10/10/18 (3)Vertical Wire File Step	7.82		31623	5310 430670	200	101000
16	1855878	10/10/18 (3)Vertical Wire File Step	7.83		31623	5410 430870	200	101000
180284		01805 SYSTEMS	3,438.50					
1	31946	10/02/18 MS 0365 Quarterly Fee 9-11/18	57.60		31622	1000 410550	300	101000
2	31946	10/02/18 MS 0365 Quarterly Fee 9-11/18	57.60		31622	5210 430570	300	101000
3	31946	10/02/18 MS 0365 Quarterly Fee 9-11/18	57.60		31622	5310 430670	300	101000
4	31946	10/02/18 MS 0365 Quarterly Fee 9-11/18	57.60		31622	5410 430870	300	101000
5	31946	10/02/18 MS 0365 Quarterly Fee 9-11/18	57.60		31622	1000 411050	300	101000
6	32003	10/08/18 Backup Server/Unlimited Cloud	195.10		31622	1000 410550	300	101000
7	32003	10/08/18 Backup Server/Unlimited Cloud	195.10		31622	5210 430570	300	101000
8	32003	10/08/18 Backup Server/Unlimited Cloud	195.10		31622	5310 430670	300	101000

11/01/18  
12:43:40

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 10/18

Page: 9 of 17  
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
9	32003	10/08/18	Backup Server/Unlimited Cloud	195.10		31622	5410 430870	300	101000
10	32003	10/08/18	Backup Server/Unlimited Cloud	195.10		31622	1000 411050	300	101000
11	32166	10/28/18	10/18-12/18 Quarterly Fee	366.36			1000 410550	300	101000
12	32166	10/28/18	10/18-12/18 Quarterly Fee	366.36			5210 430570	300	101000
13	32166	10/28/18	10/18-12/18 Quarterly Fee	366.39			5310 430670	300	101000
14	32166	10/28/18	10/18-12/18 Quarterly Fee	366.39			5410 430870	300	101000
15	32166	10/28/18	10/18-12/18 Quarterly Fee	202.50			1000 460442	300	101000
16	32166	10/28/18	10/18-12/18 Quarterly Fee	202.50			1000 411050	300	101000
17	32166	10/28/18	10/18-12/18 Quarterly Fee	76.11			1000 430200	300	101000
18	32166	10/28/18	10/18-12/18 Quarterly Fee	76.11			5210 430500	300	101000
19	32166	10/28/18	10/18-12/18 Quarterly Fee	76.14			5310 430600	300	101000
20	32166	10/28/18	10/18-12/18 Quarterly Fee	76.14			5410 430830	300	101000
180285		00041	SHELBY PROMOTER	888.03					
1	JT 24206	09/19/18	2000 Water/Garbage Work Orde	316.81		31620	5210 430570	200	101000
2	JT 24206	09/19/18	2000 Water/Garbage Work Orde	316.82		31620	5410 430870	200	101000
3	JT 24232	10/18/18	1000 Campground Envelopes	254.40		31753	1000 460439	200	101000
180286	-98706E	01552	HOME DEPOT	66.30					
1	WA38676093	10/10/18	30x60 Black Outdoor Mat	16.57		31621	1000 411202	200	101000
2	WA38676093	10/10/18	30x60 Black Outdoor Mat	16.57		31621	5210 430520	200	101000
3	WA38676093	10/10/18	30x60 Black Outdoor Mat	16.58		31621	5310 430620	200	101000
4	WA38676093	10/10/18	30x60 Black Outdoor Mat	16.58		31621	5410 430820	200	101000
180287	-98705E	01963	DELUXE FOR BUSINESS	58.00					
1	6103836911	10/03/18	Cafeteria Plan Check Reord	14.50			1000 410550	200	101000
2	6103836911	10/03/18	Cafeteria Plan Check Reord	14.50			5210 430570	200	101000
3	6103836911	10/03/18	Cafeteria Plan Check Reord	14.50			5310 430670	200	101000
4	6103836911	10/03/18	Cafeteria Plan Check Reord	14.50			5410 430870	200	101000
180288		01780	MONTANA BROOM & BRUSH	340.21					
1	1315805	10/10/18	Roll Towel/Comet	26.70		31739	1000 430200	200	101000
2	1315805	10/10/18	Roll Towel/Comet	26.70		31739	5210 430500	200	101000
3	1315805	10/10/18	Roll Towel/Comet	26.70		31739	5310 430600	200	101000
4	1315805	10/10/18	Roll Towel/Comet	26.70		31739	5410 430840	200	101000
5	1317536	10/17/18	Roll Towel/Toilet Tissue/Towe	172.58		31560	1000 460442	200	101000
6	1318742	10/24/18	Linens 24x33	35.83		31756	1000 411202	200	101000
7	1318742	10/24/18	Towel Roll	25.00		31756	2936 460463	200	101000
180289		00034	NORMONT EQUIPMENT CO	7,400.91					
1	18731	10/11/18	(4) Plow Blade	404.00		31740	1000 430200	200	101000
2	18731	10/11/18	(4) Curb Guard	260.00		31740	1000 430200	200	101000
3	18731	10/11/18	Hose	39.95		31740	1000 430200	200	101000
4	18731	10/11/18	1 1/2 Male CAM x MNPT	6.00		31740	1000 430200	200	101000
5	18731	10/11/18	Std Alum Handle	50.45		31740	1000 430200	200	101000

11/01/18  
12:43:40

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 10/18

Page: 10 of 17  
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
6	18731	10/11/18	Hvy Dty Alum Handle	49.63		31740	1000 430200	200	101000
7	18712	10/09/18	Crackseal, Poly Wrap	3,837.68*		31746	2920 460443	200	101000
8	100315R	10/17/18	Rent Asphalt Crack Sealer	1,350.00*		31746	2920 460443	300	101000
9	18748	10/16/18	EZ Street Cold Patch Asphalt	1,293.30		31746	2500 430200	400	101000
10	18810	10/24/18	Crack Squeegee Blade w/Handle	109.90*		31765	2920 460443	200	101000
180290			00512 MT DEPARTMENT OF ADMINISTRATION	170.00					
1	7717	10/09/18	Late AFR Filing Fee	42.50			1000 410550	300	101000
2	7717	10/09/18	Late AFR Filing Fee	42.50			5210 430570	300	101000
3	7717	10/09/18	Late AFR Filing Fee	42.50			5310 430670	300	101000
4	7717	10/09/18	Late AFR Filing Fee	42.50			5410 430870	300	101000
180291	-98704E		01552 HOME DEPOT	71.60					
1	4012174	10/11/18	Brick Mld/Caulking/Screws/Foa	71.60		31010	1000 460442	200	101000
180292			01987 MICRO-COMM INC	52,614.00					
			Council Approved 5/16/18						
1	11890	10/04/18	WW Desktop Computer System	52,614.00		31738	5310 430601	900	101000
180293			02451 TOOLE COUNTY	7,351.00					
1	1-2018	10/17/18	Electricity@Temp Booster Site	7,351.00			5210 430501	950 2284	101000
180294			01657 UNITED MATERIALS OF GREAT FALLS	380,145.32					
1	3	09/30/18	Champions Park Paving	20,000.00			7427 411850	800	101000
2	3	09/30/18	Champions Park Paving	7,000.00			1000 460441	950	101000
3	3	09/30/18	FY 18-19 Street Paving	353,145.32			2500 430200	900	101000
180295			01620 KADRMAS, LEE & JACKSON INC.	1,693.88					
1	10106758	10/09/18	Humic Water Main Ext-Design	1,334.23			5210 430501	950 2284	101000
2	10106759	10/09/18	Humic Water Main Ext-Bid & N	359.65			5210 430501	950 2284	101000
180296			01620 KADRMAS, LEE & JACKSON INC.	23,018.08					
1	10106267	10/03/18	WW Treatment Design	23,018.08			5310 430601	950 2282	101000
180297			01620 KADRMAS, LEE & JACKSON INC.	3,073.27					
1	10106653	10/05/18	Storm Water-Construction Adm	2,842.27			5720 430246	950 2283	101000
2	10106653	10/05/18	Storm Water-RPR	231.00			5720 430246	950 2283	101000
180298			00312 HELENA SAND & GRAVEL INC	282,356.70					
			4th Cell						
1	3	09/27/18	Wastewater Treatment App #3	282,356.70			5310 430601	950 2282	101000

11/01/18  
12:43:40

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 10/18

\* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
180299		00001 DEPARTMENT OF REVENUE	2,852.09					
		4th Cell						
1	3	09/27/18 App #3 Helena Sand & Gravel	2,852.09			5310 430601	950 2282	101000
180300	-98703E	01552 HOME DEPOT	79.27					
1		WA39461652 10/17/18 30x60 Indoor Mat	19.81		31625	1000 411202	200	101000
2		WA39461652 10/17/18 30x60 Indoor Mat	19.82		31625	5210 430520	200	101000
3		WA39461652 10/17/18 30x60 Indoor Mat	19.82		31625	5310 430620	200	101000
4		WA39461652 10/17/18 30x60 Indoor Mat	19.82		31625	5410 430820	200	101000
180301	-98702E	01810 ORIENTAL TRADING COMPANY	49.07					
1		692574617 10/16/18 Halloween Balloons/Pencils	12.26		31624	1000 410550	200	101000
2		692574617 10/16/18 Halloween Balloons/Pencils	12.27		31624	5210 430570	200	101000
3		692574617 10/16/18 Halloween Balloons/Pencils	12.27		31624	5310 430670	200	101000
4		692574617 10/16/18 Halloween Balloons/Pencils	12.27		31624	5410 430870	200	101000
180302		02012 SHOPKO	104.96					
1	2512	10/23/18 Clothing Allowance-Bentley	26.24			1000 430200	220	101000
2	2512	10/23/18 Clothing Allowance-Bentley	26.24			5210 430500	220	101000
3	2512	10/23/18 Clothing Allowance-Bentley	26.24			5310 430600	220	101000
4	2512	10/23/18 Clothing Allowance-Bentley	26.24			5410 430840	220	101000
180303		00091 CLIFF'S TOWING	100.00					
1	7019	10/23/18 Tow Toyota Sienna	100.00		31011	1000 420500	300	101000
180304		00125 TOOLE COUNTY TREASURER	2,415.77					
1		10/25/18 2018 1st 1/2 LD35 Assessments	2,415.77			2400 411860	540	101000
180305	-98701E	02299 PLATT ELECTRIC SUPPLY	181.99					
1		Y081064 10/01/18 Contactor/Overload Relay	181.99		31744	5210 430500	200	101000
180306		00276 TRI-CITY INTERLOCAL EQUIPMENT	120.00					
1		10/25/18 I-45 Vactor Truck	120.00		31743	5310 430600	300	101000
180307	25365S	00144 POSTMASTER	338.38					
1		10/26/18 11/18 Newsletter - 1173	84.59			1000 410240	310	101000
2		10/26/18 11/18 Newsletter - 1173	84.59			5210 430514	310	101000
3		10/26/18 11/18 Newsletter - 1173	84.60			5310 430614	310	101000
4		10/26/18 11/18 Newsletter - 1173	84.60			5410 430814	310	101000

11/01/18  
12:43:40

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 10/18

Page: 12 of 17  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj		Account	
180308	00083 MARIAS HEALTHCARE	150.00							
1	10/15/18 DOT Physical-Postma	37.50		31755	1000 430200	300		101000	
2	10/15/18 DOT Physical-Postma	37.50		31755	5210 430500	300		101000	
3	10/15/18 DOT Physical-Postma	37.50		31755	5310 430600	300		101000	
4	10/15/18 DOT Physical-Postma	37.50		31755	5410 430830	300		101000	
180309	01439 CONRAD BUILDING CENTER INC	268.67							
1	434199 10/25/18 (4)Sheets 5/8" Treated Plywood	228.60		31750	5310 430600	200		101000	
2	434199 10/25/18 (4)2x6x8' Treated	40.07		31750	1000 460445	200		101000	
180310	00037 NORTHWEST PIPE FITTINGS INC	15,589.88							
Approved 10/1/18 Meeting									
1	345036-1 10/22/18 (6)5/8 E-Coder Meters	1,590.00		31754	5210 430500	200		101000	
2	345036 10/15/18 (20)5/8 E-Coder Basement Set	4,700.00		31754	5210 430500	200		101000	
3	345036 10/15/18 (14)5/8 E-Coder Meters	3,710.00		31754	5210 430500	200		101000	
4	345036 10/15/18 (8)1" E-Coder Basement Set	2,840.00		31754	5210 430500	200		101000	
5	345036 10/15/18 (4)1" E-Coder Gallon Pit Set	1,571.36		31754	5210 430500	200		101000	
6	345036-2 10/29/18 (3)1" E-Coder Gallon Pit Set	1,178.52		31763	5210 430500	200		101000	
180311	-98700E 01593 I-STATE TRUCK CENTER	1,778.23							
1	R252036706 10/23/18 2015 Freightliner Truck Re	1,778.23		31742	5410 430830	300		101000	
180312	01345 STERLING CODIFIERS INC	179.00							
1	21188 10/16/18 Supplement #15 Ord 833,834	44.75			1000 410550	300		101000	
2	21188 10/16/18 Supplement #15 Ord 833,834	44.75			5210 430570	300		101000	
3	21188 10/16/18 Supplement #15 Ord 833,834	44.75			5310 430670	300		101000	
4	21188 10/16/18 Supplement #15 Ord 833,834	44.75			5410 430870	300		101000	
180313	01866 SHELBY PAINT AND HARDWARE	139.34							
1	64011 09/19/18 9V Batteries	29.98		31751	1000 460442	200		101000	
2	63878 09/20/18 Case RV Antifreeze/Reducer	21.99		31751	1000 460438	200		101000	
3	12713 09/24/18 Bleach	5.99		31751	2936 460463	200		101000	
4	12713 09/24/18 Bleach	5.99		31751	1000 411202	200		101000	
5	12713 09/24/18 Bungees/Liquid Nails	20.94		31751	1000 420500	200		101000	
6	63891 09/27/18 Duct Tape	4.99		31751	5310 430600	200		101000	
7	64086 10/10/18 Flush Lever/Plungers	19.47		31751	1000 411202	200		101000	
8	64099 10/15/18 Blades	29.99		31751	5210 430500	200		101000	
180314	01095 PETTY CASHIER-PUBLIC WORKS	69.95							
1	2746 06/25/18 MSC-Ice	3.40			5210 430500	200		101000	
2	2747 06/29/18 GFI Airport Parking-Skartved	23.00			5310 430600	300		101000	
3	2748 07/09/18 Postage	7.90			5310 430600	300		101000	
4	2749 07/24/18 MSC-Ice	1.75			5310 430600	200		101000	
5	2750 07/26/18 Postage	6.70			5310 430600	300		101000	

11/01/18  
12:43:40

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 10/18

Page: 13 of 17  
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
6	2801	08/07/18 Postage	7.90			5310 430600	300	101000
7	2802	09/04/18 Postage	7.90			5310 430600	300	101000
8	2803	09/11/18 MSC-Ice	3.50			5310 430600	200	101000
9	2804	10/01/18 Postage	7.90			5310 430600	300	101000
180315		00312 HELENA SAND & GRAVEL INC 4th Cell	104,788.59					
1	4	10/26/18 Wastewater Treatment App #4	104,788.59			5310 430601	950 2282	101000
180316		00001 DEPARTMENT OF REVENUE 4th Cell	1,058.47					
1	4	10/26/18 App #4 Helena Sand & Gravel	1,058.47			5310 430601	950 2282	101000
180317		00312 HELENA SAND & GRAVEL INC	219,378.40					
1	4	10/26/18 Storm Water App #4	219,378.40			5720 430246	950 2283	101000
180318		00001 DEPARTMENT OF REVENUE	2,215.94					
1	4	10/26/18 App #4 Helena Sand & Gravel	2,215.94			5720 430246	950 2283	101000
180319		01043 MT DEPT OF PUBLIC HLTH & HUMAN	515.00					
1	S310949	10/29/18 Splash Park-2019 License	75.00			1000 460445	300	101000
2	P10382	10/29/18 Swim Pool-2019 License	200.00			1000 460445	300	101000
3	TL697	10/29/18 Williamson Cmpgd 2019 License	120.00			1000 460437	300	101000
4	TL698	10/29/18 Sheloole Cmpgd-2019 License	120.00			1000 460439	300	101000
180320		00088 CARQUEST AUTO PARTS	147.03					
1	2567286802	10/11/18 Couplings	1.89		31761	5410 430830	200	101000
2	2567286906	10/15/18 Shop Towels	2.99		31761	1000 430200	200	101000
3	2567286906	10/15/18 Shop Towels	3.00		31761	5210 430500	200	101000
4	2567286906	10/15/18 Shop Towels	3.00		31761	5310 430600	200	101000
5	2567286906	10/15/18 Shop Towels	3.00		31761	5410 430840	200	101000
6	2567287237	10/24/18 Remfg Gear Box	175.15		31761	1000 460430	200	101000
7	2567287306	10/25/18 Core Return	-42.00		31761	1000 460430	200	101000
180321		02045 NAPA AUTO PARTS	511.16					
1	102981	10/16/18 Antifreeze	11.97		31759	1000 430200	200	101000
2	13001	10/16/18 Air Filters	16.98		31759	1000 430200	200	101000
3	13001	10/16/18 Air Filters	16.97		31759	5210 430500	200	101000
4	13001	10/16/18 Air Filters	16.97		31759	5310 430600	200	101000
5	13001	10/16/18 Air Filters	16.97		31759	5410 430840	200	101000
6	103012	10/17/18 Filters	6.67		31759	1000 430200	200	101000
7	103012	10/17/18 Filters	6.69		31759	5210 430500	200	101000
8	103012	10/17/18 Filters	6.69		31759	5310 430600	200	101000
9	103012	10/17/18 Filters	6.69		31759	5410 430840	200	101000
10	103396	10/24/18 Screws/Hex Nuts	39.84		31759	5410 430830	200	101000

11/01/18  
12:43:40

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 10/18

Page: 14 of 17  
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
11	102938	10/16/18 Gloves	13.15		31759	5210 430500	200	101000
12	103016	10/17/18 Motor Tune-Up	7.99		31759	5410 430830	200	101000
13	102785	10/11/18 Fittings	1.00		31759	5410 430830	200	101000
14	102626	10/09/18 Shifter Cable	52.77		31759	5210 430500	200	101000
15	102676	10/10/18 Fittings/Seal	28.06		31759	5410 430830	200	101000
16	102623	10/09/18 Adapters	6.22		31759	1000 430200	200	101000
17	102608	10/09/18 Bushing	7.11		31759	5210 430500	200	101000
18	102237	10/03/18 Blower Motor Wheel/Blow/Mot	54.00		31759	1000 430200	200	101000
19	102233	10/03/18 Filters	2.02		31759	1000 430200	200	101000
20	102233	10/03/18 Filters	2.04		31759	5210 430500	200	101000
21	102233	10/03/18 Filters	2.04		31759	5310 430600	200	101000
22	102233	10/03/18 Filters	2.04		31759	5410 430840	200	101000
23	102205	10/02/18 Gauge	23.99		31759	5410 430830	200	101000
24	102327	10/04/18 Antifreeze/Tune-Up/Gauge	40.20		31760	1000 430200	200	101000
25	102327	10/04/18 Antifreeze/Tune-Up/Gauge	40.22		31760	5210 430500	200	101000
26	102327	10/04/18 Antifreeze/Tune-Up/Gauge	40.22		31760	5310 430600	200	101000
27	102327	10/04/18 Antifreeze/Tune-Up/Gauge	40.22		31760	5410 430840	200	101000
28	102617	10/09/18 RETURN-Bushing	-7.11		31760	5210 430500	200	101000
29	102432	10/05/18 Lamp	8.54		31760	5410 430830	200	101000
180322		02376 MOBILE TWI LLC	250.00					
1	102218D	10/22/18 2019 Program Service Fee	62.50		31758	1000 430200	300	101000
2	102218D	10/22/18 2019 Program Service Fee	62.50		31758	5210 430500	300	101000
3	102218D	10/22/18 2019 Program Service Fee	62.50		31758	5310 430600	300	101000
4	102218D	10/22/18 2019 Program Service Fee	62.50		31758	5410 430840	300	101000
180323		01104 PETE'S NORTHSIDE GARAGE	115.00					
1	48173	10/04/18 Start Motor,Tune Up Compressor	115.00		31766	5210 430500	369	101000
180324		01271 CONANT HEATING & COOLING	140.00					
1	2164	10/31/18 Service Furnace1-Bedroom Aprmt	140.00			2936 460463	300	101000
180325		00649 LARSON CLOTHING COMPANY	190.00					
1		10/05/18 Clothing Allowance-Correa	37.50			1000 430200	220	101000
2		10/05/18 Clothing Allowance-Correa	37.50			5210 430500	220	101000
3		10/05/18 Clothing Allowance-Correa	37.50			5310 430600	220	101000
4		10/05/18 Clothing Allowance-Correa	37.50			5410 430840	220	101000
5		10/05/18 Service Award-Correa	10.00*			1000 410100	200	101000
6		10/05/18 Service Award-Correa	10.00*			5210 430511	200	101000
7		10/05/18 Service Award-Correa	10.00*			5310 430611	200	101000
8		10/05/18 Service Award-Correa	10.00*			5410 430811	200	101000

11/01/18  
12:43:40

CITY OF SHELBY  
Claim Details  
For the Accounting Period: 10/18

Page: 15 of 17  
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
180326		00485 BIG SKY FIRE EQUIPMENT	123.15					
1	125602	10/31/18 Wipes/Bandage/Aleve/Antacid	30.79		31768	1000 430200	260	101000
2	125602	10/31/18 Wipes/Bandage/Aleve/Antacid	30.79		31768	5210 430500	260	101000
3	125602	10/31/18 Wipes/Bandage/Aleve/Antacid	30.79		31768	5310 430600	260	101000
4	125602	10/31/18 Wipes/Bandage/Aleve/Antacid	30.78		31768	5410 430830	260	101000
180327		00039 PETTY CASHIER	180.44					
1	2791	10/10/18 Carrie Tasker-Sanitizer	16.44			1000 460442	200	101000
2	2792	10/23/18 TC C&R 10/18 Legal Filings	19.25			1000 410550	300	101000
3	2792	10/23/18 TC C&R 10/18 Legal Filings	19.25			5210 430570	300	101000
4	2792	10/23/18 TC C&R 10/18 Legal Filings	19.25			5310 430670	300	101000
5	2792	10/23/18 TC C&R 10/18 Legal Filings	19.25			5410 430870	300	101000
6	2793	10/23/18 TC Treasurer Specialty Plate	40.00			7427 411850	800	101000
7	2794	10/31/18 1st American Title-LienRelease	47.00			1000 470270	300	101000
180328		02293 SUPPLYWORKS	238.20					
1	461594301	10/24/18 Cleaner/Disinfectant/Liners	165.02		31559	1000 460442	200	101000
2	460949746	10/19/18 Liners	73.18		31559	1000 460442	200	101000
180329		00601 J P COOKE CO	102.70					
1	3159	10/17/18 2019 Pet Licenses/Orings	102.70		31626	1000 440600	200	101000
180330		02285 KANN MANUFACTURING CORP	2,072.12					
1	108357	10/31/18 Cyl/Locknut/Cap Scrw-Hsh	2,072.12		31770	5410 430830	200	101000
180331		01399 INDUSTRIAL SYSTEMS INC	37,650.00					
1	38312	10/11/18 (3)Pump Control Panels	37,650.00		31749	5310 430601	900	101000
# of Claims			87	Total:		1262,379.69		
Total Electronic Claims			9,230.55	Total Non-Electronic Claims		1253149.14		

11/01/18  
12:44:05

CITY OF SHELBY  
Claims on Hold  
For the Accounting Period: 10/18

Page: 16 of 17  
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
*** Claim from another period ( 9/18) ****									
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	10105368	09/10/18 Rail Safety-Prelim/FinalDesi		1,322.24			1000 470120	790	101000
				<b># of Claims</b>	<b>87</b>	<b>Total:</b>		<b>46,799.88</b>	

11/01/18  
12:44:19

CITY OF SHELBY  
Fund Summary for Claims  
For the Accounting Period: 10/18

Page: 17 of 17  
Report ID: AP110

---

Fund/Account	Amount
1000 GENERAL	
101000 Cash-Operating	\$70,768.09
2400 STREET LIGHTING DISTRICT NO. 35	
101000 Cash-Operating	\$6,289.43
2500 STREET MAINTENANCE DISTRICT NO. 1	
101000 Cash-Operating	\$354,886.67
2920 TRAILS GRANT	
101000 Cash-Operating	\$5,297.58
2936 WILLIAMSON BLDG RENOVATIONS	
101000 Cash-Operating	\$1,015.23
5210 WATER UTILITY	
101000 Cash-Operating	\$40,170.04
5310 SEWER UTILITY	
101000 Cash-Operating	\$517,103.19
5410 SOLID WASTE UTILITY	
101000 Cash-Operating	\$22,116.85
5720 STORM DRAINAGE	
101000 Cash-Operating	\$224,667.61
7199 TOURISM BUSINESS IMPROVEMENT DIST (TBID)	
101000 Cash-Operating	\$25.00
7427 SPECIALTY LICENSE PLATES (SHELBY)	
101000 Cash-Operating	\$20,040.00
<b>Total:</b>	<b>\$1,262,379.69</b>

## Building Inspector Report October 2018

11/1/2018

Permit	Date	Zone	Name	Addition	Block	Lot	Address	Permit For	Evaluation	FEE
4373	10/2/2018	Ind	Pacific Steel	Rail Park	Tr 3		2123 Burlington Ave	15'x30' office building	30,000.00	442.00
4374	10/2/2018	LDR	Brian & Colleen Lee	Coyote Hills	1	7-9	880 Spirit Dr	24' x 44' attached garage	50,000.00	644.00
4375	10/3/2018	CB	Great Northern Rentals	Shelby Original Twn	4	11&12	158 Main St	office remodel with 2 windows	35,000.00	492.00
4376	10/10/2018	MDR	Mike Cullen	Shelby 1st Add	4	20-22	658 Granite Ave	12'x24' shed	-	36.00
4377	10/24/2018	LDR	Ann Clark	Coyote Hills	1	4	930 Spirit Dr	zoning-fence	-	24.00
									<b>\$ 115,000.00</b>	<b>\$ 1,638.00</b>

**5 Permits issued this Month**

<b>Job Evaluation Totals</b>	<b>TOTALS</b>
--------------------------------------	---------------

<b>FISCAL YTD TOTALS</b>	
Number of Permits	13
Permit Fees	\$ 16,127.00
Total Job Values	\$ 462,000.00

**SAFETY COMMITTEE MEETING &  
EMPLOYEE QUARTERLY MEETING**

October 17, 2018

8:30 a.m.

Present: Mayor Gary McDermott; City Hall–Sarah Clary, Jade Goroski, Tammy Pederson, Lori Stratton; Council Member–Bill Moritz; Public Works–Justen Henke, Matthew James, Locke Mellotte, Brian Roark and Loren Skartved.

The minutes from the last meeting were reviewed.

Lake Shel-ooole Campground

Council Member Moritz stated that a reflector pole needs repair at the Lake Shel-ooole entrance. The doggie disposal bags are empty out there also.

Mayor McDermott gave an update of ongoing events:

- 4<sup>th</sup> Cell Sewer Lagoon Project is working on the liner and ultraviolet treatment system. It was suggested that we slope the cell or put rail ties in for safety issues.
- Asset Management Plan – implementing a schedule for maintenance and replacement of water and sewer lines, and equipment and vehicles
- Beautification – thanks to the city crew for cleaning Main Street and will start a summer schedule for cleaning and sweeping Main Street
- Garbage Pickup – the Monday route has been split up into a Monday and Tuesday pickup
- NCMRWA – negotiating the sale of the 13<sup>th</sup> St S water line to pay off water loans. The City needs to improve the water well field to meet DEQ water quality and quantity for NCMRWA to install the line going north of Shelby
- Pay Matrix – working on scenarios for a better starting wage and pay scale for employees
- Prison Sewer Lift – the City and CCA will split the cost of a grinder to avoid plug ups
- Safety concerns for the vacant city property (Bitterroot, Rainbow, Historic Shelby High)
- Storm Drainage Project – boring under road on east end of Shelby along BN R-O-W
- Street Lighting – NETA approached the City in regards to getting street lights at their energy/rail park site
- Street milling and paving is complete for the year and looks good

The next meeting will be held Wednesday, November 21, 2018 @ 8:30 a.m. at City Hall.

Meeting adjourned at 9:20 a.m.

Reported by:

---

Tammy Pederson

## MINUTES OF THE PARK & RECREATION COMMITTEE

Held at Shelby City Hall

October 29, 2018

In attendance: Gary McDermott, Loren Skartved, Luke Casey, Lyle Kimmert, Eric Tokerud, guests ~ Shannon and Brogan McAllister, Locke Mellott and Lorette Carter reporting.

**Minutes:** The minutes of the September 24, 2018 were included for review.

**Community Service Project:** Brogan McAllister spoke to the group on a community service project she would like to complete. Brogan would like to install a book kiosk in front of the Prairie Peddler /Computer RN stores and in Shelby City Park. She will coordinate the book supply and monitor the kiosks. She hopes to then pass the project onto underclassmen when she graduates. The committee approved the recommendation to the City Council of approval of the book kiosk for City Park.

### City Superintendent Report:

- **Swimming Pool/Splash Park:** The city crew is continuing work on the ADA play structure.
- **Civic Center:**
  - Staffing: Judy has announced her retirement as of November 30<sup>th</sup>. The City Council has tasked the Parks & Rec Committee to consider the staffing for the facility. The committee approved the recommendation to the City Council to create a part-time Civic Center Manager position to oversee the Civic Center and possibly manage the pool in the summer.
  - Fall classes began Monday, October 29<sup>th</sup>. Brandy Kiefer is leading an aerobic/toning video series on Mondays and Wednesdays at 5:15pm; Tressa Keller is teaching spinning on Tuesday evenings at 7:00pm; and Rosanne Balasabas teaches Yoga on Thursday evenings at 7:00pm. The TV and exercise tapes will also be available for people to use at the Civic Center.
  - Lyle and Loren are planning Thanksgiving week to refinish the gym floor.
- **Middle School:** Shannon McAllister reported he will be meeting with Conrad Building Center this week to determine materials for the SMS gym remodel. The installation of the heater in the gym is still pending. Loren reported the sale of the boiler and computerized control system for the school portion is being considered. Leaving these components unused for several years makes them unusable. He hopes to get some value for them while they are in working condition.
- **City Parks:** Mayor McDermott reported he was approached by Byron Kluth, First State Bank offering support for revitalization of the east entrance into Shelby when the storm drainage project is complete. Lorette will follow up with Byron.
- **Main Street:** Loren reported city staff will sweep the Main Street business district in the coming weeks.
- **Champions Park:** Loren reported the heritage signs and donor bricks have been placed in Champions Park. The crew changed the direction of the signage because of concern for the amount of wind and size of the signs. Marias River Electric is still working on lighting for the park.

- **Roadrunner Recreation Trail:** Loren noted trail cracks have been sealed. The City has received the grant reimbursement for the picnic area. A new funding round begins November 1<sup>st</sup>. Loren has suggested applying for sweeper/snow removal equipment for the trail and paving of the west entrance into the trail at Rodeo Drive. Lorette has sought council approval for the submission.

#### Tree Board:

- **Staff training:** Lorette reported 2 city staff; 4 MRE staff; and the City of Conrad Parks Supt. attended the tree care/maintenance workshop. Loren noted the city staff felt the workshop was very worthwhile. MRE has requested the DNRC training staff come back for additional training.
- **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 completed the forestry grant application. The city is requesting funds for new tree purchases as well as transferring trees from the Wild Turkey Tree Farm to public areas within Shelby. The City Council will approve submission at the November 5<sup>th</sup> meeting.

#### Old Business:

- **City Infrastructure Projects:** Mayor McDermott reported on the following projects:
  - The 4<sup>th</sup> cell project has shut down for the winter.
  - The storm water drainage project is underway with Helena Sand & Gravel working on the east end of Shelby reshaping ditches and boring under the BNSF rail line. They will continue work as long as weather permits.
  - The water line extension project is waiting on easement clarification and an amended budget. The hope is to bid the project this fall with early spring construction.
  - The Federal Rail Project is moving slowly forward. Our engineering team has submitted the required environmental documents and we are now waiting for an official obligation of federal funds for the project.
  - The North Central Regional Water Authority is working with the City on the sale of the 13<sup>th</sup> Avenue water line which will bring water to North Toole County.
  - The City is working on the scope of work for the water wellfield improvements which are critical to the regional water system. DNRC has committed \$750,000 as a match to our TSEP grant for this project.
  - Loren will be presenting the City Council with paving plans for the next few years. A draft map is on display at City Hall if citizens are interested in reviewing.
- **Business Recreation Program:** As the committee suggested, Lorette wrote an article about the city's current recreation pass program. She will continue to market the program via Facebook, newspaper and city newsletters.
- **Parks & Rec Committee membership:** Locke Mellott was present and agreed to serve on the committee. The group will also seek membership from youth recreation programs.

## Open Forum

- The following are the dates for upcoming Civic Center activities:
  - November 5th (beginning at 3:00pm) through November 6<sup>th</sup>- Closed for elections.
  - November 10<sup>th</sup> - Rib Tickler
  - November 12<sup>th</sup> – Closed for Veterans Day
  - November 22<sup>nd</sup> – Closed for Thanksgiving
  - December 6<sup>th</sup> – Blood Drawing
  - December 25<sup>th</sup> – Closed for Christmas
  - January 1, 2018 – Closed for New year
  - January 31, 2019 – Blood Drawing
  - April 4, 2019 – Blood Drawing
  - June 6, 2019 – Blood Drawing
  - August 8, 2019 – Blood Drawing
  - October 3, 2019 – Blood Drawing
  - December 12, 2019 – Blood Drawing

Submitted by Lorette Carter

Return to:  
Hunt Law Firm, PLLC  
PO Box 569  
Shelby MT 59474

## **GROUND LEASE**

THIS GROUND LEASE (this "Lease"), effective at Shelby, Toole County, Montana, on February 22, 2018, entered into by and between the **CITY OF SHELBY**, a municipal corporation, ("Lessor") and **NORTHERN EXPRESS TRANSPORTATION AUTHORITY (d/b/a PORT OF NORTHERN MONTANA)**, a Montana non-profit organization, 226 1<sup>st</sup> Street South, Shelby, Montana ("Lessee").

### **WITNESSETH:**

The Lessor and the Lessee, for and in consideration of the obligations and covenants hereinafter mentioned, agree as follows:

**1. LESSOR'S DEMISE.** Upon the terms and conditions hereinafter set forth, and in consideration of the payment from time to time by Lessee of the rents hereinafter set forth and in consideration of the prompt performance continuously by Lessee of each and every one of the covenants and agreements hereinafter contained, to be kept and performed by Lessee, the performance of each and every one of the covenants and agreements of which is to be declared an integral part of the consideration to be furnished by Lessee, Lessor does lease, let, and demise to Lessee and Lessee does hereby lease of and from Lessor, the following described premises (hereinafter "Premises") situated in Toole County, Montana:

**Shelby Industrial Park, 7A-1A  
7A-1A of the Shelby Industrial Park according to the map or plat thereof on file and of record in the office of the Clerk and Recorder of Toole County, Montana, SUBJECT, HOWEVER to all prior reservations, exceptions, easements, conveyances, and rights-of-way appearing either visually or of record.**

**2. INITIAL LEASE TERM.** The initial term of this Lease shall be for a period of FIVE (5) YEARS commencing on \_\_\_\_\_, 2018, and ending on \_\_\_\_\_, 2023, both dates inclusive unless sooner terminated as hereinafter provided.

**3. AUTOMATIC RENEWAL.** Unless Lessee provides Lessor with notice not less than 60 days prior to the end of the initial term or any renewal term, this Lease shall automatically renew for three additional terms of FIVE (5) years each, provided that Lessee is not in default under this Lease beyond the expiration of any applicable cure period. Any such renewal shall be upon the same terms and conditions as set forth in this Lease.

**4. RENT.** The rent for the first five (5) year term is Two Thousand Six Hundred Twenty-Six and 32/100 (\$2,626.32) per year (the "Rent"), payable in advance, said sum representing the figure of \$0.04 per square foot per year of leased premises. The Rent shall automatically be increased by two percent (2%) per annum.

**5. OPTION TO PURCHASE.** During the first five (5) year term of the Lease, Lessee shall have the option to purchase the Premises for \$47,280.00. During any renewal term of this Lease, Lessee shall have the option to purchase the Premises at its appraised value or an amount mutually acceptable to Lessor and Lessee. Any appraiser retained to appraise the Premises for purposes of this Paragraph 5 shall be mutually acceptable to Lessor and Lessee and the costs of appraising the Premises shall be borne by Lessor and Lessee equally.

**6. REAL ESTATE TAXES.** Lessee shall pay, before the incurrence of any fine, penalty or interest, or become due or be imposed by operation of law for the nonpayment thereof, all taxes, assessments, water and sewer rents, and other governmental charges, general and/or special, ordinary and extraordinary, unforeseen, of any kind and nature, whatsoever, which at any time during the term of the Lease may be assessed, levied, confirmed, imposed upon, or grown and become due and payable out of or in respect of, or become a lien on, the Premises, or any improvements thereon, or any part thereof or any appurtenance thereof.

**7. NO LIEN.** Lessee shall not have the power to subject the interest of Lessor in the Premises to any mechanic's or material men's liens or lien or any kind, without Lessor's prior written consent except as provided in Paragraph 9 of this Agreement.

**8. RELEASE OF LIEN.** Except as provided in Paragraph 9 of this Agreement, Lessee covenants and agrees with Lessor that Lessee will not permit or suffer to be filed or claimed against the interest of Lessor in the Premises during the continuance of this Lease, any lien or claim of any kind and if such lien be claimed or filed, it shall be the duty of Lessee, within thirty (30) days after Lessor shall have been given written notice of such a claim having been filed among the public records of Toole County, Montana, or within thirty (30) days after Lessor shall have been given written notice of such claim and shall have transmitted a written notice of the receipt of such claim unto Lessee (whichever thirty (30) day period expires earlier) to cause the Premises to be released from such claim, either by payment or by the posting of bond or by the payment unto the Court of the amount necessary to relieve and release the Premises from such claim, or in any other manner which, as a matter of law, will result within such period of thirty (30) days, in releasing Lessor and the title of Lessor from such claim; and Lessee covenants and agrees, within such period of thirty (30) days, so as to cause the Premises and Lessor's interest therein to be released of the legal effect of such claim.

**9. RIGHT TO MORTGAGE.** Notwithstanding anything to the contrary contained herein, Lessee may, in its sole and absolute discretion, mortgage its interest in the buildings and improvements located on the Premises for purposes of securing loans.

**10. INDEMNIFICATION BY LESSEE.** Lessee covenants and agrees with Lessor that during the entire term of the Lease and any renewal term, Lessee will indemnify and save harmless Lessor against any and all claims, debts, demands, or obligation which may be made against Lessor or against Lessor's title in the Premises, arising by reason of, or in connection with, any alleged act or admission of Lessee or any person claiming under, by, or through Lessee; and if it becomes necessary for Lessor to defend any action seeking to impose any such liability, Lessee will pay Lessor all costs of court and attorney's fees incurred by Lessor in effecting such defense in addition to any other sums which Lessor may be called upon to pay by reason of the entry of a judgment against Lessor in the litigation in which such claim is asserted.

**11. HAZARDOUS SUBSTANCES.**

(a) Definitions. For purposes of this Lease, "Hazardous Substance" means hazardous waste, toxic substances, polychlorinated biphenyls, or asbestos or related materials, and also includes but is not limited to substances defined as "hazardous substances" or "toxic substances" in the Comprehensive Environmental Response Compensation and Liability Act of 1980, as amended, 42 U.S.C. Sec. 9061, et seq., or the Hazardous Materials Transportation Act, 49 U.S.C. Sec. 6901, et seq., as well as all substances or materials defined as hazardous under the laws of the State of Montana. The term "Hazardous Substances" as used in this Agreement also includes petroleum, including crude oil or any fraction thereof, natural gas, natural gas liquids, liquified natural gas, synthetic gas usable for fuel, or mixtures of the foregoing, PVB's, asbestos, urea formaldehyde or related substances.

(b) Warranties Pertaining to Hazardous Substances. Lessee warrants that during the entire time Lessee has possession of the Leased Property;

(i) Hazardous Substances will be lawfully used and disposed of and will not be discharged, dispersed, released, improperly stored, treated, generated, or allowed to escape in, on, under, or about the Premises by Lessee; and

(ii) Lessee's operations at the Premises will be in compliance with all applicable federal, state and local statutes, laws, ordinances, rules and regulations related to Hazardous Substances.

(c) Indemnification. Lessee hereby agrees to indemnify and hold Lessor, its directors, employees, agents and representatives harmless against and in respect of any and all losses, suits, obligations, fines, damages, judgments, injuries, administrative orders, consent agreements and orders, penalties, actions, causes of action, notices of potential responsibility or requests for response from government agencies, response costs, charges, costs, and expenses, including without limitation reasonable attorneys' fees and reasonable consultants' fees, and including costs and expenses (including reasonable attorney's fees) incurred in enforcing the Lessee's obligation under this Section, claims, including but not limited to claims arising out of the release or threat of release of hazardous substances, loss of life, injury to persons, property, or business, environmental contamination or damages to natural resources or to water supplies, whether based on tort, contract, implied or express warranty, statute, regulations, common law, or otherwise which:

(i) arises out of or is related to the presence on, remediation of, or the actual, alleged or threatened release to or from any of the Premises of any hazardous substances or which resulted from occurrences during Lessee's possession of the Premises; or

(ii) arises out of noncompliance by Lessee with the warranties set forth in subsection(b)(ii) above.

**12. INSURANCE.** From the time of the execution of this Lease Lessee will cause to be written a policy or policies of insurance in the form generally known as a Public Liability and/or owners' landlord and tenant policies, insuring Lessor against any and all claims and demands by any person or persons whomsoever for injuries received in connection with the operation and maintenance of the Premises, improvements, and buildings located on the Premises or for any other risk insured against by such policies, each class of which policies shall have been written within limits or not less than Five Hundred Thousand Dollars (\$500,000.00) damages incurred or claimed by an individual or individuals for bodily injury, or otherwise, plus One Hundred Thousand Dollars (\$100,000.00) damages to property. The original or duplicate original of each of such policy or policies shall be delivered by Lessee to Lessor promptly upon the writing of such policies, together with adequate evidence of the fact that the premiums are paid.

**13. INSURANCE PREMIUMS.** Lessee covenants and agrees with Lessor that Lessee will pay premiums for all of the insurance policies which Lessee is obligated to carry under the terms of this Lease, and will deliver to Lessor evidence of such payment before the payment of any such premiums become in default, and Lessee will cause renewals of expiring policies to be written and the policies or copies thereof, as the Lease may require, to be delivered to Lessor at least ten (10) days before the expiration of such expiring policies.

**14. ASSIGNMENT.** Other than as authorized under Paragraph 9 above, Lessee may not assign or transfer its rights under this Lease without the prior written consent of Lessor, which consent shall not be unreasonably withheld.

**15. DEFAULT.** In the case at any time a default shall be made by Lessee in the payment of any of the Rent for upon the day such rent becomes due and payable, or in the case of default in relation to liens, as hereinabove provided for, or if Lessee shall fail to pay any of the taxes or assessments thereof, during the lease term for nonpayment of any tax or assessment, or in case Lessee shall fail to keep insured any building, buildings or improvements which may at any time hereafter be upon the Premises, as herein provided for, or if the Lessee shall fail to perform any of the covenants of this Lease by it to be kept and performed, and if such default shall continue for a period of sixty (60) days after receipt of written notice, specifying in general terms the nature of such default and a demand that the Lessee cure such default within said sixty (60) days from the time of receipt of such notice by Lessee, then, in any of such events, it shall be lawful for the Lessor, upon election, to declare the lease term ended and to reenter upon the Premises and the building or buildings and improvements then situated thereon, or the Lessor may have such other remedy as the law and this instrument may afford; and the Lessee covenants and agrees that upon the termination of the lease term, at such election of the Lessor, or in any other way, the Lessee will surrender and deliver up the Premises peaceably to the Lessor, or the agent or attorney of the

Lessor, immediately upon the termination of the lease term; and if the Lessee, its agent, attorney, tenants shall hold the Premises, or any part thereof, one day after the same shall be surrendered, according to the terms of this Lease, it shall be deemed guilty of forcible detainer of the Premises under the statutes and shall be subject to eviction or removal, forcibly or otherwise, with or without process of law.

**16. DUTY TO REPAIR.** Lessee shall keep in good state of repair and in first class condition any and all buildings, furnishing, fixtures, and equipment which are brought or constructed or placed upon the Premises by the Lessee, nor will Lessee suffer or permit any waste, or neglect of any building or other property to be committed, and that Lessee will repair, replace, and renovate such property as often as it may be necessary in order to keep the building(s) and other property which is the subject matter of this Lease in first class repair and condition. Additionally, Lessee specifically agrees to keep the Premises free and clear of all weeds and other waste material or rubbish at all times.

**17. TERMINATION.** Upon termination of this Lease, Lessee will peaceably and quietly deliver possession of the Premises to Lessor. Upon termination of this Lease Lessee shall have a period of sixty (60) days to remove all improvements, including the building or buildings constructed thereon, and, additionally, any furnishings, fixtures, and equipment which Lessee may have brought placed or constructed upon the Premises.

**18. COVENANT OF QUIET ENJOYMENT.** Lessor covenants and agrees with Lessee that so long as Lessee keeps and performs all the covenants and conditions by Lessee to be kept and performed, Lessee shall have quiet and undisturbed and continued possession of the Premises, free from any claims against Lessor and all persons claiming under, by, or through Lessor. Lessee, upon paying the Rent and all other sums and charges to be paid by it as herein provided, and observing and keeping all covenants, warranties, agreements, and conditions of this Lease on its part to be kept, shall quietly have and enjoy the Premises during the terms of this Lease without hindrance or molestation by Lessor.

**19. FORCE MAJEURE.** In the event that Lessor or Lessee shall be delayed, hindered in, or prevented from the performance of any act required hereunder by reason of strikes, lockouts, labor troubles, inability to procure materials, failure of power, restrictive government laws or regulations, riots, insurrection, war or other reason beyond their control, then performance of such act shall be excused for the period of the delay and the period for the performance of any such delay shall be extended for a period equivalent to the period of such delay.

**20. CONSTRUCTION PLANS.** Any future buildings or improvements constructed upon the Premises shall be first approved by the body known as the Industrial Park Committee. All maps, plats, charts and blueprints relative to said construction shall be submitted to said Industrial Park Committee for its approval. No construction shall be commenced without Lessee first obtaining said approval from the aforementioned Industrial Park Committee. The Industrial Park Committee shall not unreasonably deny Lessee's request to construct additional buildings or improvements. The decision of the Industrial Park Committee shall be based upon its sound discretion and Industrial Park Zoning regulations. Plans for a building or buildings to be

constructed upon the Premises shall comply and be in full accordance with the applicable laws, building codes, health codes, safety codes, zoning ordinances and all applicable statutes, rules and regulations and/or ordinances passed by the federal, state and local authorities.

**21. IMPROVEMENTS ON THE PREMISES.** Lessee covenants and agrees that all improvements on the Premises must be constructed and paid for wholly at the expense of Lessee.

**22. TIME AND PARTIES BOUND.** The time of payments and performance shall be of the essence of this Lease and all the terms, covenants and agreements herein contained shall extend and be obligatory upon the heirs, executors, administrators, personal representatives, successors, nominees and assigns of the respective parties hereto.

**23. COSTS OF SUITS.** The Parties covenant and agree that if, at any time, a Party to this Agreement is required to enforce the terms of this Lease, the prevailing party shall have the right to collect from the other party its reasonable costs, necessary disbursements, and attorneys' fees incurred.

**24. GOVERNING LAW.** All of the rights and remedies of the respective parties shall be governed by the provisions of this instrument and by the law of the State of Montana.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year first above written.

LESSOR

CITY OF SHELBY, MONTANA,  
a municipal corporation

By: \_\_\_\_\_  
Gary McDermott, Mayor

ATTEST:

\_\_\_\_\_  
Jade Goroski, City Finance Officer

LESSEE

NORTHERN EXPRESS  
TRANSPORTATION AUTHORITY

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



CITY OF SHELBY

**PAYROLL EXPENSE BY DEPARTMENT - 10/2018**

CITY HALL	25,952.41
ELECTED OFFICIALS (Mayor & Council)	7,803.62
PARK & RECREATION	4,239.25
PUBLIC WORKS	67,345.35
VOLUNTEERS (Animal Shelter & Firemen )	720.88
- Workers Comp expense only	
<b>TOTAL PAYROLL EXPENSE</b>	<b>\$ 106,061.51</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



Phone: 406.495.3525

Email: [llucas@getsystems.net](mailto:llucas@getsystems.net)

Web: [www.getsystems.net](http://www.getsystems.net)



## We have prepared a quote for you

### Server Refresh Project

Quote # 001612  
Version 2

Prepared for:

### City of Shelby

Jade Goroski  
[jade@shelbymt.com](mailto:jade@shelbymt.com)



Phone: 406.495.3525  
 Email: llucas@getsystems.net  
 Web: www.getsystems.net

Hardware	Price	Qty	Ext. Price
<b>Dell PowerEdge Server</b> <b>System Specifications:</b>  Model: T330 Chassis: Tower Configuration 8 Slot Processor: Intel Xeon E3-1270 v6 3.8GHz, 4C/8T, Memory: 24 GB Storage: 6x 300 GB 10K rpm SAS hot-plug hard drives RAID: PERC H730, 1 GB Optical: DVD Power Supply: Single, hot-plug 450 watt Network Adapter: Intel Ethernet I350 DP 1Gb Server Adapter Operating System: Window Server 2016 Standard Licencing 7x User CAL's Warranty: 5-Year	\$4,219.00	1	\$4,219.00
Subtotal			\$4,219.00

Software	Price	Qty	Ext. Price
WIN PRO 10 32/64 M/L LIC  Windows 10 Pro License - Download - ESD - 32/64 bit - All Languages	\$202.00	1	\$202.00
Subtotal			\$202.00

Estimated Labor	Price	Qty	Ext. Price
<b>LABOR: Install &amp; Configure Server</b>  <b>Project Hours:</b>  Prepare server for installation Installation and replace existing server – on site Data copy and cut-over (BMS data on its own. Use scripts to remap clients to I: and other shares) Inbox exports Exchange removal SBS demotion and turn off CyberHawk Security installation and configuration	\$125.00	25	\$3,125.00



Phone: 406.495.3525  
Email: llucas@getsystems.net  
Web: www.getsystems.net

Estimated Labor	Price	Qty	Ext. Price
Subtotal			\$3,125.00



Phone: 406.495.3525  
 Email: llucas@getsystems.net  
 Web: www.getsystems.net

## Server Refresh Project

Prepared by:  
**Helena - Systems**  
 Luke Lucas  
 406.495.3588  
 llucas@getsystems.net

Prepared for:  
**City of Shelby**  
 Jade Goroski  
 (406) 434-5222  
 jade@shelbymt.com

Quote Information:  
**Quote #: 001612**  
 Version: 2  
 Delivery Date: 10/24/2018  
 Expiration Date: 11/15/2018

## Quote Summary

Description	Amount
Hardware	\$4,219.00
Software	\$202.00
Estimated Labor	\$3,125.00
<b>Total:</b>	<b>\$7,546.00</b>

- Unless noted above:
- \* The cost of installation, maintenance, freight, travel and insurance are not included.
  - \* Travel Expenses (i.e. Meals, Lodging, etc.) will be passed on to the client.
  - \* Unit prices will govern over extended prices.
  - \* Morrison-Maierle Systems Corp. reserves the right to charge a 25% restocking fee on all returned or cancelled equipment.
  - \* Prices are subject to change without notice.

### Helena - Systems

### City of Shelby

Signature: \_\_\_\_\_  
 Name: Luke Lucas  
 Title: Senior Technology Advisor  
 Date: 10/24/2018

Signature: \_\_\_\_\_  
 Name: Jade Goroski  
 Date: \_\_\_\_\_

# City of Shelby

November 5, 2018

## Superintendent's Report

### Water :

We did a small service on our UV 1, fixing a problem with the wiper system in it.

### Sewer:

We have been getting our 4 sewer lifts ready for the upgrade.

We had another mop head get stuck in the pump in the East East sewer.

### Landfill:

We have been stockpiling dirt with our scraper for the winter

### Pool:

We started installing the playground equipment.

### Water:

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

### Next Week plans:

We will be installing the Backup floats in each sewer lift

Working on pool playground

Sweeping streets