



2016 Fall Regional Training/District Meeting Agenda

Introductions

MMIA Coverage(s)

Alan Hulse – MMIA CEO, Ann Komac MMIA Claims Manager

2016 Legislative Priorities

Tim Burton, Executive Director – MLCT

Code of Ethics

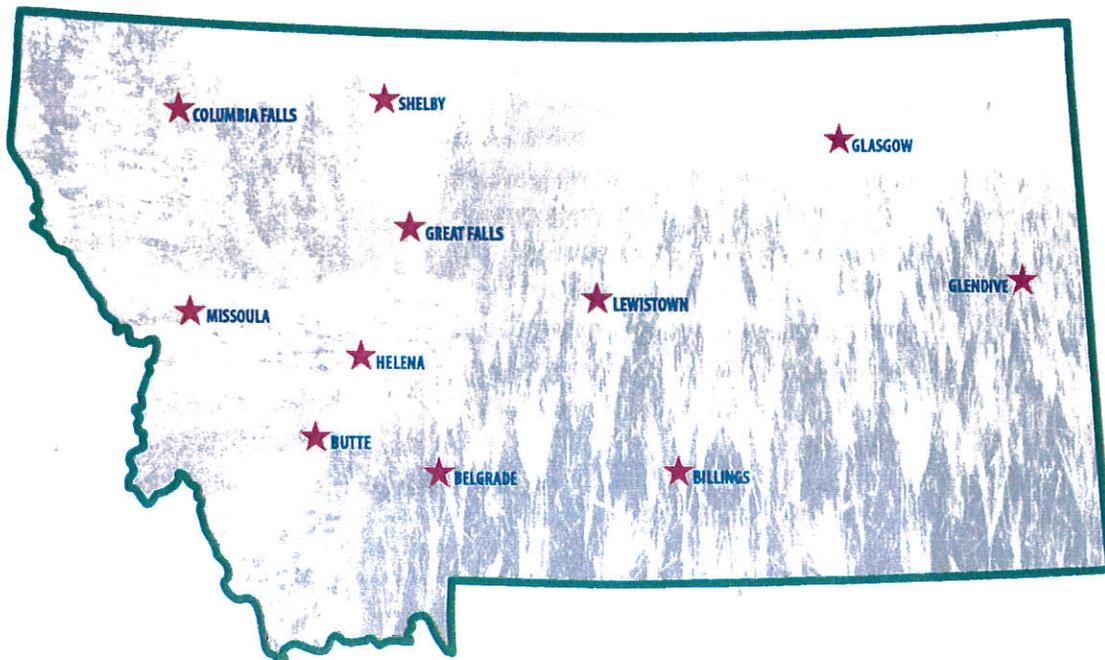
Dan Clark, Director and Blake Christensen, Associate Director – LGC

Basics of Parliamentary Procedure

Dan Clark, Director and Blake Christensen, Associate Director – LGC

Managing Meetings – How to Work with Difficult Personalities

Dan Clark, Director and Blake Christensen, Associate Director – LGC



MMIA LIABILITY COVERAGE: Quick Guide



COVERAGE – LIABILITY MEMORANDUM OF COVERAGE (MOC) SECTIONS 10.1

The MMIA agrees to pay on behalf of a COVERED PARTY those sums which the COVERED PARTY becomes obligated to pay by reason of liability because of a covered Claim for Bodily Injury, Personal Injury, Property Damage, or Automobile Liability.

COVERED PARTY - LIABILITY MOC SECTION 5

The Entity; elected or appointed officials while in Course and scope of duties; past/present employees; volunteers provided they are under direction/control of the Entity; peace officer or law enforcement entity rendering assistance upon request; firefighter or firefighting entity rendering assistance based on Mutual Aid Agreement; agency, board or commission established by resolution, ordinance, charter, statute; quasi-governmental or intergovernmental agency, board/commission governed by having majority appointed by Entity; additional Covered Party by endorsement

GENERAL EXCLUSIONS – LIABILITY MOC SECTION 9

1. Liability from Claims, demands, or actions for relief/redress in any form other than Damages
2. Liability from fines, punitive damages, penalties awardable pursuant to statute; liability from willful violation of a statute, ordinance or regulation; liability of a COVERED PARTY from obtaining remuneration/financial gain not legally entitled; liability from deliberate dishonesty/fraud act or omission/criminal-malicious act or omission/willful violation of the law.
3. Liability from a COVERED PARTY's contractual assumption of indemnification for liability for Damages; liability from failure to perform, or breach of, a contractual obligation
4. Liability from notarized certification of signature without physical appearance before notary
5. Liability for Claims related to unfair labor practices, mediation/arbitration of collective bargaining agreements, or the terms of a collective bargaining agreement
6. Liability, damages, losses, costs or expenses from asbestos hazard or silica and clean-up; any liability arising out of the discharge,

COVERAGE C—EMPLOYMENT PRACTICES – LIABILITY MEMORANDUM SECTIONS 9 & 12 (ENDORSEMENT REQUIRED) FOR THOSE MEMBERS HAVE APPLIED AND RECEIVED EPL ENDORSEMENT

Act relating to a past, present, or prospective employee of a COVERED PARTY for or arising out of any actual or alleged wrongful dismissal, discharge, or termination, either actual or constructive, of employment, employment related misrepresentation, wrongful failure to employ or promote, wrongful deprivation of career opportunity, wrongful discipline, failure to grant tenure or negligent employee evaluation, or sexual or workplace harassment of any kind, including, but not limited to, the alleged operation of a harassing workplace environment, or unlawful discrimination, whether direct, indirect, intentional or unintentional, or failure to provide adequate employee policies and procedures.

EXCLUSIONS:

1. All Section 9 General Exclusions listed above
2. Liability arising out of Employment Practices without EPL endorsement
3. Liability arising out of labor disputes or labor negotiations; liability for salary or hourly wages and benefits, back wages and benefits, front wages, or overtime, future benefits, severance obligations, or similar demands, even if liquidated damages under federal, state, or local statute, rule or regulation; liability for failure to fund or to pay any principal or interest owed for any retirement, health or welfare benefit provided by a COVERED PARTY whether voluntarily or pursuant to any federal, state or local law, statute or ordinance
4. Liability arising out of the Workers Adjustment and Retraining Notification Act, Public Law 100-379 (1988); Liability arising out of the ERISA 1974, and any law amendatory thereof, or similar provisions of any federal, state or local statutory law or common law.
5. Liability arising related to modification of property to make accessible or accommodating to any disabled person. Exception: damages from failure to do so covered under EP

COVERAGE D - EMPLOYEE BENEFIT (EB) LIABILITY – LIABILITY MOC SECTIONS 9 & 13

Legal liability a COVERED PARTY shall become obligated to pay by reason of liability imposed by law for any wrongful act, error or omission of a COVERED PARTY for whose acts the COVERED PARTY is legally liable in the administration of the COVERED PARTY's E B Programs as defined herein, caused by an Occurrence during the COVERAGE PERIOD.

EXCLUSIONS:

1. All Section 9 General Exclusions listed above
2. Liability for advice given by a COVERED PARTY to an employee to participate or not in any investment or savings plan; any liability arising out of errors in providing information on past performance of investment vehicles or advice given to any person with respect to that person's decision to participate or not participate in any plan include in the "EB Programs"
3. Liability for any act, error or omission occurring before the Effective Date of this Memorandum; any liability for any Claim which results from an activity, act or omission of a third party administrator, a firm or person, other than an employee of the COVERED PARTY, who administers the COVERED PARTY's E B Program; Any liability for any Claim, other than a Claim alleging a wrongful act, error or omission in the administration of an EB Program as defined under Section 13.2 due to back wages and benefits, front wages, or overtime, future benefits, severance obligations, or similar demands, even if liquidated Damages under federal, state, or local statute, rule or regulation.
4. Liability for any Claim for benefits that are lawfully paid or payable to a beneficiary from the funds of an EB Program that results from not having adequate insurance or bonds to protect the assets of an EB Program; any liability for any Claim for failure or performance of a contract by any Insurer, or to any Claim based upon failure of stocks, bonds or other securities to produce financial gain, profit or growth as represented by a COVERED PARTY;
5. Liability based upon changes in the ultimate cost or level of any benefit program available to any employee of a COVERED PARTY or changes made to any benefit program resulting from efforts of the COVERED PARTY to comply with any tax laws or other laws which results in changes to the benefits available to any employee of the COVERED PARTY;
6. Liability arising out of the Employee Retirement Income Security Act of 1974; liability for any Claim based upon a COVERED PARTY's failure to comply with any law concerning workers' compensation, unemployment insurance, social security or disability benefits;
7. Liability for failure to fund or to pay any principal or interest owed for any retirement, health or welfare benefit provided by a COVERED PARTY whether voluntarily or pursuant to any federal, state or local law, statute or ordinance;
8. Liability arising out of insufficiency of funds to meet obligations under benefit program as defined under "E B Programs"; Liability arising out of failure of any benefit program as defined under "E B Programs"

dispersal, release or escape of Pollutants---exemptions 9.11.5 through 9.11.10; any liability related to or resulting from "hazardous properties" of nuclear material

7. Liability arising out of Broadcasting Activities from music licensing, FTC, FCC other governmental agencies
8. Liability which is the result of or arises out of Electronic Vandalism.
9. Liability arising out of purchase, sale, offer of sale, or solicitation of any security, debt, bank deposit or financial interest or instrument to include representation related to price and any depreciation
10. Liability for Claim arising from principles of eminent domain, mandamus to compel eminent domain, pre-condemnation activities, condemnation proceedings, or inverse condemnation. This EXCLUSION shall not apply to any Claim arising from sudden and accidental sanitary or storm sewer backups on any property intended for use or occupancy.

COVERAGE A - GENERAL LIABILITY EXCLUSIONS - LIABILITY MOC SECTIONS 9 & 10

1. All Section 9 General Exclusions listed above
2. Employees in course and scope of employment
3. Airports with the exception of premises; Operations of health care facilities--exceptions professional staff and premises
4. Dam failure; Terrorism, War
5. Property damage to property owned, rented, leased to COVERED PARTY under assumption of liability; property damage arising solely out of an act of vandalism, theft or other criminal act; property damage to personal property loaned to COVERED PARTY for temporary use or claim arising out of Property Damage to personal property belonging to another, but stored by COVERED PARTY, with or without charge. However, this EXCLUSION does not apply to (a) property of persons who are involuntarily confined by COVERED PARTY, or (b) property held as evidence, seized or impounded by COVERED PARTY; provided that in either the case, the property has been accurately recorded by COVERED PARTY and is reasonably secured by COVERED PARTY.
6. Failure to supply/provide adequate supply of gas, water or electricity when failure the result of inadequacy or interruption of a COVERED PARTY's facilities
7. **SPECIAL ACTIVITIES:**
 - > **Air shows; Circuses; Rodeos**
 - > **Fireworks involving the ignition of a commercial or COVERED PARTY's sponsored display**
 - > **Animal racing;**
 - > **Carnival or amusement rides;**
 - > **Motorized vehicle racing;**
 - > **Water sports other than those associated with**

- > **municipal swimming pools, or bodies of water, owned, or controlled by the Member;**
 - > **rental of any motorized vehicle or apparatus used for individual conveyance or entertainment;**
 - > **Boxing or other martial arts competition**
8. Publication/utterance with knowledge of the falsity
 9. Assessment of or failure to refund taxes, fees or other assessments.
 10. Estimates of cost estimates being exceeded, faulty preparation of bid or contract specifications or plans, including architectural plans, failure to award contracts in accordance with a statute or ordinance which under law must be submitted for bids; damages, arising out of or related to the liability of a COVERED PARTY involved in or acting as Contractors for Residential Construction
 11. ERISA-1974 and any law amending or similar provisions of federal/state/local statutory law or common law; failure to fund or pay principal/interest for retirement, health or welfare benefit provided by COVERED PARTY
 12. Use of structure designed for the use of a skateboard---
ENDORSEMENT AVAILABLE
 13. Principles of Quantum Meruit-- reasonable sum of money to be paid for services rendered or work done when the amount due is not stipulated in a legally enforceable contract
 14. Employment Practices (EP) Claim seeking damages or other relief, direct or consequential, for or arising out of Bodily Injury, loss of consortium, physical injury to or destruction of any tangible property, including loss of use; Federal Fair Labor Standards Act or similar state laws; Actions in connection with labor disputes/negotiations; Workers' Adjustment and Retraining Act or similar; EP Claim seeking insurance benefits; Claim for salary or hourly wages and benefits, back wages and benefits, front wages, or overtime, future benefits, severance obligations, or similar demands
 15. Liability imposed on a COVERED PARTY under any Uninsured or Underinsured Motorist Law

COVERAGE B - PUBLIC OFFICIALS ERRORS & OMISSIONS - LIABILITY MOC 9 & 11

Professional liability coverage that protects COVERED PARTY for claims made for inadequate work or negligent actions.

EXCLUSIONS:

1. All Section 9 General Exclusions listed above
2. Operations of health care facilities--exceptions professional staff and premises
3. Dam failure
4. Exclusions numbered 6-12 above (General Liability exclusions)

COVERAGE E – LAND USE PRACTICES – LIABILITY MOC SECTIONS 9 & 14

Legal liability which a COVERED PARTY shall become obligated to pay by reason of liability imposed by law because of a covered Claim, including Property Damage or diminution of property value, arising out of, or based upon, land use regulation, interim takings, takings, down zoning, zoning, general planning regulations, easements, nuisance, or annexation, including deprivation of constitutional or civil rights related thereto, caused by an Occurrence during the COVERAGE PERIOD.

EXCLUSIONS:

1. All Section 9 General Exclusions listed above
2. Liability for a Claim arising out of or in connection with principles of eminent domain, mandamus to compel eminent domain, pre-condemnation activities, condemnation proceedings, or inverse condemnation regardless of whether such Claims are made directly against a COVERED PARTY or by virtue of any agreement entered into, by or on behalf of the COVERED PARTY.
3. Liability for a Claim as a result of subsidence. "Subsidence", with respect to Coverage E means any earth movement, including settling, expansion, earth sinking, earth rising or shifting, slipping, falling away, tilting, caving in, eroding, mud flows and any other movement of land or earth. This EXCLUSION does not apply to Property Damage arising out of subsidence proximately caused by the negligent act or omission of a COVERED PARTY.
4. Liability, including all Damages, directly or indirectly arising out of or related to the liability of COVERED PARTY involved in or acting as Contractors for Residential Construction.

COVERAGE – DEFENSE OF NON-MONETARY CLAIMS FOR OPEN MEETING AND PUBLIC DOCUMENTS – LIABILITY MOC SECTIONS 9 & 15

EXCLUSION:

1. All Section 9 General Exclusions listed above
2. Costs related to the research, procurement or reproduction of information which is determined to have been wrongfully withheld;
3. Suits or Claims that contain demands for monetary damages; or
4. Any award of monetary damages, attorneys' fees or costs to a prevailing plaintiff or claimant.

COVERAGE G – NO FAULT SEWER BACKUP WATER MAIN BREAKS – SECTION 16

MMIA agrees to pay up to a total of the Limit of Liability applicable to this Section 16 Occurrence in Property Damage to each claimant for property damage incurred as a result of a Sewer Backup (Refer to 8.32 in MOC) or Water Main Break (Refer to 8.34 on MOC) as determined by the actual cash value of property owned by claimant.

CONDITIONS – SECTION 17

1. Payment of assessments and cancellation for non-payment
2. Timely reporting of claims and cooperation with MMIA--inspection of Property and Operations
3. Bankruptcy or insolvency does not relieve MMIA of obligations
4. Opportunity to remedy breach granted to COVERED PARTY
5. MMIA has sole discretion in assignment of legal counsel
6. Authority recommends settlement and COVERED PARTY does not agree--limits are reduced
7. Dispute Resolution process for coverage determinations



We Are you.

THE MMIA IS NOT AN INSURANCE COMPANY. THIS QUICK GUIDE IS FOR INFORMATIONAL PURPOSES ONLY, IS NOT THE MEMORANDUM OF LIABILITY COVERAGE ITSELF, IS SUBJECT TO CHANGE, AND IS DESIGNED ONLY TO BRIEFLY DESCRIBE THE CONTENTS OF THE MEMORANDUM OF LIABILITY COVERAGE. EACH MEMBER'S COVERAGE MAY BE DIFFERENT. FOR COMPLETE TERMS AND CONDITIONS, AND IMPORTANT EXCLUSIONS FROM COVERAGE PLEASE READ THE APPLICABLE MEMORANDUM OF LIABILITY COVERAGE. THIS QUICK GUIDE SHALL NOT BE DEEMED TO BE THE RENDERING OF LEGAL OR COVERAGE ADVICE. THE COVERAGE AFFORDED BY THE MMIA IS SUBJECT TO THE TERMS AND CONDITIONS OF THE APPLICABLE MEMORANDUM OF LIABILITY COVERAGE AND OTHER MMIA PROGRAM DOCUMENTS. NOTHING HEREIN SHALL BE CONSTRUED TO ALTER, AMEND, SUPERCEDE, OR OTHERWISE CHANGE THE TERMS AND CONDITIONS OF THE MEMORANDUM OF LIABILITY COVERAGE OR OTHER MMIA PROGRAM DOCUMENTS.

MONTANA
MUNICIPAL REGIONAL TRAININGS
FALL 2016

MSU Local Government Center
Handout Packet

Topics Include:

Managing Meetings
Parliamentary Procedure
Ethics



Local Government Center

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Tackling Problem Meeting Behaviors*

- Agenda Grabber
- Side Conversation
- Ziplip
- Naysayer
- Bully
- Dominator
- Come & Go

*From Committees that Work: Common Traps Creative Solutions, University of Minnesota Extension, 2008.



Agenda Grabber

- What does it look like?
 - Talks off the subject
 - Out of sync with the agenda and talks regularly about things that are irrelevant to the council's task
 - Is out of sequence with the agenda



Agenda Grabber

- What to do
 - Ask them to relate what they are saying to the current agenda
 - Ask if the group can come back to their point and record it on a "parking lot" sheet
 - Ask if others have anything to add to what the person said
 - Stop them. Tell them it's not appropriate now



Side Conversation

- What does it look like?
 - Make private comments to another person
 - Carries on another meeting with their neighbor



Side Conversation

- What to do
 - Invite them to share what is being said
 - Stop the conversation, be quiet and look at the people talking
 - Ask them to stop
 - Say, "Let's have one conversation"
 - Point out that whispering or talking is distracting



Ziplit

- What does it look like?
 - Remains silent in the meetings
 - Seems unable or unwilling to speak up
 - May be timid, fearful of something, or unsure of themselves and what they have to offer
 - Sometimes drops out, withdraws, or works on something else

Ziplit

- What to do
 - Talk to them privately at another time
 - Call on them by name
 - Thank them when they do contribute
 - Turn to them when the agenda moves to an area that you know they can address with confidence, conviction or expertise
 - Early in key conversations, have everyone respond briefly to specific questions

Naysayer

- What does it look like?
 - Constantly says, "That will never work"
 - Nothing is OK with them
 - Negative expression may be verbal or nonverbal



Naysayer

- What to do
 - Ask group not to evaluate until the end
 - Ask if there is any part of the work/plan/idea they feel good about or think will work
 - Ask for their opinion about what is needed for it to work; then ask the group to respond

Bully

- What does it look like?
 - Argumentative
 - 'Goes after'/personally attacks others
 - Discredits group efforts
 - Talks too long or loud



Bully

- What to do
 - Non-judgmentally describe what he/she is doing
 - Ask what the judgment or criticism is aimed at
 - Stop any argument
 - Talk to them privately outside of the meeting

Dominator

- What does it look like?
 - Talks too often
 - Talks too long
 - Talk very loud
 - Makes it difficult for others to participate

Dominator

- What to do
 - Stop the person, thank him or her, and say you'd like to hear from someone else
 - Call attention to the agenda and time frames
 - Use an inclusion activity to get everyone talking

Come & Go

- What does it look like?
 - Repeatedly arrives late or leaves early
 - Frequently ducks in and out of meetings
 - May halt meeting or need briefing upon reentry
 - Misses meeting
 - Answers cell phone during meetings

Come & Go

- What to do
 - Preferably deal with prior to meeting. Let person know effect
 - Ask members to announce when and why they have to leave, or miss a meeting
 - Suggest a ground rule that members agree to discussions made in their absence
 - Set standard of attendance

Sources of Conflict

Suzanne McCorkle, Ph.D.

1. Information Conflict

- a. About data
- b. Misinformation
- c. Having different information
- d. Which data to use
- e. Not having enough information
- f. Withholding information

2. Emotion Conflict

- a. About feelings, ego, self-esteem, feelings of entitlement
- b. Arise when other conflicts get too ripe
- c. Lead to exceptionally narrow thinking
- d. Emotions short-circuit the ability to reason and to listen

3. Value Conflict

- a. About deeply rooted beliefs and feelings
- b. Religion, politics, work ethics
- c. In some ways, easiest to manage in work context

4. Process or Relationship Conflict

- a. About who we are to each other
- b. Boss/subordinate, working relationships
- c. Who has what authority?
- d. Are we friends? Are we peers?
- e. Can co-workers, students/professors have deep relationships?
- f. Do we have the same goals about our relationship?
- g. How are decisions made?

5. Style Conflict

- a. About how to do things, how to communicate, which way to act is best
- b. Directive versus collaborative
- c. In person versus electronically
- d. Structure versus fluidity
- e. Common with strong personalities
- f. Frequent cause of annoyances
- g. Causes conflict when style difference is seen as obstruction

6. Substance Conflict

- a. About real or perceived scarce resources
- b. Money, time, space, equipment
- c. Amenable to regular problem solving once the issue is isolated

MONTANA CODE OF ETHICS

CONSTITUTION OF MONTANA -- ARTICLE XIII -- GENERAL PROVISIONS

Section 4. Code of ethics. The legislature shall provide a code of ethics prohibiting conflict between public duty and private interest for members of the legislature and all state and local officers and employees.

Montana Code Annotated (2015)

TITLE 2. GOVERNMENT STRUCTURE AND ADMINISTRATION CHAPTER 2. STANDARDS OF CONDUCT

Part 1. Code of Ethics

2-2-101. Statement of purpose. The purpose of this part is to set forth a code of ethics prohibiting conflict between public duty and private interest as required by the constitution of Montana. This code recognizes distinctions between legislators, other officers and employees of state government, and officers and employees of local government and prescribes some standards of conduct common to all categories and some standards of conduct adapted to each category. The provisions of this part recognize that some actions are conflicts per se between public duty and private interest while other actions may or may not pose such conflicts depending upon the surrounding circumstances.

2-2-102. Definitions. As used in this part, the following definitions apply:

- (1) "Business" includes a corporation, partnership, sole proprietorship, trust or foundation, or any other individual or organization carrying on a business, whether or not operated for profit.
- (2) "Compensation" means any money or economic benefit conferred on or received by any person in return for services rendered or to be rendered by the person or another.
- (3) (a) "Gift of substantial value" means a gift with a value of \$50 or more for an individual.
 - (b) The term does not include:
 - (i) a gift that is not used and that, within 30 days after receipt, is returned to the donor or delivered to a charitable organization or the state and that is not claimed as a charitable contribution for federal income tax purposes;
 - (ii) food and beverages consumed on the occasion when participation in a charitable, civic, or community event bears a relationship to the public officer's or public employee's office or employment or when the officer or employee is in attendance in an official capacity;
 - (iii) educational material directly related to official governmental duties;
 - (iv) an award publicly presented in recognition of public service; or
 - (v) educational activity that:
 - (A) does not place or appear to place the recipient under obligation;
 - (B) clearly serves the public good; and
 - (C) is not lavish or extravagant.
 - (4) "Local government" means a county, a consolidated government, an incorporated city or town, a school district, or a special district.
 - (5) "Official act" or "official action" means a vote, decision, recommendation, approval, disapproval, or other action, including inaction, that involves the use of discretionary authority.
 - (6) "Private interest" means an interest held by an individual that is:
 - (a) an ownership interest in a business;
 - (b) a creditor interest in an insolvent business;
 - (c) an employment or prospective employment for which negotiations have begun;
 - (d) an ownership interest in real property;
 - (e) a loan or other debtor interest; or

- (f) a directorship or officership in a business.
- (7) "Public employee" means:
 - (a) any temporary or permanent employee of the state;
 - (b) any temporary or permanent employee of a local government;
 - (c) a member of a quasi-judicial board or commission or of a board, commission, or committee with rulemaking authority; and
 - (d) a person under contract to the state.
- (8) (a) "Public officer" includes any state officer and any elected officer of a local government.
- (b) For the purposes of 67-11-104, the term also includes a commissioner of an airport authority.
- (9) "Special district" means a unit of local government, authorized by law to perform a single function or a limited number of functions. The term includes but is not limited to conservation districts, water districts, weed management districts, irrigation districts, fire districts, community college districts, hospital districts, sewer districts, and transportation districts. The term also includes any district or other entity formed by interlocal agreement.
- (10) (a) "State agency" includes:
 - (i) the state;
 - (ii) the legislature and its committees;
 - (iii) all executive departments, boards, commissions, committees, bureaus, and offices;
 - (iv) the university system; and
 - (v) all independent commissions and other establishments of the state government.
- (b) The term does not include the judicial branch.
- (11) "State officer" includes all elected officers and directors of the executive branch of state government as defined in 2-15-102.

2-2-103. Public trust -- public duty. (1) The holding of public office or employment is a public trust, created by the confidence that the electorate reposes in the integrity of public officers, legislators, and public employees. A public officer, legislator, or public employee shall carry out the individual's duties for the benefit of the people of the state.

(2) A public officer, legislator, or public employee whose conduct departs from the person's public duty is liable to the people of the state and is subject to the penalties provided in this part for abuse of the public's trust.

(3) This part sets forth various rules of conduct, the transgression of any of which is a violation of public duty, and various ethical principles, the transgression of any of which must be avoided.

(4) (a) The enforcement of this part for:

(i) state officers, legislators, and state employees is provided for in 2-2-136;

(ii) legislators, involving legislative acts, is provided for in 2-2-135 and for all other acts is provided for in 2-2-136;

(iii) local government officers and employees is provided for in 2-2-144.

(b) Any money collected in the civil actions that is not reimbursement for the cost of the action must be deposited in the general fund of the unit of government.

2-2-104. Rules of conduct for public officers, legislators, and public employees. (1) Proof of commission of any act enumerated in this section is proof that the actor has breached the actor's public duty. A public officer, legislator, or public employee may not:

(a) disclose or use confidential information acquired in the course of official duties in order to further substantially the individual's personal economic interests; or

(b) accept a gift of substantial value or a substantial economic benefit tantamount to a gift:

(i) that would tend improperly to influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties; or

(ii) that the person knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding the person for official action taken.

(2) An economic benefit tantamount to a gift includes without limitation a loan at a rate of interest substantially lower than the commercial rate then currently prevalent for similar loans and compensation received for private services rendered at a rate substantially exceeding the fair market value of the services. Campaign contributions reported as required by statute are not gifts or economic benefits tantamount to gifts.

(3) (a) Except as provided in subsection (3)(b), a public officer, legislator, or public employee may not receive salaries from two separate public employment positions that overlap for the hours being compensated, unless:

(i) the public officer, legislator, or public employee reimburses the public entity from which the employee is absent for the salary paid for performing the function from which the officer, legislator, or employee is absent; or

(ii) the public officer's, legislator's, or public employee's salary from one employer is reduced by the amount of salary received from the other public employer in order to avoid duplicate compensation for the overlapping hours.

(b) Subsection (3)(a) does not prohibit:

(i) a public officer, legislator, or public employee from receiving income from the use of accrued leave or compensatory time during the period of overlapping employment; or

(ii) a public school teacher from receiving payment from a college or university for the supervision of student teachers who are enrolled in a teacher education program at the college or university if the supervision is performed concurrently with the school teacher's duties for a public school district.

(c) In order to determine compliance with this subsection (3), a public officer, legislator, or public employee subject to this subsection (3) shall disclose the amounts received from the two separate public employment positions to the commissioner of political practices.

2-2-105. Ethical requirements for public officers and public employees. (1) The requirements in this section are intended as rules of conduct, and violations constitute a breach of the public trust and public duty of office or employment in state or local government.

(2) Except as provided in subsection (4), a public officer or public employee may not acquire an interest in any business or undertaking that the officer or employee has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by the officer's or employee's agency.

(3) A public officer or public employee may not, within 12 months following the voluntary termination of office or employment, obtain employment in which the officer or employee will take direct advantage, unavailable to others, of matters with which the officer or employee was directly involved during a term of office or during employment. These matters are rules, other than rules of general application, that the officer or employee actively helped to formulate and applications, claims, or contested cases in the consideration of which the officer or employee was an active participant.

(4) When a public employee who is a member of a quasi-judicial board or commission or of a board, commission, or committee with rulemaking authority is required to take official action on a matter as to which the public employee has a conflict created by a personal or private interest that would directly give rise to an appearance of impropriety as to the public employee's influence, benefit, or detriment in regard to the matter, the public employee shall disclose the interest creating the conflict prior to participating in the official action.

(5) A public officer or public employee may not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when the officer or employee has a substantial personal interest in a competing firm or undertaking.

2-2-121. Rules of conduct for public officers and public employees. (1) Proof of commission of any act enumerated in subsection (2) is proof that the actor has breached a public duty.

(2) A public officer or a public employee may not:

(a) subject to subsection (7), use public time, facilities, equipment, supplies, personnel, or funds for the officer's or employee's private business purposes;

(b) engage in a substantial financial transaction for the officer's or employee's private business purposes with a person whom the officer or employee inspects or supervises in the course of official duties;

(c) assist any person for a fee or other compensation in obtaining a contract, claim, license, or other economic benefit from the officer's or employee's agency;

(d) assist any person for a contingent fee in obtaining a contract, claim, license, or other economic benefit from any agency;

(e) perform an official act directly and substantially affecting to its economic benefit a business or other undertaking in which the officer or employee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent; or

(f) solicit or accept employment, or engage in negotiations or meetings to consider employment, with a person whom the officer or employee regulates in the course of official duties without first giving written notification to the officer's or employee's supervisor and department director.

(3) (a) Except as provided in subsection (3)(b), a public officer or public employee may not use public time, facilities, equipment, supplies, personnel, or funds to solicit support for or opposition to any political committee, the nomination or election of any person to public office, or the passage of a ballot issue unless the use is:

(i) authorized by law; or

(ii) properly incidental to another activity required or authorized by law, such as the function of an elected public officer, the officer's staff, or the legislative staff in the normal course of duties.

(b) As used in this subsection (3), "properly incidental to another activity required or authorized by law" does not include any activities related to solicitation of support for or opposition to the nomination or election of a person to public office or political committees organized to support or oppose a candidate or candidates for public office. With respect to ballot issues, properly incidental activities are restricted to:

(i) the activities of a public officer, the public officer's staff, or legislative staff related to determining the impact of passage or failure of a ballot issue on state or local government operations;

(ii) in the case of a school district, as defined in Title 20, chapter 6, compliance with the requirements of law governing public meetings of the local board of trustees, including the resulting dissemination of information by a board of trustees or a school superintendent or a designated employee in a district with no superintendent in support of or opposition to a bond issue or levy submitted to the electors. Public funds may not be expended for any form of commercial advertising in support of or opposition to a bond issue or levy submitted to the electors.

(c) This subsection (3) is not intended to restrict the right of a public officer or public employee to express personal political views.

(d) (i) If the public officer or public employee is a Montana highway patrol chief or highway patrol officer appointed under Title 44, chapter 1, the term "equipment" as used in this subsection (3) includes the chief's or officer's official highway patrol uniform.

(ii) A Montana highway patrol chief's or highway patrol officer's title may not be referred to in the solicitation of support for or opposition to any political committee, the nomination or election of any person to public office, or the passage of a ballot issue.

(4) (a) A candidate, as defined in 13-1-101(8)(a), may not use or permit the use of state funds for any advertisement or public service announcement in a newspaper, on radio, or on television that contains the candidate's name, picture, or voice except in the case of a state or national emergency and then only if the announcement is reasonably necessary to the candidate's official functions.

(b) A state officer may not use or permit the use of public time, facilities, equipment, supplies, personnel, or funds to produce, print, or broadcast any advertisement or public service announcement in a newspaper, on

radio, or on television that contains the state officer's name, picture, or voice except in the case of a state or national emergency if the announcement is reasonably necessary to the state officer's official functions or in the case of an announcement directly related to a program or activity under the jurisdiction of the office or position to which the state officer was elected or appointed.

(5) A public officer or public employee may not participate in a proceeding when an organization, other than an organization or association of local government officials, of which the public officer or public employee is an officer or director is:

(a) involved in a proceeding before the employing agency that is within the scope of the public officer's or public employee's job duties; or

(b) attempting to influence a local, state, or federal proceeding in which the public officer or public employee represents the state or local government.

(6) A public officer or public employee may not engage in any activity, including lobbying, as defined in 5-7-102, on behalf of an organization, other than an organization or association of local government officials, of which the public officer or public employee is a member while performing the public officer's or public employee's job duties. The provisions of this subsection do not prohibit a public officer or public employee from performing charitable fundraising activities if approved by the public officer's or public employee's supervisor or authorized by law.

(7) A listing by a public officer or a public employee in the electronic directory provided for in 30-17-101 of any product created outside of work in a public agency is not in violation of subsection (2)(a) of this section. The public officer or public employee may not make arrangements for the listing in the electronic directory during work hours.

(8) A department head or a member of a quasi-judicial or rulemaking board may perform an official act notwithstanding the provisions of subsection (2)(e) if participation is necessary to the administration of a statute and if the person complies with the disclosure procedures under 2-2-131.

(9) Subsection (2)(d) does not apply to a member of a board, commission, council, or committee unless the member is also a full-time public employee.

(10) Subsections (2)(b) and (2)(e) do not prevent a member of the governing body of a local government from performing an official act when the member's participation is necessary to obtain a quorum or to otherwise enable the body to act. The member shall disclose the interest creating the appearance of impropriety prior to performing the official act.

2-2-131. Disclosure. A public officer or public employee shall, prior to acting in a manner that may impinge on public duty, including the award of a permit, contract, or license, disclose the nature of the private interest that creates the conflict. The public officer or public employee shall make the disclosure in writing to the commissioner of political practices, listing the amount of private interest, if any, the purpose and duration of the person's services rendered, if any, and the compensation received for the services or other information that is necessary to describe the interest. If the public officer or public employee then performs the official act involved, the officer or employee shall state for the record the fact and summary nature of the interest disclosed at the time of performing the act.

2-2-144. Enforcement for local government. (1) Except as provided in subsections (5) and (6), a person alleging a violation of this part by a local government officer or local government employee shall notify the county attorney of the county where the local government is located. The county attorney shall request from the complainant or the person who is the subject of the complaint any information necessary to make a determination concerning the validity of the complaint.

(2) If the county attorney determines that the complaint is justified, the county attorney may bring an action in district court seeking a civil fine of not less than \$50 or more than \$1,000. If the county attorney determines

that the complaint alleges a criminal violation, the county attorney shall bring criminal charges against the officer or employee.

(3) If the county attorney declines to bring an action under this section, the person alleging a violation of this part may file a civil action in district court seeking a civil fine of not less than \$50 or more than \$1,000. In an action filed under this subsection, the court may assess the costs and attorney fees against the person bringing the charges if the court determines that a violation did not occur or against the officer or employee if the court determines that a violation did occur. The court may impose sanctions if the court determines that the action was frivolous or intended for harassment.

(4) **The employing entity of a local government employee may take disciplinary action against an employee for a violation of this part.**

(5) (a) A local government may establish a three-member panel to review complaints alleging violations of this part by officers or employees of the local government. The local government shall establish procedures and rules for the panel. The members of the panel may not be officers or employees of the local government. The panel shall review complaints and may refer to the county attorney complaints that appear to be substantiated. If the complaint is against the county attorney, the panel shall refer the matter to the commissioner of political practices and the complaint must then be processed by the commissioner pursuant to 2-2-136.

(b) In a local government that establishes a panel under this subsection (5), a complaint must be referred to the panel prior to making a complaint to the county attorney.

(6) If a local government review panel has not been established pursuant to subsection (5), a person alleging a violation of this part by a county attorney shall file the complaint with the commissioner of political practices pursuant to 2-2-136.

COMMISSIONER OF POLITICAL PRACTICES

The Commissioner has jurisdiction over laws and rules pertaining to: Ethics (Title 2, chapter 2, part 1), Lobbying (Title 5, chapter 7) and Campaign finance and practices (Title 13, chapters 35 and 37).

Our Mission

We fairly and impartially carry out our assigned responsibilities monitoring and enforcing campaign finance and practices and government ethics standards. We serve the public and interested parties in a helpful and responsive way.

Commissioner of Political Practices 1205 8th Ave P.O. Box 202401 Helena, MT 59620-2401 (Tel.) 406-444-2942
<http://politicalpractices.mt.gov/>

PARLIAMENTARY PROCEDURE

- All have equal rights, privileges and obligations
- A quorum must be present for group to act
- Robert's Rules is handbook of operation
- Use of Motions (A proposal for assembly to take a stand or take action)

FIVE TYPES OF MOTIONS

MAIN MOTION

Introduce subjects for consideration
Cannot be made when another motion is before assembly
Yield to privileged, subsidiary, incidental motions
"I move that we purchase a..."

SUBSIDIARY MOTION

Change / affect main motion for consideration
Voted on before the main motion
"I move to amend the motion by striking out..."

PRIVILEGED MOTION

Concern special matters not related to pending business
Considered before other motions
"Because of the time, I move that we adjourn..."

RENEWAL MOTION

Allow certain items to be reconsidered
Usually brought up when no business is pending
"I move to reconsider..."

INCIDENTAL MOTION

Questions of procedure
Considered before other motions
"I move to divide the motion so that the question of purchasing ... can be considered separately."

ROBERT'S RULES OF ORDER

Typically, organizations using Robert's Rules follow the prescribed order of business during meetings to provide a framework for conducting orderly meetings.

TYPICAL ORDER OF BUSINESS

- The Chair calls the meeting to **order**.
- A **roll is called** of all present members.
- The secretary reads the **minutes** of the last meeting.
- Each **officer** gives a **report**.
- Each **committee representative** gives a **report**.
- Special orders (by way of **motions**) are called for and consist of any **important business** that was previously set aside to discuss at the meeting.
- **Unfinished business** from a previous meeting is discussed.
- **New business** can be brought forth at this time.
- **Announcements** are made.
- The meeting is **adjourned**.

MEETING GROUND RULES

- Meetings will start and end on time
- Every member's opinion is valuable
- Avoid sidebar conversations
- Focus on the meeting
- Decisions will be criteria-based
- Address any concerns

WHEN DEBATING YOUR MOTIONS

- Listen to the other side
- Focus on issues, not personalities
- Avoid questioning motives
- Be courteous
- Keep cool
- Speak clearly and concisely

Meeting ground rules are an agreed upon list of behavior expectations for members while participating in a meeting. These are a few examples that should be established to ensure a successful meeting.

VOCABULARY

Robert's Rules of Order and other parliamentary procedures contain specific vocabulary to be used at meetings.

POINT OF PRIVILEGE

This term refers to the right of the person speaking to have the floor and not be interrupted by others.

PARLIAMENTARY INQUIRY

Method to raise a point of order or to ask how to proceed when unsure of the proper motion.

POINT OF INFORMATION

This term refers to the method used to ask the speaker a question.

ORDERS OF THE DAY (AGENDA)

If the meeting is not following the agenda a member may call orders of the day to remind the assembly to adhere to the agenda. If the members would like to deviate from the agenda, "suspending the rules" is necessary.

POINT OF ORDER

Point of order is raised if a rule has been broken or a member is not using the proper meeting protocol to speak. A point of order needs to be raised right after the error occurs.

DIVIDE THE QUESTION

This term is used when a motion is split into two or more new separate motions.

CONSIDER BY PARAGRAPH

When considering adoption of a document, adoption of the full document can be postponed until each and every paragraph has been debated and if necessary amended.

WITHDRAW / MODIFY MOTION

After the question is stated; the person who made the motion may accept an amendment to the motion.

COMMIT / REFER / RECOMMIT TO COMMITTEE

Sometimes a committee is needed to research a motion. In this case, an already established committee is assigned the question or a new committee is appointed. If a new committee is necessary, the chairperson may indicate how many members are needed and how selection of committee members should occur.

EXTEND DEBATE

Calling to extend debate can be used for the question currently under debate and usually has a time limit.

LIMIT DEBATE

This term is used to refer to the time limit placed upon debate and when debate should be considered closed.

POSTPONE

If a motion or agenda item needs to be postponed, it is necessary to determine and state when it will be resumed.

OBJECT TO CONSIDERATION

Objection must be stated before discussion or another motion is stated.

LAY ON THE TABLE

This tool is used after a motion is closed to debate or is pending closure and can temporarily stop further consideration or action on the open motion.

TAKE FROM THE TABLE

If a motion has been previously "laid on the table," it can be opened and considered again by stating the motion to "take from the table."

RECONSIDER

If a member on the prevailing side of a debate changes their view, they can state they have reconsidered.

POSTPONE INDEFINITELY

Postponing a motion indefinitely stops the motion from proceeding forward just in that particular session, unless a motion to reconsider is made.

INFORMAL CONSIDERATION

This term refers to changing the debate to an informal format similar to that of a committee. To move to an informal consideration format a member moves that the assembly go into "Committee of the Whole." Voting is still done formally and is still valid while the meeting is in an informal mode.

APPEAL DECISION OF THE CHAIR

The membership may appeal a decision made by the chair if the appeal does not relate to the violation of order of business or parliamentary rules. Appeals must also take place prior to other unrelated business.

SUSPEND THE RULES

This allows specific, stated rules with the exception of the assembly's constitution to be suspended.

PARLIAMENTARY MOTIONS GUIDE

Based on Robert's Rules of Order Newly Revised (11th Edition) and www.jimslaughter.com

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

PRIVILEGED MOTIONS							
YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?	RECONSIDER?
Adjourn	I move to adjourn	No	Yes	No	No	Majority	Yes
Take a break	I move to recess for	No	Yes	No	Yes	Majority	No
Register complaint	I rise to a question of privilege	Yes	No	No	No	None	No
Orders of the day	I call for the orders of the day	Yes	No	No	No	None	No

SUBSIDIARY MOTIONS							
YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?	RECONSIDER?
Lay aside temporarily	I move to lay the question on the table	Yes	Yes	No	No	Majority	Negative vote only
Close debate	I move the previous question	No	Yes	No	No	2/3	Yes
Limit / extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3	Yes
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority	Yes
Refer to a committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority	Yes
Amend a motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority	Yes
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority	Affirmative vote only

MAIN MOTIONS

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?	RECONSIDER?
Bring business to motion	I move that (or "to")...	No	Yes	Yes	Yes	Majority	Yes

No order of precedence. Arise incidentally and decided immediately.

INCIDENTAL MOTIONS

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?	RECONSIDER?
Enforce rules	Point of order	Yes	No	No	No	None	No
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority	Yes
Suspend rules	I move to suspend the rules which...	No	Yes	No	No	2/3	No
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3	Negative vote only
Divide motion / question	I move to divide the question	No	Yes	No	Yes	Majority	No
Demand rising vote	I call for a division	Yes	No	No	No	None	No
Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None	No
Request information	A point of information, please.	Yes (if urgent)	No	No	No	None	No

No order of precedence. Introduce only when nothing else pending.

RENEWAL MOTIONS

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?	RECONSIDER?
Take matter from table	I move to take from the table...	No	Yes	No	No	Majority	No
Cancel or change previous action	I move to rescind / amend the motion...	No	Yes	Yes	Yes	2/3 or majority w/notice	Negative vote only
Reconsider motion	I move to reconsider the vote on...	No	Yes	Varies	No	Majority	No

This Training Session:

Will increase your knowledge on identifying leaks on water mains or force mains for sewer. You will learn the theory of leak detection, how to identify a leak, and how to utilize available equipment for locating lines and leaks.

By attending, you will also learn how to conduct a water audit of your system. The audit will assist you in determining water loss, cost of water production, cross connections, and employing water conservation methods.

We will touch on some of the general aspects of conventional water rate setting methods and give you guidance on where to find more detailed information.

A portion of the class will be conducted outside, so dress for the current weather conditions and bring a high visibility vest if you have one.

"DO NOT MISS THIS SESSION; IN LAST YEAR'S TRAINING NEEDS SURVEYS IT WAS THE 3RD MOST REQUESTED TRAINING TOPIC (16.7%)."



NOTE:

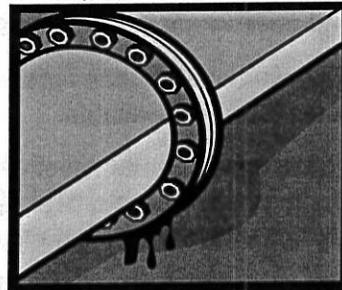
Please bring a high visibility vest if you have one available, as we will be conducting part of the class out in the distribution system and we may have to be in the streets at times.

Pre-Registration

Please e-mail MRWS "ASAP"
at: mrws@bresnan.net
With Your Name & System you are
attending from.



Session is FREE of Charge!



This training session is designed for "Awareness Training" and is not intended to be your only source for information!

Montana Rural Water Systems

Presents

2016 Annual Leak Detection, Water Audits, and Water Loss Management Seminar

Speakers Include:

Michael Carothers



Leak Locators of Monta...
Leak Locators of Montana LLC

406-223-2500 Mobile
leaklocatorsofmontana@gmail.com
424 Buckskin RD
Belgrade, Montana 59714
125 N Washington ST
Plentywood, Montana 59254
leaklocatorsofmontana.com

John Camden
MRWS

Trainer/Rule Specialist

CEC's: 0.7 Dual

Dates & Locations:

Glasgow, MT.

Tuesday

September 20th, 2016

@ Elk's Club & Lodge

**309 2 Ave S
Glasgow, MT.**

Shelby, MT.

Thursday

September 22nd, 2016

@

@ Shelby Fire Station

**124 2nd Ave S
Shelby, MT.**

0.7 CEC's Dual

ADA Meeting Announcement Statement:

MRWS will make reasonable modifications for persons with disabilities who wish to participate in this public training. If you would like to request an accommodation, contact Rory Schmidt at least 5 days prior to the event to advise us of the nature of the accommodation that you need.

Morning Session

8:00 AM Registration

8:30 AM - Water Loss Management

- ⇒ Controlling Water Loss
- ⇒ Water Conservation
- ⇒ Reducing Water Costs

10:00 AM - Water Audits

- ⇒ Water Audits—Why, How, Where

- ⇒ Reducing Water Loss/Costs

- ⇒ Setting Water Rates—Why, How

11:00 AM - Cross Connection/Backflow

- ⇒ Identifying Cross Connections
- ⇒ Types of Devices

(12:00 - 1:00 PM - Lunch on Your Own)

Afternoon Session (1:00—4:30 pm)

Ask questions to gain:

- ⇒ Their experience in the area of leak detection & utility locating
- ⇒ What tools are they using

Go into various locating instruments

New technology in utility locating using:

- ⇒ Acoustic microphones,
- ⇒ Ground penetrating radar machines as well as Ground penetrating handheld tools

In depth discussion on the many types of acoustic microphones that are available.

The detailed discussion on the development of Correlator technology (acoustic, Digital, cell phone app.), and what best suits their needs.

Hands-on training with utility locating instruments, combiphon, acoustic microphones, helium detectors, Digital Correlator, and infrared cameras.

- ⇒ **Training Ends @ 4:30 pm**



About Our Speakers:

Michael Carothers... is the owner of **Leak Locators of Montana**. Michael has conducted hundreds of leak detections, line locates, and surveys around Montana. Additionally, Michael has generously participated in several training sessions for MRWS for many years.

John Camden... has been a Trainer/Rule Specialist with Montana Rural Water Systems (MRWS) since 2007 and has been in the water industry since 1978. He has worked with hundreds of communities providing technical assistance throughout Montana. John's has vast experience with rules and regulation of all Public Supply Water Supply systems, including surface water treatment and gas chlorination. John is currently serving as the chairperson on the METC steering committee, and has served on the MSAWWA board and was a past National Director. He recently received the Martha Anne Dow award for Excellence in Environment Science and Public Health.

Friends

Helping

Friends!

NOTE: Due to the field portion of the training, morning & afternoon sessions may be swapped depending on weather conditions.

Montana Rural Water Systems

925 7th Avenue North

Great Falls, MT. 59405

Phone: 406-454-1151

Fax: 406-454-3116

E-mail: mrws@bresnan.net

Website: www.mrws.org

For additional information contact:
John Camden at (406) 454-1151

TEMPORARY PARKING PERMIT

Trailer Type	2005 Wilderness 30' camper
Name	Leonard & Karen Young
Address	257 1st Ave SE
Phone #	(406) 424-2327
Date(s) Valid	09/06/16—09/10/16
Permit Number	2016-027

Larry J Bondarud MAYOR

CONDITIONS OF THIS PERMIT:

1. *Valid ONLY for date(s) indicated.*
2. *Must be displayed while parked at all times.*
3. *The acceptance of this permit relieves the City of Shelby of any responsibility for damages to or loss of vehicle, its contents or accessories from any cause whatsoever.*

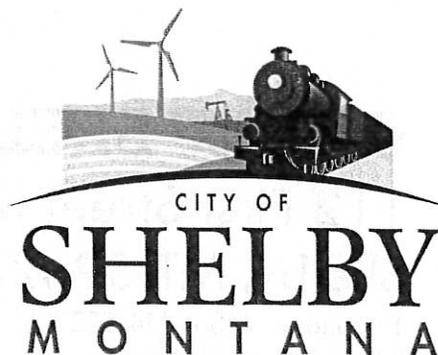
CITY OF SHELBY

112 First Street South
Shelby, MT 59474

Telephone: (406) 434-5222

FAX: (406) 434-2039

www.shelbymt.com



TEMPORARY PARKING PERMIT

Trailer Type	27' Camper
Name	Darwin & Cassandra Epperson
Address	229 10th Ave N
Phone #	(406) 450-2243
Date(s) Valid	09/12/16—09/19/16
Permit Number	2016-028

MAYOR

Larry Bondarud

CONDITIONS OF THIS PERMIT:

1. Valid *ONLY* for date(s) indicated.
2. Must be displayed while parked at all times.
3. The acceptance of this permit relieves the City of Shelby of any responsibility for damages to or loss of vehicle, its contents or accessories from any cause whatsoever.

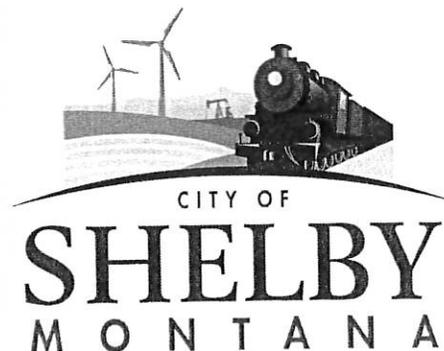
CITY OF SHELBY

112 First Street South
Shelby, MT 59474

Telephone: (406) 434-5222

FAX: (406) 434-2039

www.shelbymt.com



**CITY OF SHELBY
MONTHLY ANIMAL CONTROL REPORT**

August 2016
(Month) (Year)

Animal Control Calls and/or Complaints

City Hall or Public Works.....	10	8	2
Sheriff's Office.....	18	18	0
On Patrol.....	13	11	2

Fees Collected by Animal Control Officer

Destroyed- Animals brought in.....	0
License.....	\$ 20.00
Pound	\$ 80.00
Rabies Shot.....	0

Pound Activity

Animals in pound at end of last month.....	4	Dog/CAT	2 2
Impounded.....	+ 1		
Destroyed - Animals from pound.....	- 0		
Destroyed - Animals brought in.....	+ 0		
Released/Returned to owner.....	- 1		
Total in Pound Month End - - - - -	8		4-4

Dead Animals

Marias Vet Clinic.....	0
Other (list where picked up):	0

Vehicle Log

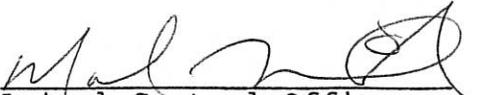
Gallons of Gas.....	
Mileage - current month reading.....	86994
Mileage - previous month reading.....	86849
Total Mileage.....	

Warnings and/or Citations

Verbal Warnings.....	5
Written Warnings.....	1
Citations Issued.....	0

Licenses Issued

Month.....	4
Year to Date.....	444


Animal Control Officer.

cc: City Superintendent
City Council (deliver to City Hall 1st of month)
Animal Control file