



REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF CONRAD, COUNTY OF PONDERA, STATE OF MONTANA
HELD AT CONRAD CITY HALL ON JULY 2, 2024

The City Council of the City of Conrad, County of Pondera, State of Montana, met in regular session at Conrad City Hall on July 2, 2024, at 6:00 p.m.

Present: Mayor David Cates, Alderman Amber Schoenrock, Alderman Nathan Hunsucker, Alderman Karla Breeding, Alderman Carrie Doty, Interim Chief Cory Smith, Public Works Director David Zimbelman, Public Library Director Tiffany Christensen, Billing Clerk Kim Cooney

Absent: None

Guests: MLCT Municipal Accountant Jodi Rogers, Maria Cates, Darryl Burditt

Teleconference Guests: None

The meeting was called to order by Mayor Cates at 6:00 p.m.

Action: Read and Approve Minutes of the June 18, 2024 Regular Meeting

- Motion by Alderman Breeding, Second by Alderman Hunsucker, to approve the minutes of the June 18, 2024 regular council meeting, as presented
 - Motion Carried Unanimously

Action: Read and Approve Minutes of the June 4, 2024 Executive Session – Skipped

Action: Read and Approve Minutes of the June 18, 2024 Executive Session - Skipped

Action on Claims & Payroll:

Claims #s 28170, 28172-28173, 28187-28224 (refer to the claims register/claims approval list):

- Motion by Alderman Hunsucker, Second by Alderman Breeding, to approve the claims and payroll, as presented
 - Motion Carried Unanimously

Water Contracts: None

Correspondence: None

Public Comment: (no action taken) Agenda Items and/or Not on Agenda Items
None

Department Reports:



- a. Police Department (full report attached) – Interim Chief Smith announced that Officer Karlik graduated from the law enforcement academy and has been asked by the academy to teach some classes. Officer Creech completed his field training and has been patrolling. There were 311 calls in June. Interim Chief Smith credited the uptick of reported incidents to having more officers out on patrol. Alderman Schoenrock asked if he would record the number of fireworks complaints within city limits, to which he agreed.
- b. Public Works (full report attached) – Director Zimbelman said the City restrooms will be locked over the 4th of July to prevent vandalism. They will remain open in the parks. He explained that landfills are classified as special districts, not a towns or counties, so insurance companies treat them differently. The landfill's insurance was secured for another year after Mako dropped several special districts. After consideration, none of the counties serviced were willing to add the roll-off sites to their insurance. Liability & property insurance increased significantly over last year. It's now roughly \$30K up from \$20K last year. The NMJRDD Board is looking for a more permanent solution to securing insurance for the roll-off sites. Director Zimbelman has not heard if the curb and gutter contractor will also do the sidewalks at Norley Hall. The splash park won't be started until after the pool season ends to reduce interaction with kids in the construction zone. The baseball field sprinkler system has a lot of leaks and needs to be upgraded. Director Zimbelman confirmed that the baseball lights are City property and may be used by other groups, such as the Library's "kites under lights." He is interested to see the first electric bill. The bulbs are LED and 50 pounds apiece. Director Zimbelman said everyone had a good time at the ball tournament and swim meet. Communication improved this year during the baseball tournament.
- c. Public Library – Director Christensen reported. The new doors have been installed but the handicap buttons still need to be wired. The elevator motor is starting to go and may need to be replaced (full report attached).
- d. Finance Officer – Mrs. Rogers said she enjoys working with everyone at the City and, having grown up in Conrad, she's happy to help-out. She will work with office staff early next week to balance May books. She met with the department heads for budget prep, looking at wish lists and putting together some preliminary numbers. Next, she will work on the budget with Mayor Cates using last year's tax revenue to start with, and an inflationary increase of 2.8%. The State will provide this year's numbers the first Monday of August, and the City will need to pass the final budget at the first meeting in September. Mrs. Rogers offered a way to eliminate confusion over the balance of the General Fund in this year's budget prep. This relates to the 900 fund which is shown as an expenditure but is actually a holding fund for capital improvements. Mayor Cates asked about some large bills that have come through recently: taxes, contract renewals, insurance. Mrs. Rogers said this is normal this time of year and the City has the money. The City will receive money from HB124 which is over \$100K each quarter (financial reports attached).

Discussion/Action: Appoint Lida Holst to Library Board (5-year term)

Mayor Cates said that Library Director Christensen provided a memo to him recommending Lida Holst to the Board. He has worked with Lida and believes she's a good fit for the Library.



- Motion by Alderman Hunsucker, Second by Alderman Doty, to approve Lida Holst to the Library Board for a 5-year term through June 30, 2029
 - Motion Carried Unanimously

Discussion/Action: Promotion of Sergeant Cory Smith (Interim Chief of Police) to Chief of Police

Mayor Cates provided a letter proposing inter-departmental promotion of Interim Chief Cory Smith to Chief of Police. Mayor Cates said Interim Chief Smith has been doing the work of the Chief for about 6 months and has been doing a very good job, especially at a time of short-staffing. The Mayor could not say enough about his work ethic and felt that it was appropriate to promote him to Chief of Police.

The Chief will be paid \$33.91/hour (Mr. Padilla's ending wage) plus the \$150/month animal control stipend. He will have a 1-year probationary period from the date that he is sworn in.

Discussion on whether or not the Chief would receive 4% COLA on top of his wage and stipend.

- Motion by Alderman Breeding, Second by Alderman Doty, to approve promotion of Sergeant/Interim Chief Cory Smith to Chief of Police at \$33.91/hour and the 4% COLA that other employees are receiving, effective July 1, 2024

Mr. Burditt asked if the Council was waiving the requirements that had been advertised for Chief of Police last February: 7 years' experience, college degree, etc.

Mayor Cates indicated that the letter he wrote to Council recommending the Interim Chief's promotion addresses these things.

Alderman Doty asked Interim Chief Smith how much overtime the officers have been working on average. He said with Officer Karlik back this month they're managing their overtime. He estimated it to be about 20 hours/month per officer. They are trying to minimize overtime as much as possible. Mayor Cates added that the Chief currently gets overtime, but he won't if a 6th officer is hired. Then there probably won't be a need for it.

- Motion Carried Unanimously

Chief Smith was sworn in by Mayor Cates and received the Chief's badge. Council and guests congratulated the new Chief.

Discussion/Action: Hire of new Police Officer

Mayor Cates said the City intends to hire a new police officer. Kylie Christiaens currently works as a County dispatcher for the Sheriff's Department and is a former EMT. She passed her Police Commission interviews "with flying colors" and was also interviewed by Mayor Cates and Chief Smith. The intention is to move ahead and hire her at \$24.08/hour, plus benefits, at the next Council meeting to allow her to give two weeks' notice at the County. Depending on when she can get into the police academy, she may do her field training here first. Kylie lives in Conrad. Mayor Cates stated that there is no action at this time.

Chief Smith said Kylie's move from the County Sheriff's Department is a career investment for her. Discussion about whether this will make things more difficult between the City and County.



- Motion by Alderman Doty, Second by Alderman Schoenrock, to hire Kylie Christiaens at \$24.08/hour, plus benefits, effective July 16, 2024, contingent on her 2-weeks' notice to the County
 - Motion Carried Unanimously

Discussion/Action: Elimination of Finance Officer job description and replacing it with that of Clerk Treasurer

Mayor Cates said he is seeking approval to replace the Finance Officer job description with that of Clerk Treasurer, and update the two other clerk positions. The thought is that the Clerk Treasurer job will attract more applicants if the position description is changed. Duties would be divided between the Billing Clerk, Admin/Payroll Clerk and Clerk Treasurer. For instance, the clerks (billing, payroll) could do the ordinances and the meetings, and the Clerk Treasurer could do the more technical work of financial reports and the budget. The Mayor said Sunburst is doing this right now.

Alderman Breeding asked Mrs. Rogers if her personal preference would be to continue working for the City, or would she prefer to move on after training someone new. Mrs. Rogers said she would like to stay, but would understand if the City decided they didn't need her anymore. She would like to see everyone trained so there's continuity and there's not a situation like before. The Mayor emphasized that MLCT is offering to let Mrs. Rogers stay with Conrad if that's decided. He said the City has a very good team.

Alderman Breeding asked if there was a concern that towns would see this as a new model. Mrs. Rogers said Montana and Alaska have already been asked at the national level to share this trend and the League wants to stick with it. "It's not going away."

Alderman Doty asked if the City was still advertising for a new Finance Officer and the Mayor said no.

- Motion by Alderman Breeding, Second by Alderman Hunsucker, to table eliminating the Finance Officer job description, but allow the pursuit of looking at the other job descriptions
 - Motion Carried Unanimously

Executive Session: None

Other Business:

Alderman Schoenrock announced the launch of the City's new website by Fence Line Design, and provided an update on the Facebook page. She was able to access the old City Facebook page and make some changes. She is the only one with the password. All pages previously attached to the account were removed. Alderman Schoenrock will post the minutes, ordinances, and relevant notices, along with audio recordings of council minutes. Alderman Doty suggested adding some positive public relations information about the City as well.

Chief Smith said the Police Facebook page won't be replaced right away because of certain requirements that must be met first.

Mrs. Rogers suggested keeping the Facebook page informational only—no comments—to be in compliance with a recent decision over first amendment rights. The primary reason for the Facebook



page is to provide council meeting audio to the public. Alderman Schoenrock also pointed out the new Ring ID which is linked to the City's new webpage.

Janice Farkell has invited the City to join the Conrad Community Events Bulletin Board if there is a desire to share any Facebook posts. The City would be responsible for actually sharing the posts once approved by Mrs. Farkell. Mayor Cates will look into this further.

Items to Appear on Next/Future Agenda:

- a. City Judge contract
- b. Request for use of a free community swim at the pool
- c. Resolution for the Montana Board of Investment – remove Hilary Ritter and add Julie Orcutt
- d. Consider re-doing some accounting in the budget for easier tracking

Meeting Adjourned

There being no further business to come before the Council, Motion by Alderman Breeding, Second by Alderman Hunsucker, to adjourn the meeting at 7:19 p.m.

- o Motion Carried Unanimously



City of Conrad
413 S. Main St.
Conrad, MT 59425
406-271-3623

A blue ink signature of David Cates, consisting of several loops and a long horizontal stroke.

Mayor, David Cates

Attest:

A blue ink signature of Amber Schoenrock, written in a cursive style.

Council President, Amber Schoenrock



CONRAD POLICE DEPARTMENT



MONTHLY REPORT TO CITY COUNCIL: June 2024

CALLS FOR SERVICE: Approximately 311 Calls for Service Reported to PCSO Dispatch and/or Conrad Police Department

SECURITY CHECKS: 34 Routine Security Checks for local businesses
Residential Security Request conducted

ARRESTS: 3

ALARMS: 3

ASSAULTS/HARRASSMENT/THREATS: 2

BURGLARY/THEFTS/SHOPLIFTING REPORTS: 4

CHILD ABUSE/ENDANGERMENT REPORTS:

COURT ORDERS/CIVIL PAPERS:

CRIMINAL MISCHIEF/TRESSPASS/VANDALISM: 3

DEATH INVESTIGATIONS:

DISTURBANCES: 1

DOMESTIC INCIDENTS: 3

DRUG RELATED: 1

LOST/FOUND PROPERTY: 5

MEDICAL EMERGENCIES: 7

NOISE/NUISANCE COMPLAINTS: 8

SUICIDE/MENTAL HEALTH CALLS: 3

SUSPICIOUS ACTIVITY/VEHICLES: 9

MISSING PERSONS: 1

WARRANT ATTEMPTS: 3

PUBLIC ASSISTS:

CITIZEN ASSIST: 10
CIVIL STAND BY: 2
CITIZEN DISPUTES: 2
INFORMATION ONLY CALLS: 4
VEHICLE LOCK OUTS: 1
VIN INSPECTIONS: 3
WELFARE CHECKS: 5
UTILITY COMPLAINTS:

OTHER:

ILLEGAL BURN:
JUVENILE COMPLAINTS: 3
PRIVACY&COMMUNICATIONS
PRISONER TRANSPORT:
MISC: 49

TRAFFIC:

ACCIDENTS INVESTIGATED: 2
COMPLAINTS REPORTED: 7
DUI:
HIT AND RUN:
MOTORIST ASSIST:
TRAFFIC INITIATED: 76

ASSISTING OTHER AGENCIES:

SHERIFF'S OFFICE: 1
MONTANA HIGHWAY PATROL:
AMBULANCE: 7
FIRE DEPARTMENT: 5
PROBATION AND PAROLE:
TETON County SO
Cascade County: 2
Toole County SO: 1

FBI:
DCI:
CPS: 1
BLES:1
APS:1
MCS:1

ANIMAL CONTROL CALLS:

DOGS: **23**

CATS: **7**

OTHER: **6** including skunks, horses, and cows

ANIMAL CRUELTY: **1**

SITUATIONAL REPORT:

Officer Creech has completed his Field Training

Officer Karlik graduated from MLEA and has been requested to help teach new recruits

Arrests were made on the following charges:

1) False Reports to Law Enforcement

Privacy in Communications

2) Misdemeanor Warrant

3) 3 Counts of Felony Criminal Endangerment

7 other traffic violations

28 Citations Issued

PUBLIC WORKS

City Council Report 7/2/2024

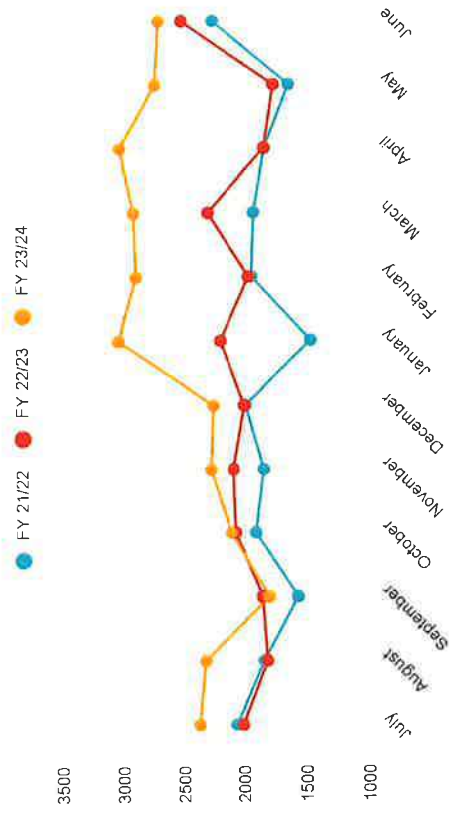
1. The hydrants that were replaced on 7th Ave and Kansas street have gotten new curb and gutter, with 7th Ave receiving replacement sidewalk.
2. We assisted with cones and garbage for both the Park and Rec and Swim Team's Summer events.
3. Brady Water is continuing to give us troubles, we received a new actuator switch but a power surge a couple a weeks ago rendered the actuator useless and we are waiting for replacement parts. The surge also played havoc with our rest area lift station. We are still having to fill Brady water manually.
4. We have cleaned our recycling water pond at the Water Plant.
5. I will be scheduling our tank inspections for later this Summer.
6. Our asphalt guy will be here July 11th to patch some dig areas, some areas over by Norley Hall, and 7th Ave S.
7. The Landfill's special district secured Insurance. I attended a public meeting last Thursday regarding the possibility of Counties putting roll off sites on their insurance.
8. Sprinklers are being put in along the pathway area by Blue Sky Villa.
9. Been working on my budget and I have a preliminary budget ready to go over with Jodi after the holiday weekend.
10. The East side lift station project should be getting started soon as all the pipe and pumps have been received.

Library Director
Conrad Public Library Report

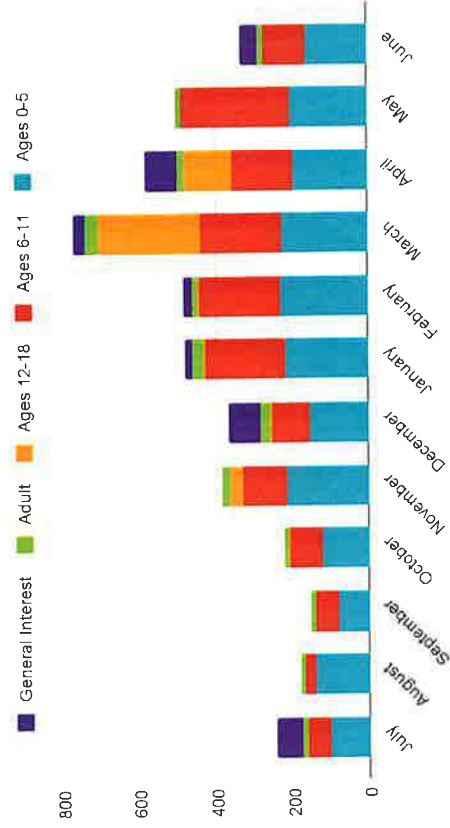
Tuesday, July 2, 2024 @ 6:00 PM
[presented to the Conrad City Council]

- May Statistics:
 - 1,637 library visits
 - 2,698 items circulated (22% digital check outs)
 - 15 programs held
 - 332 program attendees
 - 237 computer users
 - 19,004 separate Wi-Fi sessions
- Statistics showed library visits, program attendance, and circulation higher than those of last year. Computer and wi-fi use slightly decreased.
- We participated in the Whoop-Up parade with a pirate float promoting the summer reading program themed "Adventure Begins at Your Library."
- 45 people attended the "Cowboy Music and Authentic Storytelling" program with Philip Page on Friday, June 28th.

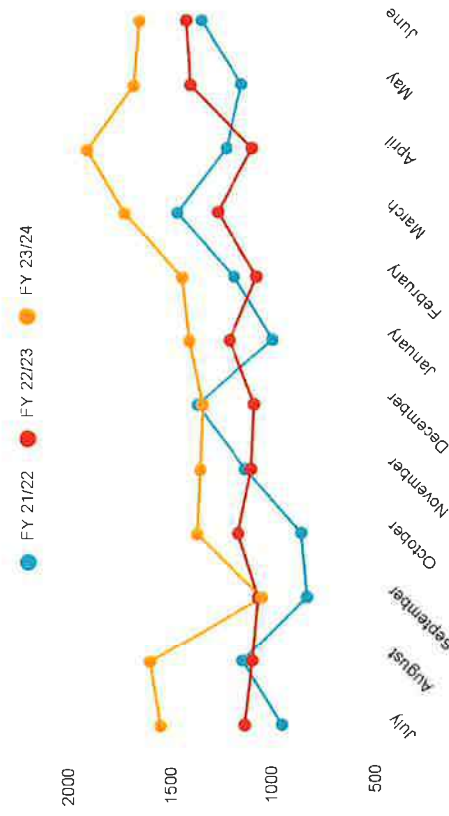
Total Circulation



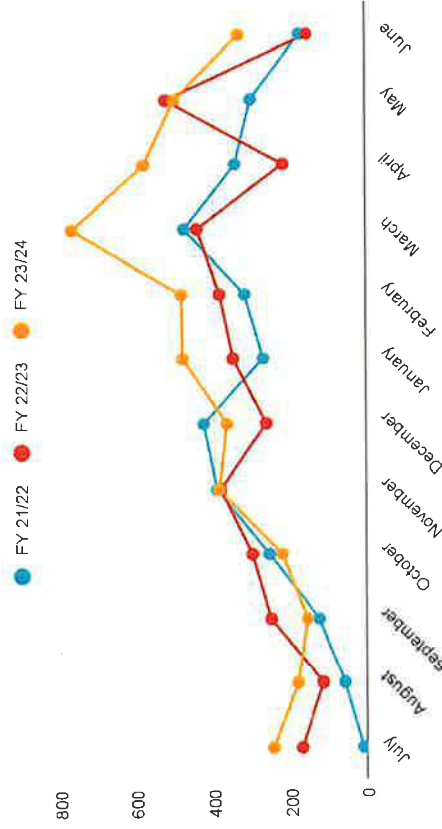
Library Program Attendance FY 23/24



Total Library Visits



Total Program Attendance



David Cates

From: Tiffany Christensen <tiffany@conradlibrary.com>
Sent: Tuesday, July 2, 2024 11:46 AM
To: David Cates
Subject: Library Board Appointment

Hi David,

A Library Board of Trustees position term ended on June 30, 2024. Lida Holst partially filled this position after the previous trustee stepped down early. In her relatively short time serving on the Library board, Lida has provided significant input and support. It is my recommendation that you appoint Lida to fill this vacancy for her first full term as of July 1, 2024 and ending June 30, 2029.

Thank you.



Tiffany Christensen, Library Director

Conrad Public Library
15 4th Ave SW
Conrad, MT 59425
(406) 271-5751
conradlibrary.com

May-24	Account #	Not APY	Earnings Rate	Maturity	Account Balance
PETTY CASH(LIBRARY \$200,POLICE \$50,DRAWER \$75 OFFICE \$225)					\$550.00
STOCKMAN	5110000050				\$221,478.59
STOCKMAN (RURAL DEVELOPMENT LOAN ACCOUNT)	5110003041				
STOCKMAN (CDBG)	5112023155				
WELLS FARGO ACH	54-1158135	0.00%			\$0.00
1st LIBERTY FCU	383006-01	0.45%			\$55.91
STIP	CICONRAD-97	5.38%			\$6,008,146.39
STOCKMAN BANK MM	5117004973	2.38%			\$179,694.40
RJ MM	53603793	0.05%			\$100,000.00
RBC MMM		0.00%			
INDEPENDENCE BANK MM	678954	0.55%			\$5,848.66
Bankers Bank (ID CDARS)	23537	3.50%	4/14/2024		\$100,000.00
Texas Exch Bank SSB Crowley TX (RJ) call 12/19/22	20099	0.65%	6/21/2024		\$106,000.00
FIRST STATE BANK OF SHELBY	3711	0.70%	7/22/2024		\$74,500.00
UBS Bank USA SLC (RJ)	57565	0.65%	9/9/2024		\$125,000.00
Toyota FNCL SVG Bnk Henderson, NV (RJ)	57542	0.65%	9/9/2024		\$75,000.00
STOCKMAN BANK CD	5130069099	0.40%	10/13/2024		\$200,000.00
INDEPENDENCE BANK CD In House	29622/35663	5.00%	10/20/2024		\$74,405.10
BMW Bank of N America SLC UT	35141	0.70%	10/22/2024		\$100,000.00
Merrick Bank S Jordan	34519	0.85%	12/16/2024		\$100,000.00
STOCKMAN BANK CD	5130068726	2.25%	1/7/2025		\$200,000.00
STOCKMAN BANK CD	5130068823	2.25%	1/31/2025		\$200,000.00
MORGAN STANLEY (RJ) CD	34221	1.80%	2/27/2025		\$200,000.00
Western Alliance Bank (ID CDARS)	57512	0.73%	2/27/2025		\$100,000.00
American Exp (RJ)	27471	1.80%	3/10/2025		\$100,000.00
Texas Exch Bank SSB Crowley TX (RJ) call 12/02/22	20099	0.90%	10/3/2025		\$100,000.00
1st Liberty FCU	S32/30	4.08%	10/15/2025		\$105,545.59
BankUnited NA FL (RJ) call qtrly 9/3/22	58979	1.25%	12/8/2025		\$125,000.00
Third Federal S&L (RJ)	30012	1.20%	1/27/2026		\$200,000.00
GOLDMAN SACHS BANK USA (RJ) call-12/11/22	33124	1.00%	2/11/2026		\$225,000.00
INDEPENDENCE BANK CD In House	29623/35666	5.00%	10/20/2026		\$75,096.58
JP MORGAN CHASE COLUMBUS OH (RJ) STEP 10/28/22 call	628	0.85%	10/28/2026		\$100,000.00
BankUnited NA FL (RJ) call qtrly 9/8/22	58979	1.35%	12/8/2026		\$125,000.00
Capital One Bank(RJ)	33954	2.65%	4/6/2027		\$200,000.00
Morgan Stanley (RJ) 5/17/23 callable	32992	3.35%	5/17/2027		\$150,000.00
Insbank Nashville (RJ) callable 6/14/23	35521	4.90%	12/14/2027		\$75,000.00
MPERA RETIREMENT PAYMENT IN TRANSIT (PERS)					\$14,083.86
FEDERAL PAYROLL EFT IN TRANSIT (SS, MEDI, FIT)					
STATE INCOME TAX (SIT)					\$2,592.80
UNEMPL (UI) Pymt IN TRANSIT QTRLY					\$0.12
AFLAC ck from city \$188.80					\$377.60
O/S Deposits in UB system					-\$264.36
Colonial Life					\$25.50
TOTAL- CITY OF CONRAD - CASH		1.47%			\$9,733,975.98
Average of Investments only		1.62%			

increase petty cash for library in april

Investments By Bank	Financial Institution	% of Total	Avg Rate of Return
			Not APY
			% PER BANK
\$5,848.66	Ind Bank MM	0.06%	0.45
\$600,000.00	Stockman CD	6.164%	1.633
\$179,694.40	Stockman MM	1.846%	2.380
	R.B.C.	0.000%	
	R.B.C. CD'S	0.000%	
\$100,000.00	RJ MM		0.050
\$2,106,000.00	Raymond James	21.636%	1.444
\$6,008,146.39	STIP	1.971%	5.400
\$105,545.59	1st Liberty	1.084%	4.080
\$74,500.00	1st State Shelby	0.765%	0.973
\$149,500.68	Ind Bank In house CD	1.536%	5.000
\$200,000.00	Ind Bank CDARRS	2.055%	2.048
-\$17,079.88	EFT'S	-0.175%	
-\$264.36	OS Dep		
\$222,084.50	Misc. Accts	2.282%	
		39.22%	2.346

Bank Reconciliation Split	
\$221,478.59	Stockman Bank Stmt
-\$17,079.88	o/s E. Checks
-\$264.36	o/s deposits (cc & reg & nsf)
\$550.00	Petty Cash
\$55.91	Other Accounts
\$9,529,235.72	Investments

\$9,733,975.98 VERIFY

All RED amounts must match

612.83 out of bank
April & May

\$9,733,975.98 VERIFY

For Audit and AFR	
\$204,134.35	Demand Deposits
\$55.91	Credit Union Savings Dep
\$550.00	Petty Cash
\$0.00	Checking Deposits
\$285,543.06	Money Market
\$6,008,146.39	STIP
\$0.00	U.S. Gov't Securities
\$3,235,546.27	Time Deposits
\$9,733,975.98	Total for audit

auditor reduces mm by pr & clms clearing amounts

07/02/24
15:48:51

CITY OF CONRAD
Cash/Bank Reconciliation
For the Accounting Period: 5/24

Page: 1 of 2
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 GENERAL						
101000 Cash - Operating	696,408.01	24,047.66	0.00	72,606.71	0.00	647,848.96
101101 Unrestricted - CIP Future	722,247.00	0.00	0.00	0.00	0.00	722,247.00
103000 Petty Cash	350.00	0.00	0.00	0.00	0.00	350.00
Total Fund	1,419,005.01	24,047.66		72,606.71		1,370,445.96
2190 COMPREHENSIVE INSURANCE						
101000 Cash - Operating	-18,240.66	989.08	0.00	0.00	0.00	-17,251.58
2220 LIBRARY						
101000 Cash - Operating	94,489.97	9,847.36	0.00	18,978.07	0.00	85,359.26
103000 Petty Cash	200.00	0.00	0.00	0.00	0.00	200.00
Total Fund	94,689.97	9,847.36		18,978.07		85,559.26
2260 INDUSTRIAL PARK						
101000 Cash - Operating	13,099.02	3,253.61	0.00	0.00	0.00	16,352.63
2370 P.E.R.S. - EMPLOYER CONTRIBUTION						
101000 Cash - Operating	-895.43	1,199.50	0.00	3,323.40	0.00	-3,019.33
2371 EMPLOYER CONTRIBUTIONS GROUP MEDICAL BENEFITS						
101000 Cash - Operating	-30,988.87	1,696.16	0.00	5,168.06	0.00	-34,460.77
2372 PERMISSIVE MEDICAL LEVY						
101000 Cash - Operating	49,402.39	928.34	0.00	0.00	0.00	50,330.73
2394 BUILDING CODE ENFORCEMENT						
101000 Cash - Operating	13,021.11	1,872.50	0.00	745.45	0.00	14,148.16
2400 STREET LIGHT						
101000 Cash - Operating	38,347.52	225.57	0.00	8,554.11	0.00	30,018.98
2525 STREET MAINTENANCE DISTRICT #1						
101000 Cash - Operating	78,254.32	1,599.04	0.00	9,095.84	0.00	70,757.52
2720 REIKEN-ANDERSON MEMORIAL						
101000 Cash - Operating	39,181.58	0.00	0.00	0.00	0.00	39,181.58
2810 POLICE TRAINING						
101000 Cash - Operating	13,746.43	0.00	0.00	0.00	0.00	13,746.43
2820 GAS TAX						
101000 Cash - Operating	472,906.17	9,423.32	0.00	4,770.75	0.00	477,558.74
102230 Cash - Surplus Reserve	34,056.00	0.00	0.00	0.00	0.00	34,056.00
Total Fund	506,962.17	9,423.32		4,770.75		511,614.74
2821 HB 473-GAS TAX						
101000 Cash - Operating	32,318.78	0.00	0.00	0.00	0.00	32,318.78
2982 BLUE SKY VILLA INDEPENDENT LIVING						
102230 Cash - Surplus Reserve	50,000.00	0.00	0.00	0.00	0.00	50,000.00
2991 ARPA 21.027						
101000 Cash - Operating	547,832.75	0.00	0.00	0.00	0.00	547,832.75
4020 LIBRARY DEPRECIATION RESERVE						
101000 Cash - Operating	154,125.99	1,442.48	0.00	0.00	0.00	155,568.47
5210 WATER UTILITY						
101000 Cash - Operating	2,488,897.12	81,710.65	0.00	38,261.93	2,732.59	2,529,613.25
101220 Cash-Unrestricted Reserve	1,573,046.00	0.00	0.00	0.00	0.00	1,573,046.00
102211 Cash - SRF (Current)	74,525.00	0.00	0.00	0.00	0.00	74,525.00
102221 Cash - Reserve for SRF Loan	74,963.28	0.00	0.00	0.00	0.00	74,963.28

07/02/24
15:48:51

CITY OF CONRAD
Cash/Bank Reconciliation
For the Accounting Period: 5/24

Page: 2 of 2
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
102240 Cash - Replacement &	13,888.14	0.00	0.00	0.00	0.00	13,888.14
Total Fund	4,225,319.54	81,710.65		38,261.93	2,732.59	4,266,035.67
5310 SEWER UTILITY						
101000 Cash - Operating	627,259.05	46,816.53	2,040.93	43,491.92	0.00	632,624.59
101220 Cash-Unrestricted Reserve	776,566.00	0.00	0.00	0.00	0.00	776,566.00
102211 Cash - SRF (Current)	42,211.25	0.00	0.00	0.00	0.00	42,211.25
102212 Cash - Reserve for RD Loan	38,574.67	12,858.33	0.00	0.00	0.00	51,433.00
102221 Cash - Reserve for SRF Loan	85,284.00	0.00	0.00	0.00	0.00	85,284.00
102222 Cash - Reserve for RD Loan	154,300.00	0.00	0.00	0.00	0.00	154,300.00
102240 Cash - Replacement &	279,800.00	0.00	0.00	0.00	0.00	279,800.00
Total Fund	2,003,994.97	59,674.86	2,040.93	43,491.92		2,022,218.84
5410 SOLID WASTE						
101000 Cash - Operating	152,732.39	26,802.79	691.66	11,637.84	0.00	168,589.00
101220 Cash-Unrestricted Reserve	283,908.00	0.00	0.00	0.00	0.00	283,908.00
Total Fund	436,640.39	26,802.79	691.66	11,637.84		452,497.00
7120 FIRE PENSION						
101000 Cash - Operating	27,761.86	1,116.06	0.00	0.00	0.00	28,877.92
Bank Statement Total	221478.59					
+ O/Standing Deposits	0.00					
- O/S payroll checks(6794.88)					
- O/S claim checks(19460.16)					
- O/S pr liabilities(4947.20)					
- O/S Electronic chks(17079.88)					
+ Petty Cash	550.00					
+ Investments	9529235.72					
+ Other Accounts	0.00					
+ NSF Checks	0.00					
+ Other	55.91					
Adjusted Bank Cash	9703038.10					
Outstanding deposit UB Paygov						
Totals	9,693,578.84	225,828.98	2,732.59	216,634.08	2,732.59	9,702,773.74

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.



City of Conrad
413 S. Main St.
Conrad, MT 59425
406-271-3623

Proposal for Inter-Departmental Promotion

Request to promote Sergeant (Interim Chief) Cory Smith to Chief of Police.

Sergeant Smith has been a full-time employee with the Conrad Police Department since December 13, 2021. Over the past 2.5 years under my supervision and that of the previous mayor he has conducted a variety of routine and complex law enforcement tasks, everything from simple traffic stops to complex criminal investigations.

Sergeant Smith has exercised general supervision of subordinate officers as a Field Training Officer, Sergeant and Interim Chief. He works his assigned shifts. He uses good judgement in deciding the best course of action to resolve difficult and emergency situations without assistance. Sergeant Smith performs his duties in an exemplary manner in conformance with Federal, State, and local laws and ordinances and takes the appropriate action. He utilizes his training and experience to analyze and recommend improvements to equipment and facilities and has taken the initiative to seek funding through grants when appropriate.

Sergeant Smith has developed and maintained a rapport with other city departments, with the general public and community groups.

Sergeant Smith has attended various training events, including: Leadership Essentials, Incident Command System, National Incident Command Systems, First Line Supervisor Training, Evidence Technician, AED (Automated External Defibrillator), Program Coordinator and Training Coordinator.



City of Conrad
413 S. Main St.
Conrad, MT 59425
406-271-3623

Sergeant Smith is well respected within the ranks of the Conrad Police Department. He is respected by the personnel of allied agencies who often look to him for guidance. As a dedicated leader, Sergeant Smith has proven to be an individual asset to this department and to the City of Conrad.

With consideration to Sergeant Smith's service as Interim Chief of Police since January of 2024, his prior law enforcement experience, military service, and his overall professionalism and work ethic, I feel he meets all the requirements for the Chief of Police in accordance with the department policy.

Dated this 2nd Day of July 2024

A handwritten signature in dark ink, appearing to read "David Cates".

David Cates
Mayor, City of Conrad

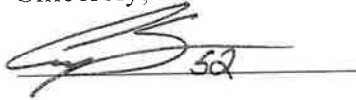
Dear Mayor and Council,

I am pleased to recommend the hiring of Kylie Christiaens as a regular full-time employee for the City of Conrad in the position of Patrolman I.

Ms. Christiaens is a resident of the City of Conrad. She has undergone examination by the Police Commission and the Police Commission has certified her as qualified for appointment as required by Montana Code Annotated § 7-32-4111. I have personally interviewed Ms. Christiaens and I have conducted a thorough background check and have determined Ms. Christiaens to be of good moral character.

It is my opinion that she has met the qualifications standards for employment as a law enforcement officer as required by Montana Code Annotated § 7-32-4112 and pursuant to the standards of employment promulgated by the Montana Public Safety Officer Standards and Training Council. Therefore, I recommend that effective July 16, 2024 Ms. Christiaens be hired as a Patrolman I at \$24.08, contingent upon city council approval.

Sincerely,

A handwritten signature in black ink, appearing to be "Cory Smith", written over a horizontal line.

Interim Chief Cory Smith

CHAPTER 6

CITY OFFICERS AND EMPLOYEES

SECTION:

- 1-6-1: Appointment Of Officers
- 1-6-2: Duties Of Officers
- 1-6-3: Fines And Fees
- 1-6-4: Salaries And Compensation
- 1-6-5: Discrimination In Employment

1-6-1: **APPOINTMENT OF OFFICERS:**

- A. Appointment: Pursuant to his or her authority under Montana Code Annotated section 7-4-4102, the mayor shall, at the first regular meeting of the city council after the election of its members, or as soon as practicable, appoint, with the advice and consent of the council, the following municipal officers: one city attorney, one city clerk-treasurer, who is ex officio finance officer-city assessor, one chief of police, one administrative assistant at the mayor's discretion, and any other officers necessary to conduct the business of the city. (Ord. 392, 2-19-2008)
- B. Judicial Officer: The city's sole judicial officer shall be the city court judge pursuant to Montana Code Annotated section 3-11-205. (Ord. 391, 12-18-2006; amd. 2015 Code; Ord. 426, 10-3-2023)

1-6-2: **DUTIES OF OFFICERS:**

The officers mentioned and enumerated in section 1-6-1 of this chapter shall perform the duties imposed upon them by the city charter, the provisions of this code and the laws of the state of Montana; provided, that when the duties of any city officers shall call them outside of the city, they shall be entitled to allowable traveling expenses. (1975 Code § 1-6-2; amd. 2015 Code)

January 2024

Sign-in sheet ~ 7/2/24 Reg. Mtg.

Jodi Rogers
Maria Cates
Dorey Bins
Tiffany Christensen

1. $\sqrt{2^2 + 3^2} = 5$

Figure 1. Schematic diagram of the experimental setup.
