



Paving 2019

Chip Sealing 2019

INTERSTATE 15

INTERSTATE 15

5TH ST S

9TH AVE S

13TH ST S

PANHEAD LN

WILSON AVE

WILSON AVE

12TH AVE S

9TH AVE S

9TH AVE S

IRON HORSE LN

3RD ST N

3RD ST N

12TH AVE N

8TH AVE S

6TH ST S

IRON HORSE LN

4TH AVE N

4TH AVE N

11TH AVE N

7TH AVE S

7TH ST S

IRON HORSE LN

5TH AVE N

5TH AVE N

10TH AVE N

6TH AVE S

8TH ST S

IRON HORSE LN

6TH AVE N

6TH AVE N

9TH AVE N

5TH AVE S

7TH ST S

IRON HORSE LN

7TH AVE N

7TH AVE N

8TH AVE N

4TH AVE S

6TH ST S

IRON HORSE LN

8TH AVE N

8TH AVE N

7TH AVE N

3RD AVE S

5TH ST S

IRON HORSE LN

9TH AVE N

9TH AVE N

6TH AVE N

2ND AVE S

4TH ST S

IRON HORSE LN

10TH AVE N

10TH AVE N

5TH AVE N

1ST AVE S

3RD ST S

IRON HORSE LN

11TH AVE N

11TH AVE N

4TH AVE N

8TH AVE S

2ND ST S

IRON HORSE LN

12TH AVE N

12TH AVE N

3RD AVE N

7TH AVE S

1ST ST S

IRON HORSE LN

13TH AVE N

13TH AVE N

2ND AVE N

6TH AVE S

1ST ST S

IRON HORSE LN

14TH AVE N

14TH AVE N

1ST AVE N

5TH AVE S

1ST ST S

IRON HORSE LN

15TH AVE N

15TH AVE N

1ST AVE N

4TH AVE S

1ST ST S

IRON HORSE LN

16TH AVE N

16TH AVE N

1ST AVE N

3RD AVE S

1ST ST S

IRON HORSE LN

17TH AVE N

17TH AVE N

1ST AVE N

2ND AVE S

1ST ST S

IRON HORSE LN

18TH AVE N

18TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

19TH AVE N

19TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

20TH AVE N

20TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

21ST AVE N

21ST AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

22ND AVE N

22ND AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

23RD AVE N

23RD AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

24TH AVE N

24TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

25TH AVE N

25TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

26TH AVE N

26TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

27TH AVE N

27TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

28TH AVE N

28TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

29TH AVE N

29TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

30TH AVE N

30TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

31ST AVE N

31ST AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

32ND AVE N

32ND AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

33RD AVE N

33RD AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

34TH AVE N

34TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

35TH AVE N

35TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

36TH AVE N

36TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

37TH AVE N

37TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

38TH AVE N

38TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

39TH AVE N

39TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

40TH AVE N

40TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

41ST AVE N

41ST AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

42ND AVE N

42ND AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

43RD AVE N

43RD AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

44TH AVE N

44TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

45TH AVE N

45TH AVE N

1ST AVE N

1ST AVE S

1ST ST S

IRON HORSE LN

IRON HORSE LN

46TH AVE N

46TH AVE N

1ST AVE N

1ST AVE S

1ST ST S



SWS Equipment, Inc.

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

QUOTE

Quote #: ROCBQ8113
Date: 08/10/18
Sales Rep: Roger Beatty
Customer No:

Quote To:

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

Ship To:

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

FOB: Shelby MT
Ship Via: BESTWAY
Est. Ship Date:
Terms: Net 30

We are pleased to propose the following for your consideration

Qty	Description	Unit Price	Ext. Price
30	3 Yard Side Load Container, Skid PLASTIC LIDS 3144 EMCO HOOK (1/2 PLATE) HEAVY DUTY STACKABLE STYLE (MACHINE TOOL GRAY)	\$788.90	\$23,667.00
1	Freight to Shelby MT (May be able to ship with drop boxes and save some freight)	\$1,760.00	\$1,760.00
Order Total			\$25,427.00

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

By: _____ Accepted _____ Date _____

QUOTE VALID FOR 30 DAYS

PAYMENT DUE UPON COMPLETION OF WORK OR AS SPECIFIED ABOVE

INDUSTRIAL SYSTEMS, INC.

Phone: (406)252-6671 Fax: (406)252-3941

Toll Free: 1-(800)-882-8831

P.O. BOX 20176, 325 16th STREET WEST, BILLINGS, MT 59104

Friday, March 9, 2018

To: Loren Skartved, City of Shelby

Project: Lift Station pump control panel replacement

Re: **East End, Dixie Inn, Pamida Lift Station panels**

We are pleased to submit the following equipment pricing for your consideration.

Three (3) Identical Pump Control Panels

Pump panels to include:

- Stainless Steel Enclosure
- Subdoor for all buttons, switches
- Lockable door
- Circuit Breaker x 2 for pump mains through the subdoor rotary style
- UL 508 Labelled
- Nema style motor starters – 2HP and 3HP
- Backup float control system
- Pump alternator
- Hour meters
- HOA switch
- Reset buttons
- Custom built panel drawings
- Power quality monitoring
- Lead lag control provided by other (Micro-Comm)
- Status provided running, motor OL fault, Circuit breaker status, Power quality, HOA
- Factory test includes circuit breaker and motor starter with report
- Surge protection 50,000 amp unit surge counter
- 4-20 ma output for motor amperage
- Alert system buzzer and light with silence button
- Start-up service One day, One trip

Price\$12,550.00 ea Total Price\$37,650.00

Add

Note: All generator transfer switches, and circuit breaker distribution done by others.

Micro-Comm will provide primary control

- Terms:**
1. Equipment Pricing is **FOB Factory w/Frt Allowed to Jobsite.**
 2. Pricing does not include any installation, fittings, anchor bolts, or misc. plumbing!
 3. Pricing for equipment listed **only**; subject to Engineers approvals!
 4. Payment terms: Net 30 no exceptions
 5. Quoted pricing valid for 30 Days.
 6. State and Local Taxes not included

Please feel free to contact us with any questions you may have at 800-882-8831.

Signature Indicates Acceptance of Quote, Terms and Conditions, listed above!

Date Accepted: _____

Utility/Company Name: _____

By: _____

(1) Wastewater SCADAviewCSX Software/Dell Desktop Computer System

Micro-Comm new desktop computer system including battery B-U and installation, configuration, and testing of the latest version of SCADAview CSX Software, SCADA Dial Software, and SCADAgraphics Software.

Add
\$ 11257

(1) Water SCADAviewCSX Software Package Upgrade (Reusing existing Dell)

Micro-Comm will upgrade the existing Dell desktop computer system with the current version of SCADAviewCSX. The existing Dell computer will be upgraded in the next SCADA modification project.

\$ 3500
water
only

(1) S4500 Remote PLC Unit (Located at the proposed UV Station)

Micro-Comm will provide a Nema 12, S4500 PLC-RTU wall mount enclosure to be installed at the new WWTP UV Station. The S4500 PLC-RTU will provide control operation and monitoring of the new UV system.

Items to be controlled and monitored:

(8) Control Outputs as follows:

- 1 UV Station "CALL" (To UV PLC)
- 1 CL2 Pump "CALL" (Start/Stop Booster Pump)
- 1 Alarm Horn/Light
- 1 Telemetry Control Output & Lamp

(16) Discrete Inputs as follows:

- 1 UV Station Operating (From UV PLC)
- 1 Chlorination System Activated (From UV PLC)
- 1 UV status/alarm conditions (additional information from UV PLC)
- 1 Entry Alarm
- 1 Low Temperature Alarm
- 1 Power Failure

(12) Analog Inputs as Follows

- 1 Analog Input #1: UV Intensity Average (From UV PLC)
- 1 Analog Input #2: CL2 Residual (From CL2 Residual Analyzer)
- 1 Analog Input #3-#12: To be determined

(2) Analog Outputs as Follows

- 1 Analog Output #1: CL2 Flow Rate (Proportional control signal to CL2 controller)
- 1 Analog Output #2: Spare

(2) Pulse (Flow) Inputs as Follows

- 1 Pulse Input #1: Flow Rate 12" Mag Meter

No on Dell 4 bid

The following items will be shipped separately for field mounting:

- 1 Yagi antenna with mounting U-bolts
- 1 lot of coaxial cable & Connectors as needed
- 1 MicroSwitch Nema 4 Door/Hatch Switches
- 1 Temperature Switch (Nema 1 Hi or Lo)
- 1 Factory start-up and adjustment services of above Micro-Comm equipment
- 1 Freight to jobsite (FOB Factory)

(1) Miscellaneous Items to Include:

- | Qty | Description |
|-----|--|
| 1 | Engineering and Design |
| 6 | Engineering Submittals |
| 6 | Operation and Maintenance Manuals |
| 1 | FCC License Fees and Paperwork |
| 1 | Freight to Job Site (FOB Factory, Freight allowed) |
| 1 | Factory Startup and Adjustment Service |
| 1 | Customer Training per Specifications |
| 1 | Five Year Parts and Labor Warranty (New RTUs Only) |

Total Project Price: \$76,719.00

OPTIONAL ITEMS (Price to be added to Total Project Price above):

(1) ESTIMATED INSTALLATION:

Optional Installation by Micro-Comm based on others (owner or general contractor) providing all 120VAC power, power drops, meters, disconnects, pressure taps, pressure pits, road bores, pavement cuts, pavement patches, concrete cuts or bores and access to all sites.

Note 1: This installation estimate has been prepared based on an unseen basis, if conditions exist that are unknown that would effect this estimate Micro-Comm reserves the right to adjust this estimate accordingly.

Note 2: This installation estimate is not based on Prevailing Wage or Union Costs.

Estimated Installation Price: \$12,000.00

(4 sites @ \$ 3,000.00/site)

(* - Price estimated on an unseen basis, subject to change)

Handwritten notes: "Add" circled in blue, and "\$ 2,309" written in blue ink.

Date: March 8, 2018

Project: Shelby, MT

SCADA System Upgrades (Adding 3-Sewage, UV WWTP and Computer)

Estimator: Jay Fromholtz, Sales and Marketing Manager

Sales Representative:

Scott Summers; Industrial Systems, Inc. (406) 252-6671 office

NOTES:

1. The wastewater collection RTU data will be displayed and controlled by a second Dell Computer running SCADAviewCSX software. The SCADAviewCSX software will be configured for the wastewater information only. This computer will have it's own web page and dialer associated with it. The existing Water Distribution SCADA computer will be upgraded to SCADAviewCSX. One computer dedicated to the water system and one computer dedicated to the wastewater system, but include access to both the Water and Wastewater sites/data incase of an emergency or failure.
2. This proposal includes new Micro-Comm pressure transducers for the lift stations, that are included in the remote unit 5-year warranty.

TERMS:

1. Does not include taxes, insurance or bonding. Proposal will be good for 60 days. Two-week notice and full payment (less retainage) are required for equipment start-up.
2. Equipment supplied does not include anchor bolts, fasteners, supports, antenna towers, or masts unless specifically listed in this quotation.
3. This control system provides PILOT DUTY signals to control panels and devices by others. Primary devices, i.e. motor starters, circuit breakers, control valves, and flow meters are not included unless specifically listed in this quotation
4. **This proposal DOES NOT include installation of equipment by Micro-Comm, Inc.**
5. Submittal drawings/design will be provided within 45 days from receipt of an approved Purchase Order.
6. Equipment will ship 90 days from receipt of approved drawing submittals.

Accepted By: _____ P.O. Number: _____

Date: _____ Purchase Order Amount: \$ _____

Scope of Proposed Materials and Labor:

4
PRISON

(3) Remote Units - Located at the Dixie Inn, Pamida and East End Lift Stations

Micro-Comm will provide a Nema 3R, M1600 PLC-RTU enclosure to be installed on an existing equipment or new structure, provided by others. The M1600 PLC-RTU will provide primary control of the duplex pumps based on operator entered setpoints compared to a level sensor (transducer) monitoring the wetwell water depth. In the event of a M1600 PLC-RTU failure or level sensor (transducer) failure, the control will automatically shift to the existing (or new) motor control panel/float control system.

Items to be controlled and monitored:

(8) Control Outputs as follows:

- 1 Pump #1 Call Output
- 1 Pump #2 Call Output
- 1 PLC-RTU Failure Output (Float/Backup Enable)
- 5 Spares

(24) Discrete Inputs as follows:

- 1 Power Failure
- 1 Phase Failure (Relocate Existing Phase Monitor)
- 1 Pump #1 Running
- 1 Pump #2 Running
- 1 Entry Alarm
- 1 Dry Well Moisture Alarm (Station Flooding)
- 1 Building Temperature "Low" Alarm
- 1 High Float Alarm (Backup Pump Start)
- 1 Low Float Alarm (Backup Pump Stop)
- 15 Spares

(12) Analog Inputs as Follows

- 1 Wetwell Water Level (New Transducer installed with PVC conduit or on bubbler)
- 1 Reserved for Flow Rate & Total (Freq/Pulse Signal provided by owner)
- 10 Spares

The following items will be shipped separately for field mounting:

- 1 Yagi antenna with mounting U-bolts
- 1 lot of coaxial cable & Connectors as needed
- 1 Submersible Pressure Transducer w/prewired cable & Snubnose
- 2 Wetwell Level Float Switch
- 1 Station Flooding Float Switch (Located in the dry well)
- 1 Door/Hatch Entry Switch (located on dry well hatch)

ADD

13,898
\$55,552

4

MARK'S TIRE & ALIGNMENT

BOX 628
SHELBY, MT 59474

Estimate

Date	Estimate #
10/25/2018	111

Name / Address
SHELBY, CITY OF 112 1ST ST. SO. SHELBY, MT 59474

Project

Description	Qty	Cost	Total
11R22.5 RM300 16 PLY	8	415.00	3,320.00
DISMOUNT & MOUNT	8	30.00	240.00
315/80R22.5 RM185 18 PLY	2	425.00	850.00
DISMOUNT & MOUNT	2	40.00	80.00
		Total	\$4,490.00

BUDGET CALCULATION FORM (4 pts)

PROJECT EXPENSES	QUANTITY/HOURLY RATE	GRANT FUNDS REQUESTED (A)	CASH MATCH (B)	\$ VALUE OF IN-KIND MATCH (C)	TOTAL A+B+C
PERSONNEL EXPENSES (SALARIES/WAGES/BENEFITS)					
<i>Requested grant funds <u>cannot</u> be used for regular personnel costs of city/town employees. However, the cost of forestry student interns or seasonal employees can be included as grant funds.</i>					
Administration	4 hours at \$30.00/hour		120.00	0.00	120.00
Labor	5 staff for 4-6 hrs. @ \$30.00/hr.		800.00	0.00	800.00
TOTAL PERSONNEL EXPENSES		\$0.00	\$920.00	\$0.00	\$920.00
OPERATING EXPENDITURES (TRAVEL, SUPPLIES, RENTALS, ETC.)					
Trees/supplies	5-6 trees/slugs/mulch/stakes	1,400.00			1,400.00
Equipment	Truck/trailer - \$50.00/hr. (5 hrs.)		250.00		250.00
	Backhoe ~ \$80.00/hr. (4 hrs.)		320.00		320.00
	Bobcat ~ \$65.00/hr. (4hrs.)		260.00		260.00
	Water truck ~ \$50.00/hr. (4 hrs.)		250.00		250.00
	Pickups ~ \$25.00/hr. (4 hrs.)		100.00		100.00
	Trailer ~ \$25.00/hr. (4hrs.)		100.00		100.00
TOTAL OPERATING EXPENSES		\$1,400.00	\$1,280.00	\$0.00	\$2,680.00
CONTRACTED PROFESSIONAL SERVICES					
Trans-a-Tree Services	\$100.00 mobilization	\$100.00			\$100.00
Trans-a-Tree Services	\$100.00/tree to transplant (7)	\$700.00			\$700.00
TOTAL CONTRACTED SERVICES		\$800.00	\$0.00	\$0.00	\$800.00
TOTAL PROJECT EXPENDITURES		\$2,200.00	\$2,200.00	\$0.00	\$4,400.00
INDIRECT COSTS*		\$0.00			
TOTAL PROJECT FUNDING		\$2,200.00	\$2,200.00	\$0.00	\$4,400.00

IMPORTANT NOTES:

ALL MATCH EXPENDITURES (BOTH CASH AND IN-KIND CONTRIBUTIONS) MUST BE SUBSTANTIATED WITH DOCUMENTATION TO BE APPLIED TO THE 100% MATCH REQUIREMENT.

FEDERAL FUNDS MAY NOT BE USED AS MATCH (NO FEDERAL CASH, DONATED AND/OR IN-KIND CONTRIBUTIONS).

*The indirect cost rate can be a NICRA, a negotiated indirect cost rate agreement recognized by a federal agency; many local governments and organizations have one. Applicants **without** a negotiated rate are eligible to use the de minimis indirect rate of up to 10%. Note that you may choose to waive indirect costs.

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

DATE: October 16, 2018
TO: Mayor, City Council, Finance Officer, City Superintendent
RE: Civic Center Job Positions and Open Hours

POSITIONS: Recreation Attendant: Grade 1, start, \$ 11.54/hr
 Civic Center Manager: Grade 3, start, \$ 14.13/hr
 Recreation Director: Grade 6, start, \$ 19.31/hr

EMPLOYEES: Norenberg (9/11/1987-present), FT Rec Attendant(75%)/
 Office Clerk(25%) (\$16.23/hr)
 Florez (12/15/2003-05/10/2018), FT Rec Director (\$24.61/hr)
 Whitt (10/07/2017-4/29/2018), Temp PT Rec Attendant (\$10.44/hr)
 CT Cleaning contract to clean Civic Center (\$800.00/month) expires 7/31/2019

OPEN HOURS AND WORK SCHEDULES:

5/1999: Monday – Friday 4-7 p.m. 10/1999: Monday – Friday 4-9 p.m.
 Saturday, Sunday closed Saturday, Sunday 2-8 p.m.

8/2000: 2 part-time positions combined for 1 full-time (for benefits & insurance)
 Rec Attendant (75%)/City Hall Office Clerk (25%)

10/2005 Monday – Friday 10 a.m.-12 noon, 3-9 p.m.
 Saturday, Sunday 2-8 p.m.
 Rec Director shift: Mon-Fri 10 a.m.-12noon, 3-9 p.m.
 Seasonal Wkr shift: Sat, Sun 2-8 p.m.

10/2009 Monday – Friday 10 a.m.- 1 p.m., 4-9 p.m.
 Saturday, Sunday 2-8 p.m.

5/2011 Monday – Thursday 9 a.m. – 7 p.m.

10/2011 Monday – Friday 10 a.m.-1 p.m., 4-9 p.m.
 Saturday, Sunday 2-8 p.m.
 Rec Director shift: Mon-Thurs 8 a.m.-6 p.m. (4 10hr shifts)
 Rec Attendant shift: Mon-Fri 9 a.m.-6 p.m. (5 8hr shifts)
 Seasonal Wkr shift: Mon-Fri 6 p.m.-9 p.m. (5 3hr shifts)
 Sat, Sun 2-8 p.m. (2 6hr shifts)

10/2018 Monday – Friday 9 a.m. – 6 p.m. (Rec Attendant)
 Saturday, Sunday 2-6 p.m. (Temp/Seasonal Rec Attendant)

RECREATION ATTENDANT, GRADE 1, START - \$11.54/HR

CITY OF SHELBY - POSITION DESCRIPTION

POSITION: **RECREATION ATTENDANT**

UPDATED: 4/18/2016

SUPERVISOR: RECREATION DIRECTOR/
CITY SUPERINTENDENT

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

POSITION DUTIES

Under supervision, performs routine cashier, receptionist and custodial duties in the operation and maintenance of the city's recreational facilities. Performs routine facility maintenance tasks involving manual labor; dusts, scrubs and mops floors; empties trash receptacles and removes trash from buildings and grounds; dusts and polishes furniture; washes windows, inside and out; cleans walls, woodwork, dressing rooms, lavatories and whirlpools; replenishes supplies; turns equipment on and off, checking to ensure proper operation and reporting problems to the supervisor; collects membership and one-time use fees, issuing receipts and maintaining records of such transactions; collects and records equipment rental charges and takes money to City Hall daily, scheduling routine facility reservations, including league play, scheduling work schedules; giving routine information to callers and visitors and routing the more complex inquiries to the supervisor; confers with City Superintendent on items to be done; performs other related work as required.

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

MINIMUM QUALIFICATIONS FOR THE POSITION

Knowledge: Must possess a working knowledge of cleaning equipment and supplies; safe work practices.

Abilities: Must be able to make simple mathematical computations; make change; perform routine manual labor tasks; understand and carry out oral and written instructions; and establish and maintain cooperative relationships with those contacted in the course of work.

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

Experience: None required.

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

GENERAL WORKING CONDITIONS

The position requires good eyesight and manual dexterity, periods of sitting and walking, lifting objects which usually weigh not more than 40 pounds, and exposure to dust, dirt, noise and regular cleaning materials such as floor, window and toilet cleaners.

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

CIVIC CENTER MANAGER, GRADE 3, START - \$14.13/HR

CITY OF SHELBY - POSITION DESCRIPTION

POSITION: **CIVIC CENTER MANAGER**

UPDATED: 4/18/2016

SUPERVISOR: CITY SUPERINTENDENT

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

POSITION DUTIES

Under general policy/administrative direction, plans, directs, supervises and participates in the scheduling and upkeep of the Civic Center facilities. Confers with the city superintendent, coordinates and carries out various assignments relating to the day to day administration, supervision, maintenance and operation of the Civic Center; responsible for setting up of the different leagues (racquetball, wallyball, volleyball, etc.); recommends the hiring of staff; submits reports as directed to the city finance officer and the council regarding monies generated and expended; handles all public relations matters except those which need to be submitted to the city superintendent; performs other duties as assigned.

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

MINIMUM QUALIFICATIONS FOR THE POSITION

Knowledge: Must possess a working knowledge of the operations of a public facility; knowledge of budgets and correct accounting systems.

Abilities: Must be able to supervise subordinate personnel; apply knowledge to unique situations; communicate effectively both in writing and orally; and establish and maintain cooperative relationships with those contacted during the course of work.

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

Experience: Experience in scheduling and maintaining a public facility.

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

GENERAL WORKING CONDITIONS

The position requires good eyesight and manual dexterity, periods of sitting while driving and at a desk, some walking and running, lifting objects which usually weigh not more than 30 pounds, some work outdoors in temperature extremes, and exposure to regular cleaning materials such as floor, window and toilet cleaners.

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

RECREATION DIRECTOR, GRADE 6, START - \$19.31/HR

CITY OF SHELBY - POSITION DESCRIPTION

POSITION: **RECREATION DIRECTOR**

UPDATED: 4/18/2016

SUPERVISOR:

MAYOR

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

POSITION DUTIES

Managerial responsibility for planning, directing, developing, and promoting events and activities at the city's civic center, Lake Shel-oolle recreation complex, school district recreation complex (sports complex), swimming pool and promoting such activities (swim team, soccer, baseball, softball, intramural sports, summer recreation program, etc.) through local media. Work is performed under general direction and requires frequent interaction with the city superintendent, city council, park and recreation committee and/or the mayor. Plans, organizes and schedules employees responsible for staffing adult and youth recreation programs, swimming pool, civic center facilities and events activities. Plans and develops future programs, including budget and financial administration proposals for review. Maintain park and recreation web page on City of Shelby web site (facility scheduling, events, etc.). Ensures that recreation enterprise activities are self-supporting and profitable. Administers the city's recreation and cultural programs by reviewing operating policies; planning facility repair and maintenance; soliciting corporate sponsorship or other funding resources; and developing grant-in-aid requests from various public and private entities. Works with city departments, community organizations, and user groups to encourage and promote and direct community programs and facilities. Provides monthly oral and written reports to the Shelby City Council concerning community recreation and wellness programs.

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

MINIMUM QUALIFICATIONS FOR THE POSITION

Knowledge: Must possess a valid Montana driver's license. Knowledge of the principles and practices of public recreation programs and administration. Knowledge of the facilities and equipment required in a comprehensive recreation program.

Abilities: Ability to communicate effectively orally and in writing. Proficiency in using various computer programs. Ability to establish and maintain effective working relationships with subordinate, peers, supervisors, public and private foundations, community groups, school officials and the general public. Ability to create and deliver public presentations on recreation proposals and programs. Must possess hand/eye coordination sufficient to operate a personal computer, office equipment and a motor vehicle. Ability to talk and hear in person, by telephone or two-way radio. Ability to see and read instructions and reports.

Education: Experience or education equivalent to associate degree in Business Administration, Recreation Management, or related field.

Experience: Experience in scheduling and maintaining public recreation programs and facilities.

Required Special Qualifications: Must possess or be able to obtain and keep current the following certifications (if not currently certified, must obtain current certification within 6 months of employment): CPR and First Aid

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

GENERAL WORKING CONDITIONS

The position requires the ability to perform moderate physical work and to lift and carry up to 50 pounds; the ability to stand, walk, sit, bend, twist, crawl, climb, push, pull, ride to perform similar body movements.

Tammy Pederson

From: Linda Burley <lburley@cityofcutbank.org>
Sent: Tuesday, October 16, 2018 9:27 AM
To: Tammy Pederson
Subject: RE: CIVIC CENTER

Hi Tammy:

We currently have 2 part time employees working at the Civic Center, as well as the full time director. We start them at \$10.00 an hour. They usually work 4-4 ½ hour shifts, usually in the afternoon/evening.

Yes, we have the card entry so people can come and go as they like.

Linda

Linda Burley
City of Cut Bank Clerk-Treasurer
211 W Main Street
Cut Bank, MT 59427
406-873-5526

From: Tammy Pederson <tammy@shelbymt.com>
Sent: Tuesday, October 16, 2018 8:47 AM
To: Linda Burley <lburley@cityofcutbank.org>
Subject: CIVIC CENTER

Can you tell me what positions, starting pay and days and hours worked each day for your civic center? We have an employee retiring and are looking at all options.

We have a key entry system also for the civic center so adults can enter anytime. Do you guys have that also?

Thanks.

Tammy Pederson
Deputy Clerk
City of Shelby
112 1st St S
Shelby MT 59474
(406) 434-5222

DRAFT

Recreation Manager

Supervisor: City Superintendent

Position Duties

Under general policy/administrative direction, plans, directs, supervises and participates in the scheduling and upkeep of the Civic Center; Historic Shelby High gymnasium; and Shelby Swimming Pool/Splash Park. Confers with city superintendent, coordinates and carries out various assignments related to the day to day administration, supervision, scheduling, maintenance and operation of the Civic Center, Historic Shelby High gymnasium and Shelby Swimming Pool/Splash Park; recommends the hiring of staff; submits reports as directed to the city finance officer and the council regarding monies generated and expended; handles all public relation matters except those to be submitted to the city superintendent; performs other duties as assigned.

Expectations

The position requires the ability to meet the public, show the facilities to prospective members; complete regular walk-throughs of rooms to ensure safe, appropriate use of facilities; complete day-to-day office functions; organize/coordinate classes, leagues or special events at the facilities; and all other duties assigned by the city superintendent or city council.



Shelby Area Chamber of Commerce
Office Hours: Monday- Friday 9 a.m. to Noon
Phone: (406)-434-7184 Fax: (406)-424-7234
100 Montana Avenue P.O. Box 865
Shelby, MT 59474
shelbycoc@3rivers.net www.shelbymtchamber.org

SHELBY AREA CHAMBER OF COMMERCE

October 31, 2018

Dear Chamber Member,

It is that time of year again when the Shelby Area Chamber of Commerce designs a new Coupon Booklet. We feel our Coupon Booklets are a win-win program for the following reasons:

- Your business benefits by getting shoppers to come in.
- Local Shoppers benefit with bargains and discount savings all year long.
- Coupons give local shoppers a reason to shop in Shelby during the holiday season.
- They give fundraising opportunities to local groups who sell the booklets for the Chamber.
- Our Booklets are a fundraiser for the Chamber Office.
- Each business in the Coupon book gets a chance to be promoted on the weekly KSEN/Chamber Monday Morning Talk.
- As a Chamber Member there is no fee to be in the Coupon Book!
- YOU have the choice to decide what your coupon will be.

Please contact the Chamber office if you would again like to participate in the Chamber Coupon Book. Contact the Chamber office at 434-7184 or email at shelbycoc@3rivers.net. You can make any changes you would like to your coupon. Some businesses have a coupon that can be utilized every month to get customers into their business 12 times a year. Some offer buy one get one ½ price. Do you feel your coupon was underutilized? Maybe you want to revamp it. We leave that up to you! No one knows your business like you do!!

Sincerely,

A handwritten signature in black ink that reads "Doreen Mckelvey".

Doreen Mckelvey
Executive Director
Shelby Area Chamber of Commerce