

**CITY OF GLASGOW COUNCIL AGENDA
MAY 18, 2026
REGULAR COUNCIL MEETING
CIVIC CENTER – COUNCIL CHAMBERS**

- 1) 5:00 P.M. – CALL MEETING TO ORDER MAYOR KARST PRESIDING
- 2) PLEDGE OF ALLEGIANCE
- 3) PUBLIC COMMENT ON ANY AGENDA ITEM
- 4) *CONSENT AGENDA – (Note: All matters listed within the Consent Agenda have been distributed to each member of the City of Glasgow City Council)
 - A) REGULAR COUNCIL AGENDA
 - B) PAYMENT OF CLAIMS FOR MAY 18, 2026 IN THE AMOUNT OF \$71,284.17
 - C) PAYMENT OF VALLEY COURT APARTMENT CLAIMS FOR MAY 18, 2026 IN THE AMOUNT OF \$11,521.63
 - D) MINUTES OF THE MAY 4, 2026 REGULAR COUNCIL MEETING
- 5) *DISCUSSION/DECISION ON SCOPE OF SERVICES FROM MORRISON-MAIERLE FOR THE RAW WATER TRANSMISSION MAIN REPLACEMENT PROJECT – CROSSING #1 AND PHASE 2 REPLACEMENT SECTION
- 6) *AWARD THE CITY OF GLASGOW’S REPURCHASE AGREEMENT FOR JUNE 1, 2026 TO MAY 31, 2027
- 7) *APPROVAL TO CALL FOR BIDS FOR THE CITY’S GAS AND DIESEL FOR FISCAL YEAR 2026-2027
- 8) *APPROVAL TO CALL FOR BIDS FOR THE CITY’S SOLID WASTE CONTRACT JULY 1, 2026 TO JUNE 30, 2029
- 9) *APPROVAL OF MARCH 2026 FINANCIALS
- 10) *APPROVAL OF UPDATED GRANT MANAGER JOB DESCRIPTION
- 11) *APPROVAL OF UPDATED POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT/EVIDENCE TECHNICIAN JOB DESCRIPTION
- 12) *RECOMMENDATION FROM COUNCIL WORK SESSION TO HIRE MATT STEVENSON AS THE CITY’S WEBSITE ADMINISTRATOR
- 13) *RECOMMENDATION FROM THE COUNCIL WORK SESSION TO HAVE A STARTING WAGE FOR THE MECHANIC POSITION OF \$27.37
- 14) *APPROVAL TO ADVERTISE FOR THE OPEN MECHANIC POSITION
- 15) *RATIFICATION FROM THE COUNCIL WORK SESSION TO HIRE SHANE SINCLAIR FOR THE OPEN WATER OPERATOR POSITION
- 16) *RECOMMENDATION FROM THE CEMETERY INTERVIEW COMMITTEE TO HIRE DEVIN RASMUSAN FOR THE CEMETERY POSITION

- 17) ***APPROVAL TO ADVERTISE FOR THE OPEN STREET MAINTENANCE LABORER**
- 18) ***DISCUSSION/DECISION ON MOVING POLICE DEPARTMENT CELL PHONES BACK TO NEMONT**
- 19) ***DISCUSSION ON NEXT STEPS FOR THE CHIEF OF POLICE POSITION**
- 20) ***DISCUSSION ON THE 4TH OF JULY FIREWORKS**
- 21) **UNFINISHED BUSINESS:
-LEVEE SAFETY COMMITTEE REPORT**
- 22) **COMMITTEE REPORTS – PERSONNEL, WATER, CEMETERY, GRANT, AND ORDINANCE**
- 23) **DEPARTMENT HEAD REPORTS**
- 24) **MAYOR’S REPORT**
- 25) **PUBLIC COMMENT**
- 26) **ADJOURN**

PART IX. Addressing the Council

Section 1.

The public is invited to speak on any item under discussion by the Council after recognition by the presiding officer. Time for such comments shall be limited to 3 minutes and shall be an opportunity to comment and not to debate with the council members or member of the public.

The speaker should step to the front of the room and, for the record, give his/her name and address, and if applicable, the person, firm, or organization he/she represents.

Prepared statements are welcomed and should be given to the City Clerk-Treasurer. Prepared statements that are also read, however, shall be deemed unduly repetitious. All prepared statements shall become a part of the hearing record.

Section 2.

While the Council is in session, the members must preserve order and decorum. A member shall not delay or interrupt the proceedings or the peace of the Council nor disturb any member while speaking or refuse to obey the orders of the Council or its presiding officer.

Any person making personal, impertinent, or slanderous remarks or who shall become boisterous or disruptive during the Council meeting shall be forthwith barred from further presentation to the Council by the presiding officer, unless permission to continue is granted by a majority vote of the Council.

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CITY OF GLASGOW
Claim Approval List
For the Accounting Period: 4/26

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For doc #s from 76686 to 76712, OPPORTUNITY BANK
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
76686		4744 VALLEY VISIONS PAINTS	120.00					
	04/30/26	BILLING 1/12/26-4/30/26 6 DOGS	120.00			1000 420100	306	101000
76687		1985 DRY PRAIRIE RURAL WATER	173.85					
	04/27/26	WATER USAGE ACCT #0379-00 APR	163.32			5310 430640	342	101000
	04/27/26	WATER USAGE ACCT #0379-00 APR	10.53			1000 460440	342	101000
76688		000010 GLASGOW COURIER	245.63					
	2026-1092	04/29/26 LEGAL NOTICE - REPURCHASE B	96.00			1000 411200	331	101000
	2026-1036	04/15/26 DISPLAY AD - MONTHLY READIN	135.38			2880 460190	337	101000
	2026-1036	04/15/26 FULL COLOR CHARGE	14.25			2880 460190	337	101000
76689		000023 VALLEY COUNTY	12,804.46					
	04/30/26	DISPATCH FEES APRIL	12,804.46			1000 420100	314	101000
76690		4453 BS CENTRAL INC	1,443.00					
	24428	04/30/26 SUMMER LABORERS AD	36.00			1000 430900	331	101000
	24428	04/30/26 SUMMER LABORERS AD	36.00			2525 410510	331	101000
	24405	04/30/26 SUMMER POSITIONS AD 1/2 PAGE	1,125.00*		29209	1000 460440	337	101000
	24405	04/30/26 T BALL AD	123.00*		29209	1000 460440	337	101000
	24405	04/30/26 SUMMER SIGNUPS	123.00*		29209	1000 460440	337	101000
76691		520 UTILITIES UNDERGROUND LOCATION	58.74					
	6045083	04/30/26 EXCAVATION NOTICES (33) APRIL	58.74*			5210 430510	350	101000
76692		612 HAWKINS, INC.	407.01					
	7408754	04/29/25 CHLORINE EPA 7870-2	335.51			5210 430540	222	101000
	7408754	04/29/25 FREIGHT	71.50			5210 430540	310	101000
76693		000225 VALLEY COUNTY TREASURER	183.00					
	04/30/26	HB 124 APRIL 2026	88.00			7467 212207		101000
	04/30/26	HB 118 APRIL 2026	95.00			7458 212208		101000
76694		4305 GLASGOW POLICE DEPT	132.00					
		VICTIM WITNESS HB 257						
	04/30/26	HB 257 APRIL 2026	132.00			7100 212205		101000
76695		6603 MONICA MOON	91.00					
		MT EXECUTIVE LEADERSHIP INSTITUTE TRAINING						
	04/30/26	TRAVEL TRAINING	91.00		11639	1000 420100	375	101000

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76696		5446 FMDH	300.00					
	04/11/26	ER GENERAL	300.00		11646	1000 420100	350	101000
76697		2647 EZZIE'S WHOLESALE, INC.	1,202.50					
	04/25/26	GAS-PD	1,202.50		11644	1000 420100	231	101000
76698		5025 O'REILLY AUTO PARTS	247.94					
	481509 04/30/26	BATTERY - 14 CHEVY TAHOE	202.99		11640	1000 420100	212	101000
	481509 04/30/26	CORE CHARGE	22.00		11640	1000 420100	212	101000
	481509 04/30/26	BATT CABLE	14.46		11640	1000 420100	212	101000
	481509 04/30/26	RING TERMINAL	8.49		11640	1000 420100	212	101000
76699		4567 NORTHERN MONTANA TEXTILE	27.68					
	68898 04/28/26	MATS & TOWELS	14.77			2525 430252	350	101000
	68898 04/28/26	MATS CITY OFFICE	12.91*			1000 411200	220	101000
76700		000033 CARQUEST AUTO PARTS	142.24					
	646649 04/30/26	BATTERY - SILVER (JR)	157.99			2525 430252	232	101000
	646649 04/30/26	CORE RETURN (JR)	-22.00			2525 430252	232	101000
	646656 04/30/26	3/8" HEX SKT 4 MM	6.25			2525 430252	212	101000
76701		000035 D & G SPORTS	114.90					
	201767 04/25/26	CARHART - TOREY	64.95			2525 430252	226	101000
	201767 04/25/26	CARHART - TOREY	49.95			2525 430252	226	101000
76702		6862 LOREN BUTTARS	13.16					
	04/30/26	REFUND WATER DEPOSIT	13.16			5210 214100		101000
76703		6861 ELIZABETH PAGE	16.56					
	04/30/26	REFUND WATER DEPOSIT	16.56			5210 214100		101000
76704		000044 MARKLE'S INC	1,192.23					
	784686 04/30/26	PAINT BRUSH FOAM 3" W	7.16			1000 460430	234	101000
	784686 04/30/26	CONCRETE MIX 60# QUIKRETE	31.96			1000 460430	220	101000
	784685 04/30/26	BALAST BYPAS 32W DL 48"L	99.99			1000 430900	212	101000
	784685 04/30/26	SMARTFLO MAX 100 FT HOSE	54.99			1000 430900	212	101000
	784685 04/30/26	CMPT UTLTY KNFE W/BL STG	16.99			1000 430900	212	101000
	784685 04/30/26	GLOVE LTHR PLM PIGSKIN L	13.99			1000 430900	208	101000
	784685 04/30/26	ACE SHVL RNDPT LONG-HND	19.99			1000 430900	212	101000
	784685 04/30/26	HOSE NOZLE METAL SLV	8.99			1000 430900	212	101000
	784685 04/30/26	NOZZLE TWIST 4" BRASS	9.99			1000 430900	240	101000
	784685 04/30/26	6 PK 1 GAL MIX	24.00			1000 430900	220	101000
	784685 04/30/26	LINE TRIMR .095 PROF 200'	22.99			1000 430900	220	101000
	784685 04/30/26	WNDW & DR SEALANT 10.10Z	15.99			1000 430900	240	101000

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	784685	04/30/26 COUPLER GRSGUN 1/8" FNPT	5.99			1000 430900	240	101000
	784685	04/30/26 WD40 SMART STRAW 8OZ	7.99			1000 430900	220	101000
	784685	04/30/26 CLOTH PLUMBER 1.5"X2YD	4.59			1000 430900	240	101000
	784685	04/30/26 PRIMER/CEMENT HANDY PACK	13.99			1000 430900	240	101000
	784685	04/30/26 PIPE SCH40 3/4"X10' P END	7.59			1000 430900	240	101000
	784685	04/30/26 PIPE PVC DWV 1.25"X10'	14.99			1000 430900	240	101000
	784685	04/30/26 PIPE SCH40 1"X10' P END	9.59			1000 430900	240	101000
	784685	04/30/26 REPAIR COUPLING 1-1/4"	14.99			1000 430900	240	101000
	784685	04/30/26 REPAIR COUPLING 2" WHT	22.99			1000 430900	240	101000
	784685	04/30/26 REPAIR COUPLING 1-1/2"	15.99			1000 430900	240	101000
	784685	04/30/26 COUPLE 1/2" SXS SCH 40	1.39			1000 430900	240	101000
	784685	04/30/26 ELBOW90 3/4" SLXFPT SCH 40	2.39			1000 430900	240	101000
	784685	04/30/26 COUPLE 1/2" SXS SCH40	4.17			1000 430900	240	101000
	784685	04/30/26 COUPLE 1" SXS SCH 40	1.59			1000 430900	240	101000
	784685	04/30/26 COUPLE 3/4" SXS SCH40	0.99			1000 430900	240	101000
	784685	04/30/26 COUPLE 1.5" SXS SCH40	1.99			1000 430900	240	101000
	784685	04/30/26 COUPLE 1.25" SXS SCH40	1.79			1000 430900	240	101000
	784685	04/30/26 ELBOW90 3/4" SLXFPT SCH40	2.39			1000 430900	240	101000
	784685	04/30/26 COUPLE 1.25" SXS SCH40	1.79			1000 430900	240	101000
	784685	04/30/26 COUPLE 1.5" SXS SCH40	1.99			1000 430900	240	101000
	784685	04/30/26 COUPLE 3/4" SXS SCH40	1.98			1000 430900	240	101000
	784685	04/30/26 COUPLE 1" SXS SCH40	1.59			1000 430900	240	101000
	784685	04/30/26 COUPLE 3/4" SXS SCH40	0.99			1000 430900	240	101000
	784685	04/30/26 COUPLE 1" SXS SCH40	3.18			1000 430900	240	101000
	784685	04/30/26 PIPE S 40 PVC 1-1/2"X10'	14.99			1000 430900	240	101000
	784685	04/30/26 PIPE PVC SCH40 2"X10'	18.99			1000 430900	240	101000
	784685	04/30/26 COUPLE 1.5" SXS SCH40	1.99			1000 430900	240	101000
	784685	04/30/26 COUPLE 2" SXS SCH40	2.79			1000 430900	240	101000
	784685	04/30/26 KNEE PAD BLK/WH PAIR	28.99			1000 430900	208	101000
	784685	04/30/26 RECIP SAW KIT 20V MAX	289.99			1000 430900	212	101000
	784685	04/30/26 RCPRCTNG SAW BLD 18TPI	16.99			1000 430900	212	101000
	784685	04/30/26 REPAIR COUPLING 2" WHT	22.99			1000 430900	240	101000
	784685	04/30/26 COUPLE 2" SXS SCH40	5.58			1000 430900	240	101000
	784685	04/30/26 PIPE PVC SCH40 2"X10'	18.99			1000 430900	240	101000
	784685	04/30/26 TEE 2" SXSXS SCH40	6.99			1000 430900	240	101000
	784685	04/30/26 BUSHING 40PVC2"SPIG1"FPT	4.99			1000 430900	240	101000
	784685	04/30/26 BUSHING PVC40 1MPT3/4FPT	3.99			1000 430900	240	101000
	784685	04/30/26 COUPLE 2" SXS SCH40	5.58			1000 430900	240	101000
	784685	04/30/26 CEMENT RAIN-R-SHINE 4OZ	8.99			1000 430900	240	101000
	784685	04/30/26 CLEVIS GRB HOOK FS 5/16"	9.59			1000 430900	212	101000
	784687	04/30/26 GLV GRAIN COW INSLATE M	25.99			5310 430630	208	101000
	784687	04/30/26 DSHWSHNG LQD ORNG 30.8OZ	6.99			5310 430630	220	101000
	784687	04/30/26 DSP GLOVE NIT LG BLK PF	39.98			5310 430630	208	101000
	784687	04/30/26 CLOROX BLEACH REG 43OZ	13.98			5310 430630	220	101000
	784687	04/30/26 O-RING 2-3/16X2X3/32	1.98			5310 430630	220	101000

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	784687	04/30/26 ROUND BASE MAGNET15"PULL	4.99			5310 430630	220	101000
	784687	04/30/26 CONTRACTOR BAG 55G 15PK	16.99			5310 430630	220	101000
	784687	04/30/26 RUBY MONKEY MAGNETS	9.99			5310 430630	220	101000
	784687	04/30/26 MLW MAG NUT DR SET 4PC	17.99			5210 430540	212	101000
	784687	04/30/26 BUILDERS/HARDWARE	5.50			5310 430630	220	101000
	784687	04/30/26 CORNER BRACE 1"X3/4"ZN	1.98			5310 430630	220	101000
	784687	04/30/26 DUR BATT LTHM 2032 4PK	13.99			5310 430630	220	101000
	784688	04/30/26 SHOVL SQR-PT LONG HND47"	13.99			2525 430252	212	101000
	784688	04/30/26 MINERAL SPIRITS QT	8.99			2525 430252	234	101000
	784688	04/30/26 ACE UTILITY GLOVE XL	13.99			2525 430252	208	101000
	784688	04/30/26 DIAB RECIP 6" 8/14T 5PK	18.99			2525 430252	220	101000
	784688	04/30/26 ACE GLOVE LATEX COATD XL	6.59			2525 430252	208	101000
	784688	04/30/26 SOCKET ADAPTER 3/8X1/4"	4.99			2525 430252	212	101000
	784688	04/30/26 EPOXY CLR CRD 0.84OZ 1PK	6.99			2525 430252	220	101000
	784688	04/30/26 LAWN & LEAF BAG DRAW 40PK	15.99			2525 430252	220	101000
	784688	04/30/26 BAIT ANT MAXATTRAX 4CT	4.99			2525 430252	220	101000
76705		3239 SAND ELECTRIC	128.70					
	39391	04/23/26 IMC 1 1/2" RIGID CONDUIT	128.70			5310 430630	350	101000
76706		000036 W O W	236.39					
	10449400	04/28/26 COPIER SERVICE AGREEMENT	59.56*			1000 411200	350	101000
	10449410	04/28/26 COPIER SERVICE AGREEMENT	95.50			2220 460100	398	101000
	10449409	04/28/26 COPIER SERVICE AGREEMENT	50.00		29204	1000 460440	320	101000
	10449409	04/28/26 COPIER OVERAGES	31.33		29204	1000 460440	320	101000
76707		4393 BIG VALLEY WATER	14.00					
	190201	04/30/26 2 - 5 GALS WATER	14.00			2220 460100	398	101000
76708	E	593 MASTERCARD	5,649.35					
	VISA ENDING 2698							
	04/15/26	CAPE AIR	98.00		26570	1000 410360	375	101000
	04/16/26	AMAZON	55.39*			1000 460440	224	101000
	04/16/26	TRAFFIC SAFETY STORE	4,151.72			1000 460440	930	101000
	04/16/26	POOL SHOP	209.00			1000 460440	930	101000
	04/16/26	OFFICE DEPOT	9.96		26572	1000 410360	210	101000
	04/16/26	OFFICE DEPOT	25.98		26572	1000 410360	210	101000
	04/16/26	OFFICE DEPOT	16.89		26572	1000 410360	210	101000
	04/16/26	OFFICE DEPOT	133.95		26572	1000 410360	210	101000
	04/19/26	ADOBE	19.99			1000 411200	210	101000
	04/19/26	CONOCO	82.80		265571	1000 410360	375	101000
	04/19/26	BILLINGS HOTEL & CONV CENTER	511.20		265571	1000 410360	375	101000
	04/23/26	CONOCO	103.54		265571	1000 410360	375	101000
	04/23/26	APPLE.COM/BILL	0.99*			1000 460440	220	101000
	05/03/26	JAKES PLACE	35.25*			1000 411200	375	101000

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	05/03/26	DIRECT TV	179.99			1000 460440	330	101000
	05/04/26	TACO SHACK	14.70			1000 460440	375	101000
76709		5954 SIGN PRODUCTS, INC.	4,829.53					
	88601 04/28/26	BADGER TO DIG HOLES & 1 SIGN	4,829.53			7015 411805	350	101000
76710		6815 VALLEY BUILDERS	42.50					
	19012 04/30/29	16'7" COLORED TIN	25.00		29203	1000 460440	240	101000
	19012 04/30/26	10 X 1" BRITE WHITE	17.50		29203	1000 460440	240	101000
76711		1464 KLTZ 1240 AM	100.00					
	26040347 04/30/26	OPPORTUNITY KNOCKS - JOB AD	60.00*		29205	1000 460440	337	101000
	26040346 04/30/26	ADMINISTRATIVE PROF AD	40.00*		29205	1000 460440	337	101000
76712		456 MONTANA LEGISLATIVE SERVICES	700.00					
2025		MONTANA CODE -- FULL SET - 2						
	40928 03/18/26	2025 MONT. CODE-FULL SET 2	350.00			1000 411200	265	101000
	40928 03/18/26	2025 MONT. CODE-FULL SET 2	350.00			5210 430510	265	101000
# of Claims			27	Total:				30,616.37
Total Electronic Claims			5,649.35	Total Non-Electronic Claims				24967.02

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	23,511.45
2220 CITY COUNTY LIBRARY	
101000 Cash - Operating	109.50
2525 STREET MAINTENANCE	
101000 Cash - Operating	403.42
2880 COAL SEVERANCE TAX	
101000 Cash - Operating	149.63
5210 WATER UTILITY	
101000 Cash - Operating	863.46
5310 SEWER UTILITY	
101000 Cash - Operating	434.38
7015 TOURISM BUSINESS IMPROVEMENT DISTRICT	
101000 Cash - Operating	4,829.53
7100 CRIME VICTIMS-HB 257	
101000 Cash - Operating	132.00
7458 COURT INFORMATION TECHNOLOGY	
101000 Cash - Operating	95.00
7467 CRIMINAL CONVICTION SURCHARGE	
101000 Cash - Operating	88.00
Total:	30,616.37

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76713		3792 MT DEQ/WWOC	100.00					
	5R2601165	05/01/26 WATER RENEWEL FEE - ADAM	30.00			5210 430540	335	101000
	5R2601077	05/01/26 WATER RENEWAL FEE - SYNAN	30.00			5210 430540	335	101000
	5R2601077R	05/01/26 WW RENEWAL FEE - SYNAN	40.00			5310 430640	335	101000
76714		6624 DIS TECHNOLOGIES	1,425.00					
	18723	05/05/26 IT SERVICES	203.60*			1000 411200	213	101000
	18723	05/05/26 IT SERVICES	305.34			1000 411400	213	101000
	18723	05/05/26 IT SERVICES	203.56			1000 460440	213	101000
	18723	05/05/26 IT SERVICES	203.56*			2525 410510	213	101000
	18723	05/05/26 IT SERVICES	305.34			5210 430540	213	101000
	18723	05/05/26 IT SERVICES	203.60			5310 430670	213	101000
76715		000091 ENERGY LABORATORIES, INC.	110.00					
	782860	05/07/26 WATER TESTING	55.00			5210 430540	329	101000
	783738	05/12/26 WATER TESTING	55.00			5210 430540	329	101000
76716		4516 INTERSTATE BATTERIES OF BILLINGS	146.95					
	75119535	05/04/26 31P-MHD	146.95			5310 430630	232	101000
76717		000254 MIDLAND IMPLEMENT	103.78					
	338818001	05/08/26 RAINBIRD 10" ROUND VALVE BO	40.50			1000 430900	240	101000
	338818001	05/08/26 RAINBIRD 10" ROUND LID ONLY	21.32			1000 430900	240	101000
	338818001	05/08/26 FREIGHT	41.96			1000 430900	310	101000
76718		E 000026 MDU	4,002.93					
	05/04/26	10 LASAR DR 654 6821000-3	192.45*			5210 430550	344	101000
	05/04/26	NS FIRE STATION 7446821000-5	80.98			1000 420400	344	101000
	05/04/26	CEMETERY SHOP 3186821000-1	70.01			1000 430900	344	101000
	05/04/26	CITY PUMP HOUSE 4067821000-2	100.94			5310 430630	344	101000
	05/04/26	FIRE DEPT 4336731000-0	210.29			1000 420400	344	101000
	05/04/26	SCREEN BUILDING 8588831000-1	205.30			5310 430640	344	101000
	05/04/26	UV BUILDING 9588831000-0	128.83			5310 430640	344	101000
	05/04/26	GENERATOR WTP 9777821000-1	1,013.38*			5210 430540	344	101000
	05/04/26	CIVIC CENTER 2367918888-0 50%	568.74			2525 430252	344	101000
	05/04/26	CIVIC CENTER 2367918888-0 50%	568.73*			1000 411200	344	101000
	05/04/26	FACILITIESMAINTPD 3456407873-0	284.81*			1000 420120	344	101000
	05/04/26	MAINT MRF 6492747231-2	304.70*			1000 420120	344	101000
	05/04/26	MECHANICAL BLDG 4300866209-0	76.81			1000 460445	344	101000
	05/04/26	SWIM POOL 9497993407-5	35.07			1000 460445	344	101000
	05/04/26	LIBRARY 3377821000-6	106.20			2220 460100	344	101000
	05/04/26	PD GENERATOR 2722733542-2	55.69*			1000 420120	344	101000

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Claim Approval List
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For doc #s from 76713 to 76736, OPPORTUNITY BANK
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
76719		780 MONTANA MAGISTRATES ASSOCIATION	300.00					
		FOR FISCAL YEAR 7/1/26-6/30/27						
		05/04/26 ANNUAL DUES FOR TASHA MIX	300.00		26573	1000 410360	339	101000
76720		4567 NORTHERN MONTANA TEXTILE	94.44					
		69243 05/05/26 MAT 4x8 SLATE	34.62		11645	1000 420100	350	101000
		69570 05/12/26 MATS & TOWELS	43.70			2525 430252	350	101000
		69570 05/12/26 MAT CITY OFFICE	16.12*			1000 411200	220	101000
76721		000191 NORTHWEST PIPE FITTINGS, INC.	1,602.02					
		7594865 05/04/26 26T SCREW TUYPE TOP ONLY	183.02			5210 430550	251	101000
		7594865 05/04/26 5 1/4" HD DROP LID MARKED WAT	63.12			5210 430550	251	101000
		7579265 05/04/26 3/4 PROCODER METER GAL	1,355.88			5210 430550	252	101000
76722		E 000080 NORVAL ELECTRIC CO-OP	281.34					
		05/05/26 402 MILK RIVER DRIVE	41.02			7015 411805	350	101000
		05/05/26 5 WHATLEY LN	240.32*			5210 430530	349	101000
76723		000094 PROBST CLEANING SERVICE, INC.	325.00					
		891 05/01/26 MONTHLY CLEANING SERVICES	325.00		11641	1000 420100	350	101000
76724		5136 B&B PUMPING	250.00					
		2413 05/06/26 PUMP OUT POOL	250.00*			1000 460440	350	101000
76725		5603 JOSH AMES	173.00					
		05/11/26 SPECIAL OLYMPICS BILLINGS	173.00		11653	1000 420100	375	101000
76726		2943 PRIORITY COMMUNICATIONS INC	306.00					
		18980 04/13/26 LABOR	135.00		11652	1000 420100	220	101000
		18980 04/13/26 RADIO & EQUIPMENT SALES	12.00		11652	1000 420100	220	101000
		18982 04/14/26 LABOR	135.00		11652	1000 420100	220	101000
		18972 04/16/26 RADIO & EQUIPMENT SALES	24.00		11652	1000 420100	220	101000
76727		6851 SALT LAKE WHOLESALE SPORTS	502.04					
		109971 05/04/26 75 GR TOTAL METAL JACKET	502.04		11647	1000 420100	227	101000
76728		6864 SPENCER ELECTRIC	357.50					
		16854 05/04/26 REPAIR GENERATOR	270.00			1000 420100	220	101000
		16854 05/04/26 MILEAGE	87.50			1000 420100	220	101000

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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
76729		814 USA BLUEBOOK	2,011.62					
	1043086	05/11/26 STANDARD PH KIT	1,994.05			5210 430540	229	101000
	1043086	05/11/26 FREIGHT	17.57			5210 430540	310	101000
76730		6112 WATER & ENVIROMENTAL UTILITY RATE STUDY	18,750.00					
	17160	05/11/26 PROFESSIONAL SERVICES 4/1-4/30	4,687.50			5210 430540	350	101000
	17160	05/11/26 PROFESSIONAL SERVICES 4/1-4/30	4,687.50			5210 430550	350	101000
	17160	05/11/26 PROFESSIONAL SERVICES 4/1-4/30	4,687.50			5310 430630	350	101000
	17160	05/11/26 PROFESSIONAL SERVICES 4/1-4/30	4,687.50			5310 430640	350	101000
76731		000044 MARKLE'S INC	236.68					
	785009	05/02/26 TOILET TANK REPR	17.99		11642	1000 420100	212	101000
	785106	05/04/26 LATCH STORAGE BOX	17.99*			2220 460100	220	101000
	785687	05/09/26 MILKHOUSE HEATER	36.99			1000 420400	220	101000
	785119	05/04/26 AAA BATTERIES	19.99			1000 411200	210	101000
	785119	05/04/26 PPR TWLS	13.99			1000 411200	210	101000
	785119	05/04/26 FABRIC RFRSHR	8.59			1000 411200	210	101000
	785269	05/05/26 JACK ADAPTER 3.5MM-1/4	3.59		29207	1000 460440	207	101000
	785269	05/05/26 CBLE ADPTER 3.5MM-RCA 6'	8.59		29207	1000 460440	207	101000
	785269	05/05/26 ADAPTR 3.5 MM TO 2-RCA 6"	4.99		29207	1000 460440	207	101000
	785276	05/05/26 CABLE 3.5 MM PLG-PLG 25'	11.99		29207	1000 460440	207	101000
	78531	05/06/26 WOOD SCREWS 39 2-3/4"L	64.99		29207	1000 460440	207	101000
	785402	05/06/26 MAGNETIC TAPE	26.99		29207	1000 460440	207	101000
76732	E	593 MASTERCARD	8,804.70					
	VISA ENDING 2789							
	04/06/26	DIAMOND TOOL STORE	412.54		11651	1000 420100	212	101000
	04/07/26	USPS	7.95		11651	1000 420100	310	101000
	04/07/26	AMAZON	19.81		11651	1000 420100	210	101000
	04/07/26	GALLS	130.64		11651	1000 420100	208	101000
	04/07/26	ALBERTSONS	527.04		11651	1000 420100	220	101000
	04/08/26	LEVATA	231.99		11651	1000 420100	330	101000
	04/09/26	AMAZON	1,019.00		11651	1000 420100	358	101000
	04/09/26	KILO ARMS	300.00		11651	1000 420100	390	101000
	04/10/26	BUILDING HOPE TODAY	255.93		11651	2812 420145	375	101000
	04/10/26	JUSTICE CLEARINGHOUSE	129.00		11651	2812 420145	375	101000
	04/10/26	JUSTICE CLEARINGHOUSE	129.00		11651	2812 420145	375	101000
	04/13/26	DELL	3,468.06		11651	1000 420100	213	101000
	04/13/26	USPS	20.70		11651	1000 420100	310	101000
	04/19/26	EZZIES	73.50		11651	1000 420100	231	101000
	04/19/26	ALBERTSONS	50.97		11651	1000 420100	370	101000
	04/20/26	EBERLESTOCK	203.00		11651	1000 420100	220	101000
	04/22/26	USPS	20.70		11651	1000 420100	310	101000

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For doc #s from 76713 to 76736, OPPORTUNITY BANK
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	04/22/26	COWSAR	399.99		11651	1000 420100	220	101000
	04/18/26	HILTON	-179.41		11651	1000 420100	375	101000
	04/23/26	CONOCO	93.35		11651	1000 420100	231	101000
	04/24/26	CENEX	91.23		11651	1000 420100	231	101000
	04/27/26	EBAY	85.68		11651	1000 420100	220	101000
	04/26/26	CENEX	77.00		11651	1000 420100	231	101000
	04/27/26	AMAZON	206.87		11651	1000 420100	210	101000
	04/29/26	HAMPTON INNS	323.91		11651	1000 420100	375	101000
	04/29/26	HAMPTON INNS	217.19		11651	1000 420100	375	101000
	05/02/26	SIRIUS XM	25.99		11651	1000 420100	330	101000
	05/01/26	EBAY	75.00		11651	1000 420100	232	101000
	05/01/26	EXXON	66.99		11651	1000 420100	231	101000
	05/01/26	CONOCO	66.48		11651	1000 420100	231	101000
	05/03/26	CONOCO	70.97		11651	1000 420100	231	101000
	05/03/26	EXXON	68.81		11651	1000 420100	231	101000
	05/04/26	USPS	18.93		11651	1000 420100	310	101000
	05/07/26	AMAZON	95.89		11651	1000 420100	210	101000
76733		000010 GLASGOW COURIER	96.00					
	2026-1168	05/06/26 LEGAL NOTICE - REPAVING SUL	96.00*			1000 460440	337	101000
76734		000033 CARQUEST AUTO PARTS	449.05					
	646846	05/04/26 AIR SPRING	202.82			1000 411400	232	101000
	646846	05/04/26 5W 30 OIL	12.09			1000 411400	232	101000
	646846	05/04/26 5W30 OIL	5.04			1000 411400	232	101000
	646846	05/04/26 CFI 8522 OIL FILTER	4.00			1000 411400	232	101000
	647129	05/07/26 GLASS CLEANER	65.88			2525 430252	210	101000
	647311	05/11/26 SIDE VIEW MIRROR	143.23			5310 430630	232	101000
	647311	05/11/26 SHIPPING	11.99			5310 430630	310	101000
	647323	05/11/26 OIL FILTER-JR	4.00			2525 430252	232	101000
76735		4503 DIAGNOSTIC PEST SOLUTIONS	184.75					
	60637	05/12/26 PEST CONTROL	41.25			2394 411405	350	101000
	60637	05/12/26 PEST CONTROL	41.25*			1000 460440	350	101000
	60637	05/12/26 PEST CONTROL	47.25*			1000 411200	350	101000
	60638	05/12/26 PEST CONTROL	55.00*			1000 420400	350	101000
76736		3566 MONTANA TECHNICAL SOLUTIONS	55.00					
	61322	05/13/26 1 HR TIME USED IN APRIL	55.00			2880 460190	213	101000
# of Claims			24	Total:		40,667.80		
Total Electronic Claims			13,088.97	Total Non-Electronic Claims		27578.83		

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Fund Summary for Claims
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Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	13,740.56
2220 CITY COUNTY LIBRARY	
101000 Cash - Operating	124.19
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	41.25
2525 STREET MAINTENANCE	
101000 Cash - Operating	885.88
2812 Victim Assistant Program	
101000 Cash - Operating	513.93
2880 COAL SEVERANCE TAX	
101000 Cash - Operating	55.00
5210 WATER UTILITY	
101000 Cash - Operating	14,910.13
5310 SEWER UTILITY	
101000 Cash - Operating	10,355.84
7015 TOURISM BUSINESS IMPROVEMENT DISTRICT	
101000 Cash - Operating	41.02
Total:	40,667.80

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For doc #s from VC4341 to VC4343, OPPORTUNITY BANK - O&M - Valley Court
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
VC4341		4503 DIAGNOSTIC PEST SOLUTIONS	41.25					
	60637	05/12/26 PEST CONTROL	41.25			5810 470001	350	101060
VC4342		000225 VALLEY COUNTY TREASURER	2,736.38					
	05/01/26	PROPERTY TAXES MOSQUITO	42.50*			5810 470001	540	101060
	05/01/26	PROPERTY TAXES REFUSE DIS	616.25*			5810 470001	540	101060
	05/01/26	PROPERTY TAXES SOLID WAST	1,031.52*			5810 470001	540	101060
	05/01/26	PROPERTY TAXES LIGHTS	4.58*			5810 470001	540	101060
	05/01/26	PROPERTY TAXES STREETS	1,030.62*			5810 470001	540	101060
	05/01/26	PROPERTY TAXES STREETS	10.91*			5810 470001	540	101060
VC4343		4738 LEE RIDDICK PLUMBING & HEATING	8,744.00					
	21279	05/01/26 REPLUMB H2O FEEDS W/ SHUTOFF	8,744.00			5810 470001	350	101060
		# of Claims	3	Total:				11,521.63

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Fund/Account	Amount
5810 Valley Court Apartments	
101060 FCB - Operations and Maintenance Valley	11,521.63
Total:	11,521.63

REGULAR COUNCIL MEETING ----- MAY 4, 2026

The Regular Council Meeting was called to order at 5:00 p.m. by Mayor Karst. The following Council members were present: Ozark, Schindler, Brabeck, and Austin. Council member Heitman attended via Mayor Karst's cell phone. Council member Koski attended via Google Meets at 5:30 p.m. Captain Edwards, Officers Moon and Ames, Street Foreman Runningen, Water/Wastewater Supervisor Morehouse, and Police Administrative Assistant Renee Jones. Smiley Johnson, Michelle Eliason, Mike Eliason, Matt Eliason, Cindy Bishop, Ann Frost, Matt and Lisa Baxter, Casey Edwards, Emery Brelje, Candy Lagerquist, Georgie Kulczyk, and John Bach from Interstate Engineering were also in attendance. City Attorney O'Brien, Police Department Grant Writer Ryan, City Grant Writer Byers, and City Clerk Amundson attended via Google Meets. The media was represented by Skylar Baker-Jordan from the Glasgow Courier.

Mayor Karst led the Pledge of Allegiance.

Public Comment on any Agenda Item: NONE

Council member Brabeck made a motion approving the consent agenda including the payment of claims for May 4, 2026 in the amount of \$725,737.97, the Valley Court Apartment claims in the amount of \$1,386.78, and the minutes of the April 20, 2026 Regular Council Meeting. The motion was seconded by Council member Austin, and carried unanimously.

Council member Ozark opened the two (2) bids received for the city's repurchase agreement from June 1, 2026 to May 31, 2027. The first bid was from Independence Bank and are willing to offer a savings account rate that coincides with the Montana Board of Investment STIP average rate. The STIP rate for the month of March was 3.85% APY and interest would accrue daily and be paid monthly. Non minimum balance would be required on the checking account and fees would be waived. The second bid was received from Opportunity Bank. The proposed interest rate is based on the Fed Funds target rate that is reviewed and updated daily. The rate as of May 1, 2026 is 3.50%, 3.56 APY. Council member Ozark made a motion to take the bids under advisement. The motion was seconded by Council member Austin, and carried unanimously. The recommendation will be given at the May 18, 2026 Council meeting.

Captain Edwards explained that he had Renee look into different IT companies for the police department because their current IT provider has decided to pursue a different path. The police department has been without an IT person for about a month and a half and Renee has been doing the IT work in the interim, but won't be able to continue it on a long-term basis. They looked into three (3) different options. The first is the company the city uses, the second is the one the county uses, and the third was an individual, Travis Young. Renee explained the biggest thing that needs to be implemented is redundancy in their computer system. She said both companies will be doing mostly remote work, but the one company comes to Glasgow once a month. The company that comes to town once a month and works with the county is familiar with the police department's computers. This company is more expensive, but she has worked with them previously. The company the city uses only does remote work. The company the county works with cost will be around \$12,996.00 a year, but this amount could fluctuate depending on how much Renee can do "in-house". DIS does their contract differently, the police department would purchase a block of 40 hours at a time and if they used up the hours, they would have to buy another block. All of their case files need to be stored in the cloud, off-site, in case of a disaster, they would still have access to those. Captain Edwards told the council the difference between the two larger companies and the individual they talked to from Glasgow, have their own cloud-based company, so it brings the cost down. The individual wouldn't be able to provide a cloud-based system, because their cost would be expensive. Council member Ozark asked Renee what her recommendation would be. She said her recommendation would be the company that works with the county because they are familiar with the VPN and know how to work the MDT's. Council member Austin asked how long would it take the company to bring the police department's computer system into compliance. Renee said it could be completed by the end of the month. Council member Ozark moved to approve the contract with Proactive Managed IT Services for the Glasgow Police Department. The motion was seconded by Council member Schindler, and carried unanimously.

Captain Edwards said with the VR Training System he is just asking for their input, since they have been awarded a grant in the amount of \$80,000.00. The three (3) companies that offer this system are Street Smarts, Operator XR, and Milo. The biggest difference between them is that the Milo system is veered more towards de-escalation since they haven't been around as long as the other two (2) companies. The price for the Street Smart system is \$80,000.00 and for Operator XR is \$59,860.00, which would leave additional grant funds to have more updates with software and backups. The police department is leaning towards the Operator system, they will be coming to Glasgow and bringing equipment for them to test out. Grant Writer Ryan explained that there is flexibility in this budget, but will also be getting approval from the Montana Board of Crime Control before the final purchase of the equipment. Council member Ozark mentioned it's noted that other regional agencies would also train using this system, and wanted to know if they would be charged. Captain Edwards said probably not since it's grant funded and the other regional agency would be the SRT. Council member Austin suggested moving forward with the Operator XR system, so there is extra money remaining for the betterment of the department.

Council member Ozark made a motion appointing Zak Peterson to fill the remaining term of Brian Bureson on the Housing Authority Board until August 20, 2026. The motion was seconded by Council member Heitman, and carried unanimously.

Council member Austin made a motion to approve the recommendation from the council work session to pay \$900.00 towards MMIA health insurance premium for fiscal year 2026-2027. The motion was seconded by Council member Brabeck, and carried unanimously.

Captain Edwards explained how the police hiring incentive works. It's for newly hired officers who would receive \$2,000.00 after they are hired, then another \$2,000.00 following the one-year probationary period. The other incentive is for officers who want to transfer to our police department. They would receive \$3,000.00 upon hire, and the other \$3,000.00 following the one-year probationary period. He said initially it didn't seem to have an affect with hiring, but recently it has made a difference and the city is more competitive. The cost savings to the police department is not having to send a new officer to the academy if they transfer into the department. Council member Schindler made a motion to continue the police hiring incentive for another year effective June 18, 2026. The motion was seconded by Council member Heitman, and carried unanimously.

Mayor Karst told the council that he had some feedback on the recommendation for the starting wage of \$30.11 for the mechanic position. The concern was that a newly hired mechanic would be making more money than the supervisor. Mayor Karst asked Street Foreman Runningen if their union representative wanted to weigh in on this discussion item. Street Foreman Runningen said not at tonight's meeting, but he could at a wage compensation meeting or a different meeting. He said if the council was going to take this under consideration, there are employees who have been with the city for 33 years, himself at 22 years, and others in his department who have been with us for 10 years and then bring a new hire in at \$30.11, it will bring moral down in his department. Council member Ozark asked Street Foreman Runningen his suggestion on the starting wage. He believes the new employee should start at the regular rate and then work their way up like the rest of the employees have. Council member Ozark made a motion suggesting this agenda item be tabled and discuss it further, he has a couple of ideas. The motion was seconded by Council member Austin, and carried unanimously.

Mayor Karst said that it has been recommended by the city's legal council to table moving the police department's cell phones back to Nemont, as she is waiting for further information from T-mobile. Council member Ozark moved to table this agenda item. The motion was seconded by Council member Austin, and carried unanimously.

Unfinished Business – Levee Safety Committee Report – Mayor Karst told the council that they have been dealing with beavers that have been building dams along the levee. They have been working with the Corps and Fish & Game to come up with a plan to remove them. Street Foreman Runningen said that there is a pile of dirt that needs to be removed off of the levee before the next inspection. Mayor Karst thought the next inspection will be in September or October of this year.

Committee Reports: There was no report for Personnel, Cemetery, or Ordinance. Water/Wastewater Supervisor Morehouse said that his department has been trying to keep up with the power outages, working on DEQ reporting, and collecting samples. Mayor Karst mentioned City Clerk Amundson, City Attorney Pekovitch, Water/Wastewater Supervisor Morehouse and himself met with WWC about the lead sampling that needs to be completed. Police Grant Writer Ryan said that she is conducting research and compliance at this time, she is compiling a listing of inventory for the VR grant, and working on fiscal year end reporting. City Grant Writer Byers talked about the AARP Grant that was submitted for the new website design and she should hear back from them in May. The Historic Preservation grant for the civic center is in the ranking phase. Mayor Karst said this grant is to refurbish the outside of the building. The city has been awarded a planning grant to update the Growth Policy and Downtown Revitalization Plan, but the amount will not cover the entire project, so she will be applying for additional funding. She will be submitting grant applications for new playground equipment.

Department Head Reports:

Street Foreman Runningen said street sweeping for the entire city is almost completed, the sprinkler project in Hoyt Park is moving forward and going well, they have gone through three (3) pallets of cold mix and Century should be delivering 60 tons of it in June.

Captain Edwards told the council that Dave Moon has completed the FTO process and is now able to cover shifts if needed. He emailed City Attorney Pekovitch a contract for her review to be able to have a Reserve Officer with a set number of designated shifts in a month. Officer Dick will be at a training later this month for three (3) weeks.

Mayor Karst mentioned summer help applications have been coming in, summer sign up registrations started this morning, the water has been turned on out at Sullivan Park, the concrete has been poured at the pool, and Jory, Justice, and Rod will be completing the pool operators testing on May 11th and 12th.

Public Comment: Ann Frost who lives in Saint Marie was in attendance on behalf of the Pullman family, the gentleman that was killed in the car crash. He has a wife and three (3) children and before he took a job in Glasgow, he was living in California, he brought his family along and they got to know the locals. They were warned by

locals to not speak out because there could be retaliation. She said that she has spoken out and had been retaliated against. She will continue to talk about it until Austin and his family have justice. She also has 30 years as an EMT firefighter and has worked with police departments before. This whole situation is horrible for everyone involved.

Council member Ozark made a motion to adjourn the meeting. The motion was seconded by Council member Austin, the meeting adjourned at 5:49 p.m.

ATTEST:

Stacey Amundson
City Clerk-Treasurer

Rod Karst
Mayor

INVITATION TO BID

Sealed bids will be received by the City Clerk, on behalf of the City Council of the City of Glasgow, Montana until **4:30 P.M. on JUNE 1, 2026**, with bid opening at **5:00 P.M. on JUNE 1, 2026** at the Regular Council Meeting, for furnishing the following products:

GASOLINE AND DIESEL FUEL, in accordance with the estimated quantities specified below, from July 1, 2026 through June 30, 2027.

UNLEADED GASOLINE: Approximately 12,000 gallons.

NO. 1 DIESEL FUEL: Approximately 5,000 gallons.

NO. 2 DIESEL FUEL: Approximately 5,000 gallons.

All bids shall be considered on the basis of the total bid price per gallon including applicable state and federal taxes and state and federal fees or surcharges. Bids shall be submitted on the Fuel Bid Proposal Form available at the Office of the City Clerk in the Glasgow Civic Center.

The City of Glasgow no longer has storage facilities on site. All bids will have to have fuel availability on a 24 hour basis with a cardtroll system or similar.

Envelopes containing bids shall be marked "**BIDS FOR GASOLINE AND DIESEL FUEL**", and shall be addressed to the City Council of the City of Glasgow, 319 Third Street South, Glasgow, Montana 59230.

Any bid submitted that reserves the right to pass onto the City future price increases in fuel over the term of the contract must also provide future price decreases for declining fuel prices. Such future price decreases shall be passed on to the City during the term of the contract.

Contract award for gasoline and diesel fuel will be made on the basis of the aggregate fuel costs in accordance with the total quantities specified for all of the above products. Separate contracts will not be awarded for the various fuel classifications.

The City Council of the City of Glasgow reserves the right to reject any or all bids, to waive any informalities, and to accept any bid that appears to be in the best interests of the City of Glasgow.

CITY OF GLASGOW

Stacey Amundson, CITY CLERK

PUBLISH MAY 20 AND MAY 27, 2026

JUNE 2026

GASOLINE AND DIESEL FUEL BID PROPOSAL FORM

**TO: Glasgow City Council
319 3rd Street South
Glasgow, MT 59230**

BIDDER: _____

TO BE DELIVERED AT BIDDER'S PUMPS IN GLASGOW, MONTANA

	<u>Rack Price</u>	<u>Add-On</u>	<u>Total/Gallon</u>
No. 1 Diesel Fuel (red)	\$ _____	\$ _____	\$ _____
No. 2 Diesel Fuel (red)	\$ _____	\$ _____	\$ _____
Unleaded Gasoline	\$ _____	\$ _____	\$ _____

By submitting this bid, bidder agrees to the following terms:

1. Prices listed are those in effect on the date of this bid. Successful bidder is required to vary prices based on market changes reflected in actual rack prices in effect on the dates when fuel is delivered (picked up by City). Upon request, successful bidder will provide City with copies of its records showing actual rack prices for each day fuel is picked up.
2. Bid will be awarded for a period of one year from July 1, 2026 through June 30, 2027.
3. Add-on includes all freight into Glasgow, any price supports received, applicable taxes, and dealer profit margin.
4. The only change allowed in the add-on portion of the price will be changes in the amount of State Tax. Bidder is required to include all increases and decreases in State Tax in effect on the dates when fuel is delivered (picked up by City).
5. Bidder is to provide sufficient pump cards for each City vehicle and/or account specified by the City.

DATE: _____

SIGNED BY: _____

TITLE: _____

ADVERTISEMENT FOR BIDS

The City of Glasgow will accept at the City Clerk's Office, separate and sealed bids for the collection and transportation of the residential and commercial wastes generated within the City of Glasgow's incorporated limits until 4:30 P.M. local time on June 1, 2026, at which time they will be opened and read aloud at the Regular Council Meeting at 5:00 p.m. The contract period will be for thirty-six (36) consecutive months.

The contract documents may be examined at the City of Glasgow's Clerk's Office in Glasgow, Montana. Copies of the contract documents may be obtained at the Office of the City Clerk, 319 Third Street South, Glasgow, MT, 59230 (406-228-2476) upon payment of \$15.00 per set. No refunds for returned documents will be made.

Bids shall be accompanied by a bid security meeting the requirements of the State of Montana in the amount of ten percent (10%) of the total annual bid. The successful bidder shall furnish and approved Performance Bond and Public Service Commission Hauling Permit as noted in the Instructions to Bidders. The contractor shall comply with all fair labor practices and must meet the requirements of State statues and Montana State Prevailing Wage Rates.

No bid shall be withdrawn for a period of 90 calendar days after the opening date. The City reserves the right to reject any or all bids and award the contract to the lowest, responsible bidder.

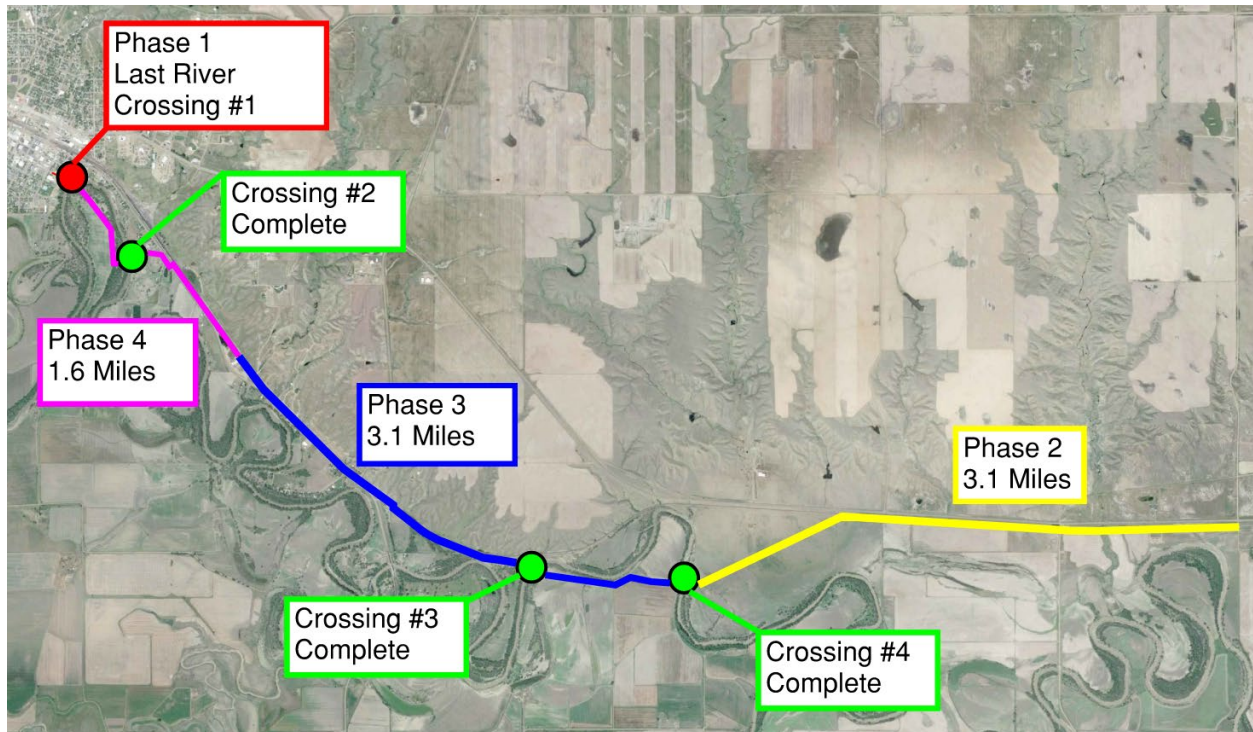
Dated May 18, 2026

City of Glasgow, Montana
Stacey Amundson
City Clerk-Treasurer

Publish: May 20, 2026
May 27, 2026

**ATTACHMENT A
SCOPE OF SERVICES****CITY OF GLASGOW
RAW WATER TRANSMISSION MAIN REPLACEMENT – CROSSING #1 AND
PHASE 2 REPLACEMENT SECTION
DESIGN, PERMITTING, AND CONSTRUCTION ADMINISTRATION****May 12, 2026**

Background. Morrison-Maierle has previously completed a preliminary engineering report (PER) for the City of Glasgow to determine the feasibility of replacing the existing raw water transmission main, which is the sole drinking water supply for the City of Glasgow. This PER recommended replacing the line in Phases, beginning with the river crossing sections and then replacing sections of the main between river crossings. Preceding projects have replaced three of the four river crossings in Phase 1. This project will replace the remaining Phase 1 river crossing, Crossing #1, and will replace the first section, Phase 2, of the transmission main between the MARCO vault and Crossing #4, approximately 3.1 miles of 20-inch pipeline. See the figure below.



Scope. The scope of work includes preparing two separate design and bidding packages: one for Crossing #1 and one for Phase 2. The scope of work is described in detail below and specifically includes the following:

Phase 1 – Crossing #1

- Task 100 – Project Management
- Task 101 – Permitting and Agency Coordination
- Task 102 – Survey

- Task 103 – Design Phase Services
- Task 104 – Bidding Phase Services
- Task 105 – Construction Phase Services
- Task 106 – Post Construction

It is noted that the Crossing #1 replacement is assumed to be a trenchless directional drill method similar to what was used on the previous three river crossing replacements. If an open-cut replacement is required per the Army Corps of Engineers permitting, additional project duration and engineering fees may be required to complete the design and construction of the replacement crossing.

Phase 2 – Replacement Section

- Task 200 – Project Management
- Task 201 – Permitting and Agency Coordination
- Task 202 – Survey
- Task 203 – Design Phase Services
- Task 204 – Bidding Phase Services
- Task 205 – Construction Phase Services
- Task 206 – Post Construction

The details of the project scope are broken down in the following Tasks. Where applicable, the phases listed above have been combined for both projects with similar tasks.

TASK 100 and 200 – PROJECT MANAGEMENT

Project Management. This task includes work related to executing any contract amendments or scope changes that may arise throughout the project. This task also includes project management, such as coordinating with the City on critical issues, review meetings, managing activities within task budgets, and monitoring project progress. Project activities will be monitored for potential changes, with an emphasis on anticipating changes whenever possible, and, with the City's approval, project tasks and approach will be modified to keep the overall project within budget and on schedule.

Funding Coordination / Support. This task includes providing project updates and documentation to the applicable funding agencies, anticipated to be USDA Rural Development (RD). Monthly funding agency coordination meeting attendance is also included (maximum of 12 meetings).

Invoicing. This task includes preparing monthly invoices for the work and submitting them to the City in a clear and concise format that illustrates progress to date and the budget status to date.

City Communication and Coordination. This task involves routinely updating and coordinating with City staff during the project. This communication will be through email and phone calls as needed.

City Council Updates. This task includes updating the City Council on project progress. Four updates are anticipated: during final design, after bids are received, and twice during construction. Updates will be virtual.

TASK 101 and 201 – PERMITTING AND AGENCY COORDINATION

This task includes work related to pursuing permits for the project. Several permits are assumed to be required for this project, based on previous Phase 1 work.

Phase 1 – Crossing #1

- 408 Permit (Army Corps of Engineers)
- Montana Department of Environmental Quality (MDEQ) Watermain Checklist

Phase 2 – 3.1 Miles of Pipeline

- BNSF Utility Permit
- Montana Department of Environmental Quality (MDEQ) Watermain Checklist

A consultant specializing in Army Corps of Engineers levee permitting will be subcontracted through Morrison-Maierle to assist with obtaining approval and permitting for the Phase 1, Crossing #1 replacement.

Effort for potential Valley County permitting is also included for both Phase 1, Crossing #1, and Phase 2. Some permits may require a fee that will be determined upon agency review. Payment of permit fees is not included in this statement of work.

Deliverables. All permit applications and final permit documentation.

TASK 102 and 202 – SURVEY

This task includes a topographical survey at the project sites that will be used for the preliminary design. The survey crew will establish horizontal and vertical control in the areas and gather topographic information as needed. A drone (where permitted) will be used to gather aerial information and tie ground points to the topographic survey. A bathymetric survey of Crossing #1 has already been completed and will be utilized for design and permitting.

TASK 103 and 203 – DESIGN PHASE SERVICES

Design work will include the following for both design packages:

- Kickoff meeting with City staff,
- Geotechnical survey and report (Phase 2 replacement)
- Preparing preliminary design specifications and drawings (30% and 60%)
- Design reviews with City at 60% complete (1),
- Design report,
- Construction cost estimate,
- DEQ and RD submittal, coordination, and follow-up,
- Submittal of 90% documents to City for final review,
- Preparing 100% final design specifications and drawings

Preliminary design documents will be submitted to City staff for review and comments. The drawings will be advanced to a 90 percent design, and then agency review drawings will be prepared and submitted to the applicable agencies.

A geotechnical investigation is included as part of the Phase 2 replacement design phase. The geotechnical consultant will be subcontracted through Morrison-Maierle. Five (5) geotechnical borings will be conducted along the pipeline alignment. The preliminary design will utilize information from the geotechnical investigation that will be detailed in a written report. Morrison Maierle will notify City Staff in advance of field boring work to allow the City to coordinate with the landowners.

An internal Morrison Maierle technical QA/QC review will be completed at various stages of the design phase. The applicable MDEQ permit application will also be completed and submitted with the design documents. Final drawings and specifications will be prepared, incorporating MDEQ and RD review comments, for project advertising and bidding.

Deliverables. Preliminary design review documents (60% and 90%), design report, MDEQ permit application and approval, RD approval, construction cost estimate, and final 100% drawings and specification documents.

TASK 104 and 204 – BIDDING PHASE SERVICES

Bidding of the project will be supported by Morrison-Maierle to meet City and State law for the procurement of services and equipment by municipalities. It is anticipated that a Design-Bid-Build project delivery approach will be utilized for both bid packages. Other project delivery options may require additional engineering fees.

Drawings and specifications, along with the contract documents, will be produced and advertised. Coordination with contractors and the City to address questions during the bidding period is anticipated. A pre-bid meeting, production of addenda, bid opening, and award recommendation will be provided. It is anticipated that separate bidding schedules will be conducted for the Crossing #1 replacement and for the Phase 2 Replacement Section, based on the timing of permit approvals.

Deliverables. Pre-bid meeting minutes, bid addenda (if any), bid tabulations, and bid recommendation.

TASK 105 and 205 – CONSTRUCTION PHASE SERVICES

This task includes work related to engineering services provided during the construction phase of both bid packages for the project.

- **Construction Phase Management.** Morrison-Maierle will provide contract administration for the construction project. The construction phase services include attendance at preconstruction meetings and construction progress meetings, preparation of change order documents, review and approval of contractor pay applications on a monthly basis, assistance with preparation of project closeout documents, and final completion forms. Weekly construction summary reports will be prepared and submitted to City staff.

- **Material Submittal and RFI Review and Responses.** Morrison-Maierle will review shop drawings and other submittals, provide responses, and review RFIs.
- **Construction Observation - Crossing #1.** For the purpose of this scope of service, it is assumed that the construction duration will be a maximum of **4 weeks**. **Construction observation by the Resident Project Representative will be on a full-time basis**, as required by the funding agencies, throughout the construction duration. Project engineer(s) will also provide one site visit per week. Construction observation will be provided to ensure the work is completed according to the plans and specifications. Daily logs will be prepared and submitted to the City. A total of 200 hours (4 weeks at 50 hours per week) has been budgeted for a Resident Project Representative (RPR) to be on-site during project construction.
- **Construction Observation – Phase 2.** For the purpose of this scope of service, it is assumed that the construction duration will be a maximum of **10 weeks**. **Construction observation by the Resident Project Representative will be on a full-time basis**, as required by the funding agencies, throughout the construction duration. Project engineer(s) will also provide one site visit per week. Construction observation will be provided to ensure the work is completed according to the plans and specifications. Daily logs will be prepared and submitted to the City. A total of 600 hours (10 weeks at 60 hours per week) has been budgeted for a Resident Project Representative (RPR) to be on-site during project construction.

TASK 106 and 206 – POST-CONSTRUCTION

This task includes work related to engineering services provided during the post-construction phase of the project for both Crossing #1 and Phase 2.

- **Operation and Maintenance Manual.** Morrison-Maierle will prepare an O&M manual for the applicable materials incorporated into the project.
- Record drawings will be prepared and delivered to the City based on field notes of changes to the drawings during construction. Record drawings will be 24-inch x 36-inch drawings, half-size drawings, and an electronic PDF version.
- Warranty and defective work will be monitored with the City and coordinated with the contractor as needed.
- Approximately one year following construction, Morrison-Maierle will conduct a one-year warranty inspection and provide a report to the City.

Deliverables. Record drawings, O&M manual, and warranty inspection report.

Schedule

The preliminary estimated project schedule is provided in the table below. The schedule is dependent on contract execution in May 2026 and timely review and approval by

regulatory and funding agencies. The schedule will be updated as needed during the project.

Estimated Project Schedule – Crossing #1	
<i>Project Task</i>	<i>Estimated Timeframe</i>
1. Contract Execution	May 2026
2. Preliminary Design	May-June 2026
3. City Review	June 2026
4. Army Corps of Engineers Permit Approval	June-July 2026 ¹
5. Final Design	July-August 2026
7. MDEQ and RD Submittal	August 2026
8. Advertising and Bidding	September-October 2026
9. Project Award	November 2026
10. Construction Contract Execution	December 2026
11. Construction	February-March 2027
12. Project Closeout	March 2027
13. One-Year Inspection and Certification	March 2028
¹ The remainder of this schedule is dependent on Army Corps of Engineers permit approval.	
Estimated Project Schedule – Phase 2 Replacement	
<i>Project Task</i>	<i>Estimated Timeframe</i>
1. Contract Execution	May 2026
2. Preliminary Design	June-July 2026 ²
3. City Review	August 2026
4. Final Design	September-October 2026
6. MDEQ and RD Submittal	November 2026
7. Advertising and Bidding	December 2026-January 2027
8. Project Award	February 2027
9. Construction Contract Execution	March 2027
10. Construction	May-July 2027
11. Project Closeout	August 2027
12. One-Year Inspection and Certification	August 2028

²Additional easement acquisition may delay remainder of the schedule

Efforts and Items Not Included in Scope:

The following efforts and items are not included in the scope of services presented above nor in the fee provided below.

- Agency permitting fees, including but not limited to Army Corps of Engineers, MDEQ, Valley County, and BNSF.
- BNSF flagging fees during construction
- Revision of Environmental Assessment (EA), completed and approved by USDA-RD in 2022
- Open-cut Crossing #1 design (if required by Army Corps of Engineers).

- Easement and/or right-of-way acquisition.
- Landowner notifications and coordination.
- Bathymetric survey of Crossing #1.
- Project advertisement costs.
- Value engineering effort.
- Re-bidding effort.

City Responsibilities:

- City staff to attend design review meetings and provide review comments on preliminary design documents.
- Permitting and review fees.
- Landowner notifications and coordination for geotechnical and environmental surveys, and construction access and operations.
- Additional easement or right-of-way acquisition.
- Bidding advertisement costs.
- Contracting with the selected recommended contractor.
- Paying contractor pay applications.
- Executing change orders with the contractor as required.

Estimated Budget.

Phase 1 - Crossing #1 – \$212,600.00

Phase 2 – Replacement Section - \$458,400.00

Total Fee - \$671,000.00

See Attachment B – Estimated Fee

ATTACHMENT B - FEE
CITY OF GLASGOW
RAW WATER TRANSMISSION MAIN REPLACEMENT
PHASE 1 - CROSSING #1

TASK DESCRIPTION	SUPRVSG ENGR IV	SUPRVSG ENGR II	ENVRNMNTL SCIENTIST III	ENVRNMNTL SCIENTIST II	DESIGN ENGINEER I	ENGINEER INTERN II	LAND SURVEYOR III	SENIOR SURVEY MANAGER	CAD DESIGNER III	RPR	GRANT MANAGER	PROJECT COORD III	TOTAL HOURS	TOTAL COST
100 Project Management														
• Project Management	2				20								22	
• Funding Coordination / Support	4				4						20	2	30	
• Grant Funding Applications	2				4						20	2	28	
• Invoicing					12								12	
Subtotal	8	0	0	0	40	0	0	0	0	0	40	4	92	\$15,219
101 Permitting and Agency Coordination														
• 408 Permit Assistance	8		16	16	8								48	
• Army Corp Permit Assistance	4		8	8	32				12				64	
• MDEQ Permit Assistance	2				16	4						2	24	
• Other Permit Assistance	2		8	8	4								22	
Subtotal	16	0	32	32	60	4	0	0	12	0	0	2	158	\$30,101
102 Survey														
• Additional Topographic Survey							24						24	
• Data Processing								12					12	
• As-Built Survey							20						20	
• Survey Coordination					2			2					4	
Subtotal	0	0	0	0	2	0	44	14	0	0	0	0	60	\$8,178
103 Design Phase Services														
• Prepare 30% Preliminary Drawings	4				8	2			16				30	
• Prepare 30% Preliminary Specifications	2				8	2							12	
• Prepare 60% Preliminary Drawings					20	4			20				44	
• Prepare 60% Preliminary Specifications					16	4							20	
• Design Review Meeting	2				16	2							20	
• Prepare 90% Preliminary Drawings	1				8	4			16				29	
• Prepare 90% Preliminary Specifications	1				10	4							15	
• Prepare & Submit MDEQ Submittal	2				12	4			4				22	
• Prepare Final Drawings	2				8	4			6				20	
• Prepare Final Specifications	1				6	4							11	
• Design QA Review		20											20	
Subtotal	15	20	0	0	112	34	0	0	62	0	0	0	243	\$46,590
104 Bidding Phase Services														
• Distribute Contract Documents					4							4	8	
• Pre-Bid Conference	2				16								18	
• Bid Questions and Addenda					8								8	
• Bid Tabs & Recommendation of Award	1				4								5	
Subtotal	3	0	0	0	32	0	0	0	0	0	0	4	39	\$7,106
105 Construction Phase Services														
• Construction Management	2				20							4	26	
• Contract Document Preparation					8							4	12	
• Pre-Construction Conference	2				16	2							20	
• Submittal Review					8	2							10	
• Payment Applications					4								4	
• Request for Information & Change Orders					4								4	
• Substantial & Final Completion Inspections					32								32	
• Construction Progress Meetings (2)					32								32	
• Construction Inspection										200			200	
Subtotal	4	0	0	0	124	4	0	0	0	200	0	8	340	\$54,409
106 Post-Construction														
• Prepare Record Drawings					6				10			2	22	
• Warranty and Defective Work Assistance					16								16	
• One-Year Performance Evaluation					16								16	
Subtotal	0	0	0	0	38	0	0	0	10	4	0	2	54	\$9,480
TOTAL HOURS REQUIRED	46	20	32	32	408	42	44	14	84	204	40	20	986	
HOURLY LABOR RATE	\$306	\$288	\$203	\$153	\$179	\$149	\$117	\$190	\$185	\$147	\$129	\$113		
TOTAL COST OF LABOR	\$14,072	\$5,356	\$6,493	\$4,911	\$73,122	\$6,273	\$5,166	\$2,653	\$15,574	\$30,047	\$5,150	\$2,266		\$171,083
EXPENSES (SEE DETAIL BELOW)														\$41,501
ESTIMATED TOTAL ENGINEERING FEE (ROUNDED)														\$212,600

EXPENSE DETAIL	UNITS	QTY	UNIT COST	TOTAL COST
Subconsultants				
HDD	LS	1	\$28,100	\$28,100
Engineering				
Automobile Travel	miles	3180	\$0.84	\$2,668
Hotel	nights	6	\$130	\$780
Meals	per diem	12	\$63	\$756
Copies	each	5000	\$0.10	\$500
Postage	LS	1	\$250	\$250
RPR				
Automobile Travel	miles	2520	\$0.99	\$2,482
Hotel	nights	20	\$130	\$2,600
Meals	per diem	20	\$63	\$1,260
Survey				
Automobile Travel	miles	730	\$0.99	\$719
Hotel	nights	2	\$130	\$260
Meals	per diem	2	\$63	\$126
Equipment	day	2	\$500	\$1,000
TOTAL EXPENSES				\$41,501

ATTACHMENT B - FEE
CITY OF GLASGOW
RAW WATER TRANSMISSION MAIN REPLACEMENT
PHASE 2 - REPLACEMENT SECTION

TASK DESCRIPTION	SUPRVSG ENGR IV	SUPRVSG ENGR II	ENVRNMNTL SCIENTIST III	ENVRNMNTL SCIENTIST II	DESIGN ENGINEER I	ENGINEER INTERN II	LAND SURVEYOR III	SENIOR SURVEY MANAGER	CAD DESIGNER III	RPR	GRANT MANAGER	PROJECT COORD III	TOTAL HOURS	TOTAL COST
200 Project Management														
• Project Management	4				40								44	
• Funding Coordination / Support	4				4						20	2	30	
• Grant Funding Applications	2				4						20	2	28	
• Invoicing					24								24	
Subtotal	10	0	0	0	72	0	0	0	0	0	40	4	126	\$21,566
201 Permitting and Agency Coordination														
• 404 Permit Assistance	8		8	24	4								44	
• BNSF Permit Assistance	2				40				12				54	
• MDEQ Permit Assistance	2				20	10						2	34	
• Other Permit Assistance	2		8	8	4								22	
Subtotal	14	0	16	32	68	10	0	0	12	0	0	2	154	\$28,572
202 Survey														
• Topographic Survey							50						50	
• Data Processing													32	
• As-Built Survey							24		8				24	
• Survey Coordination	2				8								18	
Subtotal	2	0	0	0	8	0	74	32	8	0	0	0	124	\$18,283
203 Design Phase Services														
• Geotechnical Coordination	2				24								26	
• Prepare 30% Preliminary Drawings	2				100	40			140				282	
• Prepare 30% Preliminary Specifications	2				80	32							114	
• Prepare 60% Preliminary Drawings	2				50	20			70				142	
• Prepare 60% Preliminary Specifications	2				40	20							82	
• Design Review Meeting	2				16	2							20	
• Prepare 90% Preliminary Drawings	1				24	12			36				73	
• Prepare 90% Preliminary Specifications	1				24	12							37	
• Prepare & Submit MDEQ Submittal					24	12							48	
• Prepare Final Drawings	1				16	4			16				37	
• Prepare Final Specifications	1				16	4							21	
• Design QA Review					40								40	
Subtotal	16	40	0	0	414	158	0	0	274	0	0	0	902	\$164,201
204 Bidding Phase Services														
• Distribute Contract Documents					4							4	8	
• Pre-Bid Conference	2				16	2							20	
• Bid Questions and Addenda					12	4							16	
• Bid Tabs and Recommendation of Award	1				4	2							9	
Subtotal	3	0	0	0	36	8	0	0	0	0	0	6	53	\$9,244
205 Construction Phase Services														
• Construction Management	2				150							4	156	
• Contract Document Preparation					8							4	12	
• Pre-Construction Conference	2				16	2							20	
• Submittal Review					16	4							20	
• Pavment Applications					24								24	
• Request for Information & Change Orders					12								12	
• Substantial & Final Completion Inspections					32								32	
• Construction Progress Meetings (10)					82								82	
• Construction Inspection										600			600	
Subtotal	4	0	0	0	340	6	0	0	0	600	0	8	958	\$152,335
206 Post-Construction														
• Prepare Record Drawings					10				16	8		2	36	
• Warranty and Defective Work Assistance					16								16	
• One-Year Performance Evaluation					16								16	
Subtotal	0	0	0	0	42	0	0	0	16	8	0	2	68	\$11,899
TOTAL HOURS REQUIRED	49	40	16	32	980	182	74	32	310	608	40	22	2385	
HOURLY LABOR RATE	\$306	\$268	\$203	\$153	\$179	\$149	\$117	\$190	\$185	\$147	\$129	\$113		
TOTAL COST OF LABOR	\$14,990	\$10,712	\$3,247	\$4,911	\$175,636	\$27,182	\$8,689	\$6,065	\$57,474	\$89,552	\$5,150	\$2,493		\$406,099
EXPENSES (SEE DETAIL BELOW)														\$52,350
ESTIMATED TOTAL ENGINEERING FEE (ROUNDED)														\$458,400

EXPENSE DETAIL	UNITS	QTY	UNIT COST	TOTAL COST
Subconsultants				
Geotech	LS	1	\$21,000	\$21,000
Engineering				
Automobile Travel	miles	6880	\$0.84	\$5,781
Hotel	nights	13	\$130	\$1,690
Meals	per diem	26	\$63	\$1,638
Copies	each	7500	\$0.10	\$750
Postage	LS	1	\$250	\$250
RPR				
Automobile Travel	miles	7000	\$0.99	\$6,895
Hotel	nights	50	\$130	\$6,500
Meals	per diem	50	\$63	\$3,150
Survey				
Automobile Travel	miles	730	\$0.99	\$719
Hotel	nights	7	\$130	\$910
Meals	per diem	9	\$63	\$567
Equipment	day	5	\$500	\$2,500
TOTAL EXPENSES				\$52,350



Stacey Amundson <samundson@cityofglasgowmt.com>

Raw water line

Mike Kynett <mkynett@m-m.net>
 To: Stacey Amundson <samundson@cityofglasgowmt.com>
 Cc: Jeff Ashley <jashley@m-m.net>

Wed, May 13, 2026 at 11:07 AM

Hi Stacey,


Just a follow from our discussions yesterday with RD and the additional information they requested. We are estimating the construction cost for River Crossing #1 to be \$1.2 million and for the Phase 2 replacement to be \$3.2 million. With engineering fees, the total project cost would be approximately \$5.1 million. I've also included the project schedule from our scope. Let me know if you need anything else.

Estimated Project Schedule – Crossing #1	
<i>Project Task</i>	<i>Estimated Timeframe</i>
1. Contract Execution	May 2026
2. Preliminary Design	May-June 2026
3. City Review	June 2026
4. Army Corps of Engineers Permit Approval	June-July 2026 ¹
5. Final Design 6. M	July-August 2026
7. MDEQ and RD Submittal	August 2026
8. Advertising and Bidding	September-October 2026
9. Project Award	November 2026
10. Construction Contract Execution	December 2026
11. Construction	February-March 2027

12. Project Closeout	March 2027
13. One-Year Inspection and Certification	March 2028
¹ The remainder of this schedule is dependent on Army Corps of Engineers permit approval.	
Estimated Project Schedule – Phase 2 Replacement	
<i>Project Task</i>	<i>Estimated Timeframe</i>
1. Contract Execution	May 2026
2. Preliminary Design	June-July 2026 ²
3. City Review	August 2026
4. Final Design 5. M	September-October 2026
6. MDEQ and RD Submittal	November 2026
7. Advertising and Bidding	December 2026-January 2027
8. Project Award	February 2027
9. Construction Contract Execution	March 2027
10. Construction	May-July 2027
11. Project Closeout	August 2027
12. One-Year Inspection and Certification	August 2028

²Additional easement acquisition may delay remainder of the schedule

Thanks


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Glasgow Police Department
GRANT MANAGER
Job Description 04/29/2026

Summary:

The Grant Writer/Manager is responsible for the end-to-end lifecycle of grant procurement and management. Reporting directly to the Chief of Police, this individual ensures the department secures necessary funding through federal, state, and corporate channels while maintaining rigorous compliance with all legal and financial regulations.

Agency Requirements:

- Must pass a criminal background check
- High school degree or equivalency

Competencies:

- Advanced knowledge of Microsoft Office and proficiency in word processing, spreadsheets, and web-based reporting
- Strong written communication and editing skills; ability to maintain relationships with law enforcement and government agencies
- Ability to work without direct supervision and evaluate situations based on policy to make sound decisions
- Strong ability to multi-task and manage multiple assigned projects at one time while maintaining high levels of accuracy
- At least one year of experience in an office setting and familiarity with grant writing/administration
- Basic math, oral, and language skills

Duties and Responsibilities:

Review and interpret complex "Notice of Funding Opportunities" (NOFOs) to determine new department eligibility.

Develop an annual grant calendar to track recurring opportunities and submission windows.

Complete complex grant applications making sure they comply with all requirements of the granting agencies.

Comply with all grant reporting, both financial and narrative for state, federal and corporate grants.

Prepare fiscal reports in order to draw down grant funds for reimbursement of expenses incurred, submit narrative reports with the assistance of GPD personnel involved in the

work of the grant, create Grant Adjustment Notices, as required. Prepare reports and documents for grant close out.

Complete all required registrations for the City of Glasgow making sure that the information provided to SAM and DUNS is current and correct.

Perform prospect research on private organizations and governmental agencies to evaluate opportunities for grants. Write applications for state, federal and corporate grants. Provide any necessary administrative support as required by the terms of the grant.

Ensure that all special conditions of grants are met.

Attend MBCC meetings (in-person and virtual) regarding grants.

Maintain City User ID and password information for all grant offline and online computer websites and programs. Provide this information to City Management upon request.

Provide stats extracted from the department records management system and/or the MBCC MTIBRS database to all interested parties and for grant applications.

Attend required training for grants as required by the corresponding granting agencies.

Keep the Administrative Assistant updated as to grant eligible expenditures to ensure that they are coded correctly for reimbursement.

Other duties as assigned by the Mayor or the Chief of Police.

Tier II- Strategic Coordination and Compliance

Act as the primary point of contact for grant program officers, interested department heads, and capital expenditure sales teams wishing to align a program with grant funding. (Take on tasks for Project Director when the position is empty).

Administer and monitor federal Cost Reimbursement Agreements (CRAs), ensuring all task force overtime expenditures align with established Memorandums of Understanding (MOUs) and annual funding caps.

Draft and update internal "Standard Operating Procedures" (SOPs) for grant management to ensure continuity of operations.

Conduct brief orientations for department staff who are executing grant-funded projects to ensure they understand specific compliance and reporting obligations.

Maintain "audit-ready" files for every grant, ensuring all supporting documentation (receipts, payroll records, contracts) is organized for potential state or federal audits.

Responsible for the strategic procurement lifecycle for capital expenditures, which includes soliciting and analyzing competitive bids to ensure fiscal responsibility and vendor alignment. This process involves performing comprehensive cost-benefit analyses and synthesizing financial data into formalized reports to facilitate executive-level decision-making. By evaluating vendor proposals against budgetary constraints and departmental needs, this role ensures that all significant investments are backed by rigorous data and transparent reporting, minimizing extra fund loss due to rejected purchases.

Strategic & Managerial Differences

- **Interdepartmental Coordination:** This role is more centralized, requiring the ability to learn the functions of various city departments, court systems, and apply for funding on their behalf.
- **Program Implementation:** The focus extends beyond writing to the actual organization and implementation extended scope to other agencies in the umbrella organization's grant program.
- **Solution Development:** It requires the use of logical and creative thought processes to develop solutions according to specific instructions or oral directions.

Administrative & Reporting Differences

- **Liaison Duties:** Acts as the primary liaison not just to granting agencies, but also to contract holders, sales representatives, and grantees.
- **Legal Documentation:** Specifically includes the drafting of legal notices, fee collection systems, memorandums of understanding (MOUs), alongside standard grant correspondence.
- **Technical Assistance:** Provides technical assistance to others regarding city reporting systems and grant reports.
- **Publication Review:** Regularly reviews publications and audio-visual materials to stay current on industry developments.

Computer and Job Skills

The Grant Writer/Manager is responsible for the professional operation of all departmental hardware, including computers, printers, copiers, digital cameras, telecommunications, and fax systems. This role requires advanced proficiency in a comprehensive suite of software applications, including word processing, spreadsheets, and imaging tools, to facilitate complex reporting via web-based platforms, manage electronic correspondence, and maintain departmental records. The incumbent must demonstrate high-level skill in drafting standardized form letters and other formal communications, while ensuring the secure management of all offline and online User

IDs and passwords. Work is performed with a high degree of accuracy and independent judgment, utilizing computer-aided technology and peripheral hardware to meet stringent federal, state, and corporate grant requirements.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Description Approval:

Manager/Supervisor

Date:

Incumbent

Date:

Glasgow Police Department

Job Description

Job Title: Glasgow Police Department Administrative Assistant/ Evidence Technician

Reports to: Chief of Police

Summary: The Administrative Assistant shall be responsible for all clerical functions as required by officers of the Glasgow Police Department. This position requires extensive knowledge of computer software programs, evidence, property management and phone extraction. Work is performed in accordance to federal and state laws plus established policies/procedures with considerable need for independent judgement and high degree of accuracy. This position receives general supervision from the Chief of Police.

Essential Duties and Responsibilities Include the Following:

Input and maintain GPD citations and warnings. Ensure that all required data has been entered correctly. Review cards daily.

Prepare case files after completing case file review process and being requested by attorney. Ensure that case files get to attorneys in a timely manner.

Maintain Police Department User ID and password information for all offline and online computer websites and programs. Provide this information to Chief of Police or City Management upon request.

Keep up with the computer needs of the department and maintain basic computer day to day needs. Work with the tech person to maintain healthy network and computer system. Ensure that the server system, fire wall, camera system and other necessary equipment remain up to date. Update records management system as required and assist GPD members with computer hardware software issues.

Design and distribute name badges for new employees, retired officers and volunteers. Get new employees set up in the server, with email and entered into Zuercher. Ensure they are properly set up with supplies, have all the uniforms and equipment they need.

Assist general public with needs such as: notary, release and payment of fees for impounded animals, questions for officers, pet licenses, rabies clinic, accident reports, open container/catering permits, background checks and sign-ins for Misdemeanor Probation

Write purchase orders, obtain signatures, log PO's, copy and deliver to the city in a timely manner to be presented to Council. Maintain a purchase order register. Manage petty cash keep log of all receipts and take to city on a regular basis. Make monthly deposits to the city from reconciled payments. Maintain receipts for credit cards and reconcile with monthly statement. Keep in touch with Grant Manager on all grant related purchases. Help keep track of budget and spending allocation.

Support administrative needs of officers- scans and copies, writes letters, create spreadsheets, order supplies, uniforms and timesheets.

Prepare transcripts of interviews for GPD officers.

Apply for FCC licensing for the police department radios.

Ability to use computers and computer aided technology (software/hardware/peripheral items).

Ability to attend various training schools and pass/maintain required certifications.

Ability to work without direct supervision and exercise initiative.

Skill to develop and maintain working relationships with department personnel, other law enforcement and government agencies and prosecuting attorneys.

Knowledge of fundraising information sources.

Strong contributor in team environments/City Clerk.

Knowledge of Federal/State laws regarding search and seizure of physical evidence.

Procedures/techniques used to collect and preserve DNA, biological material, physical evidence, firearms, weapons, narcotics and other hazardous items.

Procedure for appropriate packaging of all types of evidence in order to preserve and possibly transport evidence to the State Crime Lab for analysis.

Respond to major crime scenes.

Observe situations analytically and objectively and record clearly and completely.

Prepare accurate and complete reports.

Education and/or Experience

Able to handle multiple assignments and meet deadlines

One year of post high school education with course work in accounting, bookkeeping, math, and secretarial science.

At least two years of work experience in technical administrative support position or with an entry level position in law enforcement.

Must have good oral and written communication skills along with basic math skills.

Reasoning Ability

Must have the ability to evaluate situations, based on training/experience and policy/procedures and make good decisions.

Computer and Job Skills

To perform this job successfully, an individual should have knowledge to operate the hardware that is used in the department, including but not limited to, computers, printers, labeler, copier, digital cameras, telephones and faxes. Need to be proficient in the software of word processing, spread sheets, imaging, reporting via the Web, e-mail, records, accident reports, photography, letterhead, form letters and communication.

Other Qualifications

Must be able to pass a criminal background check.

Council Work session minutes – May 4, 2026

The meeting was called to order at 5:54 P.M. following the regular council meeting.

Members Present: Mayor Karst, Council members Austin, Brabeck, Schindler, and Ozark. Council member Heitman attended via Mayor Karst's cell phone. Street Foreman Runningen was in attendance. The media was represented by Skylar Baker-Jordan of the Glasgow Courier. Council member Koski, City Attorney O'Brien, and City Clerk Amundson attended via Google Meets.

They reviewed the counter offer from the union. Schedule A – the union still requests the 4.5% per hour wage increase. Council member Heitman said he thinks we will have to increase the city's initial offer a bit. Council member Schindler asked what the point of the matrix is if they come back with percentage increases. Council member Ozark said that the council can do what they want with the matrix. Council member Schindler said City Clerk Amundson was going to provide them with information on the matrix. City Clerk Amundson told them, once she gets time to put the information together, she will provide them with it. Council member Ozark said the Federal Government has a cost-of-living increase built into the matrix every year and that's what the council has went off of in the past. We are currently just working with the union right now and the other city employees aren't in bargaining units. The matrix is there to be a guideline. It gave the opportunity for Supervisors to reward employees if they wanted to move them up in the matrix. This has only been done a couple of times. Street Foreman Runningen said that since they didn't know what the new matrix percentage was going to be, they came in with the 4.5% request. Over the past three (3) years substantial raises have been given. It's unheard of in the public sector to give 13% raises over a three (3) year period, plus \$1,100 towards health insurance, and longevity. It's not feasible to continue the 4.5% annual raises. Council member Koski said budgets are tight throughout the community and residents are voicing their concerns on the streets that need to be repaired. Council member Austin suggested a counter offer of 1.75%. The rest of the council was good with this, since they know they will receive another counter offer from the union.

For health insurance the union is requesting 95% of the premium to be paid. The unions current monthly premium is \$1,400.00 per union employee and City Clerk Amundson won't know what the increase will be until December. 95% of the premium would be \$1,330.00, so that would be another \$230.00 towards their insurance. The insurance amount paid by the city will remain at \$1,100.00.

They talked about the family plan for the union insurance, union dues, and the length of the contract. City Clerk Amundson reviewed the 2025 and 2026 matrix that's effective January 1 each year. 2025 was 1.7% and 2026 was 1% for a total of 2.7%.

The minor contract wording changes have been agreed upon by the union, which included removing the stipulation that they have to join the union, it is not voluntary, and changing carrying a beeper, to carrying a phone after hours.

Street Foreman Runningen then inquired on #3 on the counter offer about attending council meetings, since some of the public works employees are considered supervisors and not department heads, if the council wants to change the language in their job descriptions to attend the council meetings. Mayor Karst asked City Clerk Amundson if that's what her and City Attorney Pekovitch have been discussing on who is considered a department head and who is a supervisor. She said the only one that was discussed was for the cemetery because in his job

description it doesn't say that he's an actual supervisor or department head. She went through the other job descriptions under the public works department. Mayor Karst said if we are looking at the definition for just department heads, that would include the Public Works Director, City Clerk-Treasurer, Recreation Director, and Chief of Police. Council member Ozark said all the council would like is the bosses in each department to come to a meeting to give a two (2) minute report. Council member Austin said that they work for the city and the work for the people of Glasgow. He said that it's Danny, Scott, and Adam and that they report to the Public Works Director, but they are the employees that work in the field. He would like at least once a month for them to come to a meeting to update the council on their departments. Council member Ozark said what the council needs to do is clarify who they want to attend and put it on a list and sent out to the supervisors as a request to attend one meeting a month. The list would consist of Danny, Scott, Adam, and Jory. Council member Brabeck also mentioned someone from the police department.

Council member Schindler asked when a meeting was going to be set to discuss the mechanics wage. They would like the whole council to discuss this, so a work session will be set for Monday May 11th at 5:00 p.m.

Public Comment: NONE

The meeting adjourned at 6:27 p.m.

Respectfully Submitted,
Stacey A. Amundson
City Clerk-Treasurer

Council Work session minutes – May 11, 2026

The meeting was called to order at 5:00 P.M.

Members Present: Mayor Karst, Council members Austin, Brabeck, Schindler, and Ozark. Council member Heitman attended via Mayor Karst's cell phone. Council member Koski was absent. Captain Edwards, Fire Chief Brunelle, and Street Foreman Runningen. Candy Lagerquist, Cindy Bishop, Lenore Durell, Pat Knierim, and Sara Bryan were in attendance. The media was represented by Skylar Baker-Jordan of the Glasgow Courier. City Clerk Amundson attended via Google Meets.

The first item discussed was the trees that are planted on front street. Mayor Karst said he had asked Pat Knierim to attend the meeting on behalf of the Beautification Committee. He said since 1st Avenue South is considered a state highway there is paperwork that needs to be filed to receive approval from the state to plant trees in that area. When the state noticed the concrete had already been removed, they contacted the mayor to set up a meeting. Since that time, the trees had been planted. The way this has been addressed in the past on 2nd Avenue South, 4th and 5th Street South is that the trees belong to the businesses and they are the ones to decide if they want a tree planted and they have to take care of them. Pat told the council that she gets permission from the businesses before planting a new tree. The state highway department would like the city to take ownership of the trees, then they would allow the city to plant them on 1st Avenue South. City Attorney Pekovitch suggested the city does not take ownership of the trees because then we would be liable to fix the sidewalks. Mayor Karst asked the council if they would like to continue the practice that's in place at this time, where the business owners take ownership of the trees. They agreed that this shouldn't be an issue. Mayor Karst said the application is an online form that the city will fill out. Pat mentioned that she understands that it relieves the city from liability for the concrete, but it doesn't protect any damages to the trees that has happened previously. There was discussion on the trees that are planted in front of the Coke plant. Pat said that she will get approval from the business owners before planting additional trees and the mayor said that MDT will be informed of this.

Fire Chief Brunelle was in attendance to request a line item in the fire department's budget for health and wellness costs. He said the recreation board has been gracious enough to allow the fire department regular gym access since the 1980's and 90's without a cost. There has been controversy on whether or not to allow them 24-hour access. He said health and wellness is a huge deal for the fire department. He thought if there was a line item in the budget to reimburse for some of the gym memberships, and his goal is to start with \$4,000.00. This could also go towards a membership at another gym in town or to be used for psychological counseling. Mayor Karst suggested to include this line item into the new fiscal year's budget. Council member Ozark wanted to know why the fire department couldn't use the 24-hour access. Mayor Karst said the recreation board decided since they are volunteers and not paid employees of the city they would have to pay for the extra access, just like other volunteer boards the city has. Mayor Karst told Brandon that this can be added to his budget and this is a recreation board issue and not a city council issue according to Ordinance number 931. Council member Brabeck stated with the new workman's compensation plan under State Fund, they may offer counseling under their policy. Sara Bryan asked if the benefit for the 24-hour access is free for all paid city employees. Mayor Karst said yes.

Mayor Karst mentioned Shane Sinclair has cleared his background check and is ready to work. He said if the council approves his hiring tonight, the motion can be ratified at May 18th council

meeting. The council asked if his starting pay would be the same as Roberts. Mayor Karst asked City Clerk Amundson what the starting pay would be. She said starting at the 90% of the full wage it is \$24.95 for the first six (6) months, then 95% from six to nine (6-9) months, then after completing the nine (9) month, they would go to full pay. She mentioned the graduated pay scale used to be for an eighteen (18) month period. Council member Brabeck made a motion approving the hiring of Shane Sinclair for the open water department operator position. The motion was seconded by Council member Schindler, and carried unanimously.

Mayor Karst said there are things that still need to be updated on the website and City Clerk Amundson hasn't been trained on uploading information on to the new website yet. City Clerk Amundson said that she is hoping once her and Matt can meet and he can show her how to upload documents on the new website, it would only be for a couple of months. Council member Ozark said that he is good with the \$400 per month, but wanted to know if the other two (2) office employees aren't able to administer the website. She said that shouldn't be a problem at all if Matt is willing to take the time to train them also, or once she is trained, she can train the other two (2). The council is ok with this and it will be put on the May 18th agenda for final approval.

They then went on to discuss the starting wage for the mechanic position. Mayor Karst said there are concerns with this position making more than the current employees in that department. Council member Schindler said she brought wage information from Billings, Great Falls, and Baker. Billings wage was at \$27.36 and Baker was at \$28.15 for a starting wage. Street Foreman Runningen asked if that was their starting wage, or wage after years of service. It's the starting wage for those communities. Mayor Karst said Council member Koski has asked if the city has to follow the graduated pay scale, and according to the collective bargaining agreement, it has to be followed, and that's when she suggested bumping up the pay to \$30.11, so at the 90% the wage would be \$27.37 starting out. Street Foreman Runningen then asked if after a year, will they pay the current employees more than the mechanic and how can he tell the employee making more than him, what needs to be done. Mayor Karst said it's a different job and a different job description, with different duties. Mayor Karst asked Council member Heitman if he had someone that may be interested in the mechanic's job. He said he might. They continued to discuss a starting wage. Council member Austin mentioned the possible reasons someone would come work for the city is for retirement, sick and vacation leave, and other benefits. Mayor Karst clarified with Street Foreman Runningen that the city supplies all the tools for the mechanics' position. He said that is correct. Mayor Karst stated that about 90% of JR's work is mechanics and about 10% is running other equipment. Council member Ozark asked City Clerk Amundson since JR works on all city vehicles, if his wages are split or all taken out of the street department budget. His wages are all out of the street department budget. Candy asked when the position is advertised, is it going to state that the person who is hired has to run equipment also, or just do mechanics. Street Foreman Runningen said in the job description it states to assist with other duties as needed. Captain Edwards mentioned he has a suggestion that he's been working on for a while, since some employees don't want to take on extra job duties and it could be increases per extra duty the employee takes on. He said he has a matrix set up for his department and would like to present it to the council at some point. Council member Brabeck asked Council member Heitman what his thoughts were for a starting wage. Council member Heitman felt between \$27.00 and \$28.00 an hour should suffice. Street Foreman Runningen said since the union is in negotiations currently, maybe work on removing the graduated pay scale from the bargaining agreement, then the job could be advertised at a starting wage of \$27.37. Mayor Karst asked if removing the graduated pay scale could be ratified with the union to have it

put on the May 18th agenda. Street Foreman Runningen said he can call his union representative in the morning to find out. Mayor Karst asked City Clerk Amundson if she was ok with this item being discussed at Monday night's meeting to be removed from the bargaining agreement. She said as long as the union is ok with it. So, the targeted starting wage is \$27.37 with the stipulation of the removal of the graduated pay scale.

They move on to the starting wage for the Chief of Police. Mayor Karst asked what Chief Weber's starting wage was. City Clerk Amundson said when he was hired as Chief on September 8, 2021, he was at \$31.29, by the time he retired, he was between a 12-6 and 12-7 on the federal 2025 table making \$42.49, which included educational, longevity, and percentage increases. She included the 2026 federal matrix to give the council a starting point. The council reviewed the 2026 matrix and decided around a 13-1 to start and that would probably be what they city would have to pay for this position.

The council discussed the wage increase request from Water/Wastewater Supervisor Morehouse. Mayor Karst mentioned that the 11-1 position on the matrix was put into place for Dave George who had almost 50 years with the city. When Chelsea was hired into the supervisor position after Dave retired, she didn't receive the same wage as he was making. Council member Brabeck wanted to know how long Adam has been in this position. He's been in the supervisor position for about five (5) months. Council member Schindler asked if he had all of his certifications. Mayor Karst said he does not, he has one more to obtain. Council member Austin said he's only been in the position for five (5) months and an evaluation hasn't been completed yet. Mayor Karst said he has stepped up doing some of the public works stuff since we don't have one at this time. If anything needs to be updated, he is talking to the mayor before moving forward. City Clerk Amundson said she will look back at the minutes, but she is pretty sure it was approved at a council meeting to move him permanently to the water supervisor position is wage was going to stay at \$30.25. Council member Ozark suggested having a water committee meeting and discussing this at that time. The request for increase in pay will be reviewed again following a water committee meeting.

The council was good with the updated grant writer job description. Council member Ozark had a question about the grant writing position and wanted to know why we are paying a department grant writer \$30.79 per hour, making them one of the highest paid city employees. Captain Edwards said she writes about \$400,000.00 worth of grants into the police department and city for free, so she pays for herself. She also doesn't take some of the city's benefits. With the re-evaluation that they are working on they are trying to make her available to the city for their grant writing needs. When Stella was hired, her grant writing was strictly for the police department, so the city hired Ashleigh for other departments grant writing needs. Council member Brabeck asked about the reporting to crime scenes in the administrative assistant updated job description, if that was the evidence tech part. Mayor Karst said the city used to have an evidence tech, but the administrative assistant now does it. They were ok with this job description change.

Recommendations to be added to the May 18th agenda include: they will approve the planting of trees on front street as long as the business owners own them, ratification of hiring Shane Sinclair, hiring of Matt Stevenson for website administrator, mechanic's wage at \$27.37 with removal of graduated pay scale, and the approval of both job description changes.

Public Comment: Candy wanted to know if there were any options suggested to try to keep JR employed with the city. Mayor Karst just said that he has something else in the works and decided to go that way instead.

The meeting adjourned at 6:16 p.m.

Respectfully Submitted,
Stacey A. Amundson
City Clerk-Treasurer