

**CITY OF GLASGOW COUNCIL AGENDA
JANUARY 5, 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 JANUARY 5, 2026 IN THE AMOUNT OF \$148,084.06**
 - C) PAYMENT OF VALLEY COURT APARTMENT CLAIMS FOR JANUARY 5, 2026 IN THE AMOUNT OF \$1,764.54**
 - D) MINUTES OF THE DECEMBER 15, 2025 REGULAR COUNCIL MEETING**
 - E) RESOLUTION NO. 3223 – A RESOLUTION ESTABLISHING BUDGETARY AUTHORITY IN THE GRANT FROM MONTANA BOARD OF CRIME CONTROL FUND FOR THE RECEIPT AND EXPENDITURE OF MONIES RECEIVED FROM THE MONTANA BOARD OF CRIME CONTROL**
- 5) *APPROVAL OF UPDATED 2025 SNOW REMOVAL PLAN**
- 6) *APPROVAL OF PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF GLASGOW AND MORRISON-MAIERLE, INC IN THE AMOUNT OF \$28,500.00 FOR THE WASTEWATER TREATMENT FACILITY EVALUATION**
- 7) *PERSONNEL COMMITTEE RECOMMENDATION TO APPROVE MINOR CHANGES TO THE CHIEF OF POLICE JOB DESCRIPTION**
- 8) *PERSONNEL COMMITTEE RECOMMENDATION TO ADVERTISE CHIEF OF POLICE OPENING FOR A THREE (3) WEEK PERIOD**
- 9) *APPOINT COUNCIL MEMBER HEITMAN TO THE POLICE COMMISSION TO REPLACE COUNCIL MEMBER CARR**
- 10) *APPOINT A MEMBER OF THE COUNCIL TO THE LIBRARY BOARD AS THE CITY REPRESENTATIVE**
- 11) *APPOINT COUNCIL MEMBER SCHINDLER TO THE GROWTH POLICY AND DOWNTOWN REVITALIZATION COMMITTEE TO REPLACE SHYANNE WALLACE**
- 12) *APPROVAL TO HIRE DAVE MOON FOR THE PART-TIME POLICE OFFICER POSITION PENDING POLICE COMMISSION APPROVAL**
- 13) *DISCUSSION/DECISION ON NEW ELECTRICAL SERVICE AT SMITH BIKE PARK**

- 14) UNFINISHED BUSINESS:
-LEVEE SAFETY COMMITTEE REPORT
- 15) COMMITTEE REPORTS – PERSONNEL, WATER, CEMETERY, GRANT, AND
ORDINANCE
- 16) DEPARTMENT HEAD REPORTS
- 17) MAYOR’S REPORT
- 18) PUBLIC COMMENT
- 19) 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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Claim Approval List
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For doc #s from 76228 to 76274, OPPORTUNITY BANK
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
76228		6810 ARNESON CONTRACTING &	4,560.00					
	0361 11/25/25	BUNDY PARK ROOF RENOVATIONS	2,280.00			1000 460430	240	101000
	0361 11/25/25	BUNDY PARK ROOF RENOVATIONS	2,280.00			7060 460430	240	101000
76229		000033 CARQUEST AUTO PARTS	481.14					
	638950 12/10/25	RX VISION BLADE 17 IN (SCOTT)	14.90			2525 430252	232	101000
	638944 12/10/25	RX VISION BLADE 24 IN (SCOTT)	14.90			2525 430252	232	101000
	638635 12/04/25	OIL FILTER LD	4.00			2525 430252	232	101000
	638590 12/03/25	BLOWER MOTOR	47.83			2525 430252	232	101000
	638429 12/01/25	ROCKER SWITCH	29.34			2525 430252	232	101000
	639388 12/17/25	12 G-16MFFOR	32.79			2525 430252	232	101000
	639388 12/17/25	12G-12FFORX90M	39.77			2525 430252	232	101000
	639388 12/17/25	HOSE	41.25			2525 430252	232	101000
	638385 12/01/25	AIR/FUEL RATIOSENSOR	60.61		11520	1000 420100	232	101000
	638556 12/03/25	AIR/FUEL RATIOSENSOR	-60.61		11520	1000 420100	232	101000
	638556 12/03/25	O2 SENSOR	85.56		11520	1000 420100	232	101000
	638709 12/05/25	OXYGEN SENSOR	-113.51		11522	1000 420100	232	101000
	638709 12/05/25	TERMINAL TOOL KIT	79.99		11522	1000 420100	232	101000
	638709 12/05/25	OXYGEN SENSOR	51.15		11522	1000 420100	232	101000
	638699 12/05/25	O2 SENSOR	-85.56		11522	1000 420100	232	101000
	638699 12/05/25	OXYGEN SENSOR	113.51		11522	1000 420100	232	101000
	638700 12/05/25	O2 SENSOR	-70.90		11522	1000 420100	232	101000
	638640 12/04/25	O2 SENSOR	70.90		11522	1000 420100	232	101000
	637955 11/21/25	BEP 24M-AGM BTRY -PLATM	-179.17			1000 420100	232	101000
	638674 12/04/25	ANTIFREEZE	17.99		29167	1000 460440	212	101000
	638674 12/04/25	FLEX SPOT FUNNEL	2.99		29167	1000 460440	212	101000
	638893 12/10/25	OXYGEN SENSOR	-51.15		11529	1000 420100	232	101000
	638893 12/10/25	RELAY	26.70		11529	1000 420100	232	101000
	638893 12/10/25	ETB ASSEMBLY	208.96		11529	1000 420100	232	101000
	639409 12/19/25	THREAD LOCK	8.69		11534	1000 420100	212	101000
	639683 12/26/25	OIL FILTER	4.00		11537	1000 420100	232	101000
	639683 12/26/25	AIR FILTER	8.72		11537	1000 420100	232	101000
	639683 12/26/25	OIL FS EP 5W30	48.75		11537	1000 420100	232	101000
	639683 12/26/25	OIL FS EP 5W30	9.75		11537	1000 420100	232	101000
	639795 12/29/25	DOOR HANDLE	18.99			2525 430252	232	101000
76230		6439 DRAGONFLY PRECISION LLC	1,000.00					
	142 11/25/25	REMOTE TECH SUPPORT	125.00		11527	1000 420100	213	101000
	142 11/25/25	SERVER DATA MIGRATION	875.00		11527	1000 420100	213	101000

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76231		612 HAWKINS, INC.	40.00					
	7281343	12/15/25 CHLORINE 150LB CYL	10.00			5210 430540	222	101000
	7281343	12/15/25 CHLORINE 150LB CYL	10.00			5210 430540	222	101000
	7281343	12/15/25 CHLORINE 150LB CYL	10.00			5210 430540	222	101000
	7281343	12/15/25 CHLORINE 150LB CYL	10.00			5210 430540	222	101000
76232		6618 MILK RIVER HOME CENTER	33.98					
	55665	12/12/25 HAND TOOLS	15.99			5210 430550	220	101000
	56538	12/23/25 TUB DRAIN WRENCH	17.99			5210 430540	212	101000
76233		3566 MONTANA TECHNICAL SOLUTIONS	797.50					
	60607	11/30/25 .25 HRS TIME USED IN SEPTEMBER	13.75			2220 460100	213	101000
	60607	11/30/25 2.75 HRS TIME USED IN OCTOBER	151.25			2220 460100	213	101000
	60295	09/16/25 1.25 HRS TIME USED IN AUGUST	68.75			2220 460100	213	101000
	60730	12/23/25 10.25 HRS TIME USED IN NOVEMBE	563.75			2220 460100	398	101000
76234		4503 DIAGNOSTIC PEST SOLUTIONS	183.25					
	59304	12/16/25 PEST CONTROL	42.75			2394 411405	350	101000
	59304	12/16/25 PEST CONTROL	42.75			1000 460440	350	101000
	59304	12/16/25 PEST CONTROL	42.75*			1000 411200	350	101000
	59305	12/16/25 PEST CONTROL	55.00*			1000 420400	350	101000
76235		4918 MOUNTAIN EQUIPMENT TECHNOLOGY,	1,475.00					
	3946	12/08/25 PROSOFT GATEWAY AT NETWORK	1,475.00			5210 430550	350	101000
	3946	12/08/25 LABOR FOR SERVICE WORK	2,300.00			5210 430550	350	101000
	3946	12/08/25 DAY RATE DISCOUNT	-2,300.00			5210 430550	350	101000
76236		000191 NORTHWEST PIPE FITTINGS, INC.	1,020.69					
	7472797-1	12/08/25 5/8" PROCODER GAL REGISTER	904.05			5210 430550	252	101000
	7467709-1	12/22/25 Z-LINE PLEATED 2" FILTER	116.64			5310 430640	255	101000
76237		5025 O'REILLY AUTO PARTS	56.98					
	470335	12/10/25 WIPER-FLD	5.50		11528	1000 420100	232	101000
	470335	12/10/25 WIPER-FLD	5.50		11528	1000 420100	232	101000
	470335	12/10/25 WIPER BLADE	22.99		11528	1000 420100	232	101000
	470335	12/10/25 WIPER BLADE	22.99		11528	1000 420100	232	101000
76238		6809 POWER SYSTEMS WEST LLC	6,366.33					
	SI2580	06/19/25 GENSET MAINT-BOOSTER STATION	1,650.88			5210 430550	350	101000
	SI2582	06/19/25 GENSET MAINT-WWTP	1,620.75			5310 430640	350	101000
	SI2583	06/19/25 GENSET MAINT-WATER PLANT	1,877.12			5310 430630	350	101000
	SI2593	06/19/25 GENSET MAINT-LIFT STATION	1,217.58			5310 430630	350	101000

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76239		000025 REYNOLDS	371.41					
	95-177483	12/02/25 ICE	2.59			5310 430640	255	101000
	01-621827	11/28/25 ENDUST	5.79			5210 430540	220	101000
	01-621827	11/28/25 PLEDGE	7.59			5210 430540	220	101000
	01-621827	11/28/25 WIDE AWAKE COFFEE	15.29			5210 430540	220	101000
	01-621827	11/28/25 WIDE AWAKE COFFEE	15.29			5210 430540	220	101000
	95-107815	12/11/25 GROCERY	29.99			1000 420400	220	101000
	95-107815	12/11/25 GROCERY	41.98			1000 420400	220	101000
	95-107815	12/11/25 GROCERY	55.98			1000 420400	220	101000
	95-107815	12/11/25 GROCERY	65.97			1000 420400	220	101000
	95-107815	12/11/25 GROCERY	87.96			1000 420400	220	101000
	95-107815	12/11/25 BATH TISSUE	29.99			1000 420400	220	101000
	95-107815	12/11/25 PAPER TOWELS	12.99			1000 420400	220	101000
76240		5356 HI-TECH ELECTRIC INC.	861.53					
	3581	10/25/25 BATTERIES	60.00			2220 460100	366	101000
	3581	10/25/25 LABOR-CHAIR LIFT AT LIBRARY	135.00			2220 460100	366	101000
	3611	12/13/25 LABOR-SAUNA REC DEPT	630.00		29169	1000 460440	350	101000
	3611	12/13/25 METAL CLAD CABLE 12-2	7.14		29169	1000 460440	350	101000
	3611	12/13/25 3/8" TWO SC ROMEX CONNECTOR	1.00		29169	1000 460440	350	101000
	3611	12/13/25 EXIT LIGHT	28.39		29169	1000 460440	350	101000
76241		2171 SAFEGUARD BUSINESS SYSTEMS	742.80					
	9009399974	11/27/25 CLAIMS WARRANTS	348.28			1000 411200	201	101000
	9009399974	11/27/25 CLAIMS WARRANTS	348.28			5310 430610	201	101000
	9009399974	11/27/25 FREIGHT	46.24			5310 430670	310	101000
76242		1532 CHAMBER OF COMMERCE	150.00					
	18075	12/15/25 CHAMBER BIG BUCKS	150.00			1000 410100	220	101000
76243		E 000018 NORTHWESTERN ENERGY	22,000.00					
	12/10/25	3773476-1 219 3RD ST S FIRE	196.11			1000 420400	341	101000
	12/10/25	3784128-5 237 3RD ST S	457.34			2525 430252	341	101000
	12/10/25	0714815-8 10 LASAR DR	909.12			5210 430550	341	101000
	12/10/25	0714817-4 1017 LASAR DR NS FIR	93.97			1000 420400	341	101000
	12/10/25	0100531-3 SEWER LAGOON	8,199.80			5310 430640	341	101000
	12/10/25	0714854-7 WATER WELL #5	116.49			5210 430530	341	101000
	12/10/25	0714857-0 HOT MIX PLANT	32.00			2525 430252	341	101000
	12/10/25	0100530-5 BACKWASH STATION	465.24			5210 430550	341	101000
	12/10/25	0100532-1 SS LIFT STATION	716.12			5310 430630	341	101000
	12/10/25	0100533-9 TREATMENT PLANT 40%	1,298.44			1000 411200	341	101000
	12/10/25	0100533-9 TREATMENT PLANT 60%	1,947.65			5210 430540	341	101000
	12/10/25	3887195-0 80 AIRPORT RD	488.14			1000 420120	341	101000
	12/10/25	3958320-8 83 AIRPORT RD FIRING	372.06			1000 420120	341	101000

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		12/10/25 0994338-2 CIVIC CENTER	1,988.49			1000 411200	341	101000
		12/10/25 0340908-3 LIBRARY	330.17			2220 460100	341	101000
		12/15/25 0714846-3 SID 23	4,388.86			2400 430263	341	101000
76244		801 OPPORTUNITY BANK	510.63					
		Interest amount still owing on final payment for the equipment loan 1-1-2026						
		amt schedu 12/22/25 Interest on Street Sweeper	510.63*			2525 430252	620	101000
76245		4393 BIG VALLEY WATER	64.00					
		187608 12/16/25 3- 5 GALS WATER	21.00			1000 411200	220	101000
		182676 12/12/25 2- 5 GALS WATER	14.00			2220 460100	398	101000
		187966 12/24/25 2- 5 GALS WATER	8.00			2525 430252	220	101000
		187609 12/16/25 3- 5 GALS WATER	21.00		29170	1000 460440	220	101000
76246		000010 GLASGOW COURIER	48.00					
		2025-4220 12/10/22 LEGAL NOTICE -VACANCIES	48.00			1000 411200	331	101000
76247		000086 FOSSUM MATERIALS	4,522.50					
		308312 12/15/25 SNOW PLOW	3,062.50			2820 430252	369	101000
		308317 12/16/25 SNOW PLOW	1,460.00			2820 430252	369	101000
76248		000035 D & G SPORTS	320.00					
		12/19/25 GIFT CERTIFICATE	320.00			1000 410100	220	101000
76249		4567 NORTHERN MONTANA TEXTILE	99.33					
		62793 12/23/25 MATS & TOWELS	20.29			2525 430252	350	101000
		62793 12/23/25 MATS CITY OFFICE	13.56			1000 411200	220	101000
		62455 12/16/25 MAT 4X8 SLATE	32.74		11531	1000 420100	350	101000
		63128 12/30/25 MAT 4X8 SLATE	32.74		11538	1000 420100	350	101000
76250	E	6763 AT&T MOBILITY	406.40					
		2873554521 12/03/25 WIRELESS SERVICE 11/3/202	203.20		11468	1000 420100	345	101000
		452138X12112025						
		2873554521 12/03/25 WIRELESS SERVICE 12/3/202	203.20		11468	1000 420100	345	101000
		452138X12112025						
76251	E	740 NEMONT	1,294.73					
		12/16/25 228-2464 FIRE PHONE	181.99			1000 420400	345	101000
		12/16/25 228-0037 FIRE PHONE	44.76			1000 420400	345	101000
		12/16/25 1/5 OF 228-2477 CTY BLDG.	89.28			1000 411200	345	101000
		12/16/25 1/5 OF 228-2477 WTR. PHN.	89.28			5210 430510	345	101000
		12/16/25 1/5OF 228-2477 SEWER PHONE	89.28			5310 430610	345	101000
		12/16/25 1/5 OF 228-2477 CITY BLDG	89.28			1000 411400	345	101000
		12/16/25 1/5 OF 228-2477 CITY BLDG	89.28			2394 411405	345	101000
		12/16/25 228-2952 WATER PHONE	148.28			5210 430530	345	101000

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		12/16/25 228-8341 REC DEPT	57.53			1000 460440	345	101000
		12/16/25 263-7614/7615 WATER CELL	96.76			5210 430550	345	101000
		12/16/25 263-8075 STREET CELL	42.38			2525 430252	345	101000
		12/16/25 263-8076 PUB WORKS CELL	30.53			1000 411400	345	101000
		12/16/25 263-8076 PUB WORKS CELL	30.52			2394 411405	345	101000
		12/16/25 263-3886 CODE COMPL CELL	34.38			1000 411400	345	101000
		12/16/25 263-5361 CEMETERY DAN CELL	34.38			1000 430900	345	101000
		12/16/25 228-2731 LIBRARY	198.95			2220 460100	345	101000
		12/16/25 228-4681 POOL	-52.13			1000 460440	345	101000
76252		6811 SOLBERG MANUFACTURING INC. LAGOON BLOWER SYSTEM	302.05					
		INV123920 12/16/25 334P,PAPER	302.05			5310 430640	255	101000
76253		3320 STATE TREASURER	1,700.00					
		12/23/25 2025 ANNUAL REPORT-FILING FEE	1,700.00			1000 410530	353	101000
76254		1947 CITY OF GLASGOW SEWER & WATER	568.33					
		12/23/25 10 LASAR DRIVE- CITY OF GLASGO	79.46			1000 420400	342	101000
		12/23/25 CITY COUNTY LIBRARY	80.80			2220 460100	342	101000
		12/23/25 80 AIRPORT RD - POLICE DEPT	408.07			1000 420120	342	101000
76255		4451 QUADIENT FINANCE USA, INC.	500.69					
		12/10/25 POSTAGE	250.35			5210 430570	310	101000
		12/10/25 POSTAGE	250.34			5310 430670	310	101000
76256		000036 W O W	60.00					
		10446332 12/10/25 COPY PAPER	60.00			5310 430670	211	101000
76257		E 000069 NEMONT	1,056.13					
		12/16/25 CELL PHONES	395.44		11536	1000 420100	345	101000
		12/16/25 CELL PHONES FIRE DEPT	236.44		11536	1000 420400	345	101000
		12/16/25 CELL PHONES CITY COURT	37.44		11536	1000 410360	345	101000
		12/16/25 CELL PHONES VOCA	80.62		11536	2812 420145	220	101000
		12/16/25 SERVICE 228-8051	306.19		11535	1000 420100	345	101000
76258		0071 DALE PLUMBING & HEATING, INC.	1,528.05					
		898 12/23/25 MISC TUBING	0.65			5210 430550	212	101000
		898 12/23/25 CHECK ERV FOR LAGOON	330.00			5210 430550	212	101000
		845 12/17/25 ZONE VALVE HEAD	300.50			2220 460100	366	101000
		845 12/17/25 1/8" AUTO AIR VENT	25.40			2220 460100	366	101000
		845 12/17/24 6-1/4"AMP BASE FUSE	16.50			2220 460100	366	101000
		845 12/17/24 HONEYWELL ZONE VALVE HEAD	150.25			2220 460100	366	101000
		845 12/17/24 HONEYWELL ZONE VALVE HEAD	-150.25			2220 460100	366	101000
		845 12/17/24 CHECK BOILER	770.00			2220 460100	366	101000

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	886	12/17/24 RELIGHT WATER HEATER	85.00			2220 460100	366	101000
76259		000013 PETTY CASH	502.70					
	2858	12/12/25 USPS - WATER/SEWER BILL POSTAG	251.35			5210 430570	310	101000
	2858	12/12/25 USPS - WATER/SEWER BILL POSTAG	251.35			5310 430670	310	101000
76260		000044 MARKLE'S INC	1,836.67					
	774537	12/17/25 DEODRZR	4.78			2220 460100	220	101000
	774537	12/17/25 BLOW OFF DUSTER	31.98			2220 460100	220	101000
	774537	12/17/25 FLY TRAP	4.59			2220 460100	220	101000
	774537	12/17/25 TRAP FLY FOR WINDOW	9.18			2220 460100	220	101000
	774537	12/17/25 INSECT STICKY TRAPS	9.99			2220 460100	220	101000
	774537	12/17/25 MLT SRFC CLNR	16.99			2220 460100	220	101000
	774537	12/17/25 LYSOL WIPES	5.99			2220 460100	220	101000
	774537	12/17/25 CLOROX WIPES	4.59			2220 460100	220	101000
	774537	12/17/25 PURELL ALOE	9.98			2220 460100	220	101000
	774537	12/17/25 WOMENS BALLERINA SLIPPERS	9.99			2220 460100	220	101000
	774537	12/17/25 LYSOL	7.59			2220 460100	220	101000
	774537	12/17/25 33 GAL BAGS	15.99			2220 460100	220	101000
	774537	12/17/25 KLEENEX	12.99			2220 460100	220	101000
	773979	12/12/25 CLOROX WIPES	4.59			2220 460100	220	101000
	773979	12/12/25 LYSOL WIPES	11.98			2220 460100	220	101000
	773330	12/12/25 BED BUG POWDER	8.59			2220 460100	220	101000
	773330	12/12/25 INSECT STICKY TRAPS	9.99			2220 460100	220	101000
	773330	12/12/25 FRUIT FLY TRAP	9.99			2220 460100	220	101000
	775168	12/24/25 TARP 24X36	129.99			1000 430900	212	101000
	775168	12/24/25 BATTERY BRUSH GRAY	4.59			1000 430900	212	101000
	775170	12/24/25 HAND & NAIL BRUSH	3.59			2525 430252	234	101000
	775170	12/24/25 ICE MELT	39.98			2525 430252	220	101000
	775170	12/24/25 SCRAPER SNOWBRUSH	25.13			2525 430252	220	101000
	775170	12/24/25 ICE MELT	39.98			2525 430252	220	101000
	769685	10/24/25 GLOVE HYDRAHYDE	19.99			2525 430252	208	101000
	769685	10/24/25 WNTR WRK GLVS	19.99			2525 430252	208	101000
	775169	12/24/25 LED A19 100W	22.99			5210 430540	220	101000
	775169	12/24/25 ICE MELT	19.99			5210 430540	220	101000
	775169	12/24/25 ICE MELT	28.99			5210 430540	220	101000
	775169	12/24/25 SWITCH GRND	1.39			5210 430540	220	101000
	775169	12/24/25 WIRE STRIPPER LOCK	16.99			5210 430540	212	101000
	775169	12/24/25 CATALYST PENETRTR PB	19.18			5210 430540	220	101000
	775169	12/24/25 SLEDGE HAMMER	22.99			5210 430540	212	101000
	775169	12/24/25 HMMR CROSS PEEN	19.99			5210 430540	212	101000
	775169	12/24/25 FILTER 16X24X2	115.08			5210 430550	212	101000
	775169	12/24/25 MILKHOUSE HEATER	36.99			5210 430550	212	101000
	775169	12/24/25 TOWER HEATER	79.99			5210 430550	212	101000
	775169	12/24/25 CONTRACTOR BAG 55 G	16.99			5210 430550	220	101000

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CITY OF GLASGOW
Claim Approval List
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For doc #s from 76228 to 76274, OPPORTUNITY BANK
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		775169 12/24/25 SAND SCR�N	8.59			5210 430550	220	101000
		775169 12/24/25 PUTTY KNIFE	7.59			5210 430550	212	101000
		773741 12/09/25 TRASH CAN 32 GAL BLK	107.96		29172	1000 460440	224	101000
		773741 12/09/25 TRASH CAN 32 GAL RED	26.99		29172	1000 460440	224	101000
		773741 12/09/25 HEATED GLOVES	164.99		29172	1000 460440	208	101000
		773741 12/09/25 BRACE	38.00		29172	1000 460440	212	101000
		773741 12/09/25 ROPE	3.00		29172	1000 460440	212	101000
		773741 12/09/25 GRIP	31.00		29172	1000 460440	212	101000
		774593 12/18/25 VELCRO 2"X15"	36.99		29172	1000 460440	212	101000
		774593 12/18/25 PAINT & VARNISH STRIPPER	12.99		29172	1000 460440	234	101000
		774593 12/18/25 PAINT THINNER	15.99		29172	1000 460440	234	101000
		774888 12/22/25 HEAD LAMP	44.99		29172	1000 460440	212	101000
		774888 12/22/25 FUNNEL	3.99		29172	1000 460440	212	101000
		774888 12/22/25 MEASURE CUP	17.99		29172	1000 460440	212	101000
		774888 12/22/25 EXTNS CORD	33.99		29172	1000 460440	212	101000
		774888 12/22/25 RSTP I/E OB SAT WHT	49.99		29172	1000 460440	234	101000
		774889 12/22/25 ICE MELT	199.90		29172	1000 460440	208	101000
		772546 11/26/25 PWR STRIP	19.99			1000 411400	210	101000
		769687 10/24/25 DUCT TAPE BEIGE 20YD	6.59			1000 430900	220	101000
		769687 10/24/25 COWHIDE DRIVER GLV	19.99			1000 430900	208	101000
		769687 10/24/25 GRIND WHEEL 4"X1/4"X5/8"	13.77			1000 430900	212	101000
		769688 10/24/25 OPEN/CLOSE SIGN	2.39			1000 460430	220	101000
		769688 10/24/25 GORILLA TAPE	4.59			1000 460430	220	101000
		769688 10/24/25 HS CPLR 3/4"	17.98			1000 460430	235	101000
		769688 10/24/25 RED COUPLING GLV	11.98			1000 460430	235	101000
		769688 10/24/25 RV/MARINE ANTIFREEZE	59.88			1000 460430	231	101000
76261	E	593 MASTERCARD	2,238.22					
		VISA ENDING 0825						
		11/20/25 AMAZON	34.98			2220 460100	210	101000
		11/21/25 ALBERTSONS	8.23			2220 460100	210	101000
		11/27/25 AMAZON	37.85			2220 460100	220	101000
		12/01/25 ALBERTSONS	1,129.80			2220 460100	210	101000
		12/01/25 ALBERTSONS	1,027.36			2220 460100	210	101000
76262		1863 INGRAM LIBRARY SERVICES	1,735.25					
		91499455 10/26/25 BOOKS	35.21			2220 460100	261	101000
		91663745 10/31/25 BOOKS	811.26			2220 460100	261	101000
		92116407 11/19/25 BOOKS	590.04			2220 460100	261	101000
		92262813 11/25/25 BOOKS	247.77			2220 460100	261	101000
		92262813 11/25/25 MEDIA	50.97			2220 460100	258	101000

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For doc #s from 76228 to 76274, OPPORTUNITY BANK
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
76263	E	593 MASTERCARD	764.76					
		VISA ENDING 2375						
		12/07/25 BOOKS	75.31			2220 460100	261	101000
		12/07/25 OPERATING SUPPLIES	66.31			2220 460100	220	101000
		12/07/25 OFFICE SUPPLIES	34.21			2220 460100	210	101000
		12/07/25 PROGRAM SUPPLIES	45.94			2220 460100	267	101000
		12/07/25 POSTAGE	487.99			2220 460100	310	101000
		12/07/25 SUBSCRIPTIONS	55.00			2220 460100	333	101000
76264		3273 CENTER POINT LARGE PRINT	141.26					
		2210415 11/07/25 LARGE PRINT BOOKS	90.74			2220 460100	261	101000
		2197249 09/04/25 LARGE PRINT BOOKS	50.52			2220 460100	261	101000
76265	E	000026 MDU	342.35					
		12/15/25 PD (GENERATOR) 2727335422	342.35			1000 420120	344	101000
76266		1635 VALLEY BUILDERS GLASGOW	422.61					
		16402 12/18/25 1X4X8 BTR PINE	6.75		29171	1000 460440	240	101000
		16402 12/18/25 4X8-1/2" PLYWOOD	415.86		29171	1000 460440	240	101000
76267		519 COTTONWOOD INN	9,801.12					
		4624 12/16/25 GLASGOW FD MEALS	528.64			1000 420400	220	101000
		12/22/25 WRESTLING INVITATIONAL	5,063.44			7015 411805	350	101000
		12/08/25 CLASS C SHOWCASE	4,209.04			7015 411805	350	101000
76268		5104 ALISON FLATEN	564.00					
		0066 12/31/25 CLEANING CONTRACT	564.00			2220 460100	398	101000
76269		000081 THE BOEING COMPANY	3,979.61					
		12/29/25 NOV 25 WATER BILL	3,979.61			5210 430530	360	101000
76270		2647 EZZIE'S WHOLESALE, INC.	2,751.05					
		12/25/25 GAS - WATER	150.25			5210 430550	231	101000
		12/25/25 GAS - SEWER	150.24			5310 430630	231	101000
		12/25/25 GAS - STREET	1,516.83			2525 430252	231	101000
		12/25/25 GAS - CEMETERY	206.11			1000 430900	231	101000
		12/25/25 GAS-FIRE	139.28			1000 420400	231	101000
		12/25/25 GAS-PARKS	504.39			1000 460430	231	101000
		12/25/25 GAS-ENGINEERING 1/2	41.98			1000 411400	231	101000
		12/25/25 GAS BUILDING CODE 1/2	41.97			2394 411405	231	101000

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CITY OF GLASGOW
Claim Approval List
For the Accounting Period: 12/25

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For doc #s from 76228 to 76274, OPPORTUNITY BANK
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
76271		4516 INTERSTATE BATTERIES OF BILLINGS	146.95					
	75118793	12/29/25 31P-WD	146.95			5310 430630	232	101000
76272		E 000018 NORTHWESTERN ENERGY	20,378.40					
	12/29/25 06821169	OLD LANDFILL BLDG.	22.05			1000 411200	341	101000
	12/29/25 07148166	CENTENNIAL PARK	139.65			1000 430260	341	101000
	12/29/25 07148216	CITY WATER TANK	23.98			5210 430530	341	101000
	12/29/25 07148224	CEMETERY	49.08			1000 430900	341	101000
	12/29/25 07148232	HIGHLAND WATER TANK	54.18			5210 430530	341	101000
	12/29/25 07148257-0714851-3	SID LIGHTS	19,133.87			2400 430263	341	101000
	12/29/25 07148521	HIGH SCHOOL RD	15.29			1000 430260	341	101000
	12/29/25 07148208	WATER WELL SULLIVAN	37.55			1000 460440	341	101000
	12/29/25 07207582	LASAR DR. & HWY #2	77.11			1000 430260	341	101000
	12/29/25 08241028	225 11TH ST. S.	22.76			1000 430260	341	101000
	12/29/25 09422775	11 6TH STREET SOUTH	25.64			5310 430640	341	101000
	12/29/25 10586568	STORAGE BLDG HOT MIX	114.58			2525 430252	341	101000
	12/29/25 10742112	CEMETERY NEW SHOP	261.89			1000 430900	341	101000
	12/29/25 12440053	BUNDY PARK RESTROOMS	24.74			1000 460430	341	101000
	12/29/25 16435836	1260 7TH ST N	165.64			5210 430550	341	101000
	12/29/25 17823303	SULLIVAN SCOREBOARDS	22.57			1000 460440	341	101000
	12/29/25 18416768	SID 29	132.07			1000 430260	341	101000
	12/29/25 34995845	14 SULLIVAN PARK	23.46			1000 460440	341	101000
	12/29/25 33238635	WELCOME ROCK	32.29			7015 411805	350	101000
76273		5446 FMDH	226.00					
	12/15/25	POLICE DEPT PHYSICAL FOR MOON	226.00		11539	1000 420100	350	101000
76274		1985 DRY PRAIRIE RURAL WATER	163.32					
	12/26/25	WATER USAGE ACCT #0379-00	163.32			5310 430640	342	101000
# of Claims 47			Total: 99,115.72					
Total Electronic Claims			48,480.99	Total Non-Electronic Claims		50634.73		

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CITY OF GLASGOW
Fund Summary for Claims
For the Accounting Period: 12/25

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Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	18,530.29
2220 CITY COUNTY LIBRARY	
101000 Cash - Operating	8,447.08
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	204.52
2400 SID LIGHT MAINTENANCE	
101000 Cash - Operating	23,522.73
2525 STREET MAINTENANCE	
101000 Cash - Operating	3,094.48
2812 Victim Assistant Program	
101000 Cash - Operating	80.62
2820 GAS TAX	
101000 Cash - Operating	4,522.50
5210 WATER UTILITY	
101000 Cash - Operating	13,544.44
5310 SEWER UTILITY	
101000 Cash - Operating	15,584.29
7015 TOURISM BUSINESS IMPROVEMENT DISTRICT	
101000 Cash - Operating	9,304.77
7060 ROY M. NELSON MAPLE TREE FUND	
101000 Cash - Operating	2,280.00
Total:	99,115.72

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CITY OF GLASGOW
Claim Approval List
For the Accounting Period: 1/26

For doc #s from 76275 to 76280, OPPORTUNITY BANK
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
76275		1532 CHAMBER OF COMMERCE	450.00					
	17866	01/01/26 CHAMBER DUES	150.00		29157	1000 460440	330	101000
	17864	01/01/26 CHAMBER DUES	150.00		11498	1000 420100	330	101000
	17824	01/01/26 CHAMBER DUES	150.00			1000 411200	330	101000
76276		000060 T & R TRUCKING INC	32,396.70					
	I5000	01/01/26 GARBAGE SERVICE AIRPORT COMMIS	200.00			2500 430800	396	101000
		01/01/26 GARBAGE PICKUP JANUARY 26	32,196.70			2500 430800	395	101000
76277		4744 VALLEY VISIONS PAINTS	625.00					
		01/01/26 ANIMAL SHELTER JAN 26	625.00			1000 420100	306	101000
76278		000023 VALLEY COUNTY	746.64					
		01/01/26 CITY COURT RENT JAN 26	746.64			1000 410360	531	101000
76279		6356 PIONEER COMMUNITY DEVELOPMENT,	3,750.00					
		01/01/26 CITY GRANT WRITING CONTRACT	3,000.00			1000 411000	399	101000
		01/01/26 CITY GRANT WRITING CONTRACT	750.00			5310 430610	350	101000
76280		6361 LEE PEKOVITCH	11,000.00					
		01/01/26 ATTORNEY SERVICE MONTHLY FEE	11,000.00			1000 420100	352	101000
		# of Claims	6	Total:	48,968.34			

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CITY OF GLASGOW
Fund Summary for Claims
For the Accounting Period: 1/26

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Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	15,821.64
2500 SOLID WASTE	
101000 Cash - Operating	32,396.70
5310 SEWER UTILITY	
101000 Cash - Operating	750.00
Total:	48,968.34

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CITY OF GLASGOW
Claim Approval List
For the Accounting Period: 12/25

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For doc #s from VC4319 to VC4322, 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
VC4319		1947 CITY OF GLASGOW SEWER & WATER	256.78					
	12/18/25 1120	2ND AVE SOUTH	126.49			5810 470001	342	101060
	12/18/25 1140	2ND AVE SOUTH	130.29			5810 470001	342	101060
VC4320		4503 DIAGNOSTIC PEST SOLUTIONS	42.75					
	59304 12/16/25	PEST CONTROL	42.75			5810 470001	350	101060
VC4321		E 000018 NORTHWESTERN ENERGY	1,415.01					
	12/29/25 3370055-0	1120 2ND AVE S PLGN	590.45			5810 470001	341	101060
	12/29/25 3370056-8	1140 2ND AVE S PLGN	480.64			5810 470001	341	101060
	12/29/25 3376580-1	1140 2ND AVE S APT 4	131.60			5810 470001	341	101060
	12/29/25 3376315-2	1140 2ND AVE S APT 3	57.61			5810 470001	341	101060
	12/29/25 3376584-3	1120 2ND AVE S APT 5	100.26			5810 470001	341	101060
	12/29/25 3376314-5	1120 2ND AVE S APT 4	54.45			5810 470001	341	101060
VC4322		6387 KYLE STEIN	50.00					
	5 12/15/25	SNOW SHOVELING 12/3/25	20.00			5810 470001	350	101060
	5 12/15/25	SNOW SHOVELING 12/15/25	30.00			5810 470001	350	101060
# of Claims 4			Total: 1,764.54					
Total Electronic Claims			1,415.01	Total Non-Electronic Claims		349.53		

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CITY OF GLASGOW
Fund Summary for Claims
For the Accounting Period: 12/25

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Fund/Account	Amount
5810 Valley Court Apartments	
101060 FCB - Operations and Maintenance Valley	1,764.54
Total:	1,764.54

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**A RESOLUTION ESTABLISHING BUDGETARY AUTHORITY IN THE GRANT
FROM MONTANA BOARD OF CRIME CONTROL FUND FOR THE RECEIPT
AND EXPENDITURE OF MONIES RECEIVED FROM THE MONTANA BOARD
OF CRIME CONTROL**

WHEREAS, the City of Glasgow has received funds in the amount of \$80,000.00 from the Montana Board of Crime Control for a virtual reality training system; and

WHEREAS, no provision was made in the City's Fiscal Year 2025-2026 Budget for the inclusion of said funds; and

WHEREAS, it is necessary to amend the City's budget to include said funds in its books and records for the current fiscal year.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Glasgow, Montana, that the City Council hereby approves the sum of \$80,000.00 of funds received from the Montana Board of Crime Control.

FUND/ACCOUNT

REVENUE

2817-331027

MBCC Grant

\$80,000.00

FUND/ACCOUNT

EXPENDITURE

2817-420149-900	Services Enhancement Equipment	\$80,000.00
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and directs the City Clerk-Treasurer to make the necessary entries into the books and records of the City of Glasgow for the monies received from MBCC for the Fiscal Year 2025-2026.

PASSED AND APPROVED THIS day of January, 2025.

ROD KARST, MAYOR

ATTEST:

STACEY A. AMUNDSON
City Clerk Treasurer

REGULAR COUNCIL MEETING ----- DECEMBER 15, 2025

The Regular Council Meeting was called to order at 5:00 p.m. by Mayor Karst. The following Council members were present: Carr, Austin, Nistler, Heitman, Ozark, and Koski. DPW Skubinna, City Judge Morehouse-Mix, Deputy Clerk Daubner, and Street Foreman Runningen were in attendance. Candy Lagerquist, Kristie Brabeck, Darcia Schindler, and Bonnie Mullen were also in attendance. City Clerk Amundson, Chief Weber, City Grant Writer Byers, and City Attorney Pekovitch attended via Google Meets. The media was represented by Michelle Bigelbach of the Glasgow Courier.

Mayor Karst led the Pledge of Allegiance.

Public Comment on any Agenda Item: NONE

Mayor Karst mentioned the policy the council abides by for council meetings has been printed on the back of the agenda and will continue to be printed for each meeting.

Council member Nistler made a motion approving the consent agenda including the payment of claims for December 15, 2025 in the amount of \$172,145.74, the Valley Court Apartment claims in the amount of \$1,243.36, and the minutes of the December 1, 2025 Regular Council Meeting. The motion was seconded by Council member Carr, and carried unanimously.

Mayor Karst performed the oath of offices for Council Members Ozark, Schindler, and Brabeck.

Council President Ozark performed the Oath of Office for Mayor Karst.

Council member Koski made a motion reappointing City Judge Morehouse-Mix for another four (4) year term effective January 1, 2026. The motion was seconded by Council member Nistler, and carried unanimously.

Mayor Karst performed the oath of office for City Judge Morehouse-Mix.

DPW Skubinna talked about Robert Rodriguez's qualifications for the open water/wastewater operator position and that he will be a good asset for the team. Council member Heitman made a motion to approve the hiring of Robert Rodriguez. The motion was seconded by Council member Nistler, and carried unanimously.

Council member Carr inquired if the cemetery caretaker position is a supervisor position. Mayor Karst said it is not considered a supervisor position according to the job description. DPW Skubinna explained that in accordance to the collective bargaining agreement and the city's process, it was advertised internally. Dan Miller has decided to retire at the end of this month. He said he received one internal applicant, which was Scott and the hiring team felt Scott was qualified for this position. Council member Heitman made a motion to approve the hiring of Scott Runningen for the open cemetery caretaker position. The motion was seconded by Council member Ozark. Council member Nistler voted against; motion carried. Mayor Karst mentioned since Scott is moving over to the cemetery department from the Street Foreman position, there will be an opening. DPW Skubinna said that opening will be advertised internally for a week and if no applications are received or there are no qualified candidates, then the job will be advertised externally.

Chief Weber stated that Officer Ames has finished the background check on Natalie Hopstad and excited to get her onboard and has the experience for the Victim Witness position. He believes she will take the program and take it to the next level. Council member Carr made a motion to hire Natalie Hopstad for the open part-time victim witness advocate position. The motion was seconded by Council member Austin, and carried unanimously.

DPW Skubinna told the council that the city has a set schedule with Midco for the city's water tank maintenance once every five (5) years. Midco is offering today's price for maintenance for five (5) years from now to assist with their scheduling. Council member Austin made a motion approving the Midco 2030 tank maintenance project quote. The motion was seconded by Council member Carr, and carried unanimously.

Mayor Karst introduced and offered for adoption **Resolution No. 3222** – A Resolution of the City of Glasgow City Council Amending the Fee Schedule Adopted by Resolution No. 3161 to Increase the Price of Cemetery Vault Sales. Mayor Karst explained the reasoning for the increase. Council member Carr moved for the adoption of **Resolution No. 3222**. The motion was seconded by Council member Koski; whereby **Resolution No. 3222** was unanimously adopted.

Council member Koski stated that she is waiting on a cost estimate from Northwestern Energy to install poles instead of trenching under the street, but the city is able to run the electricity from the northside fire hall. This item will be on the next agenda. Council member Koski mentioned that Northwestern Energy wouldn't be able to do the work until spring.

Mayor Karst said the January meetings will be on the 5th and Tuesday the 20th due to the Martin Luther King Holiday.

Unfinished Business – Levee Safety Committee Report – DPW Skubinna said the meeting will be this Wednesday at 2:00 p.m. He will try to attend the meeting electronically. He talked about the funding opportunity through the Montana Resiliency fund which is ran through Montana DES and is a 75/25 match. One of the qualifying projects under this funding is property acquisition and structure elevation which are items that are included in the city’s SWIF plan. He wanted to bring this to the council attention for any comments for this funding. The notice of intent to apply for funding needs to be submitted by 7th of January and then the application would be due in March 2026. Council member Ozark wanted to know how much funding the city could apply for. DPW Skubinna said the amount wasn’t listed in the initial paperwork.

Committee Reports: There were no reports for Water or Cemetery. The personnel committee will be meeting after the council meeting. Chief Weber reported the police department was awarded the grant to purchase the state-of-the-art training simulator through the Montana Board of Crime Control, but is unsure of the timeframe to have it up and running. City Grant Writer Byers mentioned she has not found funding to update the city’s website and she hasn’t found anything from RD. Council member Koski told Ashleigh that she has a contact at RD and will get her that information. She also asked if the city was wanting to pursue funding on the splash park anytime soon. Mayor Karst said not at this time. Ashleigh also said that she thinks LCWF would help with funding when that time comes. Council member Koski told her that there is a tourism grant up to \$100,000.00 that is coming out this month and is for infrastructure. City Attorney Pekovitch said that there is nothing new for ordinance at this time, but over the next few months she will look at going through the city’s ordinance book to see if there is anything that needs to be updated. She talked about the animal ordinance that was codified and the chapter was changed from 5 to 6 and her and City Clerk Amundson are working on getting that resolved. City Clerk Amundson said that she had reached out to Municode, but hasn’t heard back from them yet and will reach out to them again this week.

Department Head Reports:

Chief Weber said the applicant for the part-time positions background check has just been completed, so a meeting will be set up with the Police Commission to get their approval to hire. He also mentioned the police department has been towing vehicles over the past week.

DPW Skubinna told the council that snow is being moved as quickly as possible and there are two (2) contractors that are helping out to get through the primary and secondary lists on the snow removal plan. He also stated that for the January meeting he will have a revision to the snow removal plan that will need approval. He realized that in the current plan clearing the Northside Fire Hall was not included after the incident from the other night. Council member Ozark asked DPW Skubinna if there is money budgeted for the hired contractors that are removing snow. DPW Skubinna told Council member Ozark that it wasn’t budgeted, but believes he will be able to find money in the budget to cover the expenses.

City Attorney Pekovitch asked the council for ideas for kids to do community service. She will be in town on Thursday and told Council member Koski that she will stop in to meet with her at the Chamber office. Council member Koski told City Attorney Pekovitch that she has some stuff that can be done for community service at the Chamber office.

Council member Heitman reported on the fire that happened late last Thursday, early Friday morning. There were a few issues that occurred; one of their trucks went down and the closest fire hydrant they wanted to use was frozen, so they had to run hoses from another hydrant. The water department was there to try and get that hydrant working. DPW Skubinna said that hydrant is on a list to be fixed.

Mayor Karst said that tonight’s meeting is Council member Carr and Nistler’s last meeting and thanked them both for the years they have been on the city council. He’s also looking forward to the two (2) new council members that will start in January.

Public Comment: NONE

Council member Nistler made a motion to adjourn the meeting. The motion was seconded by Council member Carr the meeting adjourned at 5:32 p.m.

ATTEST:

Stacey Amundson
City Clerk-Treasurer

Rod Karst
Mayor

CITY OF GLASGOW

SNOW REMOVAL PLAN

20245.1

1.0 **GENERAL**

This plan has been written to provide information regarding snow removal procedures and policies. The plan provides guidance, while maintaining flexibility that will allow the streets to be cleaned as quickly and efficiently as possible, while providing the best service possible to citizens and businesses in Glasgow.

2.0 **PERSONAL**

The street department is under the direct supervision of the Public Works Director. The department consists of a foreman, two operators, and a mechanic. The operators will use loaders, sanders, motor grader, snow blower or other equipment that is necessary to remove snow from city streets. In an emergency, personnel will be brought in from other departments to continue snow removal until emergency is over.

3.0 **EQUIPMENT**

- 1) One motor grader
- 2) Four, three-yard end dump trucks
- 3) Two front-end loaders
- 4) One skid steer loader
- 5) One truck mounted sander

Skid steer loaders are used on City maintained sidewalks. Front-end loaders are used to remove snow from intersections, cul-de-sacs, and areas where heavy drifting has occurred. Truck mounted sander is used to provide additional skid resistance when road conditions warrant.

4.0 **SNOW REMOVAL OPERATIONS**

Preparing a snow removal plan that encompasses all scenarios is virtually impossible. Therefore, this plan attempts to provide as much flexibility as possible while addressing the needs of the public.

4.1 **SNOW ROUTES**

- 1) 3rd Street South from Mahon to 1st Ave. South.
- 2) 5th Ave. South from 2nd Street South 6th Street South
- 3) 4th Ave. South from 3rd Street South to 11th Street South.
- 3/4) Lasar Drive from Hwy. 2 to Ayr Street & Kolstad from Lasar to the north.

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boundary of the North Side Fire Hall,

- ~~4)5)~~ 10th Street South from 6th Ave. South to 2nd Ave. South
- ~~5)6)~~ 6th Street South from 6th Ave. South to 2nd Ave South
- ~~6)7)~~ 7th Street North from Hwy. 2 to Hillside Drive\Airport Road
- ~~7)8)~~ Valley View and that portion of Jet Drive and Perry Lane from Hwy.2 to Valley View Home
- ~~8)9)~~ 5th Ave North from Hwy.2 to Highland Drive
- ~~9)10)~~ Highland Drive from Hwy 2 to Angus Drive

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There are other streets or roads that are treated as snow routes but are not designated as such. These secondary routes will be bladed subsequent to the designated snow routes. Secondary streets or roads are as follows:

- 1) 8th Ave. North Hwy 2 to Irle School
- 2) 9th Street North from 8th Ave. North to 8th Street North
- 3) Angus Drive and Cloud Street from Highland Drive to Scotty Pride Drive
- 4) Lomond Ave. from Angus Drive to Ayr Street
- 5) Ayr Street from Lomond Ave. to Laser Drive
- ~~6) Laser Drive from Hwy. 2 to Ayr Street~~
- ~~7)6)~~ 10th Ave North from Hwy.2 to Valley View
- ~~8)7)~~ 8th Street North and Valley View Drive from Hwy. 2 to 10th Ave. North
- ~~9)8)~~ 1st Street North from Hwy. 2 to 5th Ave. North
- ~~10)9)~~ 6th Ave South and Francis Street from Cherry Creek Bridge to 3rd Street South

Sanding operations should closely follow blading, as need to maintain safe conditions.

4.2 OPERATIONS

Snow routes and secondary routes are made passable by windrowing snow to the centerline of the street, prior to moving into other areas. Once the snow routes and secondary routes are open, snow removal and pick-up will begin\continue into other areas of the City beginning with the Downtown Business District, then moving into residential areas and neighborhoods.

- a. The residential areas will be worked during the day and the Business District will be cleared and picked up early mornings as soon as possible after the snow routes are completed.
- b. In some instances, depending on timing and severity of the storm, the Downtown Business District may be cleared and picked-up prior to snow route windrows being completely picked up and secondary routes being windrowed and/or picked up.

4.3 MINOR SNOW ACCUMULATIONS (<4")

For minor snow accumulations the sand truck will be dispatched as needed to intersections, steep terrain prone to being slippery and other locations as needed. Snow routes, secondary routes, Downtown Business District and residential areas will be cleared as described in section 4.2 based on necessity, at the discretion of the Street Foreman, unless otherwise directed by the Public Works Director. Typically, the Downtown Business District will be cleared and pick-up as soon as possible for all

measurable snow events.

4.4 NORMAL SNOW ACCUMULATIONS (4"-8")

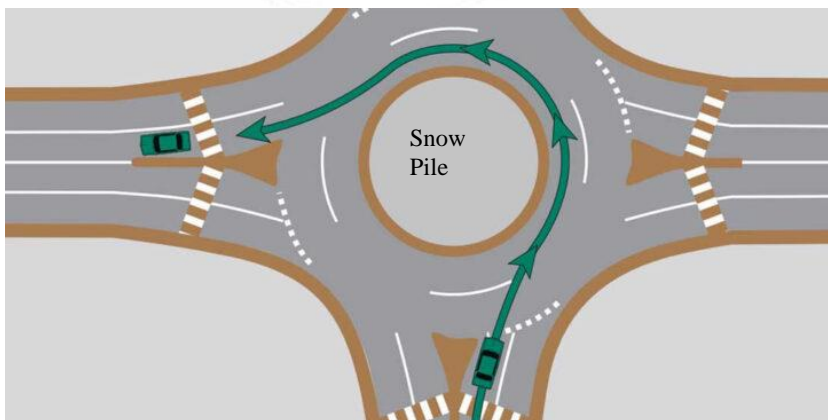
Snow removal operations will proceed as outlined in section 4.2

4.5 HEAVY SNOW ACCUMULATIONS (High Winds or 8" of Snow or More)

If City personnel cannot keep up with the storm, private contractors will be utilized. Intense storms are contingent upon many factors such as high winds, heavy snow accumulations, rain and storm duration. When private contractors are used, they will be given specific areas to work in. The streets will not be cleaned from curb to curb by the contractor. The primary emphasis will be to keep the streets passable, until the emergency is over. Then the operations will continue as outlined in section 4.3.

4.6 MOTORISTS, WINDROWS & PILES

During snow removal operations windrows and piles may be left for some time until resources are available to complete snow pick-up. At no time should motorists attempt to cross windrows or drive through piles. Motorists should proceed to the next intersection or gap and navigate around windrows to reach their destination safely. Motorists should avoid intersections with snow piles. If unavoidable motorists are to obey traffic laws as if the intersection were signed as a roundabout. For example, if a motorist wishes to make a left turn at an intersection where a snow pile exists. The motorist shall proceed to the right, around the snow pile until being able to exit the intersection to the right upon the desired route as shown below.



4.7 CITYWIDE CLEANUP

Once emergency snow routes have been cleared and secondary roads are open, crews will begin snow removal in the residential areas. The process will be accomplished by dividing the City into three sections and concentrating all snow removal equipment in one section at a time. These sections will be broken down as follows: South of the Railroad, North of the Railroad and West of 1st Street North, and North of the Railroad and East of 1st Street North. The sections of the city in which snow removal will be accomplished will be alternated after each snow event. City Crews will work with the local media to keep residents informed as to which section of the city the snow operations will be working in.

4.8 CUL-DE-SACS

Snow from cul-de-sacs will be removed by using front-end loaders and motor graders. Snow will be stockpiled in the center of the cul-de-sac or within the berm of the adjacent property owners. If snow is stockpiled in the middle of the cul-de-sac, it will be removed as conditions and time permit. Parking in cul-de-sacs may be restricted in order to provide access until the snow is removed.

4.9 ALLEYS

Once all City streets have been cleaned, operations will move into the alleys. Starting with the Business District, a front-end loader will make one pass through the alleys. Any snow accumulations outside the path will be the responsibility of the adjacent property owner. Except in emergency situations the alleys will be cleaned last.

4.10 DRIVEWAYS AND MAILBOXES

Driveways may become impassable and mailboxes inaccessible due to snow removal operations. When this occurs, it is the responsibility of the property owner to remove the snow from the driveway and the mailbox. Once all the other snow removal operations are completed snow will be removed around mailboxes to allow for mail delivery.

4.11 SANDING

The City uses a sand and Ice Slice mixture. The sand truck will be dispatched as conditions warrant. Usually first thing in the morning (before 8:00 AM) and in the afternoon (prior to 5:00PM). The objective will be to cover all major intersections, steep and hilly areas on snow routes, secondary routes, bus routes and residential and neighborhood areas prone to difficult conditions.

4.12 SIDEWALKS

Snow will be removed on City maintained sidewalks with snow blowers or skid steer loaders. Sidewalks are the responsibility of the property owner as stated in the City of Glasgow Code of Ordinances Sec. 17-22, as amended.

When a private sidewalk is located adjacent to the street, snow may be plowed onto the sidewalk. If this happens, City Crews will remove the snow from the sidewalk as time and conditions permit.

4.13 SPRING RUN-OFF

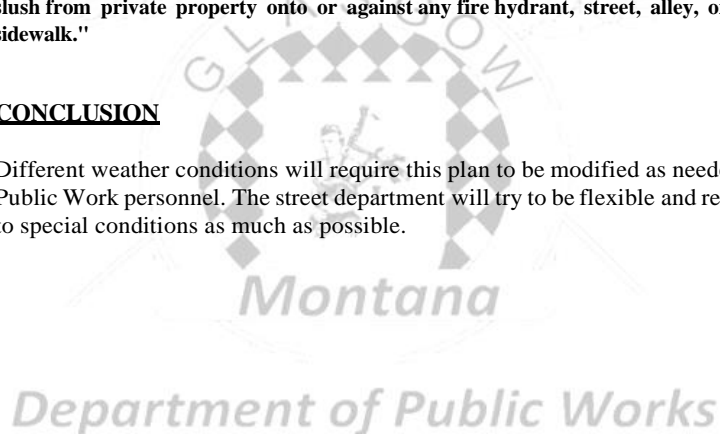
Late winter and early spring, the snow removal crews will clear and haul snow from drainage areas and catch basins. This is to facilitate run-off and try to avoid ponding and property damage problems.

4.14 PRIVATE PROPERTY USING STREET FOR SNOW REMOVAL

The City of Glasgow Code of Ordinances Sec. 17-23 states: "**It is unlawful for any person to deposit or cause to be deposited any accumulation of snow, ice and/or slush from private property onto or against any fire hydrant, street, alley, or sidewalk.**"

5.0 CONCLUSION

Different weather conditions will require this plan to be modified as needed by Public Work personnel. The street department will try to be flexible and respond to special conditions as much as possible.



PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the **CITY OF GLASGOW, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, 319 3rd Street South, Glasgow, Montana 59230, hereinafter referred to as “City,” and Morrison-Maierle, Inc., hereinafter referred to as “Consultant.”

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. **Purpose:** City agrees to hire Consultant as an independent contractor to perform for City services described in the Scope of Services attached hereto as Exhibit “A” and by this reference made a part hereof.

2. **Term of Agreement:** This Agreement is effective upon the date of its execution. Both parties reserve the right to cancel this Agreement by providing a written thirty (30) day notice to the other party.

3. **Scope of Work:** Consultant will perform the work and provide the services in accordance with the requirements of the Scope of Services.

4. **Payment:** City agrees to pay Consultant DOLLARS (\$28,500) for services performed pursuant to the Scope of Services. Any alteration or deviation from the described work that involves extra costs will be performed by Consultant after written request by the City, and will become an extra charge over and above the contract amount. The parties must agree upon any extra charges in writing.

5. **Independent Contractor Status:** The parties agree that Consultant is an independent contractor for purposes of this Agreement and is not to be considered an employee of the City for any purpose. Consultant is not subject to the terms and provisions of the City’s personnel policies handbook and may not be considered a City employee for workers’ compensation or any other purpose. Consultant is not authorized to represent the City or otherwise bind the City in any dealings between Consultant and any third parties.

Consultant shall comply with the applicable requirements of the Workers’ Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Consultant shall maintain workers’ compensation coverage for all members and employees of Consultant’s business, except for those members who are exempted by law.

Consultant shall furnish the City with copies showing one of the following: **(1)** a binder for workers’ compensation coverage by an insurer licensed and authorized to provide workers’ compensation insurance in the State of Montana; or **(2)** proof of exemption from workers’ compensation granted by law for independent contractors.

6. Indemnification: To the fullest extent permitted by law, Consultant shall fully indemnify, defend, and save City, its agents, representatives, employees, and officers harmless from and against any and all claims, actions, costs, fees, losses, liabilities or damages of whatever kind or nature arising from Consultant's negligent performance of this Agreement including work of any subcontractor or supplier to Consultant. The indemnification obligations of this Section must not be construed to negate, abridge, or reduce any common-law or statutory rights of the City which would otherwise exist. Consultant's indemnity under this Section shall be without regard to and without any right to contribution from any insurance maintained by City. Consultant also waives any and all claims and recourse against the City or its officers, agents or employees, including the right of contribution for loss or damage to person or property arising from, growing out of, or in any way connected with or incident to the performance of this Agreement, except responsibility for its own fraud, for willful injury to the person or property of another, or for violation of law, whether willful or negligent, according to 28-2-702, MCA. These obligations shall survive termination of this Agreement and the services performed hereunder.

To the fullest extent permitted by law, the City shall fully indemnify and defend the Consultant, its agents, representatives, employees, and officers harmless from and against any and all claims, actions, costs, fees, losses, liabilities or damages of whatever kind or nature arising from City's negligent performance of this Agreement and City's work on the Construction Project.

7. Insurance: Consultant shall purchase and maintain insurance coverage as set forth below. The insurance policy, except Workers' Compensation and Professional Liability, must name the City, (including its selected or appointed officers, officials, employees, or volunteers), as an additional insured and be written on a "primary—noncontributory basis." Consultant will provide the City with applicable additional insured endorsement documentation. Each coverage shall be obtained from an insurance company that is duly licensed and authorized to transact insurance business and write insurance within the state of Montana, with a minimum of "A.M. Best Rating" of A-, VI, as will protect the Consultant, the various acts of subcontractors, the City and its officers, employees, agents, and representatives from claims for bodily injury and/or property damage which may arise from operations and completed operations under this Agreement. All insurance coverage shall remain in effect throughout the life of this Agreement and for a minimum of one (1) year following the date of expiration of Consultant's warranties. All insurance policies, except Workers' Compensation, must contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused until at least thirty (30) days prior written notice has been given to Consultant, City, and all other additional insureds to whom a certificate of insurance has been issued. All insurance documentation shall be in a form acceptable to the City.

*** Insurance Coverage at least in the following amounts is required:**

- | | | |
|----|---|---|
| 1. | Commercial General Liability
(bodily injury and property damage) | \$1,000,000 per occurrence
\$2,000,000 aggregate |
| 2. | Products and Completed Operations | \$2,000,000 |
| 3. | Automobile Liability | \$1,500,000 combined single limit |

- | | | |
|----|--|---|
| 4. | Workers' Compensation | Not less than statutory limits |
| 5. | Employers' Liability | \$1,000,000 |
| 6. | Professional Liability (E&O)
(only if applicable) | \$1,000,000 per occurrence
\$2,000,000 aggregate |

Consultant may provide applicable excess or umbrella coverage to supplement Consultant's existing insurance coverage, if Consultant's existing policy limits do not satisfy the coverage requirements as set forth above.

*** If a request is made to waive certain insurance requirements, insert the insurance item # and corresponding description from the list above: .**

Legal reviewer initials: ☐ **Approved** ☐ **Denied**

8. **Professional Service:** Consultant agrees that all services and work performed hereunder will be accomplished in a professional manner and in accordance with the professional standard of care.

9. **Compliance with Laws:** Consultant agrees to comply with all federal, state and local laws, ordinances, rules and regulations, including the safety rules, codes, and provisions of the Montana Safety Act in Title 50, Chapter 71, MCA. As applicable, Consultant agrees to purchase a City safety inspection certificate or special business license.

10. **Nondiscrimination:** Consultant agrees that all hiring by Consultant of persons performing this Agreement will be on the basis of merit and qualification and will not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, national origin, or other class protected by state and/or federal law.

11. **Default and Termination:** If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party, at its option, may terminate this Agreement and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.

12. **Modification and Assignability:** This document contains the entire agreement between the parties and no statements, promises or inducements made by either party or agents of either party, which are not contained in this written Agreement, may be considered valid or binding. This Agreement may not be enlarged, modified or altered except by written agreement signed by both parties hereto. The Consultant may not subcontract Consultant's rights, including the right to compensation or duties arising hereunder, without the prior written consent of City. Neither Party may assign its rights under this Agreement without the written consent of the other Party. Any subcontractor or assignee will be bound by all of the terms and conditions of this Agreement.

13. **Ownership and Publication of Materials:** All reports, information, data, and other materials prepared by the Consultant pursuant to this Agreement are the property of the City. The City has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or part, information relating thereto. Any re-use without written verification or adaptation by the Consultant for the specific purpose intended will be at the City's sole risk and without liability or legal exposure to the Consultant. No material produced in whole or in part under this Agreement may be copyrighted or patented in the United States or in any other country without the prior written approval of the City.

14. **Liaison:** City's designated liaison with Consultant is Paul Skubinna and

Consultant's designated liaison with City is Rika Lashley.

15. Applicability: This Agreement and any extensions hereof shall be governed and construed in accordance with the laws of the State of Montana.

IN WITNESS WHEREOF, Consultant and City have caused this Agreement to be executed and intend to be legally bound thereby as of the date set forth below.

CITY OF GLASGOW, MONTANA CONSULTANT

By: _____
Print Name:
Print Title:
Date:

By: Jeff M. Ashley
Print Name: Jeff Ashley
Print Title: Vice President
Date: December 23, 2025

ATTEST:

(Seal of the City)

Stacey Amundson, City Clerk

APPROVED AS TO FORM:

By _____
Lee Pekovitch, City Attorney*

* By law, the City Attorney may only advise or approve contract or legal document language on behalf of the City of Glasgow, and not on behalf of other parties. Review and approval of this document was conducted solely from the legal perspective, and for the benefit, of the City of Glasgow. Other parties should not rely on this approval and should seek review and approval by their own respective counsel.

EXHIBIT A

CITY OF GLASGOW – WWTF MAINTENANCE EVALUATION

Scope and Fee Letter

Prepared By

Morrison-Maierle

Helena Office
1 Engineering Place
Helena, MT 59602



December 23, 2025

City of Glasgow
Attn: Paul Skubinna
319 Third St. South
Glasgow MT 59230

RE: WWTF Maintenance Project – Evaluation and Planning Phase
Scope and Fee Proposal Letter

Dear Paul:

Thank you for the opportunity to provide a scope and fee proposal for the evaluation and planning of maintenance options related to age and performance issues at the WWTF. Priority items include measures to bring the facility back into compliance with the MPDES permit limit for ammonia and addressing communication failures related to the fine screen. Other minor items are also included below.

- Restore Ammonia Removal Performance:
 - Develop plan and cost estimate for sludge removal from the active lagoon and the old Cell 2.
 - Explore alternatives to lagoon cover for temperature control to facilitate year-round nitrification.
 - Aeration system valve condition assessment and need for replacement.
 - Develop plan for maintenance for PNR cubes.
 - Develop plan and cost estimate for maintenance/replacement of diffusers.
- Flow control gates condition assessment and need for repair or replacement.
- Evaluate the SCADA system with respect to fine screen communication issues.
- Prepare Technical Memorandum (TM) summarizing above information.

SCOPE OF SERVICES AND FEE ASSUMPTIONS/LIMITATIONS

Our engineering services are based on the following anticipated scope of services:

TASK 1 – Project Management

- This task supports all tasks listed below. It includes coordination with City of Glasgow staff, management of activities within budgets and invoicing of services with progress descriptions.
 - Project tracking (progress, budget, coordination of the project team).
 - Invoicing of services on monthly basis.
- Internal QA/QC of work products.
- Project closeout activities.

TASK 2 – Evaluation and Planning

- Kickoff site visit to gather field information, inspect existing equipment and processes, and discuss issues with City staff.
- Evaluate sludge quantities and quality (based on City responsibilities listed below), disposal options, and develop a plan and estimate costs for removal and disposal. Morrison-Maierle will have at least one staff present during sludge judging performed by Montana Rural Water Systems.
- Evaluate options/costs for maintaining ammonia removal without covers, as well as maintenance options/costs for the covers and develop a recommendation with input from City staff.
- Evaluate flow control gates and aeration valves and develop a plan and cost estimate for major maintenance that considers longevity and cost.
- Develop a plan and costs for maintenance on the diffuser assemblies.
- Develop plan for PNR cube maintenance.
- Preparation of draft Technical Memo (TM) presenting results of the evaluations and development of plans for City review. TM will provide recommendations and cost estimates.
- Workshop with City staff to discuss results of above listed evaluations and develop final recommendations and cost estimates.
- Incorporate City decisions on moving forward with maintenance items into the TM and submit final draft.

Deliverables

- Draft and final TM.
- Workshop agenda and minutes.

City Responsibilities

- Provide system info, maintenance records, and facility data as needed.
- Coordinate with Montana Rural Water Systems to schedule and assist with sludge judging and sludge sample collection and analysis.
- Provide assistance for determination of sludge disposal options.
 - If private land, City to negotiate with landowners.
 - If landfilled, City to obtain landfill requirements for sampling, tipping fees, or other requirements.
- Provide insight into the staff maintenance capacity for evaluation of options.
- Review reports and attend workshop to provide input on recommendations.

Exclusions

- Coordination with funding agencies and funding applications.

- Permitting from state and federal agencies.
- Sludge sampling and costs for laboratory analysis.

Fee

- \$28,500

A detailed fee breakdown is provided in the attached fee estimate.

Once we receive your approval of this proposal, we will execute a contract for this work. If you have any questions or comments, please do not hesitate to call.

Sincerely,



Rika Lashley, PE
Project Manager

EXHIBIT B

**CITY OF GLASGOW WWTF
MAINTENANCE PROJECT
ENGINEERING FEE ESTIMATE**

TASK DESCRIPTION	SUPRVSG ENGR IV	DESIGN ENGINEER II	SENIOR ENGINEER I	ENGINEER INTERN II	CAD DESIGNER	RPR III	CLERICAL	TOTAL HOURS	TOTAL COST
1 Project Management									
• Project Communications and Coordination	2		4					6	
• Project Tracking			4					4	
• Invoicing			2					2	
• QAQC		4						4	
• Project Closeout			4					4	
<i>Subtotal</i>	<i>2</i>	<i>4</i>	<i>14</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>20</i>	<i>\$4,240</i>
2 Preliminary Design Services									
• Kickoff Site Visit	2		18					20	
• Sludge Evaluation and Plan			4	10				14	
• Ammonia Removal and Lagoon Cover Eval and Plan			8	12				20	
• Equipment Condition Eval and Maintenance Plan			2	8				10	
• Equipment Manufacturer Coordination				4				4	
• Technical Memorandum	4		8	24				36	
• City Workshop	2		18	4				24	
• Finalize Project Plan								0	
<i>Subtotal</i>	<i>8</i>	<i>0</i>	<i>58</i>	<i>62</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>128</i>	<i>\$23,256</i>
TOTAL HOURS REQUIRED	10	4	72	62	0	0	0	148	
HOURLY LABOR RATE	\$297	\$194	\$205	\$145	\$180	\$182	\$110		
TOTAL COST OF LABOR	\$2,970	\$776	\$14,760	\$8,990	\$0	\$0	\$0		\$27,496
EXPENSES (SEE DETAIL BELOW)									\$977
ESTIMATED TOTAL ENGINEERING FEE (ROUNDED)									\$28,500

EXPENSE DETAIL

	UNITS	QTY	UNIT COST	TOTAL COST
Per Diem, meals (Engineer)	days	1	68.00	68
Lodging (Engineer)	days	1	175.00	175
Automobile Travel (Engineer)	miles	720	0.88	634
Printing	LS	1	100.00	100
TOTAL EXPENSES				\$977

Incumbent

**Revised
December 2025**

**POSITION DESCRIPTION
CITY OF GLASGOW**

POSITION IDENTIFICATION

Functional Title:	Chief of Police
Department:	Police
Supervisor:	Mayor
Subordinates:	All Office Staff
Status:	Exempt

GENERAL PURPOSE

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating, and directing the activities of the police department.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Mayor

SUPERVISION EXERCISED

Exercises supervision over all police department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, coordinates, supervises and evaluates police department operations.
2. Develops policies and procedures for the department in order to implement directives from the Mayor.
3. Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council; reviews department performance and effectiveness, formulates programs or policies to alleviate deficiencies.

4. Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
5. Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
6. Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.
7. Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
8. Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
9. Trains and develops department personnel.
10. Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel.
11. Prepares and submits periodic reports to the Mayor regarding the department's activities, and prepares a variety of other reports as appropriate.
12. Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the department's activities.
13. Attends conference and meetings to keep abreast of current trends in the field; represents the City Police Department in a variety of local, county, state, and other meetings. Attend one council meeting per month to inform Council on activities of the department.
14. Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
15. Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.

PERIPHERAL DUTIES

Directs investigation of major crime scenes.

Performs the duties of subordinate personnel as needed.

Analyzes and recommends improvements to equipment and facilities, as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field; and/or
- (B) Seven (7) years of experience in police work, three years of which must have been equivalent to police sergeant or higher; and
- (C) Completion of the basic law enforcement training academy or equivalent; or
- (D) An equivalent of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances and department rules and regulations;
- (B) Skill in the use of the tools and equipment listed below; and
- (C) Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions; ability to meet the special requirements listed below;

SPECIAL REQUIREMENTS:

- (A) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state;
- (B) Ability to meet departments physical standards; and
- (C) Basic law enforcement training certification or equivalent.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer including work processing software.

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 frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, and taste or smell.

The employee must occasionally lift and/or move more than 100 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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check, job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Position Description Approval:

Manager/Supervisor

Date:

Incumbent

Date:

Chief of Police Position Opening

The City of Glasgow, Montana, a community of approximately 3200 people, is accepting applications for the Full-Time position of Chief of Police. The applicant must be a U.S. citizen; of legal age to perform the duties of this job under MT law; possess a MT driver's license, possess MT POST certification; and or be able to obtain same within twelve (12) months of hire (if currently holding certification from another state); employer retains the right to require the successful applicant to take the Montana Law Enforcement Physical Abilities test (MPAT); not have been convicted of a crime for which the person could have been imprisoned in a federal or state penitentiary; no felony and no domestic abuse convictions; be of good moral character, as determined by a thorough background investigation; Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field; seven (7) years of experience in police work, three years of which must have been equivalent to police sergeant or higher; completion of the basic law enforcement training academy or equivalent; or an equivalent combination of education and experience; demonstrate the possession of communication skills, temperament, motivation, and other characteristics necessary to the accomplishment of the duties and functions of a peace officer, as determined through an oral examination; be able to legally possess firearms; possess the necessary knowledge, skills and abilities typically obtained through a combination of education and experience to act as a Police Officer; possess good verbal/written communication skills. (Reference MCA 7-32-303.) Must be able to handle several tasks simultaneously; be able to react quickly and effectively in stressful situations; work nights, weekends, holidays. Be willing to reside in City of Glasgow.

The City of Glasgow retains the right to perform a criminal background check and a personality evaluation on individuals considered for this position. Salary is negotiable based upon education and experience.

Benefits include Retirement in the MPORS, health insurance or in-lieu of benefits, vacation, sick and paid holidays.

An application form and job description may be obtained at the City Office at 319 3rd Street South, Glasgow, MT 59230, by calling (406) 228-2476, or by emailing samundson@cityofglasgowmt.com. Completed applications and resume must be returned to the City Office by Wednesday February 4, 2026, at that time applications and resumes will be reviewed.

This position will remain open until filled.

The City of Glasgow is an Equal Employment Opportunity Employer

City of Glasgow
Personnel Committee Meeting
December 15, 2025

The meeting was called to order at 5:34 p.m. following the regular council meeting. Committee members Mayor Karst, Austin, Carr, and Koski were in attendance. Candy Lagerquist, Darcia Schindler, Bonnie Mullen, and Kristie Brabeck were also in attendance. City Clerk Amundson, City Attorney Pekovitch, and City Grant Writer Byers attended via Google Meets.

The committee reviewed the minor changes to the Chief of Police job description. Most of the changes were grammatical changes and then changing the supervisor portion from the Mayor & Council to just the mayor. The committee was good with the changes and they will be presented at the January 5, 2026 council meeting for approval.

They then talked about the advertisement for the chief position. City Clerk Amundson explained that the last time the city advertised for the chief position the cost was approximately \$2,500.00. She had advertised in the Billings Gazette, Great Falls Tribune, and the Glasgow Courier. This time she can also advertise in those papers along with the city's website and Montana League of Cities and Towns website for free. Chief Weber also said that he has resources he can reach out to for advertising. Committee member Koski said she can also include it on the Chamber's website. The committee decided to start the advertisement after the council approves the job description changes for a period of three (3) weeks to see if we receive any applications, then can advertise for longer if needed.

The committee then brought up the starting wage for the cemetery caretaker. Since the candidate moving into this position after Dan retires is no longer in a supervisory position and their job duties have changed, their wage shouldn't stay the same. Mayor Karst said the collective bargaining agreement needs to be looked at to make sure this wage can be changed, since the employee has been with the city for a while. They decided that another personnel committee meeting should be held to discuss this. City Clerk Amundson will set this up and let them know when it will be. She also printed copies of the collective bargaining agreement for the committee members and emailed a copy to City Attorney Pekovitch.

Public Comment: NONE

The meeting adjourned at 5:46 p.m.

Respectfully submitted:

Stacey A. Amundson

City of Glasgow
Personnel Committee Meeting
December 22, 2025

The meeting was called to order at 3:57 p.m. Committee members Mayor Karst, Austin, and Carr were in attendance. Council member Koski called in on Mayor Karst's cell phone. Street Foreman Runningen was in attendance. City Clerk Amundson and DPW Skubinna attended via Google Meets.

Street Foreman Runningen told the committee that he would be willing to take a cut in pay for the cemetery position down to what Dan is currently making; which would be an \$.86 reduction and if he meets the committees' expectations in that position, then look at an increase. Mayor Karst said that Scott is looking at making some changes at the cemetery and would also like to have an email for the cemetery. The committee asked City Clerk Amundson what both Dan and Scott's current wages are. Committee member Koski stated that the cemetery position is not a supervisory position and shouldn't be paid a supervisor's wage. Committee member Austin said that there is also a difference in years of service; where Scott only has 21 years and Dan has 30. Also, Scott will no longer be a supervisor, will be in a new position, doesn't understand the entire job yet, and won't have the same responsibilities that he currently has. Scott explained to the committee that he is familiar with the sprinkler system, mowing, and has assisted Dan in the past with funerals. He's just not familiar with the backhoe.

In the advertisement for the position the wage scale listed was from \$26.62 to \$29.07. City Clerk Amundson also explained the wage scale that is included in the collective bargaining agreement that was for fiscal years 2023-2026. The wage of \$26.62 that was listed for fiscal year 2023-2024 was Dan's wage, then over the next two (2) fiscal years there were 4.5% increases, to bring Dan's wage to the \$29.07. The committee then talked about reducing the wage for both the years of service and supervisory difference, and offered \$28.15. Scott stated that he will just stay in his current position of street foreman instead of taking more of pay cut than the \$.86. Committee member Carr asked Scott if \$28.50 would work; Scott said no.

The discussion on the tentative starting wage range for the street foreman position was not discussed since Scott will remain in that position.

The committee then discussed a starting wage for the cemetery caretaker position to advertise publicly. They decided to recommend a starting wage between \$24.00 and \$25.00. This will be on the January 5, 2026 council meeting agenda for discussion and approval to advertise.

Public Comment: NONE

The meeting adjourned at 4:57 p.m.

Respectfully submitted:

Stacey A. Amundson

COMMITTEE APPOINTMENTS

AMENDED DECEMBER 17, 2025

Personnel Committee:

Kristie Brabeck, Brian Austin, Lisa Koski, Rod Karst, and Stacey Amundson

Water Committee:

Butch Heitman, Stan Ozark, Brian Austin, Rod Karst, Paul Skubinna, and Stacey Amundson

Cemetery Committee:

Stan Ozark, Lisa Koski, Darcia Schindler, Paul Skubinna, and Scott Runningen

Library Board Representative:

VACANT

Police Commission:

Butch Heitman, Todd Young, Greg Stordahl, Sam Waters, Jerald Fischer, Rod Karst

Recreation Board:

Rod Karst

Streets:

Stan Ozark, Butch Heitman, Brian Austin, Paul Skubinna

Grant Committee:

Stan Ozark, Lisa Koski, Rod Karst, Norman Dick and Stella Ryan

Ordinance Committee:

Rod Karst, Butch Heitman, Darcia Schindler, Brian Austin, Paul Skubinna, Lee Pekovitch, and Stacey Amundson

Valley Court Committee:

Lisa Koski, Butch Heitman, Kristie Brabeck, Stacey Amundson, and Dawn Daubner

Policy and Procedures Committee:

Rod Karst, Stan Ozark, Brian Austin, Darcia Schindler, Paul Skubinna, and Stacey Amundson

Wage Compensation Committee

Lisa Koski, Brian Austin, Butch Heitman, Rod Karst, and Stacey Amundson

1st Tuesday of each month – Two Rivers Growth Meeting – Lisa Koski

Growth Policy & Downtown Plan Review Committee:

Council member Lisa Koski, Shyanne Wallace, DPW Skubinna, GDA Representative (Madelyn House), Jennifer Robley, Rob Brunelle, and Brenner Flaten

Levee Committee

Rod Karst, Butch Heitman, Paul Skubinna, Dawn Daubner
Levi Doll, Ryan sStone, Jon Fontaine, Drew Markle

Markle.dw@gmail.com

ryanstoneconst@gmail.com

fontaine@nemont.net

trapezoid.mt@gmail.com

Special Assessments:

Appoint Committee AS NEEDED