CITY OF
SHELBY
MONTANA

Junkermier · Clark · Campanella · Stevens · PC
Certified Public Accountants and Business Advisors

501 Park Drive South, Great Falls, Montana 59403 • (406) 761-2820 • jccscpa.com

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Junkermier · Clark · Campanella · Stevens · PC
Certified Public Accountants and Business Advisors

501 Park Drive South
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Great Falls, MT 59403
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June 1, 2016

City of Shelby, Montana
Audit Selection Committee
112 1st St. South
Shelby, MT 59474

LETTER OF TRANSMITTAL

We appreciate the opportunity to submit this proposal for professional auditing services for the City of Shelby, Montana. This proposal addresses the audit services requested for the years ending June 30, 2016, 2017, and 2018.

Junkermier, Clark, Campanella, Stevens, P.C. (JCCS) is one of the oldest and largest local firms in Montana. Founded in 1946, we celebrate over 65 years of providing innovative solutions and extending excellent service to our clients. We have the technical abilities and expertise to assist the City of Shelby, Montana with the implementation of various new GASB accounting pronouncements as they become effective, as well as other difficult accounting matters that may arise. We have the resources, experience, reputation, and enthusiasm to serve the City of Shelby, Montana in an outstanding manner.

We welcome the opportunity to meet with you to discuss this proposal and answer any further questions you might have. Again, we appreciate the opportunity to submit this proposal.

Respectfully submitted,

JUNKERMIER, CLARK, CAMPANELLA, STEVENS, P.C.
Certified Public Accountants and Business Advisors

Tony Vanorny, CPA
Director of Audit

About Junkermier, Clark, Campanella, Stevens, P.C.

Our firm is one of the oldest and largest local firms in Montana. Founded in 1946, we celebrate over 65 years of extending excellent service to our clients and providing them with industry expertise. We have six offices across the state of Montana located in Great Falls, Hamilton, Helena, Missoula, Kalispell, and Whitefish. In total, these offices employ over one-hundred twenty individuals. Our statewide audit division staff is currently comprised of thirty highly qualified professionals, eleven of which comprise our governmental audit staff.

Our firm offers a wide variety of professional services from auditing and tax services to management advisory. Our expertise includes working with government, not-for-profit, and for-profit entities in accounting, auditing, financial reporting, and taxation. Although the Great Falls office will be directly responsible for this engagement, our firm structure allows us access to statewide expertise from all of our branch offices.

Audit Team

Employees of JCCS will perform all of the work on this engagement. In every case possible the same staff will be provided subsequent years in order to facilitate continuity and efficiency in your audit engagement. We believe this is essential in providing you with a truly effective audit.

The selected audit team will consist of the following professionals:

Audit Director:	Tony Vanorny, CPA
Audit Manager:	Kelby Donnelly, CPA
Senior Manager:	Tyler Bryant, CPA, CFE
Staff:	Amanda Manuel, CPA
	Sam Fallang, CPA
	Alex Schillinger, CPA

Resumes for each individual above is included in Appendix B to this proposal.

The firm and all individuals listed above are licensed to practice as certified public accountants in Montana.

The JCCS Difference

Excellence is demanded in everything we do and from all of our employees. We pride ourselves on providing value-added services to our clients. We look at the audit as a way to learn your organization's business, not just your accounting processes. Our audit approach facilitates an efficient and unobtrusive engagement to help you get back to your everyday business.

Our professionals are available year-round to help with any accounting related issues that may come up before, during, and after the audit. We take communication with our clients seriously and respond to all inquiries in a timely manner. It is through this continued and effective communication that we serve as close business advisors to our clients, not just accountants.

Firm Qualifications and Quality Assurance

Our firm has been authorized by the Montana State Board of Accountants and the Montana Department of Administration, Government Services Bureau, to conduct governmental audits.

We are committed to providing high-quality professional personnel at all levels. Our shareholders, supervisory personnel, and staff-level team members are fully qualified to render the required audit procedures. We will ensure that our staff members are closely supervised, technically qualified, independent, and use due professional care in the performance of their duties.

As a member of the Governmental Audit Quality Center of the American Institute of Certified Public Accountants Division for CPA Firms, our clients can be assured that our personnel are committed to professional development. We have successfully completed eight consecutive Peer Reviews with unqualified reports, the highest level of report available. For your consideration, a copy of our most recent Peer Review report is presented as Appendix A to this proposal.

There have been no complaints issued against the personnel assigned to this engagement levied by the Montana Board of Public Accountants or any other regulatory agency. We have not been subject to any federal or state desk reviews of our audits during the last three (3) years. Additionally, there have been no instances of disciplinary action taken or pending against JCCS during the past three (3) years with state regulatory bodies or professional organizations.

Confidentiality

At JCCS, we take the confidentiality of our clients seriously. We will not publish, reproduce, or otherwise divulge information obtained in any manner. Only JCCS employees on the audit engagement team will have access to the information obtained during the audit. Furthermore, we utilize and promote the transmission of documents in an electronic format to the extent possible. With this, we use a secure file sharing program to facilitate secure transmission of all electronic documents. We will establish a secure link for these transmissions to promote efficiency, and ensure confidentiality of the information.

Equal Employment Opportunity Policy

JCCS affirms that we will not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, or because of actual or perceived sexual orientation, gender identity or disability which also recognizes the eventual contract will contain a provision prohibiting discrimination as described above and that this prohibition on discrimination will apply to the hiring and treatment of the submitting entity's employees. JCCS has in place an equal opportunity employment policy that applies to all Firm activities. This policy is in the current policies and procedures manual, which is required to be read and followed by all employees of JCCS.

Work Papers

We will retain the audit work papers for this engagement for a minimum of five years from the date of our report These work papers are the property of JCCS and constitute confidential information.

Independence and Prior Engagements

JCCS is independent of the City of Shelby, Montana, and any of its component units, as defined by *Government Auditing Standards*. We continually monitor our independence with our clients and have each firm employee affirm their independence in writing on an annual basis.

Our firm has experience conducting audits of governmental organizations. Servcies to those clients include financial statement audit services, A-133 compliance audits, and agreed upon procedures on local building code enforcement program, car rental concession fees and customer facility charges, and bond certification.

The following is a list of clients JCCS has recently performed services, the types of services, the years we have provided those services, and the contact information for those entities.

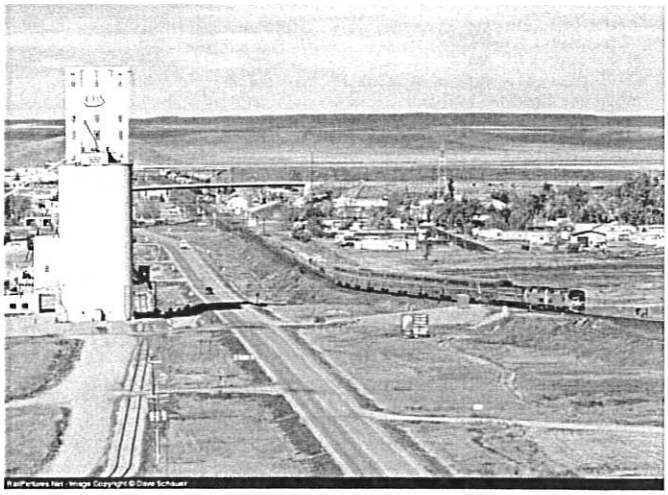
Entity	Contact Name	Telephone #
City of Great Falls, Montana (over 10 years)	Melissa Kinzler	(406) 455-8476
City of Billings, Montana (5 years)	Pat Weber	(406) 657-8209

In addition to the entities listed above, we have performed audits of local special districts. These entities and their contact information are available upon request.

As our experience indicates, we clearly understand the scope of services to be provided. You can be assured that we will design your audits specific to the City of Shelby, Montana to ensure compliance with all applicable standards and ensure you receive high-quality, efficient, and effective audit services.

Audit Purpose

The primary purpose of our audit will be to express our opinion that the general purpose financial statements, as a whole, present fairly, in all material respects, the financial position, results of operations and cash flows of the City of Shelby, Montana in conformity with GAAP. The audit is subject to the inherent risk that errors or irregularities may occur and not be detected. If, for any reason, we feel it necessary to give other than an unmodified opinion, we would clearly state the reason for the qualification and discuss it with you prior to issuing the report.



Overall Risk Based Audit Approach

Our audit procedures are based upon our risk assessment of the significant elements of the financial statements as identified by the needs and expectations of the users of the financial statements. In addition, we will assess what assertions are relevant over the identified significant elements, what type of controls should be in place, document the controls in place, test the controls, and then develop analytical audit procedures to be used during preliminary review of the financial statements. Based upon the results of the preliminary analytical procedures, we will determine the nature, timing, and extent of audit procedures that will enable us to gather sufficient audit evidence to issue an audit opinion. An auditor's consideration of audit risk involves exercising professional judgment to determine the appropriateness of evidence used to support audit findings and conclusions. Information obtained during the audit, or the result of audit procedures, may require a change to the initial risk assessments. Communication and observation are also key components of our audit approach. Our approach allows us to demand less of your time by focusing our work on the significant elements.

Scope of Services

The audits will be performed in accordance with:

- Generally Accepted Auditing Standards as prescribed by the American Institute of Certified Public Accountants
- Government Auditing Standards issued by the Comptroller General of the United States
- The requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)
- Montana Code Annotated as specified by the Montana Department of Administration Local Government Services Bureau
- Montana Single Audit Act

Required Communications Letter

At the conclusion of our engagement, we will issue a required communications letter which is addressed to the City of Shelby, Montana Mayor and City Council. This letter discusses our observations during the audit and our recommendations for improving operations, internal controls, the accounting system, and other aspects we may notice. Before publishing our required communications letter, we will review it with appropriate City personnel so that we can solicit their comments and cooperation in making any needed changes. In the event any of our services were to disclose fraud or other irregularities, we will promptly advise the City of Shelby, Montana Mayor and City Council.

Value-Added Services

At JCCS, we pride ourselves on providing value-added services for our clients. We provide analysis and recommendations for issues that come to our attention relating to efficiencies in your operations, internal controls, and accounting processes. In addition, when you are a client of JCCS you have access to our personnel all year to assist with issues that arise during the year. Furthermore, we conduct no-cost personalized presentations to help educate our clients on various topics including business practices, recent accounting pronouncements, compliance, and other technical accounting topics.

JCCS Mission Statement

JCCS is dedicated to implementing strategies that will enhance the well-being of our team and the clients we serve.

Audit Timeframe

The timing of the audit schedule is dependent upon the preparedness of your year-end accounting records. Provided the accounting records are ready and available, the expected timeline for the City of Shelby, Montana audit would be as follows:

- Beginning of August — JCCS provides a list of information needed for planning the audit
- Beginning of September — City of Shelby, Montana provides Trial Balance to JCCS
- September/October — Perform fieldwork
- November — JCCS review financial statements prepared by City of Shelby, Montana; JCCS provide draft audit reports for review by City of Shelby, Montana
- December 31 — Issue final audit reports

Fieldwork dates are general and the actual dates will be scheduled based on your availability. Please note that we strive to exceed stated deadlines in all cases possible.

Our Commitment

We understand completely the work to be performed. Our current level of staffing is more than sufficient to ensure that you receive timely, efficient audits. As we previously stated, in every case possible the same staff will be provided in subsequent years in order to facilitate continuity and efficiency in your audit engagement. Tony Vanorny, Shareholder, is authorized to make representations on behalf of JCCS and bind JCCS to this engagement.

Fee

We propose the following fees for a financial statement audit for the fiscal years ended June 30, 2016 through 2018:

June 30, 2016	$14,000
June 30, 2017	$15,000
June 30, 2018	$16,000

The above fees do not include a single audit or preparation of the financial statements. Should the City of Shelby, Montana require a single audit in any of the above fiscal years, we propose an additional $2,000 per major program audited with regard to the Uniform Guidance. In addition, should the City of Shelby, Montana need the auditor to prepare the financial statements, we propose an additional fee ranging between $2,500 to $3,500 per year for that service.

There will be no additional out of pocket expenses charged for the proposed work. The proposed fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before additional costs are incurred.

CITY OF
SHELBY
MONTANA

Heinold Banwart, Ltd.
Certified Public Accountants

Third Floor
201 Clock Tower Drive
East Peoria, IL 61611-2449

Tel (309) 694-4251
Fax (309) 694-4252
Web www.hbcpas.com

System Review Report

October 22, 2014

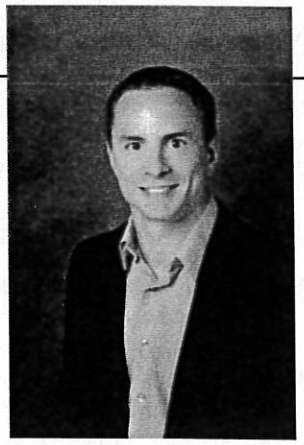
To the Shareholders of
Junkermier, Clark, Campanella, Stevens, P.C.
and the Peer Review Committee of the Montana Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Junkermier, Clark, Campanella, Stevens, P.C. (the firm) in effect for the year ended June 30, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory agencies, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standard,* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Junkermier, Clark, Campanella, Stevens, P.C. in effect for the year ended June 30, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Junkermier, Clark, Campanella, Stevens, P.C. has received a peer review rating of *pass*.

Heinold Banwart, Ltd.



TONY D. VANORNY

Certified Public Accountant

Present Position	Shareholder/Director of Audit/Board of Directors, Flathead Valley
Experience	In practice since 1996, Mr. Vanorny is the current firm-wide Director of Audit Practice and a member of the Board of Directors and audit and accounting committee. He has experience in audits of commercial, non-profit and governmental entities, preparation of audited, reviewed and compiled financial statements, including related notes to financial statements. His specific industries of focus are HUD, Rural Development, tax credit low-income housing projects, insurance companies, A-133 audits, non-profit organizations, credit unions, and HUD regulated lenders. His tax experience includes preparation of individual, nonprofit partnership and corporate federal and state tax returns.
Education	B.A. in Business Administration, Major in Accounting Montana State University, Bozeman, Montana Continuing education courses through Montana Society of Certified Public Accountants (MSCPA), American Institute of Certified Public Accountants (AICPA) and Junkermier, Clark, Campanella, Stevens, P.C. sponsored courses. Mr. Vanorny has met all educational requirements required by the Montana Board of Public Accountants and the AICPA.
Community	Mr. Vanorny is the Past President of Lions International—Sun Riser Chapter, Past Chair of the Administrative Committee of Leadership Flathead, member of the MSCPA, member of the MSCPA Peer Review Committee, and member of the AICPA.

KELBY G. DONNELLY

Certified Public Accountant

Present Position

Manager, Great Falls

Experience

Ms. Donnelly has experience in auditing and accounting with an emphasis in the governmental, non-profit, private business, and construction industries. She also prepares financial statements, including analysis, adjustments, and related comments. Her tax experience includes preparation of individual, corporation, and partnership federal and state tax returns.

Education

B.S. Business Administration,

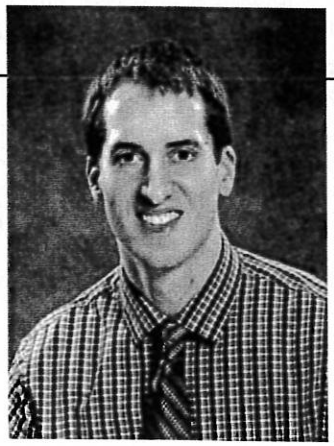
Major in Accounting and Major in Information Systems

Montana State University - Billings, Billings, Montana

Continuing education courses through Montana Society of Certified Public Accountants (MSCPA) and American Institute of Certified Public Accountants (AICPA) sponsored courses. Ms. Donnelly has met all educational requirements required by the Montana Board of Public Accountants and the AICPA.

Community

Ms. Donnelly is Past-President of the Great Falls Chapter of CPAs, Chair of the Leadership Great Falls Steering Committee, graduate of the 2011-12 Leadership Great Falls program, Member and Past-President of Speakeasy Toastmasters, Member of the Advisory Board of Holy Spirit Catholic School, and Member of Ladies Ancient Order of Hibernians.



TYLER S. BRYANT

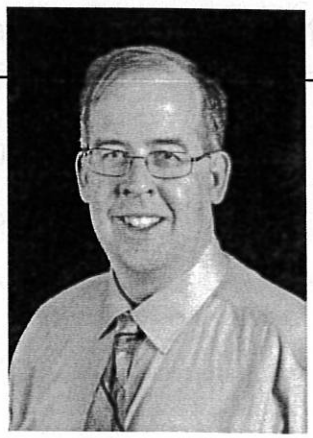
Certified Public Accountant
Certified Fraud Examiner

Present Position	Manager, Helena
Experience	Mr. Bryant has experience in auditing and accounting with an emphasis in the governmental, non-profit, private businesses, and credit union industries. He also prepares financial statements, including analysis, adjustment, and related comments. His tax experience includes preparation of individual, non-profit, corporation, and partnership federal and state tax returns.
Education	Master of Professional Accountancy Montana State University, Bozeman, MT B.S. Business Administration, Major in Accounting Montana State University, Bozeman, MT Continuing education courses through Montana Society of Certified Public Accountants (MSCPA), American Institute of Certified Public Accountants (AICPA) sponsored courses. Mr. Bryant has met all educational requirements required by the Montana Board of Public Accountants and the AICPA.
Community	Mr. Bryant is the Past President of the Great Falls Society of CPAs, former Treasurer for the Confero Sports Foundation, and formerly a member of the Financial Literacy Committee for the Montana Society of CPAs.

AMANDA L. MANUEL

Certified Public Accountant

Present Position	Senior, Great Falls
Experience	Ms. Manuel has experience in auditing and accounting with an emphasis in the governmental, non-profit, private businesses, and credit union industries. She also prepares financial statements, including analysis, adjustments, and related comments. Her tax experience includes preparation of individual, corporation, and partnership federal and state tax returns. Her bookkeeping experience includes various construction entities.
Education	Master of Professional Accountancy Montana State University, Bozeman, MT B.S. Business Administration, Major in Accounting Montana State University, Bozeman, MT Continuing education courses through Montana Society of Certified Public Accountants (MSCPA), American Institute of Certified Public Accountants (AICPA) sponsored courses. Ms. Manuel has met all educational requirements required by the Montana Board of Public Accountants and the AICPA.
Community	Ms. Manuel is the Secretary/Treasurer of the Great Falls Chapter of CPAs, is a member of the AICPA, a member of the MSCPA, and a member of the Great Falls Chapter of CPAs, and works in the Great Falls community as a volunteer in various capacities.



PAUL SAM FALLANG

Certified Public Accountant

Present Position	Senior, Great Falls
Experience	Mr. Fallang has experience in auditing and accounting with an emphasis in the governmental and non-profit industries. He also prepares financial statements, including analysis, adjustments, and related comments. His tax experience includes preparation of individual, corporation, and partnership federal and state tax returns.
Education	Bachelor of Business Administration, Concentration in Accounting Walla Walla University, College Place, WA Continuing education courses through Montana Society of Certified Public Accountants (MSCPA), American Institute of Certified Public Accountants (AICPA) sponsored courses. Mr. Fallang has met all educational requirements required by the Montana Board of Public Accountants and the AICPA.
Community	Mr. Fallang is a member of the AICPA, member of the MSCPA, and member of the Great Falls Chapter of CPAs, and volunteers as the Treasurer for the Great Falls Seventh-day Adventist Church.

ALEX L. SCHILLINGER

Certified Public Accountant

Present Position	Accountant II, Helena
Experience	Mr. Schillinger has experience in auditing and accounting with an emphasis in the governmental and non-profit industries. He also prepares financial statements, including analysis, adjustments, and related comments. His tax experience includes preparation of individual, non-profit, corporation, and partnership federal and state tax returns.
Education	Master of Professional Accountancy University of Montana, Missoula, MT B.S. Business Administration, Major in Accounting University of Montana, Missoula, MT Continuing education courses through Montana Society of Certified Public Accountants (MSCPA), American Institute of Certified Public Accountants (AICPA) sponsored courses. Mr. Schillinger has met all educational requirements required by the Montana Board of Public Accountants and the AICPA.
Community	Mr. Schillinger is a member of the MSCPA and the Helena Chamber of Young Professionals.

JOSEPH EVE

PROPOSAL FOR AUDIT SERVICES

2016 | 2017 | 2018

CITY OF SHELBY MONTANA

TODD TIMBOE, CPA, CFE, PARTNER | TODD.TIMBOE@JOSEPHEVE.COM
410 CENTRAL AVENUE, SUITE 414 | GREAT FALLS | MONTANA | 59401
406.727.1798 | FAX 406.727.7423 | WWW.JOSEPHEVE.COM

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May 26, 2016

City of Shelby
Larry J. Bonderud, Mayor
112 1st St S
Shelby, MT 59474

We appreciate the opportunity to submit this proposal to audit the financial statements of the City of Shelby for the years ending June 30, 2016, 2017, and 2018.

We feel that we are uniquely qualified to provide audit services to the City of Shelby. We currently perform audit and accounting services for several governmental entities, both large and small. Because we have a wide range of governmental audit experience and national experience, we feel we are extremely qualified to conduct your audit.

The objective of this engagement is to perform full scope audits of the basic financial statements of the City of Shelby. The audit would be performed in accordance with U.S. generally accepted auditing standards as adopted by the American Institute of Certified Public Accountants and "Government Auditing Standards" issued by the Comptroller General of the United States.

We would be more than happy to provide any additional details or clarification that the City of Shelby may request in regards to this proposal. We look forward to your response.

Sincerely,

JOSEPH EVE
Certified Public Accountants
Certified Fraud Examiners

Todd

Todd Timboe, CPA, CFE
Partner

PROFILE OF THE PROPOSER

JOSEPH EVE is a **regional** accounting and auditing firm founded in 1983. Since our inception, we have specialized in providing audit, accounting, consulting, and tax services to various entities. Because we believe that governmental entities are our best clients, we take extraordinary care in conducting these services and in meeting the objectives of such engagements. Providing such services represents a major part of our business, not just fill-in work, as is the case with many large regional firms. We provide high quality, personalized attention to the needs of the governmental entities that we serve.

An indication of our commitment to excellence, particularly in governmental accounting, is the involvement of our professional staff in professional organizations. From time to time members of our professional staff serve on committees and programs of the Montana Society of CPAs and State Board of Public Accountants. Our firm has also provided comments on proposed pronouncements and statements issued by the AICPA and the NCGA.

Our specialization in serving governmental entities makes us one of the most respected firms among the sectors we serve. This respect is best exemplified by our continual growth in government audit clients as outlined in the experience section of this proposal.

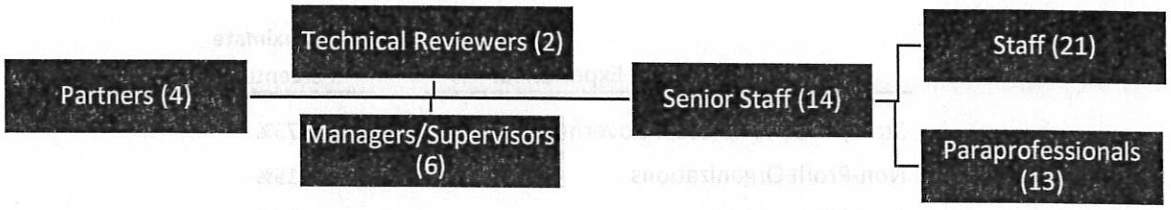
We maintain strict control over the quality of services provided to ensure that our work meets the auditing standards of the profession, as well as our own standards of technical excellence and professionalism. **Our firm has no record of substandard work and is approved by the State Department of Administration to conduct audits of local governments.**

Our firm is devoted to quality, and we have taken extra steps to assure that we meet the highest professional standards of quality. Every three years, specially trained CPAs from other firms examine our quality controls. We successfully completed our last formal peer review on June 30, 2015 (a copy is included). Because the majority of our work is for governmental clients, the vast majority of the audits reviewed during peer review were for governmental clients. No letter of comment was issued since the reviewers had no findings and/or recommendations. **Approximately 10% of the firms in the United States receive a peer review with no letter of comment, and we are proud to be a member of this elite group for six consecutive peer reviews.**

The peer review criteria were established by the Division for CPA Firms of the American Institute of CPAs. Peer review is one of the requirements for membership in the Division, which was organized in 1977. We are a long time member, because we believe that anything a firm can do to improve quality should be done.

JOSEPH EVE currently has offices in Great Falls, Billings, and Kalispell, Montana, as well as Salt Lake City, Utah. Partner Todd Timboe would manage the audit of the City of Shelby. We anticipate having partner involvement during all aspects of the audit.

Our staff consists of people in the following classifications:



Total Employees = 59

Number of Certified Public Accountants	22
Number of Certified Fraud Examiners	7
Number of Masters in Accounting	18

INDEPENDENCE STATUS

Members of JOSEPH EVE are independent with respect to the City of Shelby. This is in accordance with Rule 101 Independence and Interpretation 101-10 of the AICPA code of Professional Ethics and in accordance with Government Auditing Standards, 2011 revision, published by the U.S. General Accounting Office. We have no personal impairments or external impairments that would affect our audit of the City of Shelby.

LICENSING AFFIRMATION

The partners at JOSEPH EVE, and the firm, are properly licensed to conduct audits in the States of Alaska, California, Colorado, Iowa, Kansas, Michigan, Minnesota, **Montana**, Nebraska, Nevada, New Mexico, New York, Oklahoma, Oregon, Rhode Island, South Dakota, Texas, Utah, Washington, Wisconsin and Wyoming to practice public accounting. We are also members of the American Institute of Certified Public Accountants.

OTHER CAPABILITIES

Nature of Auditing Experience:	Approximate Percentage
State, Tribal, and Local Governments	75%
Non-Profit Organizations	15%
Retail Enterprises	10%
Total	100%

JOSEPH EVE also specializes in accounting and training services. We specialize in accounting services that help you improve your accounting procedures and prepare for your audit. We also provide income tax preparation, conduct internal control reviews, act as internal auditors, conduct audits of construction projects, review management contracts, and have been involved in the negotiation of management company buy-outs.

Another area of specialty is Fraud Examination. Staff at JOSEPH EVE have earned the Certified Fraud Examiner designation and specialize in fraud auditing and uncovering defalcations. We have conducted a number of fraud investigations. This is only a partial listing of the types of services offered at JOSEPH EVE. We pride ourselves in offering more to our clients than just audit and accounting services.

TECHNICAL APPROACH

The objective of the engagement is to perform full scope annual audits of the City of Shelby for the years ending June 30, 2016, 2017, and 2018. The audit will be performed in accordance with U.S. generally accepted auditing standards as adopted by the American Institute of Certified Public Accountants, and in accordance with "Government Auditing Standards" issued by the Comptroller General of the United States.

These will be a full scope financial and compliance audits that will include:

a) Render an opinion on City of Shelby's financial statements and related supplementary information.

b) Render a report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.

PLANNING AND PRELIMINARY ACTIVITIES

Sufficient advance planning will be performed to provide a basis for an effective audit. This phase of the engagement will include the following activities:

1) We will provide the City with an audit preparation guide which specifies items we need for the audit, which will include the following preliminary information:
   a) Trial balances for all funds
   b) General ledger
   c) Budgets applicable to the audit period
   d) Contracts and agreements
   e) Listing of bank accounts and the names/addresses of attorneys consulted during the audit period

2) Prepare a tentative work plan and time budget.

3) Conduct an entrance conference with the City Council to discuss our approach, our schedule, use of staff, and to make other necessary assignments.

4) Review minutes of the City Council.

5) Identify all federally assisted programs subject to the applicable federal requirements.

EVALUATION OF INTERNAL CONTROL

The objective of our evaluation of internal control is to determine to what extent it can be relied upon to ensure the accuracy and integrity of financial information, to ensure compliance with applicable laws and regulations and to provide for effective and efficient operations.

Our review of internal control and operational procedures will consist of a survey of the City from an overview position and will include, but not be limited to, a tour of facilities, discussions with management and other key personnel and the completion of an internal control questionnaire and flowcharts to provide us with a general sense of the operating environment. During the system "walk-through" we will review in depth the features for apparent system weaknesses, compensating secondary controls and determination of possible system modifications to improve efficiency. Throughout the audit process, we will continue to observe and evaluate the systems and, upon completion of the engagement, will render final reports thereon.

Our audit approach differs from other public accounting firms because we focus on the significant systems and controls that produce financial statements, rather than numerical recordings. Once reviewed and evaluated, these procedures enable us to design an efficient and cost-effective audit program that is truly tailored to the system.

An important phase of our consideration of the internal control structure is testing of controls in order to obtain evidential matter about the effectiveness of the design and operation of internal control structure policies and procedures and whether they support lower assessed levels of control risk. These are the tests we undertake to provide reasonable assurance that procedures on which we plan to rely to support an assessment of control risk at less than the maximum level are being applied as prescribed. The application of internal control structure policies and procedures leaves a trail of documentary evidence, and their design and operation are tested by the inspection of (a) revenue and other transaction documents and records and (b) reconciliations and reports for the appropriate signatures, initials, or stamps. On the other hand, performance of other duties, such as critical people-to-people checks, frequently leaves no audit trail of documentary evidence, and tests of such controls takes the form of corroborative inquiries and actual observation of routine operations.

By using this approach we gain an understanding of the City by studying its major operating procedures, its general business environment, the section of the economy it operates in, and its statutory requirements. Our flowcharting system is extremely effective and efficient because it drastically reduces the volume of paper work needed to analyze the system while providing precise thorough documentation and analysis of the internal accounting controls.

COMPLIANCE TESTING ON INTERNAL CONTROL SYSTEM

After our review and preliminary evaluation of internal control, including the identification of key controls and procedures, a detailed work program will be prepared to test the systems and related balances. Based upon our review, we will determine the necessary tests we need to perform and the extent and timing of those tests. Samples will be selected and City personnel will be requested to pull the necessary supporting documents. We will perform compliance tests to determine whether or not the system is functioning as intended. If the system has been evaluated as adequate and the compliance tests indicate that it is functioning as designed, the substantive tests of account balances may be limited accordingly. On the other hand, if the system has serious weaknesses or procedures are not being followed as prescribed, then the system may not be relied upon.

COMPLIANCE TESTING ON INTERNAL CONTROL SYSTEM - CONTINUED

Upon completion and evaluation of all compliance tests, we will modify the audit program based upon the results of the tests performed and update any comments or reports relative to the control systems.

In performing our compliance testing of the system, we will use statistical sampling procedures where possible, although this does not preclude the use of judgmental sampling, if deemed more effective. Statistical sampling is preferred because it enables us to draw more objective conclusions regarding test results. Sample sizes would vary based on the results of our internal control review procedures.

FEDERAL PROGRAMS COMPLIANCE TESTING

The audits will be conducted in compliance with the audit requirements of the Office of Management and Budget (OMB) Circular A-133. Based on materiality criteria and risk determinations established when planning the audits and based on correspondence from the cognizant audit agency, programs for testing will be selected.

Our evaluation of the system on internal control will be designed to identify, evaluate and test the established controls necessary to satisfy ourselves that the City is adhering to the general compliance requirements outlined in the OMB compliance supplement.

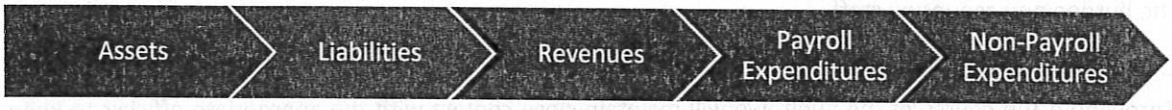
For those programs selected by us for individual program compliance testing which are not included in the compliance supplement, we will extract the significant compliance requirements from the grant program contract and the Code of Federal Regulations.

Tests of transactions and substantive tests for programs selected will be performed in conjunction with regular audit tests. Where samples selected for our regular audit tests did not contain a representative number of transactions from programs selected for testing, samples will be increased on a judgmental basis to include a representative number of transactions.

In conjunction with our completion of field work, we will perform a subsequent events review to identify any events or transactions occurring after the balance sheet date, but before the issuance of the financial statements and the auditor's report which require adjustment or disclosure in the financial statements.

ANALYTICAL REVIEW

Upon the completion of the internal control evaluation, we perform an analytical review of the following key areas:



Analytical review aids in identifying account balances, classes of transactions, and disclosures that are most likely to contain material misstatements. We address the assessed risks by applying varying levels of substantive tests to the individual areas. This selective application of testing procedures provides for more efficient audits that can reduce the burden on accounting staff.

SUBSTANTIVE ANALYTICAL PROCEDURES

Account balances, classes of transactions, disclosures with limited risk may be subject to substantive analytical procedures alone. The AICPA defines analytical procedures as "evaluations of financial information through analysis of plausible relationships among both financial and nonfinancial data" (AU-C Glossary).

Such nonfinancial data may be gathered through inquiries with various individuals throughout the organization, publicly available information, or statistical information that is maintained. We then identify relationships among these sources of information to predict financial impacts. Comparing our expected results to the amounts recorded in the financial statements helps substantiate these numbers and aids in the detection of material misstatements.

Financial data within the financial statements can also contain patterns or relationships. We expend significant time and energy in understanding the operations of our clients to best identify these relationships and expected results.

Budgets and plans formulated by those charged with governance can be important tools for comparing with actual results. We closely examine the relationships between sources of revenues and the nature of expenditures in determining the fair presentation of the government's financial statements. We understand the unpredictability of government-to-government funding and its effects on comparing to prior periods. This is why we've appropriately developed alternative procedures to ensure our testing is still effective in detecting material misstatements.

SUBSEQUENT EVENTS REVIEW

In conjunction with our completion of the field work, we will perform a subsequent events review to identify any events or transactions occurring after the balance sheet date, but before the issuance of the financial statements and the auditor's report which require adjustment or disclosure in the financial statements.

TESTS OF DETAILS AND SAMPLING

In areas that have been identified as higher risk for containing material misstatements, we employ tests of details to mitigate such risk. Auditing standards also require us to perform such procedures on specific balances of real accounts.

Testing a large class of transactions, such as non-payroll expenditures, can be effectively performed through an examination of a relatively small sample. We employ sampling techniques that are based on binomial distribution. This approach is generally accepted in statistical sampling to draw conclusions about large populations. Application of this technique allows us to improve audit quality while reducing the burden on accounting staff.

DISCUSSION OF AUDIT FINDINGS

Throughout the course of the audit, we will maintain close contact with the appropriate officials to keep them informed about the status of the audit. This will include discussion of progress made, problems encountered, possible revisions to the estimated completion dates, and any other situations or circumstances which may have an impact on the conduct of or results of the audit. Should any fraud, misapplication of funds or material irregularities become evident, the appropriate officials will be notified immediately.

An exit conference will be held as the last step of fieldwork. The exit conference provides the auditee with an opportunity to comment on the accuracy, completeness, fairness and significance of any audit findings. City of Shelby personnel may also provide additional information that may have a bearing on those findings.

FOCUS ON ADDING VALUE TO THE AUDIT

We have seen audits become a commodity with the cost cutting and competition stemming from the economic environment in the past couple years. We strive to continually improve our technology to adapt to a growing amount of client data. We adapt our technological resources so that we are not simply performing the minimal required work in accordance with standards and issuing an opinion, but rather to add value to our clients through the audit process.

As limiting the exposure to fraud is more important now than ever, we make the organization's internal controls a focal point. Not only do we make sure they are in compliance with laws and regulations, we provide suggestions of potential controls that would be suitable for the organization. We also evaluate current controls to see what could be possibly altered to benefit the organization. In addition, we know that there is a fine line where too many controls can result in decreased efficiency and decreased profit for the organization.

IDEA is powerful software that we utilize throughout the audit to extend our auditing and analytical capabilities. It is a data analysis tool that allows us to quickly import, join, analyze, sample and extract data from almost any source your organization might have, including reports printed to file. A majority of this work can be completed in our offices, saving time and travel. An additional benefit of this software is that it allows us to analyze the risk areas of the audit before we arrive on-site, allowing us to tailor our audit process creating a more efficient and useful audit for our clients.

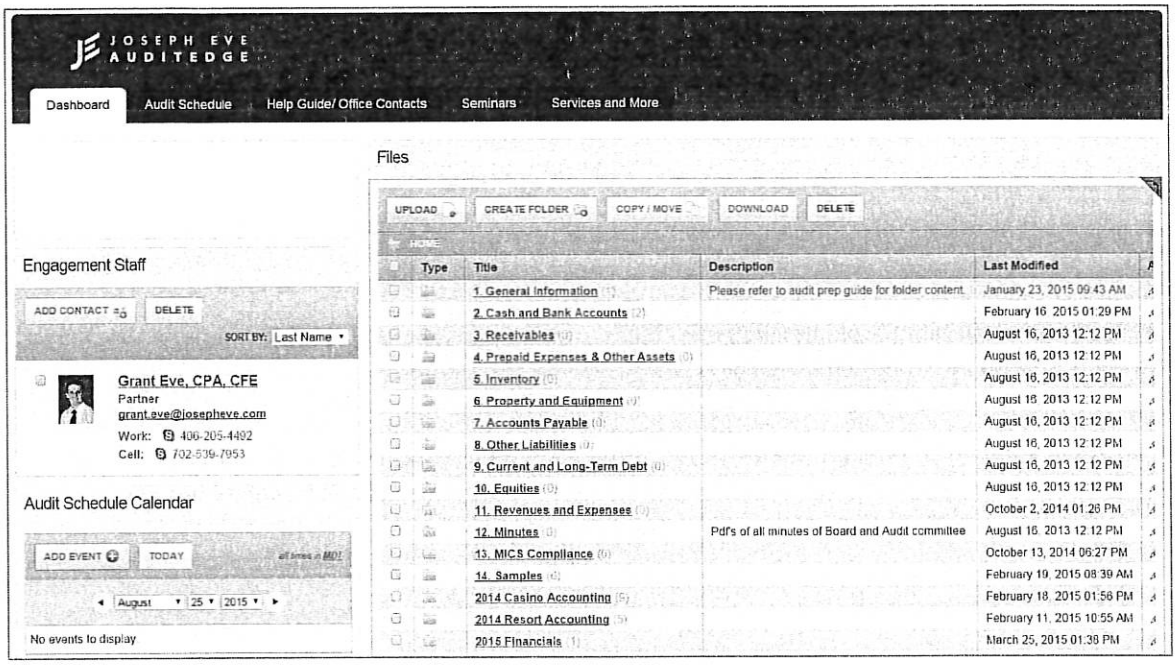
IDEA
Data Analysis Software

We pride ourselves in providing the most value in the audit industry. Our values and devotion to quality allow us to provide high quality personalized attention to the needs of the organizations we serve.

AUDIT EDGE

Audits have historically been conducted with an audit team coming to your office and doing a majority of the work. With Audit Edge, we utilize technology to streamline the process with collaboration between you and JOSEPH EVE.

JOSEPH EVE has invested extensively in software and hardware to facilitate this process. To manage data remotely, JOSEPH EVE has added a secure site for you to upload your data. Our site features 256-bit SSL encryption, which is the strongest secure socket layer (SSL) encryption available and is what your financial data at financial institutions use.



JE will send a detailed request for data and a timeline for your staff to upload Audit Edge. This timeline will let both entities know what needs to happen for the audit to be completed on time. The secure site makes it easy for systematic integration and sharing of information for the efficient flow of data between both parties. If you need assistance uploading data, we can arrange to have a JE employee come to your facility and walk through the process or a complete training online.

Once the data has been received, JOSEPH EVE will begin the audit process in our office. This will result in decreased travel costs and also allow you and your employees to save your valuable time for when we do come on-site. JOSEPH EVE will take this data and do an initial analysis utilizing IDEA, a data analysis program, to identify specific audit risks prior to the on-site visit. Additionally, it allows JOSEPH EVE to tailor its audit approach to allow for a more streamlined and efficient audit.

Upon completion of the planning stage, an on-site team will conduct the audit. It is anticipated that this on-site team will be smaller and not spend as much time in your offices. This process should substantially cut down on the amount of time and interface required to complete our audit. It also allows us to spend more time adding value from the audit to make suggestions that will improve your accounting systems or detect costly errors that may be causing your system to produce inaccurate information.

PROGRAM ORGANIZATION AND MANAGEMENT TEAM

Planning, organization and timely management are keys to successful completion of large engagements that require simultaneous commitment of substantial resources. JOSEPH EVE, CPAs, has a long record of successful completion of large audit engagements in a timely manner. We intend to use a management team that will plan, coordinate and control the audit to be performed. The following chart depicts the areas of responsibility to be assigned to various individuals as they relate to the workload:

Engagement Partner

Todd Timboe, CPA, CFE, Partner

Independent Review

Clayton Johnson, CPA, Technical Reviewer

Audit Team

Audrey Haynes, CPA, Senior
Taylor Johnson, CPA, Team Member
Maren Greene, Team Member

Engagement Partner - Quality Control and Daily Work Paper Review – Todd Timboe will be designated Engagement Partner. His responsibilities will include the overall administration, the management of the contract and analysis of the project workload. He will ensure that working papers and audit reports comply with governmental auditing standards and guidelines, generally accepted auditing standards, office policies and procedures and special requirements of the engagement.

Independent Review – Clayton Johnson will perform an independent review to determine that the engagement is properly planned and supervised and that adequate work is being performed in accordance with professional standards. This activity is in keeping with our firm's continued commitment to quality control.

Effective management requires the establishment of a plan that incorporates benchmarks against which program progress can be measured. To control the job, we will periodically compare the rate of progress to our original plan, taking corrective action as required resulting from the feedback.

Control and feedback are a function of time expended and completion status reporting against an established plan. This is a key element in any management plan and is accomplished through weekly audit team reports detailing hours expended, specific work element status, work to be accomplished in the next several reporting periods, specific problems encountered and an estimate of ability to complete the assigned work elements on schedule.

Audit Team - It is our firm's policy to place only adequately trained and qualified personnel at the various levels of responsibility in an audit team. For this reason, each staff person is required to attend courses specifically designed for their level of responsibility. **In addition, our firm's quality control policies require that each professional staff member complete no less than 40 hours of courses qualifying as governmental continuing professional education (CPE) annually. JOSEPH EVE meets and/or exceeds the GAO continuing education requirements for its staff members.**

PRICE PROPOSAL

Our fees are based on actual time expended by each professional at standard billing rates. Actual costs incurred for travel and out-of-pocket expenses will be billed separately. These billing rates vary depending upon the level of experience and responsibility of the individuals involved.

	Hours	Hourly Rates	Total
Partner	10	$235	**$2,350**
Supervisor/Reviewer	30	$140	**$4,200**
Senior Auditors	120	$95	**$11,400**
Staff Auditor	50	$80	**$4,000**
Paraprofessionals	20	$55	**$1,100**
SUBTOTAL	230		**23,050**
Out of Pocket Travel Expenses			**$1,900**
Total All-Inclusive Maximum Price for the 2016 Audit			**$24,950**
Total All-Inclusive Maximum Price for the 2017 Audit			**$24,950**
Total All-Inclusive Maximum Price for the 2018 Audit			**$24,950**

The proposed fees are computed on the assumption that we do not encounter extraordinary circumstances, which would cause a material extension of normal audit procedures. Extraordinary circumstances are defined as fire, destruction or disappearance of records, discovery of fraud, discovery of accounts or fund not reconciled, or similar situations beyond our control or knowledge. If such were the case, we would consult with you before performing such procedures.

We would commence our audit fieldwork in October/November of each year and issue our draft reports within 3 weeks of completion of our on-site work. Final reports will be issued no later than December 31 of each year.

APPENDIX A – PEER REVIEW

weaver
Assurance · Tax · Advisory

System Review Report

To the Partners of
Joseph Eve
and the Peer Review Committee of the Montana Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Joseph Eve (the firm) in effect for the year ended June 30, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based upon our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Joseph Eve in effect for the year ended June 30, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies)* or *fail.* Joseph Eve has received a peer review rating of *pass.*

Weaver and Tidwell, L.L.P.
WEAVER AND TIDWELL, L.L.P.

Dallas, Texas
October 8, 2015

AN INDEPENDENT MEMBER OF
BAKER TILLY INTERNATIONAL

WEAVER AND TIDWELL, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS AND ADVISORS

12221 MERIT DRIVE, SUITE 1400, DALLAS, TX 75251
P: 972.490.1970 F: 972.702.8321

APPENDIX B - RESUMES

TODD TIMBOE, CPA, CFE
PARTNER

EXPERIENCE:
Todd has thirty years of tribal government, tribal enterprise, housing authority, tribal school/college, non-profit, and casino audit experience. He has twenty-five years of experience as partner in charge of numerous audit, accounting services and consulting engagements.

Todd is a certified fraud examiner and has over twenty years experience in fraud related examinations.

EDUCATION:
- Phoenix Junior College, University of Montana
  - Bachelor of Science - Accounting
  - Minor - Economics

PROFESSIONAL ACTIVITIES AND SOCIETIES:
- Currently licensed in Arizona, California, Colorado, Michigan, Minnesota, Montana, Nebraska, New Mexico, New York, Oregon, Rhode Island, Texas, Utah, Washington, and Wyoming to practice public accounting.
- American Institute of Certified Public Accountants (AICPA)
- Montana Society of Certified Public Accountants (MSCPA)
- Association of Certified Fraud Examiners (ACFE)

APPENDIX B - RESUMES

CLAYTON JOHNSON, CPA
TECHNICAL REVIEWER

EXPERIENCE:

Clayton has over twelve years combined experience providing accounting assistance, auditing and reviewing tribal governments, tribal enterprises, housing authorities, tribal schools/colleges, non-profits, and casinos. He has a detailed knowledge of accounting standards (FASB and GASB) and audit and attest standards (SASs, SSARs, and SSAEs).

EDUCATION:

- Montana State University - Bozeman, Montana
  - Bachelor of Science in Business - Accounting Option
  - Master of Professional Accountancy

PROFESSIONAL ACTIVITIES AND SOCIETIES:

- American Institute of Certified Public Accountants (AICPA)
- Montana Society of Certified Public Accountants (MSCPA)
- Great Falls Chapter of Montana Society of Certified Public Accountants
- Has served as the President, Vice-President, Secretary, and Treasurer of the Great Falls Chapter of Montana Society of Certified Public Accountants

APPENDIX B - RESUMES

AUDREY HAYNES, CPA
SENIOR

EXPERIENCE:

Audrey has over ten years of nonprofit and governmental auditing experience as well as individual and business tax preparation. In her time with JOSEPH EVE, she has worked on a number of audit and accounting assistance engagements which includes tribal governments, tribal enterprises, housing authorities, tribal schools/colleges, non-profits, and casinos. Before coming to JOSEPH EVE, Audrey worked as a Senior Auditor for Howland & Norris, CPAs and Przybysz & Associates, CPAs for a combined nine years. Audrey performed and supervised a variety of engagements including audit, compilation, review, and agreed-upon procedures.

EDUCATION:

- University of Arkansas - Littlerock, AR
  - Masters of Business Administration
- Arkansas State University - Jonesboro, AR
  - Bachelor of Science in Accounting

PROFESSIONAL ACTIVITIES AND SOCIETIES:

- American Institute of Certified Public Accountants (AICPA)
- Arkansas Society of Certified Public Accountants (ASCPA)

APPENDIX B - RESUMES

TAYLOR JOHNSON, CPA
TEAM MEMBER

EXPERIENCE:

Taylor has worked for JOSEPH EVE for two years and performed audit engagements for a wide range of clients, including tribal governments, tribal enterprises, housing authorities, tribal schools/colleges, non-profits, and casinos. Taylor has performed a wide range of services for tribal casinos including financial statement audits, internal audits, and MICS AUP engagements.

EDUCATION:

- University of Montana - Missoula, Montana
  - Masters of Professional Accountancy
  - Bachelor of Science in Business Administration - Accounting
  - Bachelor of Science in Business Administration - Management Information Systems
  - Certificate in Accounting Information Systems

APPENDIX B - RESUMES

MAREN GREENE
TEAM MEMBER

EXPERIENCE:

In her time with JOSEPH EVE, Maren has worked on a number of engagements, which includes governmental and non-profit organizations, school districts, colleges, and 401(k) plans.

Maren also has previous experience in financial data and accounting services, as well as bookeeping and budget management.

EDUCATION:

- Park University - Parkville, Missouri
  - Bachelor of Science in Accounting, Finance, Humans Resources Management, and Business Management
- Inlingua, School of Languages - Trier, Germany
  - German, French, English

401(K) CLIENTS:

- Tonto Apache Tribe
- Winnebago Tribe/WinnaVegas Casino
- Turtle Mountain Community College

APPENDIX C - EXPERIENCE

GOVERNMENTAL A-133 EXPERIENCE

Organization	Contact	Service(s)	Period(s) Ended
Battle Mountain Band Council 37 Mountain View Drive Battle Mountain, Nevada 89820	Roberta Burton Finance Director (775) 635-2004	Single Audit	9/30/2014 9/30/2013 9/30/2012 9/30/2011 9/30/2010
Big Sandy Rancheria 37387 Auberry Mission Road Auberry, California 93602	Elizabeth Kipp Chairperson (559) 855-4003	Single Audit	12/31/2014 12/31/2013 12/31/2012 12/31/2011 12/31/2010
Blackfeet Tribe PO Box 850 Browning, Montana 59417	Tinsuwella Bird Rattler Treasurer (406) 338-7521	Single Audit	9/30/2013 9/30/2012
Blue Lake Rancheria PO Box 428 Blue Lake, California 95525	Philip Aycock Chief Financial Officer (707) 668-5101	Single Audit	12/31/2014 12/31/2013 12/31/2012 12/31/2011
Cascade County **121 4th Street North** **Great Falls, Montana 59401**	**Rina Fontana Moore** **Clerk and Recorder** **(406) 454-6731**	**Single Audit**	**6/30/2014** **6/30/2013**
Cheyenne & Arapaho Tribes 100 Red Moon Circle Concho, Oklahoma 73022	Cornell Sankey Lieutenant Governor (405) 422-7707	Single Audit	12/31/2014 12/31/2013 12/31/2012 12/31/2011 12/31/2010
Chippewa Cree Tribe Rocky Boy Route, Box 544 Box Elder, Montana 59521	Janice Myers Secretary/Treasurer (406) 395-4478	Single Audit	9/30/2013 9/30/2012 9/30/2011 9/30/2010 9/30/2009

APPENDIX C - EXPERIENCE

GOVERNMENTAL A-133 EXPERIENCE

City of Red Lodge PO Box 9 Red Lodge, Montana 59068	**Loni Hanson City Clerk (406) 446-1606**	**Single Audit**	**6/30/2014 6/30/2013 6/30/2012 6/30/2008 6/30/2007**
Coyote Valley Band of Pomo Indians PO Box 39 Redwood Valley, CA 95470	Margaret Olea Finance Manager (707) 472-2204	Single Audit	12/31/2014
Crow Tribe of Indians PO Box 159 Crow Agency, Montana 59022	Clint Sowden Finance Director (406) 638-3848	Single Audit	9/30/2014 9/30/2013 9/30/2012 9/30/2011 9/30/2010
Ho-Chunk Nation W9814 Airport Road Black River Falls, Wisconsin 54615	Sandra Gleason Treasurer (715) 284-1660	Single Audit	6/30/2015 6/30/2014 6/30/2013 6/30/2012 6/30/2009
Karuk Tribe PO Box 1016 Happy Camp, California 96039	Laura Mayton Chief Financial Officer (530) 493-1600	Single Audit	9/30/2015 9/30/2014 9/30/2013 9/30/2012 9/30/2011
Musselshell County 506 Main Street Roundup, Montana 59072	**Amy Angel Account Service Manager (406) 323-4264**	**Single Audit**	**6/30/2014 6/30/2013 6/30/2012 6/30/2006 6/30/2005**
Narragansett Indian Tribe PO Box 268 Charlestown, Rhode Island 02813	Anthony Stanton Tribal Administrator (401) 364-1100	Single Audit	12/31/2014 12/31/2013 12/31/2012 12/31/2011 12/31/2010

APPENDIX C - EXPERIENCE

GOVERNMENTAL A-133 EXPERIENCE

Northern Cheyenne Tribe PO Box 128 Lame Deer, Montana 59043	Adam Spang Treasurer (406) 477-6980	Single Audit	9/30/2012 9/30/2011 9/30/2010 9/30/2009 9/30/2008
Northwestern Band of the Shoshone Nation 707 North Main Street Brigham City, Utah 84302	Chase Parry Finance/Accounting Officer (435) 734-2286	Single Audit	12/31/2014 12/31/2013 12/31/2012
Park County 1002 Sheridan Avenue Cody, Wyoming 82414	Jerri Torczon Park County Clerk (307) 527-8600	Single Audit	6/30/2012
Richland County 201 West Main Sidney, Montana 59270	**Stephanie Verhasselt Clerk and Recorder (406) 433-1706**	**Single Audit**	**6/30/2011 6/30/2010 6/30/2009**
Rosebud Sioux Tribe PO Box 430 Rosebud, South Dakota 57570	James Wike Chief Financial Officer (605) 747-2381	Single Audit	9/30/2015 9/30/2014 9/30/2012 9/30/2011 9/30/2010
Santa Rosa Rancheria Tachi-Yokut Tribe PO Box 668 Lemoore, California 93245	Tess Rodriguez Controller (559) 924-6948	Single Audit	12/31/2014 12/31/2013 12/31/2012 12/31/2011 12/31/2010
Scotts Valley Band of Pomo Indians 301 Industrial Avenue Lakeport, California 95453	Wally Lighthouse Chief Financial Officer (707) 263-4220	Single Audit	12/31/2014 12/31/2013 12/31/2012 12/31/2011
Sycuan Band of the Kumeyaay Nation 1 Kwaaypaay Court El Cajon, California 92019	Troy Graves Chief Financial Officer (619) 442-3425	Single Audit	12/31/2014 12/31/2013 12/31/2012 12/31/2011 12/31/2010

APPENDIX C - EXPERIENCE

GOVERNMENTAL A-133 EXPERIENCE

Tolowa Dee'Ni Nation 250 North Indian Road Smith River, California 95567	Hank Shields Chief Financial Officer (707) 487-9255	Single Audit	12/31/2014 12/31/2013 12/31/2012 12/31/2011 12/31/2010
Tonto Apache Tribe #30 Tonto Apache Reservation Payson, Arizona 85541	Randy Snyder Controller (928) 474-5000	Single Audit	12/31/2014
United Auburn Indian Community 10720 Indian Hill Road Auburn, California 95603	Charlie Sorensen Director of Finance (530) 883-2324	Yellow Book Audit	12/31/2014 12/31/2013 12/31/2012 12/31/2011 12/31/2010
Ute Indian Tribe PO Box 190 Fort Duchesne, Utah 84026	Devin Pehrson Finance Director (435) 722-5141	Single Audit	9/30/2015 9/30/2014 9/30/2013 9/30/2012 9/30/2011

SUGGESTED FORM OF
TASK ORDER

This is Task Order No. 4, consisting of 3 pages.

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: Cowpath & Sullivan Dam Inspection - Shelby

Description: The project will consist of site inspections and the completion of the required report per DNRC requirements of Cowpath and Sullivan Dams near Shelby, MT

C. Number of Construction Contracts: NA

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 affect unless amended or supplemented as follows

☑ Study and Report Services – Replace with the following:

A. The Engineer shall:

1. Complete a site inspection of Cowpath and Sullivan Dams near Shelby, MT and complete the Department of Natural Resources and Conservation (DNRC). Dam Safety Inspection Report.

2. Obtain and Review the previous inspection report.

3. Engineer's services will be considered complete on the date when three (3) copies of the completed DNRC Dam Safety Inspection Report are submitted to the Owner.

B. Engineer's services under the Study and Report Phase will be considered complete on the date when the final copies of the revised Report have been delivered to Owner.

☐ Design Services- *Not Used*

☐ Bidding or Negotiating Services- *Not Used*

☐ Construction and Commissioning Services- *Not Used*

☐ Resident Project Representative Services- *Not Used*

☐ 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: *NA*

4. Times for Rendering Services

Phase	Completion Date
Dam Inspection Reports	June 23rd, 2016

5. Payments to Engineer

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

Category of Services	*Compensation Method*	*Lump Sum, or Estimate of Compensation for Services*
Basic Services (Study and Report)	Choose One:	
	Lump sum	*$2,250*

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

6. Consultants: Hydrometrics

7. Other Modifications to Agreement: None

8. Attachments: None

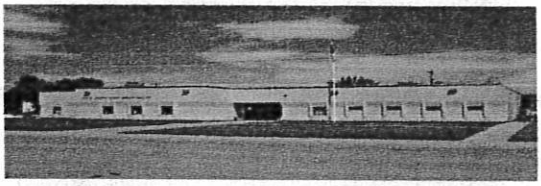
9. Documents Incorporated By Reference: Standard Form of Agreement between Owner and Engineer for Professional Services – Task Order Edition, dated September 14, 2015. ("Agreement")

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 June 3rd, 2016.

OWNER:	City of Shelby, MT	ENGINEER:	Kadrmas Lee & Jackson, Inc.
By:		By:	
Name:	Larry Bonderud	Name:	Bradley Koon
Title:	Mayor	Title:	Helena Office Manager
		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:		Name:	James Slayton
Title:	Mayor	Title:	Project Manager
Address:	112 First Street South, Shelby, MT 59474	Address:	2969 Airport Road Helena, MT 59602
E-Mail Address:		E-Mail Address:	James.slayton@kljeng.com
Phone:	(406) 434-5222	Phone:	406-449-7764
Fax:	(406) 434-2039	Fax:	1-855-288-8055

Toole County



Donna Whitt
** Sheriff **

Ryan Larson
** Undersheriff **

Deb Skartved
** Civil Dept. **

Office of the Sheriff

235 Deer Lodge / P.O. Box 550
Shelby, Montana 59474
(406) 434-5585
Fax: (406) 434-7265

June 2016

Toole County Commissioners
Shelby Mayor/Shelby City Council
Toole County Public Safety Commission

RE: 2016/2017 Budget Request

With our 2015/2016 budget year coming to a close, I would like to thank all of you for your continued support of our department. Without your willingness to listen, understand and help us deal with our issues and concerns, we would not continue to move forward. We have experienced many changes within our office this past year, including the addition of two new officers, the retirement of a seasoned dispatcher; Roberta Kurkowski and the passing of my Undersheriff Mike Lamey. Even though these changes have been difficult, it has bound us together, as a group, to continue to work hard for all of you and the people of Toole County.

We have made several changes/updates this past fiscal year. Our detention center now contracts with EmpRes Healthcare Management, LLC; now providing food service for our inmate meals. DIS Technology has been contracted to provide IT service; we consistently had issues with our previous IT provider having time to assist in a timely manner. DIS has shown to be very helpful and responsive to our needs. Synergem technologies has been contracted to provide an E911 program; the current program is no longer updated or supported by Motorola. We expect the new program to be installed in August, 2016.

We continue to seek Stonegarden funding, with our 2014 funds about being expended and the start of Stonegarden 2015 starting possibly in July, 2016. Undersheriff Larson continues to work on this grant funding. With the loss of the county grant writer, who provided clerical services attached to our Stonegarden grant(s), has caused several new assigned clerical duties that are now being completed by my administrative assistant Deb Skartved. The funding we have received has benefited the community and offered overtime to our sworn staff making this a better/safer place to live and work without putting a strain on the budget.

Looking forward into the 2016/2017 budget year, my goal is to work with the commissioners (and anyone else who has interest) on a feasibility study this fall/winter concerning our out of date and in much need of repair detention center. With the facility being in use for the past 40 years, there are areas that are in desperate need of update and repair for the health and safety of the inmates held in our facility. One ever pressing issue that we face, on a regular basis, is our inability to house female inmates. We also received a report from the ACLU in 2014 that shows deficiencies in areas such as outside recreation for inmates held more than 72 hours.

Currently we have detention staff an average of 4 days per week, 8:00AM – 5:00PM and 3 days per week 07:00AM – 11:00PM. With the addition of just one staff member, it will allow us, on most days, to have supervision of inmates from 07:00 AM – 11:00 PM. This time frame is the busiest time for dispatch, making it very difficult for them to effectively monitor the inmates, even with the video system. Even though the addition of this one staff member does not meet the constitutional requirement, we feel it goes a long way to mitigate our exposure during times of high activity in dispatch, where effective monitoring of the inmates is difficult. Adding on additional staff member over a period of fiscal years may be a plausible consideration and solution to this issue. As in the past, I again send the reminder that the lack of funding is an ***"indefensible reason"*** for not providing full time jail staff and not meeting the constitutional requirements for holding inmates.

Again, I would like to thank all of you for your continued support. Your input and ideas have helped make our department more responsive to the needs of the community, along with making it a safer work environment for all of my employees.

Respectfully,

Donna Whitt, Sheriff
Toole County Sheriff's Office

Toole County Sheriff's Dept.
Budget Request
2016 / 2017 Fiscal Year

1000

	420100			**LAW ENFORCEMENT SERVICES**	**Request Totals**
		100		Personal Services -(wages, benefits, differential, O.T.)	$ -
		130		Restricted Employee's Benefits	$ -
		190		Restricted Employee's Services	$ -
		210		Office Supplies	$ 6,000.00
		220		Operating Supplies	$ 3,000.00
		226		Clothing and Uniform (Allowance)	$ 8,000.00
		227		Clothing and Uniform (Replacement)	$ 1,000.00
		228		Equipment Supplies (Law Enforcement)	$ 5,000.00
		232		Vehicle Maintenance (Repair)	$ 15,000.00
		233		Vehicle Maintenance (Service)	$ 5,000.00
		234		Vehicle Maintenance (Fuel)	$ 30,000.00
		311		Postal Service	$ 1,500.00
		316		Radio Services (Dispatch)	$ 5,000.00
		317		Technology Replacement	$ 10,500.00
		318		Radio Services (Vehicles)	$ 2,000.00
		320		Printing	$ 1,000.00
		350		Professional Services	$ 22,000.00
		355		Data Processing Service (Computer Servicing)	$ 2,000.00
					$ -
		370		Travel	$ 1,500.00
		940		Machinery & Equipment Purchases	$ 112,000.00
				Law Enforcement Services Sub-Total	**$ 230,500.00**
1000	420120			**FACILITIES**	
		200		Supply	$ 1,500.00
		341		Utility Service (Electric, MRE)	$ 15,500.00
		342		Utility Service (City, Water & Garbage)	$ 5,000.00
		344		Utility Service (Gas, Shelby Gas)	$ 18,000.00
		345		Telephone Service	$ 8,000.00
		346		Culligan Water Service	$ 1,500.00
		360		Building Supplies & Maintenance	$ 12,000.00
					$ -
				Facility Sub-Total	**$ 61,500.00**
1000	420130			**PERSONNEL TRAINING**	
		380		Training Services (schools, tuitions, registrations)	$ 10,000.00
		390		Other Purchased Services	$ 1,000.00
				Personnel Training Sub-Total	**$ 11,000.00**
1000	420140			**CRIME CONTROL / INVESTIGATIONS**	
		303		Tech Support & Lab Services	$ 500.00
		304		Investigations (Misc)	$ 3,000.00
				Crime Control Sub-Total	**$ 3,500.00**
				Sub-Total Operating Budget for L/E Services, Facility, Training, & Crime Control	***$ 306,500.00***
				P.E.R.S. & Retirement:	*$ -*
				Health Insurance:	*$ -*
				Building Expense:	*$ -*
				Liability & Vehicle Insurance:	*$ -*
				TOTAL:	*$ -*
				Total Cost Operating Budget:	***$ 306,500.00***

1000	420230			CARE & CUSTODY OF PRISONERS
		100		Personal Services (Wages, Benefits, Differential, O.T.)	$ -
		130		Restricted Employee Benefits	$ 3,000.00
		200		Jail Supplies	$ 2,500.00
		226		Jail Clothing / Uniforms	$ 1,000.00
		351		Medical Care	$ 18,000.00
		373		Transportation Services	$ 1,000.00
		374		Detainment Costs	$ 5,000.00
		377		Prisoner Meals	$ 30,000.00
				Prisoner Care Sub-Total	**$ 60,500.00**
				P.E.R.S.	**$ -**
				Health Insurance:	**$ -**
				Total:	**$ -**
				Total Budget Cost Care & Custody Prisoners:	**$ 60,500.00**
				SHERIFF'S BUDGET REQUEST: GRAND TOTAL	**$ 367,000.00**
2390				
	420142			**Drug Enforcement**
		220		Operating Supplies	$ 50,000.00
		355		Data Processing	$ 50,000.00
		360		Repair / Maintenance Supplies	$ 50,000.00
		380		Training Services	$ 25,000.00
		920		Building	$ 25,000.00
		940		Machinery & Equipment	$ 100,000.00
2390				**Drug Enforcement Sub-Total**	**$ 300,000.00**
	420140			**Grant Money**
		220		Grant Money (Supplies under $200.00)	$ 250,000.00
		940		Grant Money	$ 250,000.00
				Grant Money Sub-Total	**$ 500,000.00**
2850				
	420750			**Central Emergency Dispatch - 911**
		220		Operating Supplies	$ 100,000.00
		345		Telephone Services	$ 30,000.00
		940		Equipment	$ 500,000.00
				Central Emergency Dispatch - 911 Sub-Total	**$ 630,000.00**

06-08-16

Donna Whitt, Toole County Sheriff **Date**

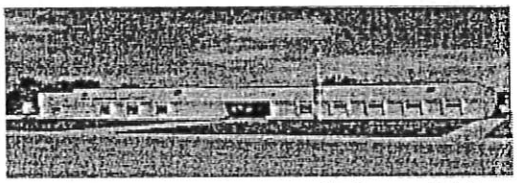
Sheriff's Budget

Description of Service		Cost		Hour/s		Total Exp.	
Differential pay:Deputy	Swing or Evening	$ 0.25		6000	625 shifts x 8	$ 1,500.00	
Deputy	Night time	$ 0.50		6500	805 shifts x 8	$ 3,250.00	
Deputy W/C Standby		$ 1.50		6000		$ 9,000.00	
Deputy overtime		$ 33.00		75	Per each deputy (14) ***	$ 29,700.00	
Differential Pay: Dispatchers Swing or Evening		$ 0.25		2920		$ 730.00	
Dispatcher	Night Shift	$ 0.50		2920		$ 1,460.00	
Dispatcher	Overtime	$ 22.25		25	Per each dispatcher (5)	$ 2,781.25	
Differential Pay: Jailers Swing or Evening		$ 0.25		2000		$ 500.00	
Jailer	Night Shift	$ 0.50		0		$ -	
Jailer	Overtime	$ 17.25		40		$ 690.00	
Guards/Matrons (ref: Prisoners) & Baliffs		$ 10.00		190		$ 1,900.00	
Marias Fair / Security		$ 10.00		350		$ 3,500.00	
							Jail
					Total:	$ 55,011.25	$1,900.00 **$50,861.25**

Toole County

Donna Whitt
** Sheriff **

Mike Lamey
** Undersheriff **



Office of the Sheriff

235 Deer Lodge / P.O. Box 550
Shelby, Montana 59474
(406) 434-5585
Fax: (406) 434-7265

Deb Skartved
** Civil Dept. **

June, 2015

Toole County Commissioners
Shelby Mayor/Shelby City Council
Toole County Public Safety Commission

RE: 2015/2016 Budget Request

I would first like to take this opportunity to thank all of you as government officials, council and commission for your continued support of our department; listening to our concerns/issues and working to help us resolve them as they arise. I have worked hard this past fiscal year to stay within our budget. Thanks to your efforts, our community continues to experience growth both in economic and population base. This growth however does have a direct effect on our communities' public safety and increased costs, in every area of our operation.

We have worked very hard to continue looking for grant funding to provide equipment and technology that is now a mandatory expectation for law enforcement. We are currently at the end of our 2013 Stonegarden funding. We will start expending the 2014 funds that were awarded in the amount of 55,000.00 during the 2015/2016 budget year. Undersheriff Lamey and the county grant administrator have submitted the 2015 grant application. As with all grants, there is no guarantee of funding, but with that said, the funding we have received has benefited the community, along with our staff, making this a better/safer place to live and work without putting a strain on the budget.

Currently we have detention staff an average of 4 days per week, 8:00AM to 5:00PM and 3 days per week 07:00AM – 11:00PM. With the addition of just one staff member, it will allow us, on most days, to have supervision of inmates from 07:00AM – 11:00PM. This time frame is the busiest time for dispatch, making it very difficult for them to effectively monitor the inmates, even with the video system. Even though the addition of this one staff member does not meet the constitutional requirement, we feel it goes a long way to mitigate our exposure during times of high activity in dispatch where effective monitoring of the inmates is difficult. Adding one additional staff member over a period of fiscal years may be a plausible consideration and solution to this issue. As in the past, I again send the reminder that the lack of funding is an *"indefensible reason"* for not providing full time jail staff and not meeting the constitutional requirements for holding inmates.

I again would like to thank all of you for your continued support. Your input and ideas have helped make our department more responsive to the needs of the community, along with making it a safer work environment for all of my employees.

Respectfully,

Donna Whitt, Sheriff
Toole County Sheriff's Office

Toole County Sheriff's Dept.
Budget Request
2015 / 2016 Fiscal Year

1000

					Request Totals
	420100			LAW ENFORCEMENT SERVICES	
		100		Personal Services -(wages, benefits, differential, O.T.)	$ -
		130		Restricted Employee's Benefits	$ -
		190		Restricted Employee's Services	$ -
		210		Office Supplies	$ 5,000.00
		220		Operating Supplies	$ 4,000.00
		226		Clothing and Uniform (Allowance)	$ 6,000.00
		227		Clothing and Uniform (Replacement)	$ 2,300.00
		228		Equipment Supplies (Law Enforcement)	$ 7,000.00
		232		Vehicle Maintenance (Repair)	$ 20,000.00
		233		Vehicle Maintenance (Service)	$ 6,000.00
		234		Vehicle Maintenance (Fuel)	$ 47,000.00
		311		Postal Service	$ 2,000.00
		316		Radio Services (Dispatch)	$ 5,000.00
		317		Technology Replacement	$ 5,000.00
		318		Radio Services (Vehicles)	$ 3,000.00
		320		Printing	$ 1,500.00
		350		Professional Services	$ 12,000.00
		355		Data Processing Service (Computer Servicing)	$ 3,000.00
					$ -
		370		Travel	$ 1,500.00
		940		Machinery & Equipment Purchases	$ 53,000.00
				Law Enforcement Services Sub-Total	**$ 183,300.00**
1000	420120			FACILITIES	
		200		Supply	$ 1,500.00
		341		Utility Service (Electric, MRE)	$ 15,500.00
		342		Utility Service (City, Water & Garbage)	$ 5,000.00
		344		Utility Service (Gas, Shelby Gas)	$ 18,000.00
		345		Telephone Service	$ 8,000.00
		346		Culligan Water Service	$ 1,500.00
		360		Building Supplies & Maintenance	$ 12,000.00
					$ -
				Facility Sub-Total	**$ 61,500.00**
1000	420130			PERSONNEL TRAINING	
		380		Training Services (schools, tuitions, registrations)	$ 7,000.00
		390		Other Purchased Services	$ 1,000.00
				Personnel Training Sub-Total	**$ 8,000.00**
1000	420140			CRIME CONTROL / INVESTIGATIONS	
		303		Tech Support & Lab Services	$ 500.00
		304		Investigations (Misc)	$ 3,000.00
				Crime Control Sub-Total	**$ 3,500.00**
				Sub-Total Operating Budget for L/E Services, Facility, Training, & Crime Control	***$ 256,300.00***
				P.E.R.S. & Retirement:	$ -
				Health Insurance:	$ -
				Building Expense:	$ -
				Liability & Vehicle Insurance:	$ -
				TOTAL:	$ -
				Total Cost Operating Budget:	***$ 256,300.00***

1000 420230 CARE & CUSTODY OF PRISONERS

		100	Personal Services (Wages, Benefits, Differential, O.T.)	
		130	Restricted Employee Benefits	$ 3,000.00
		200	Jail Supplies	$ 3,500.00
		226	Jail Clothing / Uniforms	$ 700.00
		351	Medical Care	$ 13,000.00
		373	Transportation Services	$ 1,000.00
		374	Detainment Costs	$ 5,000.00
		377	Prisoner Meals	$ 30,000.00
			Prisoner Care Sub-Total	**$ 56,200.00**
			P.E.R.S.	$ -
			Health Insurance:	$ -
			Total:	$ -
			Total Budget Cost Care & Custody Prisoners:	**$ 56,200.00**
			SHERIFF'S BUDGET REQUEST: GRAND TOTAL	**$ 312,500.00**

2390

	420142		**Drug Enforcement**	
		220	Operating Supplies	$ 50,000.00
		355	Data Processing	$ 50,000.00
		360	Repair / Maintenance Supplies	$ 50,000.00
		380	Training Services	$ 25,000.00
		920	Building	$ 25,000.00
		940	Machinery & Equipment	$ 100,000.00
2390			**Drug Enforcement Sub-Total**	**$ 300,000.00**
	420140		**Grant Money**	
		220	Grant Money (Supplies under $200.00)	$ 250,000.00
		940	Grant Money	$ 250,000.00
			Grant Money Sub-Total	**$ 500,000.00**
2850				
	420750		**Central Emergency Dispatch - 911**	
		220	Operating Supplies	$ 100,000.00
		345	Telephone Services	$ 30,000.00
		940	Equipment	$ 500,000.00
			Central Emergency Dispatch - 911 Sub-Total	**$ 630,000.00**

Donna Whitt, Toole County Sheriff Date

Sheriff's Budget

Description of Service		Cost		Hour/s		Total Exp.		
Differential pay.Deputy	Swing or Evening	$ 0.25		6000	625 shifts x 8	$ 1,500.00		
Deputy	Night time	$ 0.50		6500	805 shifts x 8	$ 3,250.00		
Deputy W/C Standby		$ 1.50		6000		$ 9,000.00		
Deputy overtime		$ 33.00		75	Per each deputy (14) ***	$ 29,700.00		
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Dispatcher	Night Shift	$ 0.50		2920		$ 1,460.00		
Dispatcher	Overtime	$ 22.25		25	Per each dispatcher (5)	$ 2,781.25		
Differential Pay: Jailers Swing or Evening		$ 0.25		2000		$ 500.00		
Jailer	Night Shift	$ 0.50		0		$ -		
Jailer	Overtime	$ 17.25		40		$ 690.00		
Guards/Matrons (ref: Prisoners) & Baliffs		$ 10.00		190		$ 1,900.00		
Manas Fair / Security		$ 10.00		350		$ 3,500.00		
							Jail	
					Total:	$ 55,011.25	$1,900.00	$50,861.25

DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

6-8-16 Mayor - Bldg Ins

STEVE BULLOCK
GOVERNOR

DIRECTOR'S OFFICE (406) 444-2074
TELEFAX NUMBER (406) 444-2684

STATE OF MONTANA

WATER RESOURCES DIVISION (406) 444-6601
TELEFAX NUMBERS (406) 444-0533 / (406) 444-5918
http://www.dnrc.mt.gov

1424 9TH AVENUE
PO BOX 201601
HELENA, MONTANA 59620-1601

May 31, 2016

Jim Yaegley
112 1st St. South
Shelby, MT 59474

Subject: Community Assistance Visit for City of Shelby

Dear Jim:

This letter is to confirm a Community Assistance Visit (CAV) that we have arranged with you to discuss the City of Shelby's participation in the National Flood Insurance Program (NFIP). This meeting is scheduled for Thursday, September 15th, 2016, at 9:30 AM, and will be held at the City of Shelby's Offices.

The Federal Emergency Management Agency (FEMA) conducts these visits for the purpose of maintaining contact with participating communities. Visits provide a unique opportunity for assessing the effectiveness of local floodplain management ordinances and enforcement practices. Officials involved in the community's floodplain management program and development review /approval process should be present during the meeting.

In this regard, we ask that your staff have available for our meeting:

1. A copy of your local floodplain management ordinance adopted in accordance with state and federal regulations.

2. Records of permits of development in the designated Special Flood Hazard Areas in your community, issued since the date of your last CAV in 2008.

3. Appropriate staff to explain the process for reviewing land division exemptions such as boundary line adjustments, annexations, and family transfers.

4. Appropriate staff to explain the community's enforcement procedures, variance procedures, and on-site inspection of construction in the Special Flood Hazard Areas.

Prior to the meeting, we may or may not have toured the regulatory floodplain areas of your community to determine the types of development occurring therein. Please have copies of current and historical floodplain management ordinances available. Should you have any questions regarding the Community Assistance Visit, please call me at (406) 444-6654.

Sincerely,

Traci Sears, CFM
Montana National Flood Insurance Program Coordinator
DNRC, Floodplain Program
PO Box 201601
Helena, MT 59620-1601
406-444-6654
tsears@mt.gov

cc: Marijo Brady, FEMA; and Ashley Matkin, DNRC

Crossroads Correctional Center

June 7, 2016

Larry Bonderud
Shelby Mayor
112 1st St. South
Shelby, Mt 59474

Dear Larry Bonderud,

Crossroads Correctional Center will be hosting our second quarter Community Advisory Committee Meeting and luncheon on Thursday, June 16, 2016 at 12:00 noon.

As you know, the Community Advisory Committee is made up of key representatives of the local community and representatives from the institution. We meet quarterly to exchange important information and to share concerns and common challenges. Our hope is to establish and build long lasting relationships for the benefit of all involved.

Please feel free to contact me if you have any questions about the Community Advisory Committee or our planned meeting. Thank you for your service to the Community Advisory Committee. I look forward to seeing you on the 16th.

Sincerely,

Douglas Fender

Warden

Please RSVP to Mrs. Warburton at 434-7405 or by email at patti.warburton@cca.com

50 Crossroads Drive, Shelby, Montana 59474, Phone: 406-434-7055, Fax: 406-434-7068

Lori Stratton

From: Larry Bonderud
Sent: Tuesday, June 07, 2016 7:14 PM
To: Lori Stratton
Subject: Fwd: upcoming dates of interest

Council packets.

Sent from my iPhone

Mayor Lar

Begin forwarded message:

From: Melissa Lewis <melissa@mlewisassoc.com>
Date: June 7, 2016 at 6:19:43 PM MDT
To: Larry Bonderud <larry@shelbymt.com>
Subject: upcoming dates of interest

- Governor Steve Bullock will be announcing his administration's Public Lands Agenda in Billings at Riverside Park at 1pm on Thursday, June 9. The event location is Pavilion #2. Approximately 100 Billings business owners and economic development representatives from the Billings Chamber of Commerce, Visit Billings and Big Sky EDA will be in attendance.

- Governor Steve Bullock will be unveiling his administration's Energy Policy Blueprint in Billings on June 21. Details forthcoming.

- Governor Steve Bullock and gubernatorial candidate Greg Gianforte will debate at Big Sky on June 26. Details forthcoming.

Melissa

Melissa Lewis
Melissa Lewis & Associates
Office:406-422-0988
Cell: 406-465-8045
Fax: 406-437-9113
www.mlewisassoc.com