



Livingston City Commission Agenda

May 19, 2020

5:30 PM

<https://us02web.zoom.us/j/87081037785?pwd=RForYnJQSWJXUXNZK1JhRnNXM1E3UT09>

MEETING ID: 870-8103-7785 | PASSWORD: 973782

Call in: (1-669-900-6833)

1. Call to Order

2. Roll Call

3. Moment of Silence

4. Public Comment

Individuals are reminded that public comments should be limited to item over which the City Commission has supervision, control jurisdiction, or advisory power (MCA 2-3-202)

5. Consent Items

A. APPROVE MINUTES FROM REGULAR CITY COMMISSION MEETING HELD MAY, 5, 2020. PG. 4

B. RATIFY CLAIMS PAID 04/15/2020 - 04/30/2020. PG. 7

6. Proclamations

7. Scheduled Public Comment

A. KATIE WEAVER, MSU ECONOMIC DEVELOPMENT AGENT, ANNUAL REPORT, AND UPDATE ON THE REVOLVING LOAN FUND. PG. 17

B. SCHEDULED PUBLIC COMMENT: MICHAEL DECHELLIS, CHAIR CONSERVATION BOARD WITH 2020 PROJECT LIST AND PRIORITIES. PG. 19

8. Public Hearings

9. Ordinances

10. Resolutions

11. Action Items

A. DISCUSS/APPROVE/DENY: REVISED CITY CONSERVATION BOARD BYLAWS AMENDING DAY AND MEETING START TIME. PG. 22

B. APPROVE/DISCUSS/DENY: FEE WAIVER REQUEST FROM LIVINGSTON CHAMBER OF COMMERCE FOR ANNUAL JULY 2ND PARADE. PG. 27

12. City Manager Comment

13. City Commission Comments

14. Adjournment

Calendar of Events

May 25, 2020, City Offices and facilities will be closed in observance of Memorial Day.

Supplemental Material

CITY CONSERVATION BOARD MEMBER RECRUITMENT.

PG. 30

Notice

- **Public Comment:** The public can speak about an item on the agenda during discussion of that item by coming up to the table or podium, signing-in, and then waiting to be recognized by the Chairman. Individuals are reminded that public comments should be limited to items over which the City Commission has supervision, control, jurisdiction, or advisory power (MCA 2-3-202).
- **Meeting Recording:** An audio and/or video recording of the meeting, or any portion thereof, may be purchased by contacting the City Administration. The City does not warrant the audio and/or video recording as to content, quality, or clarity.
- **Special Accommodation:** If you need special accommodations to attend or participate in our meeting, please contact the Fire Department at least 24 hours in advance of the specific meeting you are planning on attending.

Item Attachment Documents:

- A. APPROVE MINUTES FROM REGULAR CITY COMMISSION MEETING HELD MAY, 5, 2020.**

LIVINGSTON MONTANA CITY COMMISSION SPECIAL MEETING MINUTES

Tuesday, May 5, 2020, 5:30 pm

Zoom Online Video Conference

Due to the World Health Organization's declaration of a global pandemic of Coronavirus Disease (COVID-19) Governor Bullock's office issued a recommendation of limiting council meetings to essential business only.

This meeting was held via Zoom Online Video Conference. Meeting ID # 849-8630-3553 Password: 258700.

1 Call to Order

2 Roll Call

* **Hoglund, Schwarz, Friedman, Mabie and Nootz were present by video conference.**

3 Moment of Silence

4 Public Comment

5 Consent Items (00:04:06)

* **Schwarz motioned to approve A through F, second by Mabie.**

* **All in favor, motion passed 5-0.**

6 Proclamations (00:05:23)

A. National Public Works Week Proclamation

7 Scheduled Public Comments

8 Public Hearings

9 Ordinances

10 Resolutions (00:07:56)

A. Resolution No. 4895: A Resolution of the City Commission of the City of Livingston, Montana, authorizing the City Manager to sign and submit a TSEP Grant Application with the Montana Department of Commerce for Construction of a sanitary sewer service line for the Civic Center.

* **Kardoes gave opening statement**

* **Schwarz made comments (00:10:56)**

* **Mabie made comments (00:11:18)**

* **Nootz made comments (00:14:37)**

* **Hoglund made comments (00:16:37)**

* **Friedman made comments (00:17:10)**

Motion by Friedman, second by Nootz

All in favor, motion passed 5-0

11 Action Items

12 City Manager Comments (00:19:00)

* **Update on Facebook Informational Series regarding the COVID-19 data**

* **Small Business Loans- RLF**

* **1st week of City Operations going well**

* **Questions regarding Boards and Committees status and reschedule listening sessions.**

***Commissioners discussed possibility of 1/2 Zoom participation 1/2 public; decided would need to continue Zoom for the time being until Phase II and social distancing regulations are lifted. Boards can decide how to provide public access for the meetings. City will contact the Boards to discuss capability for conducting Zoom meetings. City will schedule Zoom Listening Session.**

13 City Commissioner Comments (00:35:36)

- * Nootz made comment (00:35:37)
- * Mabie made comment (00:42:47)
- * Friedman abstained (00:43:48)
- * Schwarz made comment (00:44:50)
- * Hogle made comment (00:45:29)

14 Adjourned public portion of meeting (00:48:12) 6:39 pm

Item Attachment Documents:

B. RATIFY CLAIMS PAID 04/15/2020 - 04/30/2020.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
AAA CLEANING, LLC							
3727	AAA CLEANING, LLC	2020.4.30	cleaning bennett street-April	04/24/2020	500.00	500.00	04/28/2020
Total AAA CLEANING, LLC:					500.00	500.00	
ALL SERVICE TIRE & ALIGNMENT							
22	ALL SERVICE TIRE & ALIGNME	58959	Tire Repair	04/15/2020	15.00	15.00	04/21/2020
22	ALL SERVICE TIRE & ALIGNME	58961	Tire Repair	04/16/2020	15.00	15.00	04/21/2020
22	ALL SERVICE TIRE & ALIGNME	58968	STREET SWEEPER	04/16/2020	40.00	40.00	04/28/2020
22	ALL SERVICE TIRE & ALIGNME	58986	STREET SWEEPER	04/21/2020	15.00	15.00	04/28/2020
22	ALL SERVICE TIRE & ALIGNME	58997	Oil Change	04/22/2020	45.00	45.00	04/28/2020
Total ALL SERVICE TIRE & ALIGNMENT:					130.00	130.00	
AMERICAN AUTOMOTIVE							
3378	AMERICAN AUTOMOTIVE	330	2018 DODGE	03/27/2020	406.15	406.15	04/28/2020
3378	AMERICAN AUTOMOTIVE	418	2016 FORD	04/23/2020	66.96	66.96	04/28/2020
Total AMERICAN AUTOMOTIVE:					473.11	473.11	
BLUE CROSS/BLUE SHIELD OF MONTANA							
2114	BLUE CROSS/BLUE SHIELD OF	I011183501	Livingston Fire Refund	04/20/2020	21,600.00	21,600.00	04/30/2020
Total BLUE CROSS/BLUE SHIELD OF MONTANA:					21,600.00	21,600.00	
BOUND TREE MEDICAL, LLC							
2662	BOUND TREE MEDICAL, LLC	83581813	Patient Supplies	04/07/2020	18.29	18.29	04/21/2020
2662	BOUND TREE MEDICAL, LLC	83583697	Patient Supplies	04/08/2020	152.99	152.99	04/21/2020
2662	BOUND TREE MEDICAL, LLC	83586985	Patient Supplies	04/10/2020	203.74	203.74	04/21/2020
Total BOUND TREE MEDICAL, LLC:					375.02	375.02	
BURTON PLANNING SERVICES, LLC.							
10001	BURTON PLANNING SERVICES,	19-112-5	Livingston Growth Policy Update-	03/05/2020	1,656.25	1,656.25	04/22/2020
Total BURTON PLANNING SERVICES, LLC.:					1,656.25	1,656.25	
CANON FINANCIAL SERVICES, INC							
1747	CANON FINANCIAL SERVICES, I	21350175	CONTRACT	04/12/2020	29.31	29.31	04/28/2020
1747	CANON FINANCIAL SERVICES, I	21367729	CONTRACT	04/24/2020	76.10	76.10	04/28/2020
Total CANON FINANCIAL SERVICES, INC:					105.41	105.41	
CARQUEST AUTO PARTS							
23	CARQUEST AUTO PARTS	1912-470598	Air filter	04/15/2020	107.49	107.49	04/21/2020
23	CARQUEST AUTO PARTS	623130	2013 FORD	03/31/2020	113.89	113.89	04/28/2020
23	CARQUEST AUTO PARTS	624808	WiperS	04/15/2020	107.49	107.49	04/28/2020
23	CARQUEST AUTO PARTS	625374	tail lamp	04/20/2020	144.40	144.40	04/28/2020
23	CARQUEST AUTO PARTS	625431	INNER AIR	04/20/2020	145.52	145.52	04/28/2020
23	CARQUEST AUTO PARTS	625467	Air	04/20/2020	31.49	31.49	04/28/2020
Total CARQUEST AUTO PARTS:					650.28	650.28	
CENGAGE LEARNING INC							
10001	CENGAGE LEARNING INC	70114926	1 BOOK	03/11/2020	24.04	24.04	04/21/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total CENGAGE LEARNING INC:					24.04	24.04	
CENTURYLINK							
162	CENTURYLINK	406222013744	406-222-0137 441B	04/16/2020	66.46	66.46	04/28/2020
162	CENTURYLINK	406-222-0351F	406-222-0351 F 3662	04/16/2020	27.78	27.78	04/28/2020
162	CENTURYLINK	406-222-0351F	406-222-0351 F362	03/31/2020	40.25	40.25	04/28/2020
Total CENTURYLINK:					134.49	134.49	
CHAPPELL'S BODY SHOP, INC.							
294	CHAPPELL'S BODY SHOP, INC.	453	WASH COUPONS	03/27/2020	30.00	30.00	04/28/2020
Total CHAPPELL'S BODY SHOP, INC.:					30.00	30.00	
CHARTER COMMUNICATIONS							
3440	CHARTER COMMUNICATIONS	195445031820	Internet	03/18/2020	124.98	124.98	04/21/2020
3440	CHARTER COMMUNICATIONS	195445031820	Phones	03/18/2020	121.46	121.46	04/21/2020
Total CHARTER COMMUNICATIONS:					246.44	246.44	
CITY OF LIVINGSTON							
3364	CITY OF LIVINGSTON	2020.4.7	Petty cash	04/07/2020	10.00	10.00	04/21/2020
Total CITY OF LIVINGSTON:					10.00	10.00	
COMDATA							
2671	COMDATA	20332884	BZR70-FUEL	04/01/2020	85.47	85.47	04/21/2020
2671	COMDATA	20333287	CG72S	04/01/2020	1,318.19	1,318.19	04/28/2020
Total COMDATA:					1,403.66	1,403.66	
COURTNEY LAWELLIN, PC							
10001	COURTNEY LAWELLIN, PC	4171	LEGAL	04/01/2020	2,292.50	2,292.50	04/21/2020
Total COURTNEY LAWELLIN, PC:					2,292.50	2,292.50	
EBSCO INFORMATION SERVICES Inc.							
2362	EBSCO INFORMATION SERVIC	2003233	RATE ADJUSTMENT	03/13/2020	26.40	26.40	04/21/2020
Total EBSCO INFORMATION SERVICES Inc.:					26.40	26.40	
ENERGY LABORATORIES, INC.							
424	ENERGY LABORATORIES, INC.	309732	Effluent	04/24/2020	231.00	231.00	04/28/2020
Total ENERGY LABORATORIES, INC.:					231.00	231.00	
EXEC U CARE SERVICES, INC.							
3298	EXEC U CARE SERVICES, INC.	2208	Janitorial Services	03/21/2020	1,315.00	1,315.00	04/28/2020
Total EXEC U CARE SERVICES, INC.:					1,315.00	1,315.00	
FISHER SAND AND GRAVEL							
2904	FISHER SAND AND GRAVEL	11734	Flow-Fill Concrete	03/28/2020	1,336.50	1,336.50	04/21/2020
2904	FISHER SAND AND GRAVEL	11857	1' ROAD GRAVEL	03/28/2020	611.76	611.76	04/21/2020
2904	FISHER SAND AND GRAVEL	12393	Gravel	04/04/2020	1,174.05	1,174.05	04/28/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total FISHER SAND AND GRAVEL:					3,122.31	3,122.31	
GAGE BOBER							
10001	GAGE BOBER	2020.4.13	YTH BB 2020 REF	04/13/2020	405.00	405.00	04/21/2020
Total GAGE BOBER:					405.00	405.00	
GATEWAY OFFICE SUPPLY							
54	GATEWAY OFFICE SUPPLY	47390	Maco labels	01/31/2020	40.00	40.00	04/21/2020
54	GATEWAY OFFICE SUPPLY	47855	coin envelopes	03/24/2020	21.50	21.50	04/21/2020
54	GATEWAY OFFICE SUPPLY	47894	Office Supplies	03/31/2020	158.30	158.30	04/21/2020
54	GATEWAY OFFICE SUPPLY	47965	POLICE DEPT	04/10/2020	12.26	12.26	04/28/2020
54	GATEWAY OFFICE SUPPLY	47977	Office Supplies	04/13/2020	114.90	114.90	04/21/2020
54	GATEWAY OFFICE SUPPLY	47979	Office Supplies	04/13/2020	56.79	56.79	04/21/2020
54	GATEWAY OFFICE SUPPLY	48038	Office Supplies	04/20/2020	18.46	18.46	04/28/2020
Total GATEWAY OFFICE SUPPLY:					422.21	422.21	
GRANITE TECHNOLOGY SOLUTIONS, INC							
2426	GRANITE TECHNOLOGY SOLU	4163	servers	04/14/2020	1,255.50	1,255.50	04/21/2020
Total GRANITE TECHNOLOGY SOLUTIONS, INC:					1,255.50	1,255.50	
GRAYBEAL'S ALL SERVICE							
98	GRAYBEAL'S ALL SERVICE	94845	WASTE WATER TREATMENT	04/07/2020	529.00	529.00	04/21/2020
Total GRAYBEAL'S ALL SERVICE:					529.00	529.00	
HAWKINS, INC							
470	HAWKINS, INC	4691604	ROTO METER	04/02/2020	1,814.75	1,814.75	04/28/2020
Total HAWKINS, INC:					1,814.75	1,814.75	
HOUSE OF CLEAN							
63	HOUSE OF CLEAN	246971A	Cleaning Supplies	12/20/2019	5.78	5.78	04/21/2020
63	HOUSE OF CLEAN	251837	Cleaning Supplies	03/02/2020	1.00	1.00	04/21/2020
63	HOUSE OF CLEAN	252007	Cleaning Supplies	03/02/2020	36.51	36.51	04/21/2020
63	HOUSE OF CLEAN	2558210000	Paper Towels	04/07/2020	46.18	46.18	04/21/2020
Total HOUSE OF CLEAN:					89.47	89.47	
INDUSTRIAL TOWEL							
102	INDUSTRIAL TOWEL	2266100	Towel Service	03/26/2020	23.33	23.33	04/21/2020
102	INDUSTRIAL TOWEL	2268400	DUST BROOM	03/26/2020	123.11	123.11	04/21/2020
102	INDUSTRIAL TOWEL	24932	330 bennett	04/17/2020	44.39	44.39	04/28/2020
102	INDUSTRIAL TOWEL	5218330	extra towels	03/26/2020	38.07	38.07	04/21/2020
Total INDUSTRIAL TOWEL:					228.90	228.90	
INGRAM LIBRARY SERVICE							
1539	INGRAM LIBRARY SERVICE	44315546	1 Book	03/12/2020	33.84	33.84	04/21/2020
1539	INGRAM LIBRARY SERVICE	44369485	1 Book	03/17/2020	12.81	12.81	04/21/2020
1539	INGRAM LIBRARY SERVICE	44369486	10 BOOKS	03/17/2020	161.23	161.23	04/21/2020
1539	INGRAM LIBRARY SERVICE	44369487	1 Book	03/17/2020	30.91	30.91	04/21/2020
1539	INGRAM LIBRARY SERVICE	44387785	2 Books	03/18/2020	37.38	37.38	04/21/2020
1539	INGRAM LIBRARY SERVICE	44387786	1 Book	03/18/2020	16.60	16.60	04/21/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1539	INGRAM LIBRARY SERVICE	44423013	2 Books	03/20/2020	34.19	34.19	04/21/2020
1539	INGRAM LIBRARY SERVICE	44423014	1 Book	03/20/2020	16.17	16.17	04/21/2020
1539	INGRAM LIBRARY SERVICE	44466425	3 Books	03/24/2020	67.80	67.80	04/21/2020
1539	INGRAM LIBRARY SERVICE	44490008	2 Books	03/25/2020	51.49	51.49	04/21/2020
1539	INGRAM LIBRARY SERVICE	44525352	1 Book	03/26/2020	14.26	14.26	04/21/2020
1539	INGRAM LIBRARY SERVICE	44525353	2 Books	03/26/2020	41.51	41.51	04/21/2020
1539	INGRAM LIBRARY SERVICE	44618836	2 Books	03/31/2020	64.65	64.65	04/21/2020
1539	INGRAM LIBRARY SERVICE	44618837	19 BOOKS	03/31/2020	291.70	291.70	04/21/2020
1539	INGRAM LIBRARY SERVICE	44618838	2 Books	03/31/2020	22.96	22.96	04/21/2020
1539	INGRAM LIBRARY SERVICE	44618839	1 Book	03/31/2020	12.14	12.14	04/21/2020
1539	INGRAM LIBRARY SERVICE	44647006	2 Books	04/01/2020	32.54	32.54	04/21/2020
1539	INGRAM LIBRARY SERVICE	44647007	1 Book	04/01/2020	16.48	16.48	04/21/2020
1539	INGRAM LIBRARY SERVICE	44668074	1 Book	04/02/2020	27.19	27.19	04/21/2020
1539	INGRAM LIBRARY SERVICE	44695431	1 Book	04/05/2020	35.87	35.87	04/21/2020
1539	INGRAM LIBRARY SERVICE	44695432	1 Book	04/05/2020	25.13	25.13	04/21/2020
1539	INGRAM LIBRARY SERVICE	44695433	1 Book	04/05/2020	16.70	16.70	04/21/2020
1539	INGRAM LIBRARY SERVICE	44716652	6 BOOKS	04/06/2020	125.75	125.75	04/21/2020
1539	INGRAM LIBRARY SERVICE	44716653	1 Book	04/06/2020	5.62	5.62	04/21/2020
1539	INGRAM LIBRARY SERVICE	44789783	2 Books	04/08/2020	43.65	43.65	04/21/2020
Total INGRAM LIBRARY SERVICE:					1,238.57	1,238.57	
INSTY-PRINTS							
250	INSTY-PRINTS	34630	Business cards	03/19/2020	21.95	21.95	04/28/2020
Total INSTY-PRINTS:					21.95	21.95	
J & H, Inc.							
3387	J & H, Inc.	582517	CONTRACT 12023202	04/09/2020	160.90	160.90	04/21/2020
3387	J & H, Inc.	582520	CONTRACT 12027401	04/09/2020	62.22	62.22	04/21/2020
Total J & H, Inc.:					223.12	223.12	
KEN'S EQUIPMENT REPAIR, INC							
1390	KEN'S EQUIPMENT REPAIR, IN	54976	WATER TRUCK	03/04/2020	325.90	325.90	04/21/2020
1390	KEN'S EQUIPMENT REPAIR, IN	55009	288 WATER TRUCK	03/13/2020	1,982.20	1,982.20	04/21/2020
1390	KEN'S EQUIPMENT REPAIR, IN	55040	621	03/17/2020	272.65	272.65	04/21/2020
1390	KEN'S EQUIPMENT REPAIR, IN	55052	532	03/18/2020	339.35	339.35	04/21/2020
Total KEN'S EQUIPMENT REPAIR, INC:					2,920.10	2,920.10	
KENYON NOBLE							
776	KENYON NOBLE	7609971	LUMBER	03/26/2020	178.15	178.15	04/21/2020
Total KENYON NOBLE:					178.15	178.15	
KOKOT PAYTON							
10001	KOKOT PAYTON	2020.4.1	YTH BB 2020 REF	04/01/2020	60.00	60.00	04/21/2020
Total KOKOT PAYTON:					60.00	60.00	
LEHRKIND'S COCA-COLA							
2830	LEHRKIND'S COCA-COLA	1738085	Water	04/08/2020	25.55	25.55	04/21/2020
2830	LEHRKIND'S COCA-COLA	1742012	Water	04/22/2020	25.15	25.15	04/28/2020
2830	LEHRKIND'S COCA-COLA	1742013	Water	04/22/2020	19.50	19.50	04/28/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total LEHRKIND'S COCA-COLA:					70.20	70.20	
LIQUID ENGINEERING CORPORTATION							
10001	LIQUID ENGINEERING CORPOR	17052	ON GRADE CONCRETE	04/03/2020	6,965.00	6,965.00	04/21/2020
Total LIQUID ENGINEERING CORPORTATION:					6,965.00	6,965.00	
LIVINGSTON HEALTH CARE							
55	LIVINGSTON HEALTH CARE	4206245	Patient Supplies	04/11/2020	32.54	32.54	04/21/2020
Total LIVINGSTON HEALTH CARE:					32.54	32.54	
LIVINGSTON UTILITY BILLING							
147	LIVINGSTON UTILITY BILLING	2020.5.1	228 west callender utility	04/01/2020	237.97	237.97	04/21/2020
Total LIVINGSTON UTILITY BILLING:					237.97	237.97	
MASTERCARD							
3184	MASTERCARD	EMTER 2020_	Creamer	04/01/2020	69.94	69.94	04/22/2020
3184	MASTERCARD	FETTERHOFF	Postage	04/01/2020	1,035.86	1,035.86	04/22/2020
3184	MASTERCARD	GLASS 2020_0	Supplies	04/01/2020	96.59	96.59	04/22/2020
3184	MASTERCARD	GRADY 2020_	2020 MLA Conf registr-Grady	04/01/2020	598.02	598.02	04/22/2020
3184	MASTERCARD	HAPPE 2020_	Office Supplies	04/01/2020	79.92	79.92	04/22/2020
3184	MASTERCARD	HOLMES 2020	Tools	04/01/2020	1,673.00	1,673.00	04/22/2020
3184	MASTERCARD	JOHANSSON		04/01/2020	1,533.79	1,533.79	04/22/2020
3184	MASTERCARD	JOHNSON 202	Training	04/01/2020	1,245.56	1,245.56	04/22/2020
3184	MASTERCARD	KARDOES 202	Online video conferencing	04/01/2020	189.90	189.90	04/22/2020
3184	MASTERCARD	KINNICK 2020	Commissioner thank you cards	04/01/2020	159.87	159.87	04/22/2020
3184	MASTERCARD	LAWELLIN 202	Office Supplies	04/01/2020	73.84	73.84	04/22/2020
3184	MASTERCARD	LOWY 2020_0	Recruting Advertising	04/01/2020	1,968.06	1,968.06	04/22/2020
3184	MASTERCARD	MACINNIS 202	antimicrobial soap	04/01/2020	5,902.91	5,902.91	04/22/2020
3184	MASTERCARD	SCHNEIDER 2	Code	04/01/2020	184.14	184.14	04/22/2020
3184	MASTERCARD	TARR 2020_03	Day Camp Field Trip	04/01/2020	1,706.92	1,706.92	04/22/2020
3184	MASTERCARD	WHITMAN 202	Security Camera	04/01/2020	1,946.69	1,946.69	04/22/2020
3184	MASTERCARD	WULF 2020_0	cleaning supply	04/01/2020	275.96	275.96	04/22/2020
Total MASTERCARD:					18,740.97	18,740.97	
MEYER DEEANN							
10001	MEYER DEEANN	2020.4.14	OVERPAYMENT	04/14/2020	276.34	276.34	04/21/2020
Total MEYER DEEANN:					276.34	276.34	
MMIA							
278	MMIA	320014	Deductible Recovery	04/13/2020	2,118.50	2,118.50	04/21/2020
Total MMIA:					2,118.50	2,118.50	
MONTANA AIR CARTAGE							
3808	MONTANA AIR CARTAGE	LVQ33120	Courier Service	04/01/2020	124.50	124.50	04/21/2020
Total MONTANA AIR CARTAGE:					124.50	124.50	
MONTANA LAW ENFORCEMENT ACADEMY							
642	MONTANA LAW ENFORCEMENT	20043	LODGING & MEALS - CONGELT	03/24/2020	1,375.00	1,375.00	04/28/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total MONTANA LAW ENFORCEMENT ACADEMY:					1,375.00	1,375.00	
MUNICIPAL CODE CORPORATION							
3058	MUNICIPAL CODE CORPORATI	00341558	Subscription 4/1/2020-4/30/2020	04/20/2020	150.00	150.00	04/28/2020
Total MUNICIPAL CODE CORPORATION:					150.00	150.00	
NAMI BOZEMAN							
3756	NAMI BOZEMAN	1.18.2020	TuitION-ORMISTON	01/18/2020	125.00	125.00	04/28/2020
Total NAMI BOZEMAN:					125.00	125.00	
NORTHWEST PIPE FITTINGS, INC							
423	NORTHWEST PIPE FITTINGS, I	5298721	METER CONNECTOR	04/07/2020	519.50	519.50	04/28/2020
Total NORTHWEST PIPE FITTINGS, INC:					519.50	519.50	
NORTHWESTERN ENERGY							
151	NORTHWESTERN ENERGY	0708370-2	8th & Park Sprinklers	01/15/2019	6.30	6.30	04/28/2020
151	NORTHWESTERN ENERGY	0709793-4	City Shop Building 50% 406 Benn	01/15/2019	676.49	676.49	04/28/2020
151	NORTHWESTERN ENERGY	0709794-2	WRF 316 Bennett	01/09/2019	1,348.24	1,348.24	04/28/2020
151	NORTHWESTERN ENERGY	0709796-7	97 View Vista Drive	01/15/2019	5.80	5.80	04/28/2020
151	NORTHWESTERN ENERGY	0709869-2	Carol Lane	01/15/2019	117.55	117.55	04/28/2020
151	NORTHWESTERN ENERGY	0709870-0	G Street Park - 422 S G	01/15/2019	202.08	202.08	04/28/2020
151	NORTHWESTERN ENERGY	0709871-8	Star Addition - Lights	01/15/2019	296.11	296.11	04/28/2020
151	NORTHWESTERN ENERGY	0709873-4	800 W Cambridge - Pump Station	01/15/2019	27.05	27.05	04/28/2020
151	NORTHWESTERN ENERGY	0709874-2	Werner Addition Pump	01/09/2018	79.15	79.15	04/28/2020
151	NORTHWESTERN ENERGY	0709875-9	900 River Drive Pump	01/09/2019	1,532.82	1,532.82	04/28/2020
151	NORTHWESTERN ENERGY	0709876-7	132 South B Street - B St Well	01/10/2019	1,297.76	1,297.76	04/28/2020
151	NORTHWESTERN ENERGY	0709877-5	200 E Reservoir (north side hill)	01/08/2019	596.85	596.85	04/28/2020
151	NORTHWESTERN ENERGY	0709878-3	227 River Drive - Concessions & li	01/10/2019	53.47	53.47	04/28/2020
151	NORTHWESTERN ENERGY	0709879-1	227 River Drive - Softball Field	01/10/2019	15.32	15.32	04/28/2020
151	NORTHWESTERN ENERGY	0709880-9	200 River Drive - Pool	01/10/2019	123.62	123.62	04/28/2020
151	NORTHWESTERN ENERGY	0709881-7	229 River Drive - Civic Center	01/10/2019	1,281.91	1,281.91	04/28/2020
151	NORTHWESTERN ENERGY	0709882-5	229 River Drive - Pump Civic Cent	01/17/2019	11.70	11.70	04/28/2020
151	NORTHWESTERN ENERGY	0709886-6	200 E Reservoir	01/15/2019	43.33	43.33	04/28/2020
151	NORTHWESTERN ENERGY	0709891-6	Cemetery Road Shop - 15 Fleshm	01/15/2019	18.36	18.36	04/28/2020
151	NORTHWESTERN ENERGY	0709892-4	40 Water Tower Avenue	01/15/2019	48.28	48.28	04/28/2020
151	NORTHWESTERN ENERGY	0709894-0	56 Water Tower	01/08/2019	555.15	555.15	04/28/2020
151	NORTHWESTERN ENERGY	0709914-6	1011 River Dr - Edge Water Sewe	01/09/2019	23.14	23.14	04/28/2020
151	NORTHWESTERN ENERGY	0719058-0	3 Rogers Lane Lift Station	01/09/2019	94.88	94.88	04/28/2020
151	NORTHWESTERN ENERGY	0719271-9	601 Robin Lane - Well	01/09/2019	958.12	958.12	04/28/2020
151	NORTHWESTERN ENERGY	0719272-7	4 Billman Lane - Well	01/09/2019	1,586.86	1,586.86	04/28/2020
151	NORTHWESTERN ENERGY	0719358-4	Street Lights - Livingston	01/16/2019	3,622.09	3,622.09	04/28/2020
151	NORTHWESTERN ENERGY	0719373-3	229 River Drive	01/15/2019	8.07	8.07	04/28/2020
151	NORTHWESTERN ENERGY	0720048-8	330 Bennett 1/4	01/08/2019	847.48	847.48	04/28/2020
151	NORTHWESTERN ENERGY	0720113-0	229 River Drive - CC Building	01/10/2019	210.10	210.10	04/28/2020
151	NORTHWESTERN ENERGY	0720122-1	400 North M	01/15/2019	12.77	12.77	04/28/2020
151	NORTHWESTERN ENERGY	0720176-7	Weimer Park	01/15/2019	9.44	9.44	04/28/2020
151	NORTHWESTERN ENERGY	0802599-1	608 W Chinook	01/15/2019	53.78	53.78	04/28/2020
151	NORTHWESTERN ENERGY	0933715-5	710 W Callender	01/15/2019	49.38	49.38	04/28/2020
151	NORTHWESTERN ENERGY	1134866-1	N 2nd & Montana & Chinook	01/15/2019	54.61	54.61	04/28/2020
151	NORTHWESTERN ENERGY	1134879-4	N 7th & Montana & Chinook	01/15/2019	27.98	27.98	04/28/2020
151	NORTHWESTERN ENERGY	1155965-5	229 River Drive	01/15/2019	5.80	5.80	04/28/2020
151	NORTHWESTERN ENERGY	1290352-2	School Flasher Park & 13th	01/15/2019	8.70	8.70	04/28/2020
151	NORTHWESTERN ENERGY	1441030-2	D & Geyser Well House	01/10/2019	1,761.21	1,761.21	04/28/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
151	NORTHWESTERN ENERGY	1452951-5	Starlow on Monroe	01/09/2019	521.22	521.22	04/28/2020
151	NORTHWESTERN ENERGY	1493850-0	412 W Callender	01/15/2019	68.25	68.25	04/28/2020
151	NORTHWESTERN ENERGY	1498936-2	I90 & 89S-ing	01/15/2019	5.80	5.80	04/28/2020
151	NORTHWESTERN ENERGY	1594141-2	9th & 10th Lift Station	01/09/2019	28.19	28.19	04/28/2020
151	NORTHWESTERN ENERGY	1613803-4	M & N on Callender	01/15/2019	62.63	62.63	04/28/2020
151	NORTHWESTERN ENERGY	1728687-3	Transfer Station 408 Bennett Stre	01/08/2019	628.77	628.77	04/28/2020
151	NORTHWESTERN ENERGY	1747570-8	D & E on Callender	01/15/2019	46.97	46.97	04/28/2020
151	NORTHWESTERN ENERGY	1747572-4	F & G on Callender	01/15/2019	28.64	28.64	04/28/2020
151	NORTHWESTERN ENERGY	1893530-4	600 W Park	01/15/2019	63.32	63.32	04/28/2020
151	NORTHWESTERN ENERGY	1893536-1	E Street & Alley	01/15/2019	36.28	36.28	04/28/2020
151	NORTHWESTERN ENERGY	1893541-1	18 W Park	01/15/2019	94.88	94.88	04/28/2020
151	NORTHWESTERN ENERGY	1906055-7	815 North 13th - Soccer Fields	01/16/2019	1.79	1.79	04/28/2020
151	NORTHWESTERN ENERGY	2020.4.8	101 star rd	04/08/2020	23.74	23.74	04/21/2020
151	NORTHWESTERN ENERGY	2020.4.9	228 west callender	04/09/2020	973.67	973.67	04/21/2020
151	NORTHWESTERN ENERGY	2020.4.9 110 S	110 SOUTH B STREET	04/09/2020	344.51	344.51	04/28/2020
151	NORTHWESTERN ENERGY	2020.4.9 112 S	112 SOUTH B STREET	04/09/2020	136.66	136.66	04/28/2020
151	NORTHWESTERN ENERGY	2023479-5	900 W Geyser Street School Light	01/15/2019	6.18	6.18	04/28/2020
151	NORTHWESTERN ENERGY	2023484-5	1100 W Geyser Street School Lig	01/15/2019	6.18	6.18	04/28/2020
151	NORTHWESTERN ENERGY	2114861-4	132 South B Street Lights	01/15/2019	167.13	167.13	04/28/2020
151	NORTHWESTERN ENERGY	2138754-3	G Street Park - Mike Webb Park	01/15/2019	143.01	143.01	04/28/2020
151	NORTHWESTERN ENERGY	2171060-3	Scale House 408 Bennett Street	01/15/2019	83.32	83.32	04/28/2020
151	NORTHWESTERN ENERGY	3015965-1	330 Bennett - Fire Training Center	01/15/2019	81.22	81.22	04/28/2020
151	NORTHWESTERN ENERGY	3093003-6	114 West Summitt	01/15/2019	31.09	31.09	04/28/2020
151	NORTHWESTERN ENERGY	3093023-4	320 North Main	01/15/2019	3.53	3.53	04/28/2020
151	NORTHWESTERN ENERGY	3093027-5	105 West Park	01/15/2019	48.28	48.28	04/28/2020
151	NORTHWESTERN ENERGY	3141997-1	C & D on Lewis	01/15/2019	22.28	22.28	04/28/2020
151	NORTHWESTERN ENERGY	3184602-5	202 South 2nd	01/15/2019	19.61	19.61	04/28/2020
151	NORTHWESTERN ENERGY	3210240-2	616 River Drive	01/15/2019	5.80	5.80	04/28/2020
151	NORTHWESTERN ENERGY	3258086-2	2800 East Park Lift Station	01/15/2019	512.07	512.07	04/28/2020
151	NORTHWESTERN ENERGY	3258262-9	320 Alpenglow Lift Station	01/08/2019	221.79	221.79	04/28/2020
151	NORTHWESTERN ENERGY	3267010-1	330 Bennett - Compactor	01/08/2019	145.87	145.87	04/28/2020
151	NORTHWESTERN ENERGY	3287727-6	320 Alpenglow LN-	01/15/2019	40.56	40.56	04/28/2020
151	NORTHWESTERN ENERGY	3386783-9	Btwn G and H on Clark	01/15/2019	53.15	53.15	04/28/2020
151	NORTHWESTERN ENERGY	3386845-6	Btwn I and K on Callender	01/15/2019	38.83	38.83	04/28/2020
151	NORTHWESTERN ENERGY	3386846-4	Btwn 7th and 8th on Summit	01/15/2019	24.88	24.88	04/28/2020
151	NORTHWESTERN ENERGY	3506014-4	Brookstone/Elm	02/15/2019	5.27	5.27	04/28/2020
151	NORTHWESTERN ENERGY	3566038-0	114 East Callender	01/15/2019	17.50	17.50	04/28/2020
151	NORTHWESTERN ENERGY	3566039-8	115 East Lewis	01/15/2019	14.22	14.22	04/28/2020
151	NORTHWESTERN ENERGY	3585235-9	New WRF 316 Bennett	01/09/2019	15,499.46	15,499.46	04/28/2020
151	NORTHWESTERN ENERGY	3643752-3	115 East Clark	09/16/2019	8.82	8.82	04/28/2020
151	NORTHWESTERN ENERGY	3643753-1	112 East Clark	09/04/2019	32.94	32.94	04/28/2020
151	NORTHWESTERN ENERGY	3678204-3	502 River Dr. Pmp	10/16/2019	.00	.00	
151	NORTHWESTERN ENERGY	3725873-8	340 Bennett	12/12/2019	30.12	30.12	04/28/2020
Total NORTHWESTERN ENERGY:					38,000.18	38,000.18	
ONSITE ENERGY, INC.							
10001	ONSITE ENERGY, INC.	1723	solar electric system	02/13/2020	4,000.00	4,000.00	04/21/2020
Total ONSITE ENERGY, INC.:					4,000.00	4,000.00	
O'REILLY AUTOMOTIVE, INC							
2437	O'REILLY AUTOMOTIVE, INC	1558-197925	ANTIFREEZE	04/01/2020	32.97	32.97	04/21/2020
Total O'REILLY AUTOMOTIVE, INC:					32.97	32.97	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PARK COUNTY							
272	PARK COUNTY	1153	COL G-TAC SERVICE - MAR	04/09/2020	10,596.79	10,596.79	04/21/2020
Total PARK COUNTY:					10,596.79	10,596.79	
PARK COUNTY COMMUNITY JOURNAL							
10001	PARK COUNTY COMMUNITY JO	2020.4.15	VIRTUAL REC APRIL	04/15/2020	60.00	60.00	04/28/2020
Total PARK COUNTY COMMUNITY JOURNAL:					60.00	60.00	
PARK COUNTY TREASURER - TECH							
1702	PARK COUNTY TREASURER - T	2020.4.13	March 2020 COLLECTIONS	04/13/2020	220.00	220.00	04/21/2020
Total PARK COUNTY TREASURER - TECH:					220.00	220.00	
PARK COUNTY TREASURER/M.L.E.A.							
2156	PARK COUNTY TREASURER/M.	2020.4.13	March 2020 COLLECTIONS	04/13/2020	290.00	290.00	04/21/2020
Total PARK COUNTY TREASURER/M.L.E.A.:					290.00	290.00	
PARK COUNTY VICTIM WITNESS							
1544	PARK COUNTY VICTIM WITNES	2020.4.13	March 2020 COLLECTIONS	04/13/2020	684.41	684.41	04/21/2020
Total PARK COUNTY VICTIM WITNESS:					684.41	684.41	
REPUBLIC SERVICES #670							
10000	REPUBLIC SERVICES #670	0670-0002048	disposal/recycling	03/31/2020	64,838.53	64,838.53	04/21/2020
Total REPUBLIC SERVICES #670:					64,838.53	64,838.53	
RIVERSIDE HARDWARE LLC							
3659	RIVERSIDE HARDWARE LLC	95835	ADAPTER	03/19/2020	3.99	3.99	04/28/2020
3659	RIVERSIDE HARDWARE LLC	95898	TOILET COMPLETE	03/20/2020	152.18	152.18	04/28/2020
Total RIVERSIDE HARDWARE LLC:					156.17	156.17	
SAFETRAC							
3143	SAFETRAC	29169	CDL Services	04/01/2020	465.00	465.00	04/28/2020
Total SAFETRAC:					465.00	465.00	
SALT LAKE WHOLESALE SPORTS							
2213	SALT LAKE WHOLESALE SPOR	58463	Ammunition	03/23/2020	1,301.70	1,301.70	04/28/2020
Total SALT LAKE WHOLESALE SPORTS:					1,301.70	1,301.70	
STAFFORD ANIMAL SHELTER							
1439	STAFFORD ANIMAL SHELTER	2020.4.13	Boarding AND VACC	04/13/2020	1,341.25	1,341.25	04/28/2020
Total STAFFORD ANIMAL SHELTER:					1,341.25	1,341.25	
STORY DISTRIBUTING							
3353	STORY DISTRIBUTING	061434	Diesel 196g	04/17/2020	295.99	295.99	04/28/2020
3353	STORY DISTRIBUTING	60628	Diesel 272G	04/08/2020	436.56	436.56	04/28/2020
3353	STORY DISTRIBUTING	61439	Diesel 597g	04/20/2020	896.51	896.51	04/28/2020
3353	STORY DISTRIBUTING	89562	Diesel 400G	03/26/2020	671.20	671.20	04/21/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total STORY DISTRIBUTING:					2,300.26	2,300.26	
TARR, MARGARET							
3586	TARR, MARGARET	2020.1.30	TrAVEL EXPENSE	04/13/2020	102.98	102.98	04/21/2020
Total TARR, MARGARET:					102.98	102.98	
THOMAS PRINTING, INC.							
3744	THOMAS PRINTING, INC.	30571	Spring Flyer	04/09/2020	2,683.50	2,683.50	04/28/2020
Total THOMAS PRINTING, INC.:					2,683.50	2,683.50	
US BANK EQUIPMENT FINANCE							
10001	US BANK EQUIPMENT FINANCE	411316870	printer/copier contract	04/03/2020	286.84	286.84	04/21/2020
Total US BANK EQUIPMENT FINANCE:					286.84	286.84	
VERIZON WIRELESS							
879	VERIZON WIRELESS	9852123728	APRIL CELLPHONES	04/08/2020	572.53	572.53	04/28/2020
879	VERIZON WIRELESS	9852123729	APRIL CELLPHONES	04/08/2020	585.90	585.90	04/28/2020
Total VERIZON WIRELESS:					1,158.43	1,158.43	
WINDRIDER TRANSIT							
3793	WINDRIDER TRANSIT	2020.2.7	Transit for BOWLING ALLEY	02/07/2020	36.30	36.30	04/28/2020
Total WINDRIDER TRANSIT:					36.30	36.30	
Grand Totals:					203,003.46	203,003.46	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Item Attachment Documents:

- A. KATIE WEAVER, MSU ECONOMIC DEVELOPMENT AGENT, ANNUAL REPORT, AND UPDATE ON THE REVOLVING LOAN FUND.**

City of Livingston/Park County Economic & Community Development ANNUAL REPORT 2019

The Memorandum of Understanding between the City of Livingston, Park County, and Montana State University Extension outlines a strategic direction for the Economic & Community Development Agent. **In 2019, every \$1 invested yielded a return of \$16.** The primary focus of the partnership are those activities critical to the stability and prosperity of a local economy, including:

1. Proactively identifying, gathering, and applying resources necessary to the success of local business activity;
2. Development of community infrastructure (physical and non-physical) necessary for economic enhancement; and
3. Creation of new businesses, expansion and retention of existing businesses, and attraction and recruitment of new businesses.

2019 Impact Highlights

Support for business creation, expansion, retention, and attraction resulted in:

- One-on-one consulting with 91 entrepreneurs, businesses, and organizations
- **Awarded \$102,000 in grants for job creation and redevelopment**, leveraging \$85,000 in additional funding for a total investment of \$187,000
- Assistance to four startup businesses and seven business expansion efforts
- **Twenty jobs created and 21 jobs retained with estimated wages of \$1.1 million**
- Incorporation of [Park Local Development Corporation](#) to manage the Livingston-Park County Revolving Loan Fund and expand business support and economic development resources
- Business liaison for the PHS Work-Based Learning project, a pilot project to improve connections between students and businesses to address workforce needs; **\$28,000 grant award**
- Supported LBID's Small Business Revolution campaign, including engaging statewide partners for support and working with businesses to improve marketing and leverage collective action

Strategic efforts in community development and capacity building projects resulted in:

- Ongoing facilitation of Cooke City infrastructure meetings and support for creation of community wastewater system; **assisted in preparation of the \$3.6 million EDA grant application**
- Facilitation and support for the Gardiner Investment Cooperative, formed in 2019 with the purpose of investing in reasonably priced housing for local year-round residents in the greater Gardiner area
- In its sixth year, the [award-winning](#) Leadership 49 program will graduate 18 participants, growing the network to 100 alumni/graduates working to strengthen and connect the communities of Park County

Local and sustained support from the City and County has enabled the Economic & Community Development program to produce the above outcomes and **provide training and education for over 779 people** in 2019.

Item Attachment Documents:

- B. SCHEDULED PUBLIC COMMENT: MICHAEL DECHELLIS, CHAIR CONSERVATION BOARD WITH 2020 PROJECT LIST AND PRIORITIES.**



Conservation Board 2020 Project List and Priorities

Revision	Changes	Date Adopted
001	Initial Revision Created by Conservation Board	3/11/2020
001a	Updated dates on the meeting list to reflect COVID related schedule delays	5/13/2020

Background/Intro

These are our current priorities and timeframes. This is a living document and subject to updating each board meeting or working meeting.

Conservation Board Priority List and Timeframes

Priority	Timeframe
Growth Policy input to Burton Planning Services	March – April 2020
Dark Sky / Streetlight ordinance rewrite	April – June 2020
Energy / Climate Action Plan Framework	June – Sept 2020
Energy / Climate Action Plan	Fall 2020 – Spring 2021
EV Infrastructure Plan	July 2020 – January 2021
Public Outreach (Remote Meetings / Msg Board / Document Center)	January – May 2020
Public Outreach / Education Opportunities in Conservation	June 2020 – December 2020
Incorporate Efficiency, Renewable Energy, and Environmental Considerations in City Project Planning	July 2020 – December 2020
Evaluate Recycling / Waste Knowledge / Communication in the City	July 2020 – November 2020
Wastewater Energy Savings Measures	Winter 2020/2021

List of Meetings and Proposed Agendas – Subject to Change!

Meeting	Agenda
January 9, 2020	Board formation and election of officers.
February 12, 2020	Working meeting for communication methods

Meeting	Agenda
February 19, 2020	Presentation from EnergyCorps on GHG inventory and Park High School Green Initiative on current priorities
March 11, 2020	Project prioritization and planning meeting
April 15, 2020	Working meeting on Growth Policy Input from Conservation Board
April 29, 2020	Vote on list of recommendations from Conservation Board to Burton for Growth Policy
May 13, 2020	Working meeting to review dark sky ordinance research and begin recommendations
June 2020	Working meeting Presentation from City/County on the state of recycling, composting and food waste from Lexie (EnergyCorps)
June 10, 2020	Public Hearing and Vote on sending Dark Sky ordinance recommendations to commission Discuss and review outreach plans to the community and outreach projects, including determining our 2 big outreach focuses Discuss framework for Energy Action Plan
July 8, 2020	Final Vote on sending Dark Sky ordinance recommendations to commission (if necessary) Presentation from Michael DeChellis on EV Infrastructure needs and funding in the community and in the city
August 12, 2020	Put together energy and/or climate action plan framework
September 9, 2020	Vote on sending energy/climate action plan framework to commission
October 14, 2020	Review of solid waste and recycling actions/recommendations to the commission
November 11, 2020	TBD
December 9, 2020	TBD

Item Attachment Documents:

- A. DISCUSS/APPROVE/DENY: REVISED CITY CONSERVATION BOARD BYLAWS AMENDING DAY AND MEETING START TIME.**



Conservation Board

May 13th, 2020

To: Livingston City Commission
 Re: Conservation Board ByLaws Change

Dear Commission,

On March 11th, 2020, we voted unanimously to ask you to change our bylaws to update our regular board meeting time to the 2nd Wednesday of the month at 5pm.

Will you please pass a resolution to do that?

Thank you for your time and consideration,
 The City of Livingston Conservation Board

Amy Bowser	Member
Michael DeChellis	Chair
Bill Edwards	Vice Chair
Johnathan Hettinger	Secretary
Danielle Miska	Member
McCrae Wester	Youth Member

414 East Callender Street
 Livingston, MT 59047
 (406) 823-6002

LivingstonMTConservationBoard@groups.io
<http://livingstonmontana.org>

CITY CONSERVATION BOARD

BY-LAWS

May 2020

ARTICLE I – CITY CONSERVATION BOARD, PURPOSE

Section 1: The name of this municipal board shall be The Livingston City Conservation Board.

Section 2: The Livingston City Conservation Board is organized for the purpose of identifying opportunities for the City of Livingston to reduce costs and promote sustainable growth by implementing energy efficient equipment, procedures, or systems and incorporate renewable energy feasible. Additionally, the Board can aid in community-wide sustainability education and promote opportunities for citizens to fund private energy saving projects. The Board shall advise the City Commission on topics such as:

- Building efficiency strategies
- Renewable energy
- Recycling
- Tracking of energy use
- Energy saving initiatives

ARTICLE II – MEMBERSHIP

Section 1: The membership of the Livingston City Conservation Board shall consist of five (5) citizen members and one (1) youth member appointed by the Chair of the Commission with the consent of the Commission.

ARTICLE III – MEETINGS

Section 1: The monthly meetings will be held on the second ~~Thursday~~ Wednesday of each month at the City-County Building. The meetings will start at ~~5:30 p.m.~~ 5:00 p.m.

Section 2: Special Meetings. Special meetings may be called by the Chair and one other Board member.

Section 3: Notice. All meetings will be noticed in accordance with City noticing policy, City Ordinance and State law.

Section 1: Board Role, Size, Compensation. The Livingston City Conservation Board shall have five (5) members. A sixth (6th) seat shall be reserved for a youth member between the ages of 15-19, if available, and will be granted full voting rights. It is desired the Board strive to maintain representation from the business community and environmental organizations. The Board receives no compensation other than reasonable expenses.

Section 2: Terms. Members shall be appointed to two (2) year overlapping terms based on the calendar year with the youth member serving a one (1) year term based on the school year (July-June). To establish the overlapping terms of office, the appointment of three Conservation Board members shall be for a one (1) year term and two members shall be appointed to two (2) year terms and the youth member will be appointed in the first July after the Board is created. Thereafter, all other appointments to the Livingston City Conservation Board shall be for two year terms with the exception of the youth member.

Section 3: Quorum. A quorum consists of a majority of appointed Board members. No official action can be transacted or motions made or passed without a quorum present.

Section 4: Officers and Duties. At the first meeting of each calendar year, the Board will elect, from its members, a Chair and a Vice-Chair. The Chair will perform the following duties:

1. Control and run all meetings to include deciding who will have the floor, how debate will take place, and maintaining order.
2. Sign all official documents of the Board.
3. Assure that minutes are taken of the Board's meetings.
4. Promote efficient use of the Board's time while assuring that all interested parties have an opportunity to participate in Board activities.

The Vice-Chair shall perform the duties of the Chair in the Chair's absence.

The Board may choose to elect a Secretary. The Secretary shall be responsible for keeping records of the Board actions and/or recommendations, including overseeing the taking of audio recordings and minutes, sending out meeting announcements and distributing copies of minutes and the agenda to each Board member. If the Board chooses not to elect a Secretary, the Secretary duties shall be accomplished by the Chair.

Section 5: Order. Meetings will be run under "Robert's Rules of Order". All speakers, including board members, must be recognized by the Chair and granted the floor before proceeding. Speakers should direct their comments to the Board through the Chair and avoid speaking directly to any member. Likewise, members must ask the Chair's permission to directly question a speaker.

Formality must be maintained when conducting a public hearing. Comments for and against an issue must be called for three (3) times each and the Chair needs to see that the comment stays on the subject and does not become repetitive.

When voting on an issue, the Chair shall call for those “in favor” and those “opposed”. The Chair will tally the votes and, once the vote is done, will announce whether the motion passes or fails and state the number of votes for and against. The vote of each member will be reflected in the minutes of the meeting.

Section 6: Conduct of Business and Communication. In making recommendations to the City Commission relating to energy conservation, the Conservation Board will seek to ensure the integrity of the public record of its proceedings.

The Conservation Board’s communication with the Governing Body shall be through its formal recommendation for conservation measure. The Board’s recommendation will, at a minimum, include: A cover letter stating the recommendation; the Board’s supporting facts, and any exhibits relating to the issue.

Section 7: Vacancies. When a vacancy on the Board exists, the City Administration will initiate the advertising process outlined in the City Commission’s Board policy.

Section 8: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary or Chair. The Board shall recommend to the City Commission the removal of any member who has accumulated three unexcused absences from Board meetings in one year. A Board member may be removed for cause by the City Commission.

ARTICLE V – AMEMDMENTS

Section 1: These Bylaws may be amended when necessary by majority vote of the City Commission.

These revised Bylaws were approved at a regular meeting of the Livingston City Commission on this _____ day of _____, 2020.

Faith Kinnick
Recording Secretary

Item Attachment Documents:

- B. APPROVE/DISCUSS/DENY: FEE WAIVER REQUEST FROM LIVINGSTON CHAMBER OF COMMERCE FOR ANNUAL JULY 2ND PARADE.**

Livingston Area Chamber of Commerce Convention & Visitors Bureau

303 East Park St. Livingston MT 59047

406-222-0850

www.DiscoverLivingston.com

January 28th, 2020

City of Livingston
414 E. Callender St
Livingston, MT 59047

Formal Requests for the Livingston Roundup Parade 2020

I would like to formally request the City of Livingston and the City Commission to reduce the fees for the garbage, staff fees and event location closure cost of Main Street, Second Street and Park Street areas, to be reduced as in years past.

This is a terrific community, county and Statewide event that has the potential to give great economic opportunity as proven in the past 94 years of the production. The parade is 100% put on by volunteers from around the community, including City staffing. I have some of the figures from last year crowds during the Parade as we used the old-fashioned method of clicker counting per block on the route and it falls between 10,000 and 12,000. A large amount of the folks that come are from Livingston and Park county, but we estimated approximately 40% were from nonresident, we gathered this information from our volunteers counting and asking directly. Of the dining and entertaining establishments, with only the fewer locations to visit on route, the dollar spent was at a decline last year by thousands of missed dollars with the additional changes made by the City, we hope to not have this occur again. Shops and art galleries had early visitors while waiting, the bars had plenty after and during the parade except the 100 blocks. Eventually 4500 people headed to the 8pm rodeo to grab a seat that evening. The hotels were full as well as the campgrounds with shuttles moving people efficiently.

This event has a long list of sponsors also a proven record of working with the City and local official's in a collaborative manner as well to reduce cost of needed sponsorship over many years. The Chamber and Convention & Visitors Bureau is non-profit and is utilizing its liability insurance to cover the street event as its sponsorship but cannot fund such a large bill without procuring support or at least a discount.

The bill we receive for the City street closures over the last 90 years was \$0 to \$100.00. Over the last few years the City staff has updated the fee structure with a very different financial structure and made this event that was put on for the enjoyment for all and an economic driver for our downtown business community, too costly. At this time, even

Livingston Area Chamber of Commerce Convention & Visitors Bureau

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the street sweeper that has always ended our parade with cheers and waves now has a large fee attached. We are requesting a waiver of the garbage cans fee to be reduced to minimum cost from \$15.00 to \$4.00 as in last few years. We are looking at a total of approximately \$2800.00 to put on the parade and it needs it to come in at around \$500.00. We are a non-profit and all funds are sponsorship raised by businesses and community members who believe in the spirit and historical value of what is created and continued for decades here in Livingston.

I thank you for your consideration at this time, and all of the combined efforts to pull off another great event for the City of Livingston so that we all may benefit.

Thank you,

Leslie Feigel, CEO
Livingston Chamber of Commerce
Convention and Visitors Bureau, TBID
406-222-0850
info@livingston-chamber.com

Item Attachment Documents:

CITY CONSERVATION BOARD MEMBER RECRUITMENT.

PUBLIC NOTICE CITY CONSERVATION BOARD
VACANCY ANNOUNCEMENT

The City of Livingston seeks to fill one (1) youth seat on the City Conservation Board. The purpose of this board for identifying opportunities for the City of Livingston to reduce costs and promote sustainable growth by implementing energy-efficient equipment, procedures, or systems, and incorporate renewable energy when feasible. The Board shall advise the City Commission on topics such as building efficiency strategies, renewable energy, recycling, tracking of energy use, and energy-saving initiatives.

Youth applicants are encouraged to apply if they meet the following qualifications: A U.S. citizen, a resident of the City, and Park County Montana for at least 30 days, 15-19 years of age and of sound mind. Youth members will serve 1- year term (July-June). Current members are encouraged to re-apply if interested.

Meetings will occur on the second Wednesday of each month at 5:00 pm in the Community Room of the City/County Complex or virtually through Zoom.

The deadline for applications is June 15, 2020. Appointment to the City Conservation Board is anticipated to occur during the July 7, 2020, City Commission meeting.

Applications may be obtained on our Boards and Committees webpage at www.livingstonmontana.org, by contacting Faith Kinnick, (406) 823-6002 or in person at 414 E. Callender St. Livingston. Mail or email your completed application to fkinnick@livingstonmontana.org.

Please publish May 14, 2020, May 28, 2020 and June 11, 2020.

Faith Kinnick
City of Livingston
Dated: May 13, 2020