

AGENDA
CITY COUNCIL MEETING
CITY OF SHELBY
December 3, 2018
6:30 P.M.

ROLL CALL OF MEMBERS

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- Regular Council Meeting, 11/19/18 (pgs 5-6)

APPEARANCE REQUESTS

- Agenda Items
- Non-Agenda Items

CLAIMS REPORT 11/30/18 (pgs 7-21)

BUILDING INSPECTOR

- Building Inspector Report, November 2018 (pg 22)

COMMITTEE REPORTS

- Safety Committee Meeting, 11/21/18 (pg 23)
- Minutes of Park & Rec Meeting, 11/26/18 (pgs 24-29)

CITY ATTORNEY

- NCMRWA Pipeline Purchase Agreement, 13th Street
- MOU – Merchants Sign
- Devon Water Easement re: CDBG
- NCMRWA/Shelby Funding Agreement
- Shelby South – Habets Connection

CITY FINANCE OFFICER

- Payroll Expense by Department Report, November 2018 (pg 30)
- Storm Water Phase #2 (pgs 31-32)

CITY SUPERINTENDENT

- Superintendent's Report (pg 33)
- 2019-2020 Street Maintenance Schedule (pgs 34-35)

COMMUNITY DEVELOPMENT DIRECTOR

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OTHER MATTERS

- Task Order #6 (pgs 36-40)
- Facilities Manager Hire
- Civic Center Punch Card
- By-Laws of Toole County & City of Shelby Public Safety Commission (pgs 41-52)
- Marias Heritage Center Board Reappointment – Lorette Carter
- Next Generation Conference – Civic Center Usage (pg 53)

CITY COUNCIL PACKET LISTING

A. Agenda

B. Agenda Items

1. Minutes of Regular Council Meeting, 11/19/18
2. Claims Report, 11/30/18
3. Building Inspector Report, 11/30/18
4. Minutes of Safety Committee Meeting, 11/21/18
5. Minutes of Park & Rec Committee Meeting, 11/26/18
6. Payroll Expense by Department Report, November 2018
7. Storm Water Phase #2
8. Superintendent's Report, 12/3/18
9. 2019-2020 Street Maintenance Schedule
10. KLJ Task Order #6
11. By-Laws of Toole County & City of Shelby Public Safety Commission
12. 11/29/18 Email from Carrie Lerum re: Marias River Livestock Association

C. Correspondence

1. 11/15/18 Letter to Mackenzie Espeland, MT Dept of Commerce re: Shelby CDBG
2. 11/20/18 Letter to ShopKo re: ShopKo approach improvements
3. 11/20/18 Letter to Mike Johnson, Management Consultants, Inc re: Best Western Shelby Inn & Suites approach improvements
4. 11/27/18 North Central Regional Water Authority Executive Committee Meeting Agenda and Information
5. 11/27/18 Northern Transit Interlocal, Golden Triangle Transportation Advisory Committee Minutes
6. 11/28/18 Letter to Becky Anseth, Infrastructure Manager, Community Development Division re: Shelby Wellfield Project-Scope Revision
7. 11/29/18 Letter from DEQ re: City of Shelby Storm Water Improvements Project

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
November 19, 2018**

Mayor McDermott called the meeting to order at 6:30 p.m. Present were: Lyle Kimmet, Debra Clark, Luke Casey, Trent Tustian, Bill Moritz and Aaron Heaton, Council Members; Bill Hunt, City Attorney; Jade Goroski, Finance Officer; Loren Skartved, City Superintendent; Lorette Carter, Community Development Director. Absent and Excused: None.

Other citizens present: Luke LaLiberty and Donna Whitt.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

CASEY MADE A MOTION TO APPROVE THE 11/05/2018 MINUTES. SECONDED BY TUSTIAN. VOTE: AYES - CLARK, KIMMET, CASEY, TUSTIAN, MORITZ, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.

APPEARANCE REQUESTS

- Luke LaLiberty provided an explanation for change order #3 and discussed task order #6.

COMMITTEE REPORTS

- Law Enforcement Report - Sheriff Donna Whitt

CITY ATTORNEY

CITY FINANCE OFFICER

- City Judge's Report, October 2018
- Bank Account Report, Budget Year to Date, Vendor Summary, Enterprise Funds, Statement of Expenditures, Revenues, Cash Flow Report, Project Budgets, 10/31/2018
CLARK MADE A MOTION TO APPROVE THE REPORTS. SECONDED BY CASEY. VOTE: AYES - CLARK, KIMMET, CASEY, TUSTIAN, MORITZ, HEATON. NOES - NONE. ABSENT - NONE. ABSTAIN - NONE.
- City of Shelby Delinquent Taxes, 10/31/2018

CITY SUPERINTENDENT

Loren included a copy of his report as part of the packet. Discussed the street maintenance plan for FY 2020 and 2021.

COMMUNITY DEVELOPMENT DIRECTOR

OTHER MATTERS

- Moonlight Madness
TUSTIAN MADE A MOTION TO WAIVE THE CIVIC CENTER RENTAL FEE FOR THE BASKETBALL TOURNANMENT. SECONDED BY CASEY. VOTE: AYES -

CLARK, KIMMET, CASEY, TUSTIAN, MORITZ, HEATON. NOES – NONE. ABSENT – NONE. ABSTAIN - NONE.

- **Move January 7, 2019 meeting to January 9, 2019.**
MORITZ MADE A MOTION TO APPROVE CHANGING THE DATE OF THE MEETING. SECONDED BY KIMMET. VOTE: AYES – CLARK, KIMMET, CASEY, TUSTIAN, MORITZ, HEATON. NOES – NONE. ABSENT – NONE. ABSTAIN - NONE.
- **Storm Water Change Order #3**
MORITZ MADE A MOTION TO APPROVE THE CHANGE ORDER. SECONDED BY TUSTIAN. VOTE: AYES – CLARK, KIMMET, CASEY, TUSTIAN, MORITZ, HEATON. NOES – NONE. ABSENT – NONE. ABSTAIN - NONE.
- **Exploratory Park & Rec Committee**
CLARK MADE A MOTION TO APPROVE THE COMMITTEE WITH TUSTIAN AS THE FACILITATOR THAT WILL SELECT UP TO 4 MORE COMMITTEE MEMBERS WITH THE RECOMMENDATION THAT ONE BE A CITY EMPLOYEE AND TUSTIAN WILL DEFINE THE SCOPE OF WORK FOR THE COMMITTEE AND KIMMET WILL APPROVE THE MEMBERS. SECONDED BY HEATON. VOTE: AYES – CLARK, KIMMET, CASEY, TUSTIAN, MORITZ, HEATON. NOES – NONE. ABSENT – NONE. ABSTAIN - NONE.
- **Welcome to Shelby Sign Ownership**
TUSTIAN MADE A MOTION THAT THE CITY WILL OWN AND INSURE THE SIGN, THE MERCHANTS WILL MAINTAIN THE SIGN AND CITY ATTORNEY WILL DRAFT AN MOU FOR THE CITY, MERCHANTS AND I&T TRANSFER. SECONDED BY CLARK. VOTE: AYES – CLARK, KIMMET, CASEY, TUSTIAN, MORITZ, HEATON. NOES – NONE. ABSENT – NONE. ABSTAIN - NONE.

ADJOURN

AT 8:20 P.M. CLARK MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY TUSTIAN. VOTE: AYES – CLARK, KIMMET, CASEY, TUSTIAN, MORITZ, HEATON. NOES – NONE. ABSENT – NONE. ABSTAIN - NONE.

GARY MCDERMOTT, MAYOR

ATTEST:

JADE GOROSKI, FINANCE OFFICER

11/29/18
10:32:03

CITY OF SHELBY
Claim Details
For the Accounting Period: 11/18

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Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
180332		01201 U S BANK	5,762.50					
1	1307203	11/13/18 G O Bonds. Ser06 - Int	5,762.50			3035 490100	620	101000
180333		01200 U S BANK TRUST-SPA LOCKBOX	16,303.75					
1	WRF-09132	10/29/18 DNRC 08 Water Main Imp-Prin	12,000.00			5210 490206	610	102210
2	WRF-09132	10/29/18 DNRC 08 Water Main Imp-Int	4,303.75			5210 490206	620	102210
180334		01200 U S BANK TRUST-SPA LOCKBOX	5,425.00					
1	WRF-09136	10/29/18 DNRC2 08 Water Main Imp-Pri	4,000.00			5210 490207	610	102210
2	WRF-09136	10/29/18 DNRC2 08 Water Main Imp-Int	1,425.00			5210 490207	620	102210
180335		01200 U S BANK TRUST-SPA LOCKBOX	108,387.50					
1	WRF-05062	10/29/18 WRF Ser03 drinking wtr-prin	21,000.00			5210 490204	610	102210
2	WRF-05062	10/29/18 WRF Ser03 drinking wtr-int	3,003.75			5210 490204	620	102210
3	WRF-02040	10/29/18 WRF Ser02 drinking wtr-prin	21,000.00			5210 490203	610	102210
4	WRF-02040	10/29/18 WRF Ser02 drinking wtr-int	1,720.00			5210 490203	620	102210
5	WRF-06087	10/29/18 WRF Ser01 drinking wtr-prin	24,000.00			5210 490205	610	102210
6	WRF-06087	10/29/18 WRF Ser01 drinking wtr-int	3,993.75			5210 490205	620	102210
7	WRF-02036	10/29/18 WRF Ser04 drinking wtr-prin	33,000.00			5210 490201	610	102210
8	WRF-02036	10/29/18 WRF Ser04 drinking wtr-int	670.00			5210 490201	620	102210
180336		01200 U S BANK TRUST-SPA LOCKBOX	10,933.75					
		Shelby ARRA-B						
1	SRF-10220	10/29/18 SRF-10220 Wastewater-Prin	9,000.00			5310 490208	610	102210
2	SRF-10220	10/29/18 SRF-10220 Wastewater-Int	1,933.75			5310 490208	620	102210
180337		01200 U S BANK TRUST-SPA LOCKBOX	22,720.00					
		Shelby ARRA-A						
		Loan C						
1	SRF-11266	10/29/18 SRF-11266 Wastewater-Prin	16,000.00			5310 490208	610	102210
2	SRF-11266	10/29/18 SRF-11266 Wastewater-Int	6,720.00			5310 490208	620	102210
180338		01605 ROHLF, CHARLES C & JACQUELINE M	100.00					
		X 81-007 (South frontage road), milepost 17.8, T31NR2W, Section 20, Lots 8-9						
1		11/30/18 Annual Sign Land Lease	100.00			1000 411201	300	101000
180339		01806 ALARM SERVICE INC	35.00					
1	R 94193	11/20/18 12/18 Fire Alarm Monitoring	35.00			1000 420401	300	101000

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180340		00343 ENERGY LABORATORIES INC	561.00					
1	197529	11/13/18 Lagoon Effluent/Influent	180.00		31784	5310 430600	300	101000
2	195875	11/05/18 Lagoon Effluent	127.00		31775	5310 430600	300	101000
3	194967	10/31/18 Lagoon Effluent	127.00		31775	5310 430600	300	101000
4	199378	11/21/18 Lagoon Effluent	127.00		31798	5310 430600	300	101000
180341		00400 UTILITIES UNDERGROUND LOCATION	65.52					
1	8105100	10/31/18 36 Locates for 10/18	65.52		31780	5210 430500	300	101000
180342		01137 AQUA TECH LABORATORY	120.00					
1	30060	10/03/18 NCMRWA Monthly Water Testing	20.00		31772	5210 430500	300	101000
2	30288	11/18/18 Monthly Water Testing	60.00		31792	5210 430500	300	101000
3	30283	11/16/18 NCMRWA Monthly Water Testing	40.00		31792	5210 430500	300	101000
180343		01200 U S BANK TRUST-SPA LOCKBOX	8,776.25					
		Shelby ARRA-B						
1	WRF-11226	10/29/18 Water Sys Improvement-Prin	8,000.00			5210 490209	610	102210
2	WRF-11226	10/29/18 Water Sys Improvements-Int	776.25			5210 490209	620	102210
180344		00539 YEAGLEY, JAMES H	600.00					
1	11/27/18	11/18 Planning Services	600.00			1000 411030	350	101000
180345		01200 U S BANK TRUST-SPA LOCKBOX	42,035.00					
		2010 Loan C						
1	WRF-11235	10/29/18 Water Main Replacement-Prin	29,000.00			5210 490210	610	102210
2	WRF-11235	10/29/18 Water Main Replacement-Int	13,035.00			5210 490210	620	102210
180346	-98696E	01486 USDA RURAL DEVELOPMENT	1,603.00					
1	11/05/18	Fire Hall Improvement Loan	1,371.47			1000 490527	610	101000
2	11/05/18	Fire Hall Improvement Loan-Int	231.53			1000 490527	620	101000
180347		01201 U S BANK	4,593.75					
1	1306801	11/12/18 2012 Sidewalk SID-Interest	4,593.75			2550 490528	620	101000
180348		01200 U S BANK TRUST-SPA LOCKBOX	17,340.00					
1	SRF-02085	10/29/18 SRF Ser01 wastewater-prin	17,000.00			5310 490203	610	102210
2	SRF-02085	10/29/18 SRF Ser01 wastewater-int	340.00			5310 490203	620	102210
180349		01285 HUNT, WILLIAM E JR	5,000.00					
1	11/27/18	11/18 Legal Services	1,250.00			1000 411100	350	101000
2	11/27/18	11/18 Legal Services	1,250.00			5210 430513	350	101000
3	11/27/18	11/18 Legal Services	1,250.00			5310 430613	350	101000
4	11/27/18	11/18 Legal Services	1,250.00			5410 430813	350	101000

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Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
180350	-98698E	00111	FIRST STATE BANK	143.20					
1	11/02/18	Monthly Bank Service Charge		35.80			1000 410550	300	101000
2	11/02/18	Monthly Bank Service Charge		35.80			5210 430570	300	101000
3	11/02/18	Monthly Bank Service Charge		35.80			5310 430670	300	101000
4	11/02/18	Monthly Bank Service Charge		35.80			5410 430870	300	101000
180351		02325	CHS	32,073.56					
1	7 11/01/18	TEDTIFD-Principal		22,699.33			2310 490533	610	101000
2	7 11/01/18	TEDTIFD-Interest		9,374.23*			2310 490533	620	101000
180352		00043	SHELBY GAS ASSOCIATION	2,929.20					
1	11/25/18	11/18 Gas Bill		76.20			1000 411200	343	101000
2	11/25/18	11/18 Gas Bill		414.90			1000 420400	343	101000
3	11/25/18	11/18 Gas Bill		414.90			1000 420401	343	101000
4	11/25/18	11/18 Gas Bill		265.80			1000 460445	343	101000
5	11/25/18	11/18 Gas Bill		65.00			1000 460442	343	101000
6	11/25/18	11/18 Gas Bill		77.80			5410 430840	343	101000
7	11/25/18	11/18 Gas Bill		219.30			1000 430200	343	101000
8	11/25/18	11/18 Gas Bill		219.30			5210 430500	343	101000
9	11/25/18	11/18 Gas Bill		219.30			5310 430600	343	101000
10	11/25/18	11/18 Gas Bill		219.30			5410 430830	343	101000
11	11/25/18	11/18 Gas Bill		62.65			1000 411202	343	101000
12	11/25/18	11/18 Gas Bill		62.65			5210 430520	343	101000
13	11/25/18	11/18 Gas Bill		62.65			5310 430620	343	101000
14	11/25/18	11/18 Gas Bill		62.65			5410 430820	343	101000
15	11/25/18	11/18 Gas Bill		51.40			5210 430500	343	101000
16	11/25/18	11/18 Gas Bill		9.00			1000 460465	343	101000
17	11/25/18	11/18 Gas Bill		426.40			2936 460463	343	101000
180353		00026	MARIAS RIVER ELECTRIC COOP INC	10,555.12					
1	11/25/18	11/18 Electric Bill		77.01			1000 411200	342	101000
2	11/25/18	11/18 Electric Bill		156.69			1000 420400	342	101000
3	11/25/18	11/18 Electric Bill		156.69			1000 420401	342	101000
4	11/25/18	11/18 Electric Bill		44.18			1000 411202	342	101000
5	11/25/18	11/18 Electric Bill		44.18			5210 430520	342	101000
6	11/25/18	11/18 Electric Bill		44.18			5310 430620	342	101000
7	11/25/18	11/18 Electric Bill		44.19			5410 430820	342	101000
8	11/25/18	11/18 Electric Bill		99.31			1000 430200	342	101000
9	11/25/18	11/18 Electric Bill		99.31			5210 430500	342	101000
10	11/25/18	11/18 Electric Bill		99.31			5310 430600	342	101000
11	11/25/18	11/18 Electric Bill		99.30			5410 430830	342	101000
12	11/25/18	11/18 Electric Bill		75.96			1000 430200	342	101000
13	11/25/18	11/18 Electric Bill		52.39			1000 440600	342	101000
14	11/25/18	11/18 Electric Bill		52.39			1000 460430	342	101000

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CITY OF SHELBY
Claim Details
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* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
15	11/25/18 11/18 Electric Bill	248.04			1000 460465	342	101000		
16	11/25/18 11/18 Electric Bill	55.97			1000 460439	342	101000		
17	11/25/18 11/18 Electric Bill	772.95			1000 460442	342	101000		
18	11/25/18 11/18 Electric Bill	47.02			1000 460445	342	101000		
19	11/25/18 11/18 Electric Bill	3,873.66			2400 430263	342	101000		
20	11/25/18 11/18 Electric Bill	3,689.35			5210 430500	342	101000		
21	11/25/18 11/18 Electric Bill	358.16			5310 430600	342	101000		
22	11/25/18 11/18 Electric Bill	316.41			2936 460463	342	101000		
23	11/25/18 11/18 Electric Bill	48.47			5410 430840	342	101000		
180354	01851 CT CLEANING	1,200.00							
1	11/28/18 11/18 Janitorial Service	70.00			1000 411202	390	101000		
2	11/28/18 11/18 Janitorial Service	70.00			5210 430520	390	101000		
3	11/28/18 11/18 Janitorial Service	70.00			5310 430620	390	101000		
4	11/28/18 11/18 Janitorial Service	70.00			5410 430820	390	101000		
5	11/28/18 11/18 CC Janitorial Service	800.00			1000 460442	300	101000		
6	11/28/18 11/18 Williamson Bldg Service	120.00			2936 460463	300	101000		
180355	01388 3 RIVERS COMMUNICATIONS INC	953.80							
1	11/01/18 11/18 phone bill	12.39			1000 420500	344	101000		
2	11/01/18 11/18 phone bill	33.24			1000 410550	344	101000		
3	11/01/18 11/18 phone bill	33.24			5210 430570	344	101000		
4	11/01/18 11/18 phone bill	33.24			5310 430670	344	101000		
5	11/01/18 11/18 phone bill	33.24			5410 430870	344	101000		
6	11/01/18 11/18 phone bill	24.66			1000 430200	344	101000		
7	11/01/18 11/18 phone bill	24.66			5210 430500	344	101000		
8	11/01/18 11/18 phone bill	24.66			5310 430600	344	101000		
9	11/01/18 11/18 phone bill	24.66			5410 430830	344	101000		
10	11/01/18 11/18 phone bill	96.76			1000 460465	300	101000		
11	11/01/18 11/18 phone bill	164.19			1000 460442	344	101000		
12	11/01/18 11/18 phone bill	64.60			1000 420400	344	101000		
13	11/01/18 11/18 phone bill	64.60			1000 420401	344	101000		
14	11/01/18 11/18 phone bill	4.74			1000 410200	344	101000		
15	11/01/18 11/18 phone bill	4.74			5210 430512	344	101000		
16	11/01/18 11/18 phone bill	4.74			5310 430612	344	101000		
17	11/01/18 11/18 phone bill	4.74			5410 430812	344	101000		
18	11/01/18 11/18 phone bill	45.93			1000 460445	344	101000		
19	11/01/18 11/18 phone bill	136.70			5310 430600	344	101000		
20	11/01/18 11/18 phone bill	33.48			5210 430500	344	101000		
21	11/01/18 11/18 phone bill	51.11			5210 430500	344	101000		
22	11/01/18 11/18 phone bill	33.48			5210 430500	344	101000		

11/29/18
10:32:03

CITY OF SHELBY
Claim Details
For the Accounting Period: 11/18

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Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
180356	25437S	00144 POSTMASTER	300.29					
1	11/26/18	11/18 UB Postage	100.09			5210 430570	310	101000
2	11/26/18	11/18 UB Postage	100.10			5310 430670	310	101000
3	11/26/18	11/18 UB Postage	100.10			5410 430870	310	101000
180357		00048 TOOLE COUNTY CLERK & RECORDER	52,659.93					
1	10/31/18	Animal Control-cell phone	23.08			1000 440600	344	101000
2	10/31/18	City Judge & Sec-Wages	2,377.67			1000 410360	100	101000
3	10/31/18	City Judge&Sec-Social Security	145.49			1000 410360	141	101000
4	10/31/18	City Judge & Sec-Medicare	34.03			1000 410360	142	101000
5	10/31/18	City Judge & Sec-PERS	203.77			1000 410360	143	101000
6	10/31/18	City Judge&Sec-UnemploymentIns	6.04			1000 410360	145	101000
7	10/31/18	City Judge & Sec-Worker's Comp	17.24			1000 410360	146	101000
8	10/31/18	City Judge-Health Insurance	356.50			1000 410360	147	101000
9	10/31/18	City Judge-Supplies	62.40			1000 410360	200	101000
10	10/31/18	City Judge-Phone	19.62			1000 410360	344	101000
11	10/31/18	City Judge-Travel & Education	75.00			1000 410360	370	101000
12	10/31/18	Community Development-cell	52.36			1000 411050	344	101000
13	10/31/18	Building-cell phone	23.68			1000 420500	344	101000
14	10/31/18	Law Enforcement	34,370.00			1000 420000	300	101000
15	10/31/18	Law Enforcement	4,910.00			5210 420100	300	101000
16	10/31/18	Law Enforcement	4,910.00			5310 420100	300	101000
17	10/31/18	Law Enforcement	4,910.00			5410 420100	300	101000
18	10/31/18	Supt/Foreman/Shop On-call cell	32.77			1000 430200	344	101000
19	10/31/18	Supt/Foreman/Shop On-call cell	32.77			5210 430500	344	101000
20	10/31/18	Supt/Foreman/Shop On-call cell	32.77			5310 430600	344	101000
21	10/31/18	Supt/Foreman/Shop On-call cell	32.76			5410 430830	344	101000
22	10/31/18	Water Department-cell phone	31.98			5210 430500	344	101000
180358		02368 OPTUM	17.00					
1	959996161	11/15/18 HSA Service Fee	4.25			1000 410550	300	101000
2	959996161	11/15/18 HSA Service Fee	4.25			5210 430570	300	101000
3	959996161	11/15/18 HSA Service Fee	4.25			5310 430670	300	101000
4	959996161	11/15/18 HSA Service Fee	4.25			5410 430870	300	101000
180359		00309 PREFERRED OFFICE EQUIPMENT	317.34					
1	27312	11/15/18 11/18 Maintenance & Copies	24.82			1000 410550	300	101000
2	27312	11/15/18 11/18 Maintenance & Copies	148.82			1000 411050	300	101000
3	27312	11/15/18 11/18 Maintenance & Copies	24.82			5210 430570	300	101000
4	27312	11/15/18 11/18 Maintenance & Copies	24.83			5310 430670	300	101000
5	27312	11/15/18 11/18 Maintenance & Copies	24.83			5410 430870	300	101000
6	27311	11/15/18 11/18 Maintenance/Copies-Shop	17.30		31793	1000 430200	300	101000
7	27311	11/15/18 11/18 Maintenance/Copies-Shop	17.30		31793	5210 430500	300	101000
8	27311	11/15/18 11/18 Maintenance/Copies-Shop	17.31		31793	5310 430600	300	101000

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9	27311	11/15/18 11/18	Maintenance/Copies-Shop	17.31		31793	5410 430840	300	101000
180360			02389 WELLS FARGO VENDOR FIN SERV	127.70					
			Serial #6507270X						
1	69018193	11/18/18 11/18	Sharp MX-350 Copier-Sh	31.93		31790	1000 430200	200	101000
2	69018193	11/18/18 11/18	Sharp MX-350 Copier-Sh	31.93		31790	5210 430500	200	101000
3	69018193	11/18/18 11/18	Sharp MX-350 Copier-Sh	31.92		31790	5310 430600	200	101000
4	69018193	11/18/18 11/18	Sharp MX-350 Copier-Sh	31.92		31790	5410 430840	200	101000
180361	-98699E		01545 AMAZON.COM	1,899.00					
1	1139826326	10/30/18	Honda 6500W Portable Gener	1,899.00		31767	5210 430500	200	101000
180362			01099 SHELBY PUBLIC SCHOOLS	10,000.00					
1	11/01/18		TBID-Coyote Classic Tourney	10,000.00			7199 212500		101000
180363			00442 SHELBY AREA CHAMBER OF COMMERCE	100.00					
1	10/29/18	2019	Central MT Planner Ad	50.00			1000 460437	300	101000
2	10/29/18	2019	Central MT Planner Ad	50.00			1000 460439	300	101000
180364	-98697E		01994 BEST BUY	299.99					
1	BBY0180557	11/02/18	Sharp 50 Class LED 1080p T	299.99		31627	1000 460442	215	101000
180365	-98695E		01509 WALMART	70.37					
1	1042000314	11/06/18	Yoga Mats/Straps/Blocks	70.37		31628	1000 460442	200	101000
180366			00047 BEN TAYLOR INC	317.23					
1	184990	10/15/18	CFD-GFI Outlet	6.99		31438	1000 420400	200	101000
2	184461	10/08/18	CFD-Hinges/Pins/Screws/Elbow	70.14		31438	1000 420400	200	101000
3	15139	10/25/18	RFD-10/18 Fuel	240.10		31438	1000 420401	230	101000
180367			01988 FIELDSTONE OFFICE SUPPLY	15.75					
1	120951	10/30/18	RFD-Flash Drive/Legal Pads	15.75		31439	1000 420401	200	101000
180368			02064 PENGUIN MANAGEMENT INC	1,548.00					
1	51761	11/01/18	CFD-Dispatch Services	1,548.00		31440	1000 420400	300	101000
180369			00088 CARQUEST AUTO PARTS	2.84					
1	2567286293	10/01/18	RFD-Set Screw/Fuel Tubing	2.84		31443	1000 420401	200	101000
180370			00119 SHELBY VOLUNTEER FIRE DEPT	1,656.35					
1	10/10/18		CFD-Valve Repair Kits	220.00			1000 420400	200	101000
2	10/10/18		RFD-Valve Repair Kits	340.00			1000 420401	200	101000
3	09/24/18		CFD-Fire Safety Grab Bag Kits	1,096.35			1000 420400	200	101000

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180371	01946 ALL SEASON HEATING & AIR	398.80							
1	32416 10/01/18 CFD-Priority Customer Service	398.80		31442	1000 420400	300		101000	
180372	01866 SHELBY PAINT AND HARDWARE	73.09							
1	12762 10/01/18 RFD-Solder Kit	12.99		31441	1000 420401	200		101000	
2	12742 10/08/18 CFD-Chain/Rope/Hasp/Hooks	54.94		31441	1000 420400	200		101000	
3	12656 10/15/18 CFD-PVC Elbow	5.16		31441	1000 420400	200		101000	
180373	02452 BNSF RAILWAY COMPANY	25,800.68							
1	90178874 11/05/18 Flagging Charges Storm Water	25,800.68			5720 430246	950 2283		101000	
180374	01834 FIRE PROGRAMS	2,116.00							
1	7719 11/01/18 CFD-1yrSupport/Upgrade Service	2,116.00		31445	1000 420400	300		101000	
180375	02045 NAPA AUTO PARTS	27.60							
1	102131 10/01/18 RFD-Swivel/Splicer/Coupler	27.60		31444	1000 420401	200		101000	
180376	02012 SHOPKO	35.99							
1	4020 10/30/18 HP 61 2pk Blk	35.99		31776	1000 420500	200		101000	
180377	02412 CORE & MAIN	255.00							
1	J695891 10/25/18 Op Nut/Roll Pin/Screw Shaft	255.00		31779	5210 430500	200		101000	
180378	01400 CHEMICAL MONTANA CO	780.00							
1	24400 11/01/18 53 Gal Dr Sodium Hypochlorite	780.00		31778	5210 430500	200		101000	
180379	00025 HILINE REDI-MIX LLC	309.63							
1	SH31179 10/24/18 (1.5)6 Sack Concrete	309.63		31777	1000 460430	200		101000	
180380	-98694E 01545 AMAZON.COM	499.10							
1	1139657610 11/07/18 (2)Fahrenheit Garage Heate	499.10		31773	1000 460465	369		101000	
180381	-98693E 01545 AMAZON.COM	179.89							
1	1129176794 11/13/18 3pk Elkay Replacement Filt	179.89		31771	1000 460442	200		101000	
180382	00047 BEN TAYLOR INC	5,204.08							
1	14913 10/25/18 10/18 Fuel	193.47		31781	1000 430200	230		101000	
2	14913 10/25/18 10/18 Fuel	330.24		31781	1000 430200	230		101000	
3	14913 10/25/18 10/18 Fuel	1,343.88		31781	5410 430830	230		101000	
4	14913 10/25/18 10/18 Fuel	344.22		31781	5210 430500	230		101000	
5	14913 10/25/18 10/18 Fuel	137.42		31781	5310 430600	230		101000	
6	14913 10/25/18 10/18 Fuel	294.03		31781	5210 430500	230		101000	
7	14913 10/25/18 10/18 Fuel	167.26		31781	5210 430500	230		101000	
8	14913 10/25/18 10/18 Fuel	651.58		31781	1000 460430	230		101000	

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9	14913	10/25/18 10/18	Fuel	172.05		31781	1000 460430	230	101000
10	14913	10/25/18 10/18	Fuel	478.76		31781	5310 430600	230	101000
11	14913	10/25/18 10/18	Fuel	32.98		31781	5210 430500	230	101000
12	14913	10/25/18 10/18	Fuel	88.06		31781	5210 430500	230	101000
13	14913	10/25/18 10/18	Fuel	96.94		31781	5210 430500	230	101000
14	14913	10/25/18 10/18	Fuel	105.00		31781	1000 420500	230	101000
15	14913	10/25/18 10/18	Fuel	69.07		31781	5410 430830	230	101000
16	14913	10/25/18 10/18	Fuel	51.68		31781	1000 440600	230	101000
17	14913	10/25/18 10/18	Fuel	147.76		31781	5210 430500	230	101000
18	183503	10/01/18	Chain Lub	4.79		31782	5310 430600	200	101000
19	183503	10/01/18	(2)Milkhouse Heater	53.98		31782	1000 460465	369	101000
20	184123	10/01/18	Screws/Fasteners	12.84		31782	1000 430200	200	101000
21	184542	10/09/18	Clothing Allowance-Bentley	1.99		31782	1000 430200	220	101000
22	184542	10/09/18	Clothing Allowance-Bentley	1.99		31782	5210 430500	220	101000
23	184542	10/09/18	Clothing Allowance-Bentley	2.00		31782	5310 430600	220	101000
24	184542	10/09/18	Clothing Allowance-Bentley	2.00		31782	5410 430840	220	101000
25	183903	10/02/18	PVC	1.29		31782	5410 430840	200	101000
26	183778	10/01/18	Wire/Gloves/Elec Tape	20.95		31782	5210 430500	200	101000
27	185064	10/16/18	Coupling	9.49		31782	5210 430500	200	101000
28	185075	10/16/18	Blk Gori	25.98		31782	5210 430500	200	101000
29	185867	10/24/18	Mask/Plug/Coupling	17.73		31782	1000 460430	200	101000
30	185873	10/24/18	Plug	1.29		31782	1000 460430	200	101000
31	185865	10/24/18	Plug/Teflon Tape	2.58		31782	1000 460430	200	101000
32	184501	10/09/18	Wht Gori 30yd	12.99		31782	1000 430200	200	101000
33	631612	09/12/18	Barb Insert/Roller Frame	4.58		31782	5410 430840	200	101000
34	185958	10/25/18	Tint/Paint/Cover/Brush	93.40		31782	5210 430500	200	101000
35	185126	10/17/18	Screws/Fasteners	3.45		31783	5310 430600	200	101000
36	185102	10/17/18	Bolts/Nuts	2.92		31783	5310 430600	200	101000
37	185197	10/18/18	Clr Std Lgt	11.98		31783	5310 430600	200	101000
38	183786	10/01/18	Silicone Form a Gsk	39.96		31783	5310 430600	200	101000
39	185754	10/23/18	Clamp/Thimble	6.88		31783	1000 460442	200	101000
40	185757	10/23/18	Nails/Sil Cau Wht	13.79		31783	1000 460442	200	101000
41	185759	10/23/18	Eye Bolt/Screws/Wrench	12.55		31783	1000 460442	200	101000
42	185055	10/16/18	Cicular 15A/Fxs Segmented	138.28		31783	1000 460442	200	101000
180383		00512 MT DEPARTMENT OF ADMINISTRATION		170.00					
1	7841	11/07/18	Late AFR Filing Fee	42.50			1000 410550	300	101000
2	7841	11/07/18	Late AFR Filing Fee	42.50			5210 430570	300	101000
3	7841	11/07/18	Late AFR Filing Fee	42.50			5310 430670	300	101000
4	7841	11/07/18	Late AFR Filing Fee	42.50			5410 430870	300	101000

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180384		01620 KADRMAS, LEE & JACKSON INC.		11,606.59					
1	10108151	11/08/18 WW Treatment Design		11,606.59			5310 430601	950 2282	101000
180385		01620 KADRMAS, LEE & JACKSON INC.		35,328.23					
1	10108214	11/08/18 Storm Water-Survey		9,002.39			5720 430246	950 2283	101000
2	10108214	11/08/18 Storm Water-Construction Adm		4,786.19			5720 430246	950 2283	101000
3	10108214	11/08/18 Storm Water-RPR		21,539.65			5720 430246	950 2283	101000
180386		00312 HELENA SAND & GRAVEL INC		2,530.00					
1	528706-1	11/09/18 16" Gate Valve-Storm Water		2,530.00			5720 430246	950 2283	101000
180387		999998 JADE M GOROSKI		95.92					
		NCMRWA - Great Falls, MT							
1	11/29/18	Milege-Goroski		95.92			5210 430570	370	101000
180388		01270 STIRLING WEB DESIGN		385.00					
1	264 11/17/18	6/18-11/17/18 Website Update		96.25			1000 410550	300	101000
2	264 11/17/18	6/18-11/17/18 Website Update		96.25			5210 430570	300	101000
3	264 11/17/18	6/18-11/17/18 Website Update		96.25			5310 430670	300	101000
4	264 11/17/18	6/18-11/17/18 Website Update		96.25			5410 430870	300	101000
180389		00041 SHELBY PROMOTER		54.20					
1	1846008	11/14/18 Facilities Manager Position A		28.20			1000 460442	300	101000
2	SL184601	11/14/18 FWP Trail Maintenance Equip		13.00			1000 460430	300	101000
3	SL184702	11/21/18 Historic Preservation Plan A		13.00			1000 411050	300	101000
180390		01200 U S BANK TRUST-SPA LOCKBOX		11,175.00					
		4th Cell							
1	SRF-18423	11/01/18 SRF-18423 Wastewater-Prin		7,000.00			5310 490212	610	102210
2	SRF-18423	11/01/18 SRF-18423 Wastewater-Int		4,175.00			5310 490212	620	102210
180391		00111 FIRST STATE BANK		22,181.63					
1	8 11/21/18	2015 Freightliner Garbage Tk-P		20,891.87*			5410 490531	610	102210
2	8 11/21/18	2015 Freightliner Garbage Tk-I		1,289.76			5410 490531	620	102210
180392	-98692E	00144 POSTMASTER		150.00					
1	537 11/19/18	3 Rolls of Stamps		37.50			1000 410550	300	101000
2	537 11/19/18	3 Rolls of Stamps		37.50			5210 430570	310	101000
3	537 11/19/18	3 Rolls of Stamps		37.50			5310 430670	310	101000
4	537 11/19/18	3 Rolls of Stamps		37.50			5410 430870	310	101000

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180393		01866 SHELBY PAINT AND HARDWARE		344.38					
1	64178	10/22/18 Batteries		15.48		31795	1000 420500	200	101000
2	64183	10/24/18 Tape Measure		11.99		31795	1000 460430	200	101000
3	64300	10/26/18 Roller/Paint		57.46		31795	5310 430600	200	101000
4	64311	10/29/18 Thermostat		32.99		31795	2936 460463	200	101000
5	64326	11/01/18 Bleach		58.35		31795	5210 430500	200	101000
6	64327	11/01/18 Scraper/Blades		13.47		31795	5310 430600	200	101000
7	64340	11/03/18 Propane Torch/Door Handle		59.98		31795	5210 430500	200	101000
8	64347	10/06/18 Ice Melt		19.98		31795	1000 430200	200	101000
9	64359	11/07/18 Bleach		31.92		31795	5210 430500	200	101000
10	64388	11/13/18 Hasp		5.29		31795	5210 430500	200	101000
11	64391	11/14/18 Pliers		21.48		31795	5210 430500	200	101000
12	63941	11/19/18 Batteries		15.99		31795	1000 420500	200	101000
180394		02097 FASTENAL COMPANY		153.92					
1	196949	11/13/18 M10,M12 DIN125A F/W Z		3.04		31794	1000 430200	200	101000
2	196949	11/13/18 M10,M12 DIN125A F/W Z		3.04		31794	5210 430500	200	101000
3	196949	11/13/18 M10,M12 DIN125A F/W Z		3.04		31794	5310 430600	200	101000
4	196949	11/13/18 M10,M12 DIN125A F/W Z		3.04		31794	5410 430840	200	101000
5	197178	11/27/18 Flat Washers/Snapper Pin		4.29		31799	1000 430200	200	101000
6	197178	11/27/18 Flat Washers/Snapper Pin		4.30		31799	5210 430500	200	101000
7	197178	11/27/18 Flat Washers/Snapper Pin		4.30		31799	5310 430600	200	101000
8	197178	11/27/18 Flat Washers/Snapper Pin		4.30		31799	5410 430840	200	101000
9	197182	11/27/18 Gloves/Disposable Coverall		31.15		31799	1000 430200	260	101000
10	197182	11/27/18 Gloves/Disposable Coverall		31.14		31799	5210 430500	260	101000
11	197182	11/27/18 Gloves/Disposable Coverall		31.14		31799	5310 430600	260	101000
12	197182	11/27/18 Gloves/Disposable Coverall		31.14		31799	5410 430830	260	101000
180395		00037 NORTHWEST PIPE FITTINGS INC		334.66					
1	267170	11/19/18 (4)PVC Compression Coupling		120.66		31788	5210 430500	200	101000
2	261171	11/05/18 (2)HDPE Compression Coupling		214.00		31788	5210 430500	200	101000
180396		01988 FIELDSTONE OFFICE SUPPLY		22.50					
1	121035	11/20/18 (2)Receipt Books		22.50		31787	5410 430840	200	101000
180397	-98691E	02453 PET WASTE ELIMINATOR		555.99					
1	30005729	11/20/18 Pet Waste Station/Bags		555.99		31786	1000 460439	200	101000
180398		02334 BEN TAYLOR INC.		29.25					
1	653784	11/15/18 DEF		29.25		31785	5410 430830	230	101000

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180399	-98690E	01545 AMAZON.COM	48.21					
1	1135868933	11/16/18 Markers/Rubber Bands/Calen	12.06		31629	1000 410550	200	101000
2	1135868933	11/16/18 Markers/Rubber Bands/Calen	12.05		31629	5210 430570	200	101000
3	1135868933	11/16/18 Markers/Rubber Bands/Calen	12.05		31629	5310 430670	200	101000
4	1135868933	11/16/18 Markers/Rubber Bands/Calen	12.05		31629	5410 430870	200	101000
180400		00119 SHELBY VOLUNTEER FIRE DEPT	1,488.00					
1	11/27/18	RFD-Officer&Men 10/25-11/16/18	709.00			1000 420401	300	101000
2	11/27/18	CFD-Officer&Men 9/25-11/15/18	179.00			1000 420400	300	101000
3	11/27/18	CFD-Secretary Wage 10/18-12/18	300.00			1000 420400	300	101000
5	11/27/18	CFD-Treasurer Wage 10/18-12/18	300.00			1000 420400	300	101000
180401		02431 ODDENS AUTOS LLC	465.00					
1	1372	06/30/18 RFD-Paint Repair	465.00		31446	1000 420401	300	101000
180402		01780 MONTANA BROOM & BRUSH	61.19					
1	1324167	11/19/18 Liners/Comet	61.19		31561	1000 460442	200	101000
180403		01438 BARRY DAMSCHEN CONSULTING LLC	2,025.00					
1	3	11/20/18 7/18-9/18 Consult & Monitor	2,025.00			5410 430840	350	101000
180404		00091 CLIFF'S TOWING	100.00					
1	7030	11/27/18 Tow Mercury	100.00		31012	1000 420500	300	101000
180405		999998 LORETTE MARIE CARTER	26.16					
1	11/27/18	Mileage-Carter	26.16			1000 411050	370	101000
180406	-98689E	01545 AMAZON.COM	59.99					
1	1111667868	11/26/18 Carpet & Floor Sweeper	14.99		31630	1000 411202	200	101000
2	1111667868	11/26/18 Carpet & Floor Sweeper	15.00		31630	5210 430520	200	101000
3	1111667868	11/26/18 Carpet & Floor Sweeper	15.00		31630	5310 430620	200	101000
4	1111667868	11/26/18 Carpet & Floor Sweeper	15.00		31630	5410 430820	200	101000
180407	-98688E	01545 AMAZON.COM	13.98					
1	1131918580	11/26/18 2019 Dry Erase Wall Calend	3.49		31631	1000 410200	200	101000
2	1131918580	11/26/18 2019 Dry Erase Wall Calend	3.49		31631	5210 430512	200	101000
3	1131918580	11/26/18 2019 Dry Erase Wall Calend	3.50		31631	5310 430612	200	101000
4	1131918580	11/26/18 2019 Dry Erase Wall Calend	3.50		31631	5410 430812	200	101000

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* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
180408		01862 KENCO SECURITY AND TECHNOLOGY	3,369.94					
1	1510861	11/15/18 Access Control 11/18-1/19	30.00		31791	5410 430840	300	101000
2	1510836	11/14/18 Door Controller & Kit/Reader	3,339.94		31791	5410 430840	200	101000
180409		00039 PETTY CASHIER	63.00					
1	2795	11/26/18 TC C&R 11/18 Legal Filings	15.75			1000 410550	300	101000
2	2795	11/26/18 TC C&R 11/18 Legal Filings	15.75			5210 430570	300	101000
3	2795	11/26/18 TC C&R 11/18 Legal Filings	15.75			5310 430670	300	101000
4	2795	11/26/18 TC C&R 11/18 Legal Filings	15.75			5410 430870	300	101000
180410		01753 D & J SPECIALTIES	534.50					
1	4295	11/26/18 Fire Extinguisher Service	133.62		31800	1000 430200	300	101000
2	4295	11/26/18 Fire Extinguisher Service	133.62		31800	5210 430500	300	101000
3	4295	11/26/18 Fire Extinguisher Service	133.63		31800	5310 430600	300	101000
4	4295	11/26/18 Fire Extinguisher Service	133.63		31800	5410 430840	300	101000
180411		02045 NAPA AUTO PARTS	294.84					
1	103650	10/29/18 Wiper	37.98		31796	5310 430600	200	101000
2	104158	11/07/18 Filters	5.04		31796	1000 430200	200	101000
3	104158	11/07/18 Filters	5.03		31796	5210 430500	200	101000
4	104158	11/07/18 Filters	5.03		31796	5310 430600	200	101000
5	104158	11/07/18 Filters	5.03		31796	5410 430840	200	101000
6	103692	10/30/18 1/2dr Deluxw Ratc	5.11		31796	1000 430200	200	101000
7	103692	10/30/18 1/2dr Deluxw Ratc	5.13		31796	5210 430500	200	101000
8	103692	10/30/18 1/2dr Deluxw Ratc	5.13		31796	5310 430600	200	101000
9	103692	10/30/18 1/2dr Deluxw Ratc	5.13		31796	5410 430840	200	101000
10	104947	11/21/18 Air Freshener	3.29		31796	5210 430500	200	101000
11	104611	11/14/18 Fab/Loom-Split Pol	98.50		31796	5410 430840	200	101000
12	103750	10/31/18 Filters	9.74		31796	1000 430200	200	101000
13	103750	10/31/18 Filters	9.73		31796	5210 430500	200	101000
14	103750	10/31/18 Filters	9.73		31796	5310 430600	200	101000
15	103750	10/31/18 Filters	9.73		31796	5410 430840	200	101000
16	104552	11/14/18 Filter/Hose Clamp	2.32		31796	1000 430200	200	101000
17	104552	11/14/18 Filter/Hose Clamp	2.32		31796	5210 430500	200	101000
18	104552	11/14/18 Filter/Hose Clamp	2.32		31796	5310 430600	200	101000
19	104552	11/14/18 Filter/Hose Clamp	2.32		31796	5410 430840	200	101000
20	105081	11/26/18 Con/Clip	10.67		31796	1000 460430	200	101000
21	105104	11/27/18 Bypass Hose/Strap Wrench	55.56		31796	1000 460430	200	101000

11/29/18
10:32:03

CITY OF SHELBY
Claim Details
For the Accounting Period: 11/18

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Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
180412		00088 CARQUEST AUTO PARTS	352.37					
1	2567288212	11/20/18 Shop Towel-Box	11.99		31797	1000 430200	200	101000
2	2567288212	11/20/18 Shop Towel-Box	11.99		31797	5210 430500	200	101000
3	2567288212	11/20/18 Shop Towel-Box	11.99		31797	5310 430600	200	101000
4	2567288212	11/20/18 Shop Towel-Box	12.00		31797	5410 430840	200	101000
5	2567288249	11/21/18 Eng Oil Cooler Line	65.99		31797	1000 460430	200	101000
6	2567288251	11/21/18 Return-Eng Oil Cooler Line	-65.99		31797	1000 460430	200	101000
7	2567288251	11/21/18 Oil Cooler Line	38.99		31797	1000 460430	200	101000
8	2567288251	11/21/18 Oil Cooler Line	28.99		31797	1000 460430	200	101000
9	2567288401	11/26/18 Water Pump	88.99		31797	1000 460430	200	101000
10	2567288410	11/27/18 Dex Cool/Belt	190.92		31797	1000 460430	200	101000
11	2567288436	11/27/18 Return-Belt	-76.98		31797	1000 460430	200	101000
12	2567288436	11/27/18 Belt-Poly Rib	71.98		31797	1000 460430	200	101000
13	2567288446	11/27/18 Return-Belt Poly Rib	-38.49		31797	1000 460430	200	101000
180413		02067 MARIAS RIVER LIVESTOCK	2,000.00					
1	11/30/18	TBID-Next Generation Conf.	2,000.00			7199 212500		101000
180414		02068 VOICES OF MONTANA TOURISM	3,500.00					
1	11/29/18	TBID-Support	3,500.00			7199 212500		101000
180415		00649 LARSON CLOTHING COMPANY	42.00					
1	11/09/18	Clothing Allowance-Postma	10.50			1000 430200	220	101000
2	11/09/18	Clothing Allowance-Postma	10.50			5210 430500	220	101000
3	11/09/18	Clothing Allowance-Postma	10.50			5310 430600	220	101000
4	11/09/18	Clothing Allowance-Postma	10.50			5410 430840	220	101000
180416		02031 MIDWAY RENTAL	321.30					
1	17-980439	11/15/18 65' Genie Boomlift Rental	321.30		31789	1000 460430	300	101000
# of Claims			85	Total:	503,111.30			
Total Electronic Claims			5,522.72	Total Non-Electronic Claims	497588.58			

11/29/18
10:32:13

CITY OF SHELBY
Claims on Hold
For the Accounting Period: 11/18

Page: 14 of 15
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
			# of Claims	85	Total:	46,799.88			

Fund/Account	Amount
1000 GENERAL	
101000 Cash-Operating	\$59,772.83
2310 TAX INCREMENT FINANCING DISTRICT (TIFD)	
101000 Cash-Operating	\$32,073.56
2400 STREET LIGHTING DISTRICT NO. 35	
101000 Cash-Operating	\$3,873.66
2550 2012 CURB GUTTER & SIDEWALK SID	
101000 Cash-Operating	\$4,593.75
2936 WILLIAMSON BLDG RENOVATIONS	
101000 Cash-Operating	\$895.80
3035 2006 FIRE HALL G.O.B.	
101000 Cash-Operating	\$5,762.50
5210 WATER UTILITY	
101000 Cash-Operating	\$16,348.65
102210 Cash-Revenue Bond Sinking & Interest	\$180,927.50
5310 SEWER UTILITY	
101000 Cash-Operating	\$20,857.06
102210 Cash-Revenue Bond Sinking & Interest	\$62,168.75
5410 SOLID WASTE UTILITY	
101000 Cash-Operating	\$14,496.70
102210 Cash-Revenue Bond Sinking & Interest	\$22,181.63
5720 STORM DRAINAGE	
101000 Cash-Operating	\$63,658.91
7199 TOURISM BUSINESS IMPROVEMENT DIST (TBID)	
101000 Cash-Operating	\$15,500.00
Total:	\$503,111.30

Building Inspector Report November 2018

11/29/2018

Permit	Date	Zone	Name	Addition	Block	Lot	Address	Permit For	Evaluation	FEE
4378	11/27/2018	HB	Joe Pehan	Sullivans 1st	26	1-3(pt)	115 E Dawson Ave	30'x60' garage	50,000.00	644.00
\$ 50,000.00									\$ 644.00	
1 Permits issued this Month									Job Evaluation Totals	TOTALS

FISCAL YTD TOTALS	
Number of Permits	14
Permit Fees	\$ 16,771.00
Total Job Values	\$ 512,000.00

SAFETY COMMITTEE MEETING

November 21, 2018

8:30 a.m.

Present: Mayor Gary McDermott; City Hall–Jade Goroski, Tammy Pederson; Council Member–Bill Moritz; Public Works–Loren Skartved.

The minutes from the last meeting were reviewed.

Miscellaneous

- Consolidated Law Enforcement – going to meet quarterly with the Toole County Commissioners and Sheriff to discuss issues, budgetary control and an Efficiency Study
- Garbage Pickup – new truck driver doing the route
- NCRWA meeting next Tuesday
- Pay Matrix – working on scenarios for a better starting wage and pay scale for employees
- Sewer Lagoon 4th Cell and Storm Drain Projects – still working pending on weather but then winding down for season. Rebar is sticking out of the ground and will be reported at next construction meeting. After storm drain installation is done on the west end of town there was discussion of filling in the ditch and planting grass and the city providing water. Mayor McDermott will speak to Greg Taylor and Jay Hould also about this.
- Shopko road entrance paving will be discussed with Shopko and Best Western
- Street lighting for NETA's energy/rail park was discussed
- Street milling and paving done for this year and considering alternating each year with chip sealing next year and then paving the following year
- Ward 3 Council Position – need to find a replacement as Luke Casey will be leaving

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

Meeting adjourned at 9:35 a.m.

Reported by:

Tammy Pederson

MINUTES OF THE PARK & RECREATION COMMITTEE

Held at Shelby City Hall

November 26, 2018

In attendance: Gary McDermott, Loren Skartved, Luke Casey, Lyle Kimmet, Trent Tustian, Eric Tokerud, Elisha Dempsey, Locke Mellott guest ~ Donato Riggs and Lorette Carter reporting.

Minutes: The minutes of the October 29, 2018 were included for review.

City Superintendent Report:

- **Swimming Pool/Splash Park:** The city crew has put the ADA play structure build on hold as concrete needs to be poured.
- **Civic Center:**
 - Staffing: The City has received 4 applicants for the Facility Manager position. A scoring criteria and list of questions has been completed. Mayor McDermott, Jade Goroski, Loren Skartved and Lorette Carter comprise the hiring committee. Interviews will take place this week. In the interim, Randi Lamb will be filling in as Judy's last day is November 30th.
 - Fall classes are going well. 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 5:45pm & 7:00pm; and Rosanne Balasabas teaches Yoga on Thursday evenings at 7:00pm. A liability waiver is being used for all those participating. A copy of the waiver is included in the attachments.
 - Floor refinishing: Lyle and his brother Lynn did a beautiful job of refinishing the gym floor.
- **Middle School:** Loren has spoken to Shannon McAllister. The volunteer group plans to start work on the Middle School gym in the next couple weeks. No new information was reported on the sale of the boiler and computerized control system. Elisha asked the potential for bus stop shelters at the old Middle School. The committee referred her to School District #14. A bench will be installed in the coming weeks for students waiting for the bus or rides home. The bench is a gift from the Toole County Prevention Group.
- **City Parks:** Mayor McDermott 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 has followed up with Mr. Kluth who directed her to get cost estimates from Bruce Boody, landscape architect and Raquel Myers, graphic design artist in an effort to move forward with design ideas for the east entrance.
- **Main Street:** Loren reported city staff have put up Christmas decorations and banners in the Main Street district, City Park and along Central and Oilfield Avenues. The crew will be fixing some of the lights and plugs.
- **Roadrunner Recreation Trail:** The new funding round is now open. The City is applying for sweeper/snow removal equipment for the trail and paving of the west entrance into the trail at Rodeo Drive. Lorette is now seeking community letters of support. The committee discussed the potential for a port-a-potty on the North West side of the urban portion of the trail. Lorette will discuss with staff.

Tree Board:

- **Urban Forestry Program Development Grant:** Lorette has submitted the forestry grant application, requesting funds for new tree purchases as well as transferring trees from the Wild Turkey Tree Farm to public areas within Shelby. Announcement of grant awards will be early 2019.

Old Business:

- **Business Recreation Program:** Lorette wrote an article about the city's current recreation pass program for the Shelby Promoter. She will continue to market the program via Facebook, newspaper and city newsletters.
- **Parks & Rec Committee membership:** The group continues to seek membership particularly from youth recreation programs.

Open Forum

- **Punch Card concept:** The committee discussed the potential for increased Civic Center usage with a punch card system. The committee voted to recommend to the council the creation of a 5 and 10 card punch for exercise classes offered at the Civic Center. The single passes would cost the same as paying the daily rate of \$4.00 with a 5-card punch = \$20.00 and 10-card punch of \$40.00.
- **Parks & Rec Exploratory Committee:** Trent spoke on council approval of the creation of an exploratory committee to look at the Parks & Rec Department and it's potential. The committee will report to the council at the March council meeting. Trent will begin by gathering information and let committee members know if/when he needs additional assistance.
- **Muscle Minded in 2019:** Locke Mellott reported on the upcoming weight training class he is offering. The news article is attached.
- **Moonlight Madness:** Locke also reported on the Chamber project – a 3-on-3 basketball tournament scheduled for January 4th at the Civic Center. Proceeds will go to the Sagebrush Food Pantry.
- **Bench for Heritage residents:** Elisha asked if the city could put a bench in front of City Hall for the Heritage residents who walk around the building. Loren will have the crew place a bench in the grass area under the flag pole.
- The following are the dates for upcoming Civic Center activities:
 - December 6th – Blood Drawing
 - December 25th – 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

WAIVER AND RELEASE OF LIABILITY

In consideration of the risk of injury while participating in EXERCISE CLASSES (the "Activity"), and as consideration for the right to participate in the Activity, I hereby, for myself, my heirs, executors, administrators, assigns, or personal representatives, knowingly and voluntarily enter into this waiver and release of liability and hereby waive any and all rights, claims or causes of action of any kind whatsoever arising out of my participation in the Activity, and do hereby release and forever discharge the CITY OF SHELBY, whose main offices are located at 112 1st Street South, Shelby, Montana, (their affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns, for any physical or psychological injury, including but not limited to illness, paralysis, death, damages, economical or emotional loss, that I may suffer as a direct result of my participation in the aforementioned Activity, including traveling to and from an event related to this Activity.

I AM VOLUNTARILY PARTICIPATING IN THE AFOREMENTIONED ACTIVITY AND I AM PARTICIPATING IN THE ACTIVITY ENTIRELY AT MY OWN RISK. I AM AWARE OF THE RISKS ASSOCIATED WITH TRAVELING TO AND FROM AS WELL AS PARTICIPATING IN THIS ACTIVITY, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO, PHYSICAL OR PSYCHOLOGICAL INJURY, PAIN, SUFFERING, ILLNESS, DISFIGUREMENT, TEMPORARY OR PERMANENT DISABILITY (INCLUDING PARALYSIS), ECONOMIC OR EMOTIONAL LOSS, AND DEATH. I UNDERSTAND THAT THESE INJURIES OR OUTCOMES MAY ARISE FROM MY OWN OR OTHERS' NEGLIGENCE, CONDITIONS RELATED TO TRAVEL, OR THE CONDITION OF THE ACTIVITY LOCATION(S). NONETHELESS, I ASSUME ALL RELATED RISKS, BOTH KNOWN AND UNKNOWN TO ME, OF MY PARTICIPATION IN THIS ACTIVITY, INCLUDING TRAVEL TO, FROM AND DURING THIS ACTIVITY.

I agree to indemnify and hold harmless the CITY OF SHELBY against any and all claims, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by me or anyone on my behalf, including attorney's fees and any related costs, if litigation arises pursuant to any claims made by me or by anyone else acting on my behalf. If the CITY OF SHELBY incurs any of these types of expenses, I agree to reimburse the CITY OF SHELBY.

I acknowledge that the CITY OF SHELBY and their directors, officers, volunteers, representatives and agents are not responsible for errors, omissions, acts or failures to act of any party or entity conducting a specific event or activity on behalf of the CITY OF SHELBY.

I ACKNOWLEDGE THAT THIS ACTIVITY MAY INVOLVE A TEST OF A PERSON'S PHYSICAL AND MENTAL LIMITS AND MAY CARRY WITH IT THE POTENTIAL FOR DEATH, SERIOUS INJURY, AND PROPERTY LOSS.

The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, lack of hydration, condition of participants, equipment, vehicular traffic and actions of others, including but not limited to, participants, volunteers, spectators, coaches, event officials and event monitors, and/or producers of the event.

I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS "WAIVER AND RELEASE" AND FULLY UNDERSTAND THAT IT IS A RELEASE OF LIABILITY. I EXPRESSLY AGREE TO RELEASE AND DISCHARGE THE CITY OF SHELBY AND ALL OF ITS AFFILIATES, MANAGERS, MEMBERS, AGENTS, ATTORNEYS, STAFF, VOLUNTEERS, HEIRS, REPRESENTATIVES, PREDECESSORS, SUCCESSORS AND ASSIGNS, FROM ANY AND ALL CLAIMS OR CAUSES OF ACTION AND I AGREE TO VOLUNTARILY GIVE UP OR WAIVE ANY RIGHT THAT I OTHERWISE HAVE TO BRING A LEGAL ACTION AGAINST THE CITY OF SHELBY FOR PERSONAL INJURY OR PROPERTY DAMAGE.

To the extent that statute or case law does not prohibit releases for negligence, this release is also for negligence on the part of the CITY OF SHELBY, its agents, and employees.

In the event that I should require medical care or treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

In the event that any damage to equipment or facilities occurs as a result of my or my family's willful actions, neglect or recklessness, I acknowledge and agree to be held liable for any and all costs associated with any actions of neglect or recklessness.

Signed: _____ Date: _____

Print Name: _____

Muscle Minded in 2019!

Will you age more gracefully this next year? Would you enjoy more energy throughout the day, be better able to whisk up your kids or grandkids? How 'bout packin' them groceries out to your car without puffing? Many people would love to stay mobile through their golden years but need help maintaining muscle mass and flexibility that will make any of our years more golden. Some may just want to begin living a healthier lifestyle and do something new and exciting for themselves. If something inside of you is agreeing, you are invited to something being planned just for you!

In December, Locke Mellott will host a 2x week weight training class at the Shelby Civic Center. Before diving in, you are invited to an Explanation and Planning Session, **6pm, Tuesday, December 4th** at the Marias River Electric board room. Two guest speakers from VERY different walks of life will explain benefits of weight training that they personally reap huge benefits from. Please attend and enjoy!

A simple, concise and effective workout routine will be explained, with a variety of exercises for you to choose from. Mr. Mellott is not certified or formally educated in weight training, but will inform you of sound weight training practices used by millions. Risks are inherent in weight training, but the risk of sitting on your couch in 2019 is much greater than engaging in healthy activity!





**THE CIVIC CENTER OFFICE OFFERS THE
FOLLOWING CLASSES:**

MONDAYS & WEDNESDAYS ~ AEROBICS
5:15PM WITH BRANDY KIEFER

TUESDAYS ~ SPINNING
5:45 & 7:00PM WITH TRESSA KELLER

THURSDAYS ~ YOGA
7:00PM WITH ROSANNE BALASABAS

CITY OF SHELBY

PAYROLL EXPENSE BY DEPARTMENT - 11/2018

CITY HALL	35,396.91
ELECTED OFFICIALS (Mayor & Council)	9,492.16
PARK & RECREATION	6,290.21
PUBLIC WORKS	86,854.34
VOLUNTEERS (Animal Shelter & Firemen)	720.88
- Workers Comp expense only	
TOTAL PAYROLL EXPENSE	\$ 138,754.50

Note: 3 paydays in November

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

Jade Goroski

From: Luke LaLiberty <luke.laliberty@kljeng.com>
Sent: Wednesday, November 28, 2018 4:03 PM
To: Jade Goroski
Cc: Logan Tweet
Subject: Storm water construction admin budget status

Jade,
As promised, I took a hard look at the remaining KLJ budget for both the wastewater and the stormwater projects. Assuming we're still able to use a single RPR for both projects, I think we'll be able to close the estimated shortage on the stormwater project. It also depends on when HSG finishes stormwater.

The construction admin budget for the stormwater project is still about \$50k short, but I propose we move some of the budget from the RPR line to the admin line (I'll have to review the contract to see if I need an amendment to do that), and it looks like we'll be covered using our current burn rates.

Officially, KLJ is maintaining the position that we performed out-of-scope work on the stormwater project and we are due an amendment to cover it. However, the surplus amount in the RPR budget and careful management of the time split between the two projects should allow us to complete the project without any additional funding necessary from the City.

Let me know if I need to clarify that further.

Thanks!
Luke.

Luke LaLiberty PE



406-447-3358 **Direct**
406-475-2546 **Cell**
2969 Airport Road, Suite 1B
Helena, MT 59601-1201
kljeng.com

Current Cash Balance Operating Account	-\$26,855
TSEP Reimbursement Pending	\$280,307
Loan Paymnet Jan 1, 2019	-\$61,000 est
Flagging	-\$25,800
HS&G Add'l Work	-\$2,500
Monthly Revenue Dec-June	\$114,100
Tax Revenue Nov/June	\$73,000
July 1, 2019 Payment	-\$95,000 est
Phase 2	-\$67,500

Projected Cash Balance July 1, 2019	<u>\$188,752</u>
--	-------------------------

Project Contingency remaining After CO #3 \$182,304

Superintendent's Report

Water :

Still working on the flow meter at UV. Our water antenna broke at the shop pole for our water system, we have one ordered.

Sewer:

Microcomm installed their equipment in the sewer lifts. We have another Microcomm guy and Industrial Systems guy coming December 10, to do startup on the new system.

Next Week plans:

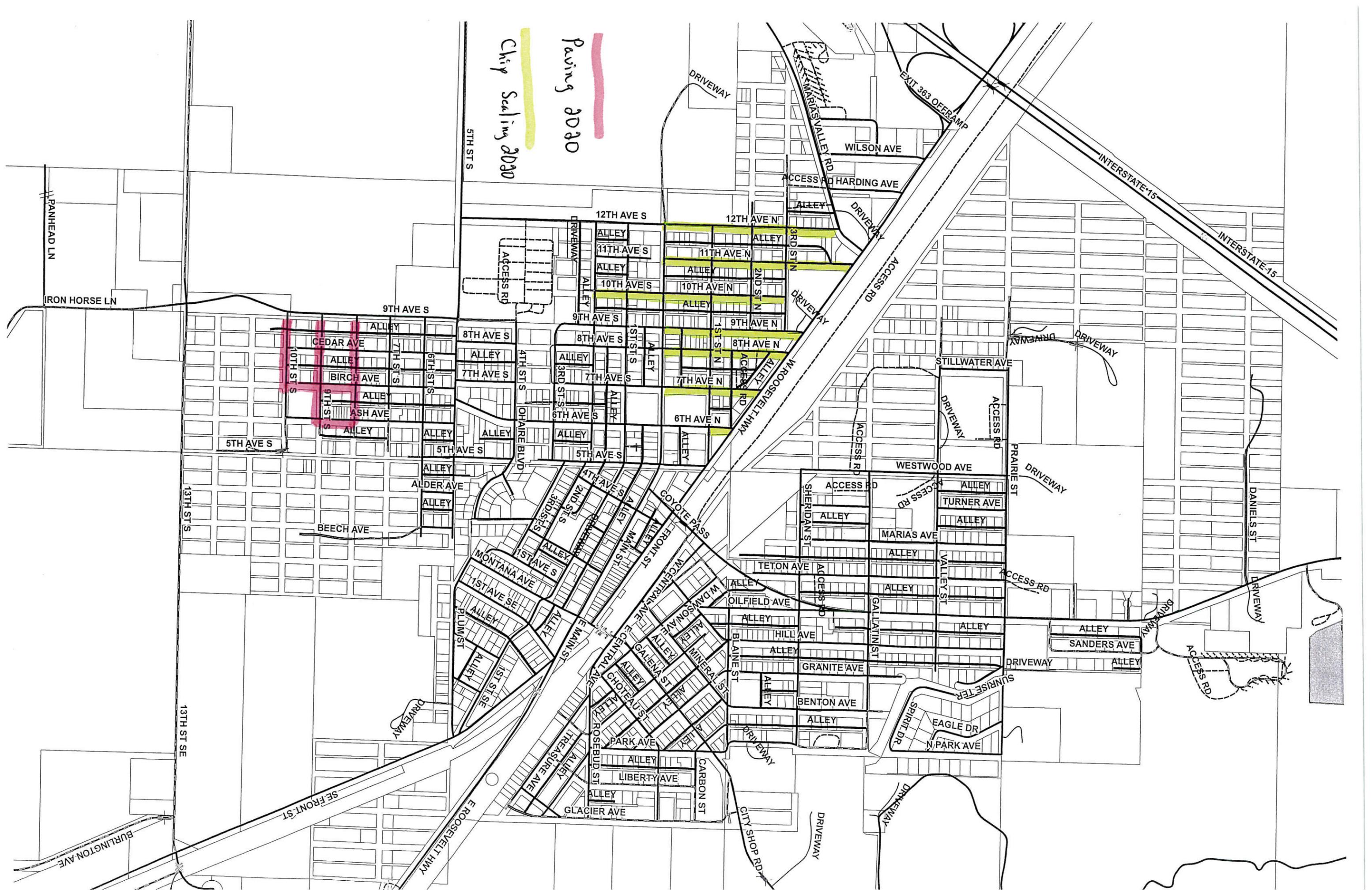
Fixing a few problems on the UV road and Williamson park.

Work on equipment doing repairs.

Chip Sealing 2019
Paving 2019



Chip Sealing 2020
Paving 2020



SUGGESTED FORM OF
TASK ORDER

This is Task Order
No. 4417101-6,
consisting of 5

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated September 14, 2015 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: Wellfield Improvements

B. Description:

Construction Contract 1: Water System Improvements

The project will generally include wellfield capacity increases, winterization and metering, UV treatment system improvements, and rehabilitation and/or replacement of wells No. 1, 2, 4, and 6.

C. Number of Construction Contracts: 1

2. Services of Engineer

Engineer shall provide services set forth in Article I and Exhibit A of the Contract for Engineering Services dated September 14, 2015. All provisions of Exhibit A shall remain in full force and effect unless amended or supplemented as follows:

Study and Report Services – *Not Used*

Design Services

A. The Engineer shall:

1. Complete topographic survey as needed of the project areas. The topographic survey will identify the physical constraints that the design will be based around. This does not include a boundary survey; however, applicable property lines will be identified based on physical property pins and COS information.
2. Prepare construction plans and specifications for the following alternatives from the 2016 Shelby Water System Preliminary Engineering Report (PER) for the Water System Improvements and other improvements indicated by the City of Shelby:
 - a) **Wellfield Pump Houses and Collection System** includes a geotechnical investigation, designing, preparing plans and specifications, and obtaining DEQ approval for the construction of following:
 - slab and foundation necessary for the installation of the pre-built pump houses for Wells No. 9-12,

- the process piping, individual meters, and electrical requirements inside each pre-built pump house,
- the new pipe connecting Wells No. 4 and No. 9-12 to the 12" well field transmission main with appropriately sized pipe buried below frost depth,
- Evaluation of options to increase pump size for wells 9-12 and confirmation that this won't have an adverse effect on the aquifer or cause pumping below the screens.
- Pump sizing, controls, and specifications for wells 9-12 if Owner elects pump replacement.
- Individual flow meters at Wells No. 1-6, and No. 9-12, and No. 13 to monitor the water pumped from the well field.
- Individual well access ports to all the existing and new wells.

KLJ will write a performance specification to integrate well controls for wells 4, 6 and 9-12 to operate as the other wells in the well field.

- b) **Shelby Heights Booster SCADA Improvements** includes designing, preparing the plans and specifications, and obtaining DEQ approval if necessary for construction of the following:

- Replace the existing SCADA system with MicroCOMM,
- Evaluate inclusion of controls to make the pumps experience a softer start.

KLJ will write performance specifications to upgrade the controls to match the controls of the rest of the water system.

- c) **Water Treatment Improvements** includes designing, preparing the plans and specifications, and obtaining DEQ approval for the construction of the following:

- Replacing Reactor No. 1 with new Trojan UV 4-bulb unit.
- New UVT analyzer that reads both reactors,
- new backup chlorination system in the UV building,
- Provide ability to chlorinate line south of UV building.

- d) **Wells No. 1, 2, 4, and 6 Rehabilitation and/or Replacement** includes investigating options for rehabilitating the existing wells to lower the top of the screen (for wells 1 and 4) below the pumping water level, designing, preparing the plans and specifications, and obtaining DEQ approval for the construction of the following:

- Investigate options for wells 1 and 4 rehabilitation to lower the well screen below the pumping water level, including reuse of the Well 4 pump.
- Present Owner with alternatives for rehabilitation versus drilling a brand new well,
- Design the chosen alternative from the feasibility study
- Design new public water supply near wells 2 and 6,
- Apply to the Montana DNRC for Well Replacement Water Right,
- Reconnecting process piping and controls
- Connect replacement Well 6 to collection system
- Abandon existing wells 1, 2, 4, and 6 if necessary.
- Drill up to 2 test wells to optimize a location for the well 6 replacement

- Provide security fence for new wells

C. Engineer excludes any DEQ review costs as well as permitting, application fees, and other costs not specifically included in the above scope.

- Bidding or Negotiating Services
- Construction and Commissioning Services

A. The Engineer shall:

1. Provide the following for the Water System Improvements:

- a) Provide general construction administration services that will consist of facilitating a preconstruction meeting; reviewing shop drawings and product submittals; preparing change orders; reviewing and recommending contractor applications for payment; and preparing and submitting record drawings to MDEQ for final project acceptance.
- b) Complete construction staking, which shall consist of horizontal and vertical control as well as station centerline and offset locations.

- Resident Project Representative Services

D. The Engineer shall:

1. Provide the following for the Water System Improvements:

- a) Provide Resident Project Representative (RPR) services for the duration of the project to certify the project was constructed in accordance with the approved plans and specifications and assist in the preparation of record drawings. It is estimated that RPR services will be provided for a duration of 14 weeks. For 12 weeks we anticipate full time services at 50 hours per week, for the remaining 2 weeks we anticipate part time observation at 25 hours per week.
- b) RPR services are subject to change, depending upon the efficiencies and capabilities of the Contractor performing the Work.

- Other Services- *Not Used*

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following: *N/A*.

4. Times for Rendering Services

The following schedule for the Water System Improvements is based on a Notice to Proceed issued by the Owner no later than December 3, 2018 and is subject to timely approval of the project documents by MDEQ.

<u>Phase</u>	<u>Completion Date</u>
Design Services	March 15, 2019
DEQ Approval	April 19, 2019
Bidding & Negotiating Services	May 17, 2019
Construction & RPR Services	October 1, 2019

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

Water System Improvements

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum, or Estimate of Compensation for Services</i>
Design Services	Standard Hourly Rates	\$181,300
Bidding & Negotiating Services	Standard Hourly Rates	\$12,500
Construction & Commissioning Services	Standard Hourly Rates	\$55,000
RPR Services	Standard Hourly Rates	\$86,200
	Total:	\$335,000

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

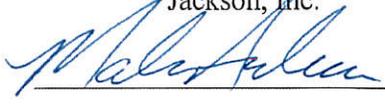
6. Consultants: D.P. Lund Company, SK Geotechnical, HydroSolutions, Inc., Aquasource, and/or Boland.
7. Other Modifications to Agreement: None
8. Attachments: N/A
9. Documents Incorporated By Reference: Standard Form of Agreement between Owner and Engineer for Professional Services – Task Order Edition, dated September 14, 2015. (“Agreement”)
10. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is November 19, 2018.

OWNER: City of Shelby, MT

ENGINEER: Kadrmas Lee &
Jackson, Inc.

By: _____

By: 

Name: Gary McDermott

Name: Mark Anderson

Title: Mayor

Title: Vice President, EPW

Engineer License or Firm's Certificate No. PEL-EF-LIC-37
State of: MT

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

Name: Gary McDermott

Name: Luke LaLiberty

Title: Mayor

Title: Project Manager

Address: 112 First Street South, Shelby, MT
59474

Address: 2969 Airport Road, Suite 1B
Helena, MT 59601

E-Mail Address: gary@shelbymt.com

E-Mail Address: luke.laliberty@kljeng.com

Phone: (406) 434-5222

Phone: 406-449-7764

Fax: (406) 434-2039

Fax: 1-855-288-8055

BY-LAWS

OF

TOOLE COUNTY AND CITY OF SHELBY

PUBLIC SAFETY COMMISSION

BY-LAWS
OF
TOOLE COUNTY AND CITY OF SHELBY
PUBLIC SAFETY COMMISSION

ARTICLE I:
OWNERSHIP

The TOOLE COUNTY AND CITY OF SHELBY PUBLIC SAFETY COMMISSION, hereinafter referred to as "COMMISSION" is established pursuant to Montana Code Annotated §7-32-101 and in lieu of a city police department and a county sheriff's office by an agreement between the Council of the City of Shelby and the Toole County Board of Commissioners.

ARTICLE II:
OBJECTIVES

SECTION 1. MISSION STATEMENT:

The objectives of the Commission shall be to supervise and direct the Department of Public Safety.

SECTION 2. PURPOSE:

The Commission is to be operated for the purpose of providing to the general public the best possible public safety protection under the laws of the State of Montana, irrespective of race, color, creed, sex or national origin of the residents of the city of Shelby and County of Toole, State of Montana.

SECTION 3. PROVISIONS:

Notwithstanding any other provisions of these By-Laws, the Toole County and City of Shelby Public Safety Commission shall not carry on any other activities not permitted to be carried on by a Public Safety Commission.

SECTION 4. DISSOLUTION:

Upon dissolution, all assets of Toole County and City of Shelby Public Safety Commission revert to the County of Toole and City of Shelby on a pro-rata basis as per the consolidation agreement.

ARTICLE III:
PUBLIC SAFETY COMMISSION

SECTION 1. QUALIFICATIONS:

The Toole County and City of Shelby Department of Public Safety shall be under the supervision of the Public Safety Commission.

To be eligible for membership in the Public Safety Commission, hereinafter referred to as the Commission, a person, if a city appointee, must be a resident of the City of Shelby and, if a county appointee, must be a resident of Toole County, Montana; be interested in and be willing to work for the best interests of public safety and be willing to work for the best interests of the Toole County and City of Shelby Public Safety Department; and be appointed to the Commission as per Section 2, Article III of these By-Laws.

SECTION 2. NUMBER, APPOINTMENT PROCEDURE AND TENURE:

The number of members of the Commission shall be five (5) and shall be appointed as follows:

- A. Two (2) members shall be appointed by the city council;
- B. Two (2) members shall be appointed by the board of county commissioners;
- C. One (1) member shall be appointed by the board of county commissioners and the city council, meeting in joint session and must receive a majority of the votes of the members of the board of county commissioners and a majority of the votes of the city council voting on the questions of his/her appointment.
- D. Initially, two (2) Commission members shall each serve a four (4) year term and three (3) Commission members shall each serve a two (2) year term. Each Commission member must draw a lot to determine the length of his/her term. All subsequent terms for Commission members shall be four (4) years however no commission member may serve more than three (3) consecutive four (4) year terms without an interruption of service of one (1) year.
- E. Commission members may not be a member of the city or county governing body such as a Mayor, member of the city council or a county commissioner.
- F. Commission members appointed who reside outside the city limits shall receive mileage allowance at the State rates, pursuant to Montana Code Annotated §7-32-129(1999)

SECTION 3. DIRECTOR OF DEPARTMENT:

The Director of the Department of Public Safety shall be the Sheriff. He/she shall have the power and perform the duties conferred on and required of sheriff's, police officers, and chiefs of police, except in cases involving the discharge or termination of employment of subordinate employees.

Officers, deputies and patrol officers of the consolidated city of Shelby and County of Toole shall be subordinate to the director and shall have the power and perform the duties conferred on and required of police officers, deputies and patrol officers as required by state law and municipal ordinance. Montana Code Annotated §7-32-103.

SECTION 4. POWERS OF THE COMMISSION:

The Commission will have all the management powers and responsibility regarding the operations of the Commission. The Commission has the authority to enter into all necessary contracts, employment agreements, and union contracts to operate the Toole County and City of Shelby Public Safety Commission. All agreements or contracts that will raise the City or County's contribution for succeeding budgets must have Toole County and City of Shelby written approval.

SECTION 5. CONFLICT OF INTEREST:

All members of the Commission are required to disclose annually in writing any outside activities or interests, including those arising prior to their becoming members of the Commission, that conflict or suggest a potential conflict with the best interests of the department.

No member of the Commission shall participate in any discussion or action involving any such disclosed conflict of interest or potential conflict of interest.

SECTION 6. GOVERNING COMMISSION:

The responsibility of any member of the Commission is to be a conscientious member of the Commission, helping the Commission to fulfill its responsibilities for directing the Safety Department, fulfilling its mission, protecting and furthering its assets, and being accountable to the public at large for the ethical conduct of all organizational affairs.

General Duties of commission:

- A. To be loyal first to the Commission, always furthering the interests of the Department in its pursuit of its mission, and disclosing and avoiding any potential conflicts of interest.
- B. To be diligent in the fulfillment of Commission responsibilities, always being prepared for decisions addressed by the Commission, including preparation

for, attendance at the active participation in Commission meetings; and participation in continuing educational opportunities.

- C. To be prudent in all decisions made on behalf of the organization, employing judgment consistent with generally accepted community standards and/or practices for the issue at hand, based on the information that is available.
- D. To respect the confidentiality of the commission and refer all inquiries for public statements to the Director of the Department.
- E. To support the decisions and policies of the Commission, until such time as those decisions or policies are changed by an official action of the Commission.
- F. To help define and then support the roles delegated to the Director and the deputies, and to assure that accountability mechanisms exist to receive reports on the delegated duties.
- G. To engage in regular self-evaluation processes of the Commission and to be responsible to notify the Director at such time as the member determines that he/she cannot continue to carry out the duties of the position.
- H. To review and adopt annual Department of Public Safety budget request and present this budget to the County Commissioners and City Council.

ARTICLE IV.

MEETINGS OF THE COMMISSION

SECTION 1. MEETINGS:

Regular meetings shall be held every other month, at a time and place established by the Commission. The Commission, in its discretion may waive any regular monthly meeting. However, the Commission shall hold no less than four (4) regular meetings in any given year.

SECTION 2. SPECIAL MEETINGS:

Special meetings of the Commission shall be held upon call of the Chairman, the Vice-chairman in the absence or inability of the chairman or a majority of the Commission members.

Hearings in all cases involving employee discharge or termination shall be held upon request of any employee so discharged or terminated.

SECTION 3. QUORUMS:

Three (3) members of the Commission shall constitute a quorum for the transaction of business. In addition to those Commission members who are actually present at a meeting, Commission members shall be deemed as present at such meeting if a telephone or similar communications equipment, by means of which all persons participating in the meeting can hear each other at the same time, is used.

The act of a majority of the Commission members present and voting at a meeting at which a quorum is present shall be the act of the Commission. After a quorum has been established at a meeting of the Commission, the subsequent withdrawal of Commission members from the meeting so as to reduce the number of Commission members present to fewer than the number required for a quorum shall not affect the validity of any action taken by the Commission at the meeting or any adjournment thereof.

A majority of the Commission members present, whether or not a quorum exists, may adjourn any meeting of the Commission to another time and place. Notice of any such adjourned meeting shall be given to the Commission members who are not present at the time of adjournment.

SECTION 4. MINUTES:

Minutes of each meeting of the Commission shall be taken by the Secretary or his/her designee and be disseminated to each Commission member with a copy provided to the City Council and to the Board of County Commissioners as soon as practicable after the conclusion of the meeting.

SECTION 5. AGENDA:

The agenda at meetings shall be substantially as follows:

A. First Regular Meeting of each Fiscal Year:

- (i) Call to order.
- (ii) Presentation and approval of the minutes of the last meeting.
- (iii) Presentation of reports to the Commission.
- (iv) Transaction of other business that may properly come before the meeting.
- (v) Election of officers of the Commission.
- (vi) Annual review of by-laws
- (vii) Adjournment.

B. Regular Meetings:

- (i) Call to Order.
- (ii) Agenda additions and approval of agenda.
- (iii) Presentation and approval of the minutes of the last meeting and of any specially called meetings that may have been held.
- (iv) Presentation of reports by committees and others.
- (v) Old Business.
- (vi) New Business.
- (vii) Adjournment.

C. Special Meetings:

- (i) Call to Order.
- (ii) Reading of the notice calling the meeting.
- (iii) Transaction of the business stated in the notice.
- (iv) Adjournment.

SECTION 6. RULES OF ORDER:

Whenever they do not conflict with these by-laws, the currently revised Robert's Rules of Order shall govern all meetings and elections.

ARTICLE V.
OFFICERS

SECTION 1. OFFICERS OF THE COMMISSION:

The officers of the Commission shall be a Chairman, a Vice-Chairman, and a Secretary. The Chairman, Vice-Chairman and Secretary shall be elected by the Commission. No one (1) person shall hold more than one (1) office in the Commission at the same time.

SECTION 2. ELECTION AND TERM OF OFFICE:

The officers of the Commission to be elected by the Commission, shall be elected annually at the first meeting of the year. Each officer shall hold office for a term of one (1) year unless because of death, resignation, removal, disqualification or otherwise, his/her position is

vacated. Neither the Chairman nor Vice-chairman may hold their respective offices for more than three (3) consecutive one (1) year terms. All officers shall be members of the Commission.

SECTION 3. REMOVAL:

Any officer of the Commission elected or appointed by the Commission, except for the Director, who is the elected Sheriff, may be removed by the Commission whenever in its judgment, the best interests of the Department would be served thereby, but such removal shall be without prejudice to contract rights, if any, of the person so removed.

SECTION 4. VACANCIES:

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled in accordance with Article V., Section 2 of these By-Laws.

SECTION 5. CHAIRMAN:

The Chairman shall manage the governance process and the affairs of the Commission, in addition to all responsibilities attendant to being a member of the Commission. General duties of the Chairman shall include:

- A. Provides leadership through a vision of the organization and the relationship of the Commission evoking cooperation from members of Toole County Board of Commissioners and Shelby City Council.
- B. Maintains the linkage between the Department's strategic planning priorities and the on-going work of the Commission.
- C. Plans the overall agenda for an annual calendar of the Commission.
- D. Assures that the Commission's organizational structure and individual member assignments are effective in supporting the priorities.
- E. Develops the Commission's knowledge and capabilities through oversight of the information presented to, and the continuing education opportunities provided for, the Commission and its individual members.
- F. Shall establish all joint meetings of the Shelby City Council and Toole County Commissioners. All communication with Toole County Commissioners and Shelby City Council shall pass through the Chairman of the Commission or his/her appointees.
- G. Represents the Commission effectively to various groups.

- H. Works closely with the county commissioners and the Shelby City Council, both formally and informally, and oversees the establishment of performance expectations and the conduct of the police, patrol officers, and deputies' evaluation process.
- I. Upholds the Commission's by-laws and policies, and intervenes with members of the Commission whenever circumstances warrant.
- J. Oversees the recruitment and orientation of new Commission members, and assures the development of future Commission leadership, with a smooth transition to the next Chairman.
- K. The Chairman of the Commission shall preside at all meetings of the Commission. He shall nominate appointees for all committees pending the Commission approval in accordance with these By-Laws. He shall have such other duties and responsibilities attendant to being a member of the Commission.

SECTION 6. VICE CHAIRMAN:

In the absence of the Chairman of the Commission or in the event of his inability or refusal to act, the Vice Chairman shall perform the duties of the Chairman and in so acting shall have all the powers and authority of the Chairman. The Vice Chairman shall perform such other duties as from time to time shall be assigned to him by the Chairman of the Commission.

SECTION 7. SECRETARY:

The Secretary or his/her designee shall keep all of the records of the Commission except the financial record; shall record the minutes of the meeting of the Commission; perform such other duties as may be prescribed by the Commission or the Chairman and maintain a current register of the names and addresses of each Commission member. He/she shall also disseminate the minutes of the meetings of the Commission to the Commission members, Board of County Commissioners and City Council.

ARTICLE VI:
COMMITTEES

SECTION 1. COMMITTEES OF THE COMMISSION:

The Chairman of the Commission shall recommend, for approval, the members of the committees of the Commission as determined to be necessary by the Commission.

ARTICLE VII:
INDEMNIFICATION

Each member of the Commission now or hereafter serving as such, shall be indemnified by Toole County and the City of Shelby against any and all claims and liabilities, including reasonable settlement to which he has or shall become subject by reason of serving or having served in such capacity, or by reason of any action alleged to have been taken, omitted, or

neglected by him as such member of the Commission; and Toole County and the City of Shelby shall reimburse each such person for all such legal expenses reasonably incurred by him in connection with any such claim or liability, provided, however, that no such person shall be indemnified against, or be reimbursed for, any expense incurred in connection with, any claim or liability arising out of his own willful misconduct or gross negligence.

Any questions as to the above rights and responsibilities shall be finally resolved by members not a party to the claim, or an opinion by independent counsel. The Department shall have power to purchase insurance covering such liability and expense, whether or not it could have power to indemnify such member under law, contract or by these By-Laws.

It is intended reasonable advances may be made on such indemnity, and that the burden of proof of any lack of entitlement be on any objector. If any part of these provisions shall be ineffective, this shall not affect the balance, and in no case shall indemnification be less than provided or permitted to the full extent of the law.

ARTICLE VIII:
AMENDMENTS

These By-laws may be altered or amended by two-thirds (2/3) vote of the Commission only after a one-month review. The Commission will require that the bylaw change be brought to the Commission for discussion at the first meeting. At the second meeting, the bylaw change will be brought before the Commission for discussion and a final vote for approval/disapproval and implementation of the bylaw as amended.

ARTICLE IX:
EFFECTIVE DATE

These By-Laws shall be effective on the 4 day of JAN, 2000.

TOOLE COUNTY AND CITY OF SHELBY DEPARTMENT OF PUBLIC SAFETY
MEMBERS:

BY Douglas J. Russell

BY MJ Wilson

BY William Hovary

BY Dave Ryan

BY [Signature]

TOOLE COUNTY BOARD OF COMMISSIONERS

BY Alan Ryan

BY Bess Ober

BY Allan Underdal

ATTEST:

BY: Mary Ann Harwood
MARY ANN HARWOOD
Toole County Clerk & Recorder

CITY OF SHELBY

BY: Ly Bull
MAYOR

ATTEST:

BY: Melodee Robins
MELODEE ROBINS,
City Finance Officer

Amendment: By-Laws of the Toole County Public Safety Commission

Page 4, ARTICLE IV, MEETING OF THE COMMISSION

Toole County Board of Commissioners

By: _____	Date: _____
Debra Brandon	
_____	Date: _____
Mary Ann Harwood	
_____	Date: _____
Joseph Pehan	

Attested By: _____
Trevia Nelson
Toole County Clerk & Recorder

City of Shelby

By: _____	Date: _____
Mayor Gary McDermott	

Attested By: _____
Jade Goroski
City Finance Officer

Lori Stratton

From: Jade Goroski
Sent: Thursday, November 29, 2018 8:32 AM
To: Lori Stratton
Subject: FW: Marias River Livestock Assoc

Lori,

Please add this to the agenda.

Thanks

From: Carrie Lerum [mailto:droughtsurvivor@yahoo.com]
Sent: Wednesday, November 28, 2018 9:41 AM
To: Jade Goroski <jade@shelbymt.com>
Subject: Marias River Livestock Assoc

Jade,

The Marias River Livestock Association would like to rent the Shelby Civic Center on Jan. 25, 2019 for the Next Generation Conference. Do I need to get approval from the City Council and Mayor for the rental fee waiver again? We are a tax exempt organization.

Sincerely,
Carrie Lerum
Sec/Treas for MRLA