



Livingston City Commission Agenda

January 18, 2022

5:30 PM

VIA ZOOM

<https://us02web.zoom.us/j/85131272975?pwd=WWdRa0RhQ01yYk5PdjbK21ZR1M5dz09>

Meeting ID: 851 3127 2975 **Passcode: 940441** Call In: (669) 900-6833

1. Call to Order

2. Roll Call

3. 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)

4. Consent Items

A. APPROVE MINUTES FROM JANUARY 4, 2022, REGULAR COMMISSION MEETING. PG. 4

B. RATIFY CLAIMS PAID 12/24/2021-01/05/2022. PG. 11

C. ACCEPTING CITY COURTS REPORT FROM OCTOBER AND NOVEMBER 2021. PG. 19

D. ACCEPT RECOMMENDATION TO APPOINT JESSICA WILCOX AND JIM BARRETT, TO SERVE ON THE CITY PLANNING BOARD TO SERVE A 4-YEAR TERM. PG. 22

5. Proclamations

6. Scheduled Public Comment

7. Public Hearings

A. PUBLIC HEARING ON RESOLUTION NO. 5010: A RESOLUTION OF THE CITY OF LIVINGSTON, MONTANA, ANNEXING CERTAIN LAND ON PETITION OF KRISTOPHER LAHREN. PG. 28

8. Ordinances

9. Resolutions

A. RESOLUTION NO. 5008: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, SETTING THE FEES FOR FALSE ALARMS FOR POLICE AND FIRE PROTECTION. PG. 39

B. RESOLUTION NO. 5013: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ESTABLISHING A TEMPORARY AD-HOC COMMITTEE TO REVIEW THE MISSION, VISION, VALUES, AND GOALS OF THE CITY OF LIVINGSTON ORGANIZATIONAL STRATEGIC PLAN 2019-2024. PG. 42

C. RESOLUTION NO. 5014: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON MONTANA, AUTHORIZING THE CITY MANAGER TO SIGN MEMORANDUM OF UNDERSTANDING (MOU) WITH PARK COUNTY AND MONTANA STATE UNIVERSITY EXTENSION (MSUE) THE ECONOMIC DEVELOPMENT POSITION WITHIN PARK COUNTY FOR A TERM OF EIGHTEEN MONTHS. PG. 45

D. RESOLUTION NO. 5015: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON MONTANA, AUTHORIZING THE CITY MANAGER TO SIGN MEMORANDUM OF UNDERSTANDING (MOU) WITH PARK COUNTY AND MONTANA STATE UNIVERSITY EXTENSION (MSUE) TO FUND THE MSU ECONOMIC DEVELOPMENT AGENT WITH ARPA FUNDS FOR 3 YEARS. PG. 51

E. RESOLUTION NO. 5016: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING THE FEES FOR SOME BUSINESS LICENSES AND IMPLEMENTING A BUSINESS LICENSE FOR RETAIL MARIJUANA SALES. PG. 55

10. Action Items

A. DISCUSS/APPROVE/DENY: AUTHORIZATION OF THE CHAIR TO SIGN THE CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION FOR 2022-2023 FROM THE MONTANA STATE HISTORICAL PRESERVATION OFFICE. PG. 61

11. City Manager Comment

12. City Commission Comments

13. Adjournment

Calendar of Events

Supplemental Material

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.

File Attachments for Item:

A. APPROVE MINUTES FROM JANUARY 4, 2022, REGULAR COMMISSION MEETING.



Livingston City Commission Minutes

January 04, 2022

5:30 PM

Via Zoom

<https://us02web.zoom.us/>

Meeting ID: 874 1727 1152 **Passcode 290510** Call in: (669) 900:6833

1. Call to Order: Vice-Chair Schwarz called the meeting to order.

2. Roll Call:

Vice-Chair Schwarz, Commissioner Friedman, Commission Nootz, Commissioner Lyons, Commissioner Kahle. Staff in attendance: City Manager Michael Kardoes, City Attorney Courtney Lawellin, Planning Director Mathieu Menard, Administrative Services Director Lisa Lowy, City Clerk Faith Kinnick.

3. Election of Chair and Vice Chair

- Schwarz opened by calling for nominations for Chair
- Karrie Kahle nominated Nootz as Chair, second by Lyons.
- All in favor, passes 4-1, Schwarz against.
- Schwarz turned meeting over to Nootz, whom called for nominations for vice-chair.
- Torrey Lyons nominated Kahle as vice chair, second by Nootz.
- All in favor, passes 5-0.

4. Chair's Assignment of Commissioner Seats (00:03:22)

5. Public Comment

- No public comments

6. Consent Items (00:06:24)

A. RATIFY CLAIMS PAID 12/10/2021-12/23/2021.

- Schwarz motioned to approve, second by Kahle
All in favor, passes 5-0

7. Proclamations (00:07:24)

A. 2022 ARBOR DAY PROCLAMATION

8. Scheduled Public Comment

9. Public Hearings (00:09:23)

A. ORDINANCE NO. 3023: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING ARTICLE II, III, IV, AND V, CHAPTER 30 OF THE LIVINGSTON MUNICIPAL CODE ENTITLED ZONING.

- Kardoes made opening statements before turning over to Menard
- Menard reviewed information presented during the first reading

- Nootz reviewed the process for the new commissioners. Commissioners can ask clarifying questions, then she will ask for a motion from the Commission before Commission discussion and then opening it for public comment.
- Lyons asked clarifying questions
- Friedman motioned to approve, second by Lyons
- No Commission discussion
- No public comment
All in favor, passes 5-0.

10. Ordinances

11. Resolutions (00:23:09)

A. RESOLUTION NO. 5012: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA IN SUPPORT OF THE PARK COUNTY BEHAVIORAL HEALTH AND CRISIS RESPONSE COALITION PLANNING PROJECT.

- Kardoos made opening statements
- Kahle asked clarifying questions
- Lawellin answered
- Schwarz motioned to approve, second by Friedman
- No Commission discussion
- No public comment
All in favor, passes 5-0

12. Action Items (00:27:20)

A. DISCUSS/APPROVE/DENY: ACCEPTING 2022 CITY COMMISSION MEETING CALENDAR.

- Kardoos made opening statements and recommended a few changes. Changing the meeting from July 5th and 19th to July 12th & 26th and August 2nd meeting to August 9th.
- Nootz opened to Commission discussion
- Lyons shared two conflicts with his schedule
- Nootz would like to move the June 21st meeting to June 28th due to conflict.
- Motion by Kahle, second by Lyons
- No public comment
- All in favor, passes 5-0.

B. DISCUSS/APPROVE/DENY: ASSIGNING COMMISSIONERS TO SERVE ON CITY BOARDS AND COMMITTEES. (00:36:34)

- Kardoos made opening statements
- Nootz disclosed her husband serves as Library Director, she cannot serve on that board.
- Commission discussed their history of serving on previous boards
- Kahle made motion to approve Chair's assignment of Lyons assigned to Planning Board, Nootz to Tree Board, Kahle to City/County Health Board, Friedman to Library Board, and Schwarz on the URA, and Parks and Trails Committee. Second by Friedman.

All in favor, passes 5-0

13. City Manager Comment (00:52:56)

- Requested headshots from new Commissioners for the city's website.
- Reminded the public of Pet Licensing and Business Licensing.

14. City Commission Comments (00:54:40)

Lyons:

Schwarz:

Friedman:

Kahle:

Nootz: Motioned for a special closed session meeting sometime during the week of January 24-28th. Second by Lyons.

15. Adjournment 6:33 p.m. (01:00:59)

Calendar of Events

Supplemental Material

Public in virtual attendance:

1. Johnathan Hettinger
2. Arlene Romer Da Feltre
3. Jan G
4. Dorel Hoglelund
5. Patricia Grabow
6. Michelle Uberuaga
7. 3 call in phone users

Commissioner Seating Assignments

Nootz

Kahle

Friedman

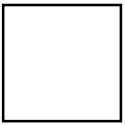
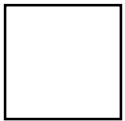
Chair, Vice Chair, Commissioner

Commissioners

Schwarz

Lyons

Staff



Speaker Podium

Speaker Sign in

Streaming Computer

Audience



2022

City Commissioner Meeting Calendar

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
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27	28					

March						
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27	28	29	30	31		

April						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
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29	30	31				

June						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Moved from 21st to 28th

July						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			





Moved from 2nd to 9th

September						
S	M	T	W	T	F	S
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25	26	27	28	29	30	

October						
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23	24	25	26	27	28	29
30	31					

November						
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27	28	29	30			

December						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

-  Federal Holidays, City Offices & Facilities Closed
-  Regular Commission Meetings
-  Commissioner Listening Sessions (*postponed due to COVID*)
-  State General Election Day, Holiday for City

2022 Commissioner Board Appointments				
Board	Meeting Day/Time	Voting Member	Recommendation	Chair's Appointment
City Planning Board	Third Wednesday 5:30 p.m.	Voting	Torrey Lyons	Torrey Lyons
City Tree Board	Third Thursday Noon	Non-voting	Karrie Kahle	Melissa Nootz
City/County Health	Quarterly, 2nd Tuesday 5:30 p.m.	Non-voting	Mel Friedman	Karrie Kahle
City/County Library	Third Wednesday 2:00 p.m.	Non-voting	Karrie Kahle	Mel Friedman
Livingston Urban Renewal Agency	Quarterly (+/-) 3rd Wednesday 4:30 p.m.	Voting	Quentin Schwarz	Quentin Schwarz
Parks & Trails Committee	Fourth Wednesday 6:00 p.m.	Voting	Melissa Nootz	Quentin Schwarz

File Attachments for Item:

B. RATIFY CLAIMS PAID 12/24/2021-01/05/2022.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
AAA CLEANING, LLC							
3727	AAA CLEANING, LLC	2021.12.31	cleaning bennett street	12/31/2021	500.00	500.00	01/05/2022
Total AAA CLEANING, LLC:					500.00	500.00	
ALL SERVICE TIRE & ALIGNMENT							
22	ALL SERVICE TIRE & ALIGNME	32980	Tire Repair	11/19/2021	17.00	17.00	12/28/2021
22	ALL SERVICE TIRE & ALIGNME	63022	Tire Repair	12/01/2021	17.00	17.00	12/28/2021
Total ALL SERVICE TIRE & ALIGNMENT:					34.00	34.00	
ALLEGRA MARKETING, PRINT & MAIL							
3781	ALLEGRA MARKETING, PRINT &	282199	Time Payment Card	12/10/2021	80.71	80.71	12/28/2021
3781	ALLEGRA MARKETING, PRINT &	282199.0	Time Payment Card	12/10/2021	18.90	18.90	01/05/2022
Total ALLEGRA MARKETING, PRINT & MAIL:					99.61	99.61	
ALPINE ELECTRONICS RADIO SHACK							
402	ALPINE ELECTRONICS RADIO	10277415	Batteries	12/30/2021	39.98	39.98	01/05/2022
Total ALPINE ELECTRONICS RADIO SHACK:					39.98	39.98	
BALCO UNIFORM COMPANY, INC.							
3371	BALCO UNIFORM COMPANY, IN	64543-1	BRUMMEL UNIFORM	12/09/2021	259.60	259.60	12/28/2021
3371	BALCO UNIFORM COMPANY, IN	64543-2	BRUMMEL UNIFORM	12/13/2021	261.60	261.60	12/28/2021
3371	BALCO UNIFORM COMPANY, IN	65005-1	HARD VEST	12/13/2021	922.51	922.51	12/28/2021
3371	BALCO UNIFORM COMPANY, IN	65202	Uniform	12/08/2021	61.80	61.80	12/28/2021
3371	BALCO UNIFORM COMPANY, IN	65218	Uniform	12/08/2021	61.80	61.80	12/28/2021
Total BALCO UNIFORM COMPANY, INC.:					1,567.31	1,567.31	
BILLINGS CLINIC TRAINING CENTER							
3069	BILLINGS CLINIC TRAINING CE	19937	CPR Class	10/19/2021	17.00	17.00	12/28/2021
Total BILLINGS CLINIC TRAINING CENTER:					17.00	17.00	
BOUND TREE MEDICAL, LLC							
2662	BOUND TREE MEDICAL, LLC	84326054	Patient Supplies	12/14/2021	230.97	230.97	12/28/2021
2662	BOUND TREE MEDICAL, LLC	84331008	Patient Supplies	12/17/2021	154.90	154.90	12/28/2021
2662	BOUND TREE MEDICAL, LLC	84344350	Patient Supplies	12/29/2021	155.38	155.38	01/05/2022
Total BOUND TREE MEDICAL, LLC:					541.25	541.25	
CANINE DEVELOPMENT GROUP							
10002	CANINE DEVELOPMENT GROU	026330	HANDLER SUBSCRIPTION	12/09/2021	100.00	100.00	12/28/2021
Total CANINE DEVELOPMENT GROUP:					100.00	100.00	
CANON FINANCIAL SERVICES, INC							
1747	CANON FINANCIAL SERVICES, I	27811642	OFFICE SUPPLY	12/12/2021	29.31	29.31	12/28/2021
1747	CANON FINANCIAL SERVICES, I	27811643	OFFICE SUPPLY	12/12/2021	29.75	29.75	12/28/2021
Total CANON FINANCIAL SERVICES, INC:					59.06	59.06	
CAROLINA SOFTWARE, Inc.							
3326	CAROLINA SOFTWARE, Inc.	81495	WasteWorks Software	12/16/2021	1,000.00	1,000.00	12/28/2021

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total CAROLINA SOFTWARE, Inc.:					1,000.00	1,000.00	
CARQUEST AUTO PARTS							
23	CARQUEST AUTO PARTS	1912-525982	FILTERS	11/03/2021	131.19	131.19	12/28/2021
23	CARQUEST AUTO PARTS	1912-526037	exhaust fluid	11/03/2021	82.74	82.74	12/28/2021
23	CARQUEST AUTO PARTS	1912-526155	Seafoam	11/04/2021	264.72	264.72	12/28/2021
23	CARQUEST AUTO PARTS	1912-527417	BATTERY	11/17/2021	116.57	116.57	12/28/2021
23	CARQUEST AUTO PARTS	1912-527484	Grease	11/17/2021	99.55	99.55	12/28/2021
23	CARQUEST AUTO PARTS	1912-527501	V BELT	11/17/2021	28.29	28.29	12/28/2021
23	CARQUEST AUTO PARTS	1912-527615	WIRE	11/18/2021	130.00	130.00	12/28/2021
23	CARQUEST AUTO PARTS	1912-528605	SPOUT	11/30/2021	32.54	32.54	12/28/2021
23	CARQUEST AUTO PARTS	1912-528609	Drum	11/30/2021	34.38	34.38	12/28/2021
Total CARQUEST AUTO PARTS:					919.98	919.98	
CENTURYLINK							
162	CENTURYLINK	2021.12.16	406-222-0137- 441b	12/16/2021	77.36	77.36	01/05/2022
Total CENTURYLINK:					77.36	77.36	
CHARLES DILLEY							
10003	CHARLES DILLEY	2021.12.7	TRAVEL EXPENSE	12/07/2021	137.76	137.76	01/05/2022
Total CHARLES DILLEY:					137.76	137.76	
CODY HARPER							
10003	CODY HARPER	E4425049	REIMBURSE	12/16/2021	134.00	134.00	01/05/2022
Total CODY HARPER:					134.00	134.00	
COLD SMOKE AUTOMOTIVE, LLC							
3456	COLD SMOKE AUTOMOTIVE, LL	17157	2007 FORD	12/16/2021	4,245.63	4,245.63	12/28/2021
Total COLD SMOKE AUTOMOTIVE, LLC:					4,245.63	4,245.63	
COMDATA							
2671	COMDATA	20358523	XW717 CG72S	12/01/2021	1,931.12	1,931.12	12/28/2021
Total COMDATA:					1,931.12	1,931.12	
COMPUNET, INC.							
3561	COMPUNET, INC.	182120	Cisco DUO	11/03/2021	702.00	702.00	01/05/2022
Total COMPUNET, INC.:					702.00	702.00	
DELL MARKETING L.P.							
745	DELL MARKETING L.P.	10541816900	FIRE COMPUTER	12/06/2021	55.89	55.89	01/05/2022
745	DELL MARKETING L.P.	10542296939	WASTEWATER COMPUTER	12/08/2021	955.93	955.93	01/05/2022
745	DELL MARKETING L.P.	10542296955	FIRE COMPUTER	12/08/2021	955.93	955.93	01/05/2022
745	DELL MARKETING L.P.	10542682341	BUSCH COMPUTER	12/09/2021	955.93	955.93	01/05/2022
745	DELL MARKETING L.P.	10544375897	POLICE COMPUTER	12/14/2021	877.17	877.17	01/05/2022
Total DELL MARKETING L.P.:					3,800.85	3,800.85	
ENERGY LABORATORIES, INC.							
424	ENERGY LABORATORIES, INC.	442683	Effluent	12/15/2021	20.00	20.00	12/28/2021

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
424	ENERGY LABORATORIES, INC.	445575	Analysis parameter	12/29/2021	196.00	196.00	01/05/2022
Total ENERGY LABORATORIES, INC.:					216.00	216.00	
FARSTAD OIL							
3353	FARSTAD OIL	98987	MOBILGEAR	12/09/2021	373.92	373.92	01/05/2022
3353	FARSTAD OIL	IN-552227-21	Diesel 392G	12/16/2021	1,774.25	1,774.25	01/05/2022
3353	FARSTAD OIL	IN55227-21	Diesel 392G	12/16/2021	1,774.25	1,774.25	01/05/2022
Total FARSTAD OIL:					3,922.42	3,922.42	
FERGUSON WATERWORKS #1701							
2386	FERGUSON WATERWORKS #17	0806832	IPERL	12/15/2021	1,296.16	1,296.16	12/28/2021
Total FERGUSON WATERWORKS #1701:					1,296.16	1,296.16	
FISHER SAND AND GRAVEL							
2904	FISHER SAND AND GRAVEL	57529	CONCRETE	12/04/2021	456.75	456.75	12/28/2021
2904	FISHER SAND AND GRAVEL	57970	CONCRETE	12/11/2021	1,030.00	1,030.00	12/28/2021
2904	FISHER SAND AND GRAVEL	57991	ROAD GRAVEL	12/11/2021	362.06	362.06	12/28/2021
2904	FISHER SAND AND GRAVEL	58458	SANDING MATERIAL	12/18/2021	3,146.35	3,146.35	01/05/2022
Total FISHER SAND AND GRAVEL:					4,995.16	4,995.16	
FOUR CORNERS RECYCLING, LLC							
2919	FOUR CORNERS RECYCLING,	9524	Pull fees	11/28/2021	6,165.05	6,165.05	12/28/2021
2919	FOUR CORNERS RECYCLING,	CM9524	Pull fees	11/28/2021	3,758.20-	3,758.20-	12/28/2021
Total FOUR CORNERS RECYCLING, LLC:					2,406.85	2,406.85	
GATEWAY OFFICE SUPPLY							
54	GATEWAY OFFICE SUPPLY	52992	Office Supplies	12/09/2021	21.08	21.08	12/28/2021
54	GATEWAY OFFICE SUPPLY	53102	Office Supplies-JUDGE	12/21/2021	127.30	127.30	12/28/2021
Total GATEWAY OFFICE SUPPLY:					148.38	148.38	
GRAINGER							
528	GRAINGER	9147760335	FILTER ROLL	12/10/2021	52.42	52.42	01/05/2022
Total GRAINGER:					52.42	52.42	
GRAYBEAL'S ALL SERVICE							
98	GRAYBEAL'S ALL SERVICE	10160	PUMP HOUSE HEATER	11/09/2021	89.00	89.00	01/05/2022
98	GRAYBEAL'S ALL SERVICE	10546	CHANGE FILTERS	12/16/2021	407.50	407.50	12/28/2021
Total GRAYBEAL'S ALL SERVICE:					496.50	496.50	
INDUSTRIAL TOWEL							
102	INDUSTRIAL TOWEL	85950	Mats	12/28/2021	46.64	46.64	01/05/2022
102	INDUSTRIAL TOWEL	S85850	Mats-220 E PARK	12/23/2021	72.53	72.53	12/28/2021
102	INDUSTRIAL TOWEL	S85863	Mats	12/21/2021	367.40	367.40	12/28/2021
102	INDUSTRIAL TOWEL	S85863	Mats	12/21/2021	367.39	367.39	12/28/2021
Total INDUSTRIAL TOWEL:					853.96	853.96	
J & H OFFICE EQUIPMENT							
1783	J & H OFFICE EQUIPMENT	30737253	Copier Contract Fire & Rescue	12/24/2021	270.73	270.73	12/28/2021

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total J & H OFFICE EQUIPMENT:					270.73	270.73	
KELLEY CONNECT							
10001	KELLEY CONNECT	30581634	PRINTER CONTRACT	11/30/2021	185.35	185.35	12/28/2021
10001	KELLEY CONNECT	IN941014	PRINTER-CIVIC CENTER	11/30/2021	31.90	31.90	12/28/2021
10001	KELLEY CONNECT	IN941163	PRINTER-CIVIC CENTER	11/30/2021	156.94	156.94	12/28/2021
Total KELLEY CONNECT:					374.19	374.19	
KEN'S EQUIPMENT REPAIR, INC							
1390	KEN'S EQUIPMENT REPAIR, IN	57929	PACKER	11/02/2021	842.05	842.05	12/28/2021
1390	KEN'S EQUIPMENT REPAIR, IN	57948	410L	11/04/2021	125.60	125.60	12/28/2021
1390	KEN'S EQUIPMENT REPAIR, IN	57949	DATA LINK	11/04/2021	225.00	225.00	12/28/2021
1390	KEN'S EQUIPMENT REPAIR, IN	57981	PACKER	11/16/2021	525.55	525.55	12/28/2021
1390	KEN'S EQUIPMENT REPAIR, IN	57982	Data Link	11/12/2021	360.00	360.00	12/28/2021
1390	KEN'S EQUIPMENT REPAIR, IN	57984	G2	11/18/2021	281.20	281.20	12/28/2021
1390	KEN'S EQUIPMENT REPAIR, IN	57987	PACKER	11/19/2021	90.00	90.00	12/28/2021
Total KEN'S EQUIPMENT REPAIR, INC:					2,449.40	2,449.40	
LAWSON PRODUCTS, INC.							
10003	LAWSON PRODUCTS, INC.	9309103378	GLOVES	12/15/2021	82.65	82.65	01/05/2022
10003	LAWSON PRODUCTS, INC.	9309113622	SUPPLIES	12/18/2021	270.18	270.18	12/28/2021
10003	LAWSON PRODUCTS, INC.	9309113623	GLOVES	12/18/2021	17.29	17.29	01/05/2022
10003	LAWSON PRODUCTS, INC.	9309117569	NINJA MAX GLOVES	12/20/2021	137.75	137.75	01/05/2022
Total LAWSON PRODUCTS, INC.:					507.87	507.87	
LIVINGSTON ACE HARDWARE - #122005							
26	LIVINGSTON ACE HARDWARE -	J59265	HEADLIGHT	11/26/2021	43.70	43.70	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J61034	FASTNERS	11/29/2021	12.35	12.35	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J61321	SUPPLIES	11/30/2021	41.98	41.98	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J62337	Fastners	12/02/2021	44.95	44.95	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J62891	SNOW COVER	12/03/2021	21.98	21.98	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J64347	BATTERY	12/06/2021	17.97	17.97	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J64696	TARP	12/06/2021	29.33	29.33	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J64962	BLADE	12/07/2021	35.53	35.53	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J65707	Fastners	12/08/2021	27.78	27.78	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J68564	LOCK	12/14/2021	35.98	35.98	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J68632	Fastners	12/14/2021	44.58	44.58	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J69232	PADLOCK	12/16/2021	95.14	95.14	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J69433	FLUOR WRAP	12/18/2021	89.98	89.98	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J69757	ICE SCRAPER	12/17/2021	26.99	26.99	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J69838	Fastners	12/17/2021	9.60	9.60	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J71042	TIEDOWN	12/20/2021	13.99	13.99	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J71083	SUPPLIES	12/20/2021	25.98	25.98	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J71227	COUPLINGS	12/20/2021	20.15	20.15	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J71275	CAULK POLY	12/20/2021	46.97	46.97	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J71506	TAPE	12/21/2021	9.18	9.18	12/28/2021
26	LIVINGSTON ACE HARDWARE -	J72049	BOLT EYE	12/22/2021	57.83	57.83	12/28/2021
26	LIVINGSTON ACE HARDWARE -	X70304	SALT	12/22/2021	69.95	69.95	12/28/2021
26	LIVINGSTON ACE HARDWARE -	X70466	NOZZLE TWIST	12/23/2021	19.98	19.98	12/28/2021
Total LIVINGSTON ACE HARDWARE - #122005:					841.87	841.87	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
LIVINGSTON HEALTH CARE							
55	LIVINGSTON HEALTH CARE	200151624	770247186-1 / 770245820 / 7702	12/10/2021	1,213.15	1,213.15	12/28/2021
55	LIVINGSTON HEALTH CARE	4484401	PATIENT SUPPLY	08/31/2021	36.81	36.81	01/05/2022
55	LIVINGSTON HEALTH CARE	4544569	PATIENT SUPPLY	12/17/2021	35.19	35.19	12/28/2021
Total LIVINGSTON HEALTH CARE:					1,285.15	1,285.15	
MID-AMERICAN RESEARCH CHEMICAL							
10002	MID-AMERICAN RESEARCH CH	0749777-IN	FOAMING SUPER ZYME	12/09/2021	970.15	970.15	01/05/2022
10002	MID-AMERICAN RESEARCH CH	0749778-IN	DEGREASER	12/09/2021	211.30	211.30	01/05/2022
10002	MID-AMERICAN RESEARCH CH	0749926-IN	DEGREASER	12/09/2021	1,037.24	1,037.24	12/28/2021
Total MID-AMERICAN RESEARCH CHEMICAL:					2,218.69	2,218.69	
MISC							
99999	MISC	2021.12.27	Overpayment on Account	12/27/2021	47.94	47.94	12/28/2021
Total MISC:					47.94	47.94	
MONTANA CORRECTIONAL ENTERPRISES							
1180	MONTANA CORRECTIONAL EN	82760	PRINTER STAND	12/16/2021	404.00	404.00	01/05/2022
1180	MONTANA CORRECTIONAL EN	82760	PRINTER STAND	12/16/2021	404.00	404.00	01/05/2022
1180	MONTANA CORRECTIONAL EN	82762	BOOKCASE	12/16/2021	695.00	695.00	01/05/2022
Total MONTANA CORRECTIONAL ENTERPRISES:					1,503.00	1,503.00	
MONTANA FLAG AND POLE LLC							
10003	MONTANA FLAG AND POLE LLC	20211447	FLAGS	12/21/2021	1,899.42	1,899.42	01/05/2022
Total MONTANA FLAG AND POLE LLC:					1,899.42	1,899.42	
MONTANA STATE - FIRE SERVICES TRAINING							
2631	MONTANA STATE - FIRE SERVI	34175.	FF2 CERT- Gibson	12/13/2021	95.00	95.00	12/28/2021
2631	MONTANA STATE - FIRE SERVI	34-176	FF2 CERT- BRANDT	12/20/2021	95.00	95.00	12/28/2021
Total MONTANA STATE - FIRE SERVICES TRAINING:					190.00	190.00	
MT WATERWORKS							
3016	MT WATERWORKS	36812	valves	12/22/2021	2,545.30	2,545.30	01/05/2022
Total MT WATERWORKS:					2,545.30	2,545.30	
MUNICIPAL CODE CORPORATION							
3058	MUNICIPAL CODE CORPORATI	00368042	Subscription	12/14/2021	150.00	150.00	12/28/2021
Total MUNICIPAL CODE CORPORATION:					150.00	150.00	
MUNICIPAL EMERGENCY SERVICES							
2604	MUNICIPAL EMERGENCY SERV	IN1651757	TURNOUTS	12/03/2021	2,423.00	2,423.00	12/28/2021
2604	MUNICIPAL EMERGENCY SERV	IN1658102	TURNOUT SUSPENDERS	12/21/2021	46.00	46.00	01/05/2022
Total MUNICIPAL EMERGENCY SERVICES:					2,469.00	2,469.00	
MURDOCH'S RANCH & HOME SUPPLY							
3688	MURDOCH'S RANCH & HOME S	K01166/37.	TOOLS	12/16/2021	25.54	25.54	01/05/2022
3688	MURDOCH'S RANCH & HOME S	K01191/37	LIGHT	12/29/2021	89.99	89.99	01/05/2022
3688	MURDOCH'S RANCH & HOME S	K01621/37	ELECTRIYX BLUE	12/27/2021	69.98	69.98	01/05/2022

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3688	MURDOCH'S RANCH & HOME S	K01623/37	NOZZLE	12/27/2021	94.99	94.99	01/05/2022
Total MURDOCH'S RANCH & HOME SUPPLY:					280.50	280.50	
NORTH CENTRAL LABORATORIES							
33	NORTH CENTRAL LABORATORI	463300	M TC AGAR PLATES	12/02/2021	1,150.29	1,150.29	01/05/2022
Total NORTH CENTRAL LABORATORIES:					1,150.29	1,150.29	
NORTHWEST PIPE FITTINGS, INC							
423	NORTHWEST PIPE FITTINGS, I	5643340	SPOOL	12/14/2021	893.30	893.30	12/28/2021
Total NORTHWEST PIPE FITTINGS, INC:					893.30	893.30	
NORTHWESTERN ENERGY							
151	NORTHWESTERN ENERGY	2021.12.10 383	3837245-4 220 E PARK	12/10/2021	519.46	519.46	12/28/2021
151	NORTHWESTERN ENERGY	2021.12.9	0107897-1 228 W CALLENDER	12/09/2021	522.66	522.66	01/05/2022
151	NORTHWESTERN ENERGY	25121349	QT2340 GAS SERVICE	12/06/2021	3,459.94	3,459.94	12/28/2021
Total NORTHWESTERN ENERGY:					4,502.06	4,502.06	
O'REILLY AUTOMOTIVE, INC							
2437	O'REILLY AUTOMOTIVE, INC	1558-265489	SNOWBRUSH	12/15/2021	26.97	26.97	12/28/2021
Total O'REILLY AUTOMOTIVE, INC:					26.97	26.97	
POLYDYNE INC.							
3144	POLYDYNE INC.	1599314	Clarifloc	12/09/2021	2,951.82	2,951.82	01/05/2022
Total POLYDYNE INC.:					2,951.82	2,951.82	
POWERPLAN							
1868	POWERPLAN	W1225616	410 BACKHOE LOADER	11/15/2021	10,896.54	10,896.54	01/05/2022
Total POWERPLAN:					10,896.54	10,896.54	
SAFEGUARD BUSINESS SYSTEMS							
590	SAFEGUARD BUSINESS SYSTE	034800343	LASER SHEET	12/16/2021	105.91	105.91	12/28/2021
Total SAFEGUARD BUSINESS SYSTEMS:					105.91	105.91	
SCHAEFFER MFG CO.							
1730	SCHAEFFER MFG CO.	AEQ2757-INV2	Synshield DURABILITY ADV	12/09/2021	2,731.30	2,731.30	01/05/2022
Total SCHAEFFER MFG CO.:					2,731.30	2,731.30	
SNAP-ON INDUSTRIAL							
2528	SNAP-ON INDUSTRIAL	ARV/50960090	HMR HD WIRE	12/10/2021	31.45	31.45	01/05/2022
Total SNAP-ON INDUSTRIAL:					31.45	31.45	
STAFFORD ANIMAL SHELTER							
1439	STAFFORD ANIMAL SHELTER	2021.11	Boarding AND VACC	12/07/2021	1,310.00	1,310.00	12/28/2021
Total STAFFORD ANIMAL SHELTER:					1,310.00	1,310.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
TARR, MARGARET							
3586	TARR, MARGARET	131700203934	REIMBURSEMENT	12/21/2021	59.97	59.97	01/05/2022
Total TARR, MARGARET:					59.97	59.97	
TRANSUNION RISK & ALTERNATIVE							
3376	TRANSUNION RISK & ALTERNA	380349-202111	investigative resear	12/01/2021	75.00	75.00	12/28/2021
Total TRANSUNION RISK & ALTERNATIVE:					75.00	75.00	
US POST OFFICE							
2596	US POST OFFICE	2022.1.5	Permit for 1st Class Presort	01/05/2022	88.33	88.33	01/05/2022
2596	US POST OFFICE	2022.1.5	Permit for 1st Class Presort	01/05/2022	88.33	88.33	01/05/2022
2596	US POST OFFICE	2022.1.5	Permit for 1st Class Presort	01/05/2022	88.34	88.34	01/05/2022
Total US POST OFFICE:					265.00	265.00	
WHISTLER TOWING, LLC							
3237	WHISTLER TOWING, LLC	11609	IMPOUND	12/05/2021	262.50	262.50	12/28/2021
3237	WHISTLER TOWING, LLC	13373	IMPOUND	12/07/2021	175.00	175.00	12/28/2021
3237	WHISTLER TOWING, LLC	13377	impound	12/19/2021	175.00	175.00	12/28/2021
Total WHISTLER TOWING, LLC:					612.50	612.50	
WICKLANDER-ZULAWSKI & ASSOCIATE,							
1729	WICKLANDER-ZULAWSKI & AS	26755	Training	12/15/2021	495.00	495.00	12/28/2021
Total WICKLANDER-ZULAWSKI & ASSOCIATE,:					495.00	495.00	
Grand Totals:					73,434.93	73,434.93	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

File Attachments for Item:

C. ACCEPTING CITY COURTS REPORT FROM OCTOBER AND NOVEMBER 2021.

LIVINGSTON CITY COURT
FINANCIAL REPORT

Oct.2021

Date PD Monthly Report Received from City of Livingston Finance Office: 11/22/21

Tickets/Criminal Complaints Cleared: 40

Dismissed-Plea Agreement:	3	
Dismissed-Pretrial Diversion/Deferred:	1	
Dismissed-Miscellaneous:	4	
Paid-Bond Forfeit/Fine:	16	\$3,755.00
Paid-Time Payments:	16	\$8,103.00
Warrant Fees:		

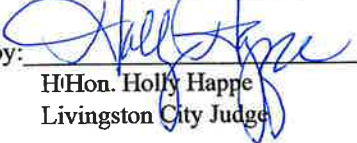
	Total	\$11,858.00
Parking Tickets:		\$2,590.00
	Total:	\$14,448.00

Surcharges/Costs/Fees:

MLEA Surcharge:	\$200.00	
TECH Surcharge:	\$180.00	
Victim/Witness Surcharge:	\$599.00	
MISD Surcharge:	\$245.50	
Court Costs:	\$50.00	
Public Defender Fee:		
Public Defender Fee:	0	
Jury Fees	0	
Interpreter	0	
	Total	(\$1,274.50)

Total amount credited to City of Livingston General Fund: \$13,173.50

I hereby certify that this is a true and correct statement of the amount of fines/fees/costs which were fully paid and credited with the Livingston City Court during the month of: Oct. 2021

Prepared by: 
HHon. Holly Happe
Livingston City Judge

Date: 12-20-21

LIVINGSTON CITY COURT
FINANCIAL REPORT

Nov. 2021

Date PD Monthly Report Received from City of Livingston Finance Office: 12/14/21

Tickets/Criminal Complaints Cleared: 52

Dismissed-Plea Agreement:	14	
Dismissed-Pretrial Diversion/Deferred:	2	
Dismissed-Miscellaneous:	6	
Paid-Bond Forfeit/Fine:	23	\$3,520.00
Paid-Time Payments:	7	\$5,241.86
Warrant Fees:		

Total	\$8,761.86
Parking Tickets:	\$2,305.00
Total:	\$11,086.86

Surcharges/Costs/Fees:

MLEA Surcharge:	\$230.00	
TECH Surcharge:	\$200.00	
Victim/Witness Surcharge:	\$527.00	
MISD Surcharge:	\$407.00	
Court Costs:	\$80.00	
Public Defender Fee:	0	
Public Defender Fee:	0	
Jury Fees	0	
Interpreter	0	
Total		(\$1,440.00)

Total amount credited to City of Livingston General Fund: \$9,626.86

I hereby certify that this is a true and correct statement of the amount of fines/fees/costs which were fully paid and credited with the Livingston City Court during the month of: Nov. 2021

Prepared by:  Date: 12-20-21
 H/Hon. Holly Happe
 Livingston City Judge

File Attachments for Item:

D. ACCEPT RECOMMENDATION TO APPOINT JESSICA WILCOX AND JIM BARRETT, TO SERVE ON THE CITY PLANNING BOARD TO SERVE A 4-YEAR TERM.

December 20, 2021

MEMORANDUM

TO: City of Livingston City Commission

FROM: Mathieu Menard, City of Livingston Planning Department

SUBJECT: City of Livingston Planning Board Recommendation for Appointments

Background: Two (2) members of the Planning Board, Jessica Wilcox and Jim Barrett, have terms expiring January 1st. The City publicly advertised the positions for a period of 30 days, receiving three (3) applications. Two (2) applications were from the Planning Board members whose terms were expiring, Jessica Wilcox and Jim Barrett, with an additional application from Mija Hamilton.

There is an additional seat open, as current Planning Board member Torrey Lyons was elected to the City Commission and will need to be replaced, which will come before the City Commission in February. At this time Mija Hamilton is the only applicant.

Zoning Commission Recommendation: At their December 15th meeting the Planning Board voted unanimously (8:0) to recommend to reappoint Jessica Wilcox and Jim Barrett.

City of Livingston
Application for Appointed Office
(Revised 3/20/20)

Appointed Position Seeking: Planning Board

Date of Application: 9/29/2021

Name: Jessie Wilcox

Signed: _____

Address: 617 N 8th

Telephone: daytime 570-0377

after 5:00 p.m.: 570-0377

Fax Number: _____

e-mail address: jessica.wilcox@livhc.org

1. Are you a resident of the City of Livingston? Yes

2. Are you a registered voter? yes

3. Will you be at least 18 years of age at the time of the appointment? yes

4. Describe the reasons you are interested in this appointment: I have served on the City Planning Board

_____ since March of 2020 and have knowledge and interest in City planning and would like to continue to serve on the Board.

5. Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment:

A. Occupation: Community Health Coordinator

B. Education: BSx2 Dietetics and Restaurant Resort Mgmt, MS in Health and Human Development

C. Experience: Served on the City Planning Board since 3/2020. I served as secretary for 10 months, then Chair January 2021 to present

(please attach a detailed resume if desired)

6. Have you served on any previous boards or in any governmental positions in the past? _____

Only the planning board since 3/2020

7. Are you currently serving on any Community Boards? yes

A. If yes, please describe those boards. ASPEN, LFRC, Windrider Public Transit

8. Current Employer? Livingston HealthCare

9. Are you available for night meetings? yes

10. Are you available for daytime meetings? yes

11. Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed office? no

12. If conflict of interest arose for you, how would you deal with it as an appointed member of this board? I would make the conflict known and recuse myself from the vote.

THIS APPLICATION WILL BE KEPT ON FILE FOR 6 MONTHS AND THEN DISCARDED.

Return completed applications to Faith Kinnick at fkinnick@livingstonmontana.org or drop off in person at the City/County Complex 414 E. Callender St.

Jessica Eldredge Wilcox MS, RDN, LN

617 N 8th Street

Livingston, MT 59047

Phone: (406) 570-0377

Email: jewilliams2010@gmail.com

My professional goal is to become a leader in advancing the health and wellbeing of my community by thoughtfully acknowledging the challenges and actively seeking opportunities to optimize public health.

Qualifications and Work History

- Registered and licensed dietitian in Montana 2005-present
- Community Health Coordinator at Livingston Healthcare 2017-present
- Facilitator of the LiveWell49Coalotion and the LiveWell49ResilienceProject
- Food and Nutrition Services Manager at Livingston HealthCare 2007-2017
- Diabetes Education Program Coordinator, Livingston Healthcare 2014-2017
- Owner of B² Nutrition, MNT private practice, Bozeman, MT 2006-2007
- Adjunct Professor, MSU Health and Human Development, spring 2009
- Graduate teaching assistant, lecturer, and food science lab instructor 2005/2006
- Consultant dietitian for three long term care facilities in MA
- Outpatient MNT provider for Live Nutrition, private practice, Brewster, MA
- Strong, community engagement, facilitation and public speaking skills
- Grant writing and administration experience
- Extensive food service, kitchen safety, equipment and sanitation experience
- Familiar with several nutrient and diet analysis software programs

Education

2005-2006	Montana State University, MS in Health and Human Development, concentration in Nutrition Science
2002-2003	University of Northern Colorado, Dietetic Internship
1998-2002	Colorado State University, BS Dietetics, BS Restaurant and Resort Management

Professional Affiliations

- Academy of Nutrition and Dietetics
- Montana Academy of Nutrition and Dietetics

State and Community Organization Involvement

- LiveWell49 Coalition Facilitator 2017-present
- Board of Director Windrider Public Transit 2017-present
- Board of Director, Vice-Chair, ASPEN 2017-present
- Board of Director Livingston Food Pantry, Vice-Chair/Treasurer 2008-present
- Planning Board Chair, City of Livingston, MT, Secretary March 2020-present
- Montana State University Dietetic Advisory Board 2013-present
- Montana Dietetic Internship Preceptor 2007-present
- Council member for the Park County Food System Council 2010-2014
- Council member for the Montana Food Systems Council 2008-2012

- Board of Director Montana Academy of Nutrition and Dietetics 2011-2013/2015-2018
- Montana Academy of Nutrition and Dietetics Public Policy Committee Member
- Montana Academy of Nutrition and Dietetics, State Regulatory Specialist 2011-2013
- Board of Director Farms for Families 2008-2010
- Board of Director, Secretary, Farm to School 2017-2019
- Member of the Park County Pediatric Care Team 2008-2013

Publications:

- Sustainable Hospital Food Service: Restoring Health and Prosperity to Rural Montana
Jennifer Montague¹, Jessica Wilcox² and Alison H. Harmon³
Received: January 01, 2014; **Accepted:** February 17, 2014; **Published:** February 20, 2014
Austin Journal of Nutrition and Food Sciences
- Co-Authored Sustainable Food Systems Module 3- Food Environments, Certificate of Training, Academy of Nutrition and Dietetics, 2018

Awards:

- **Montana Healthcare Associations Innovation in Health Care Award**, Farm to Institution Program at Livingston HealthCare, 2012
- **Montana State University Extension EcoStar Award** for Farm to Institution Program at Livingston HealthCare, 2013, 2014, 2015
- **Intalere Healthcare Achievement Award** in the category of Community Impact and/or Innovation, Farm to cafeteria Program, 2017
- **Livingston HealthCare BEE Award**, "recognizing leadership, teamwork and positive attitude that inspires others and makes a difference", 2020.

City of Livingston
Application for Appointed Office
(Revised 3/20/20)

Appointed Position Seeking: Planning Board

Date of Application: November 18, 2021

Name: Jim Barrett

Signed: Jim Barrett

Address: 231 South H Street

Telephone: daytime 406-823-9502

after 5:00 p.m.: _____

Fax Number: _____

e-mail address: _____

1. Are you a resident of the City of Livingston? Yes

2. Are you a registered voter? Yes

3. Will you be at least 18 years of age at the time of the appointment? Yes

4. Describe the reasons you are interested in this appointment: Would like to participate in de

5. Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment:

A. Occupation: Artist

B. Education: BA Art MSU Bozeman

C. Experience: Spent years as executive director of PCEC engaged in growth and devel

(please attach a detailed resume if desired)

6. Have you served on any previous boards or in any governmental positions in the past? Beart

7. Are you currently serving on any Community Boards? No

A. If yes, please describe those boards. _____

8. Current Employer? self

9. Are you available for night meetings? Yes

10. Are you available for daytime meetings? Yes

11. Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed office? No

12. If conflict of interest arose for you, how would you deal with it as an appointed member of this board? Recuse myself

THIS APPLICATION WILL BE KEPT ON FILE FOR 6 MONTHS AND THEN DISCARDED.

Return completed applications to Faith Kinnick at fkinnick@livingstonmontana.org or drop off in person at the City/County Complex 414 E. Callender St.

File Attachments for Item:

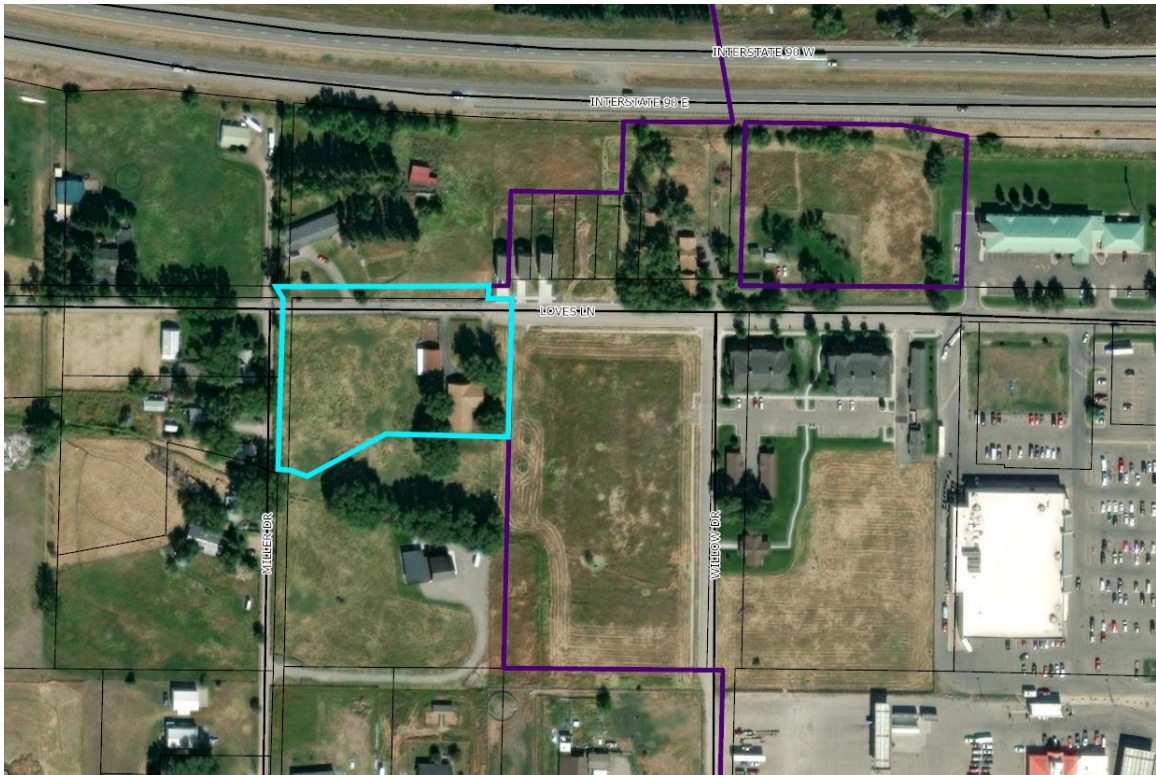
A. PUBLIC HEARING ON RESOLUTION NO. 5010: A RESOLUTION OF THE CITY OF LIVINGSTON, MONTANA, ANNEXING CERTAIN LAND ON PETITION OF KRISTOPHER LAHREN.

December 7, 2021

STAFF REPORT
ANNEXATION BY PETITION – 25 Loves Lane

Background

Kristopher Lahren owner of property addressed as 25 Loves Ln. and legally described as Lot 5-A of the Lahren Minor Subdivision in Section 23, Township Two South (T02S), Range Nine East (R09E) (map below) has submitted a petition of annexation to have the aforementioned property incorporated into the City. While the proposed use of the property is not under review, the cover letter submitted by the applicant states the intent of the annexation is to allow the existing home to remain and construct apartments on the property. Additionally, under state law the City is required to annex adjacent roadways, in this case both Miller Dr. and Loves Ln. would be annexed from current City Limits to the bounds of the property.



Adjacent Properties

The properties to the east are used as multi-family housing and are currently within the City, neighbors to the south, west, and north are utilized as single-family housing, and

based on Google Maps it appears as if the parcel to the west is also used as a marijuana related business.

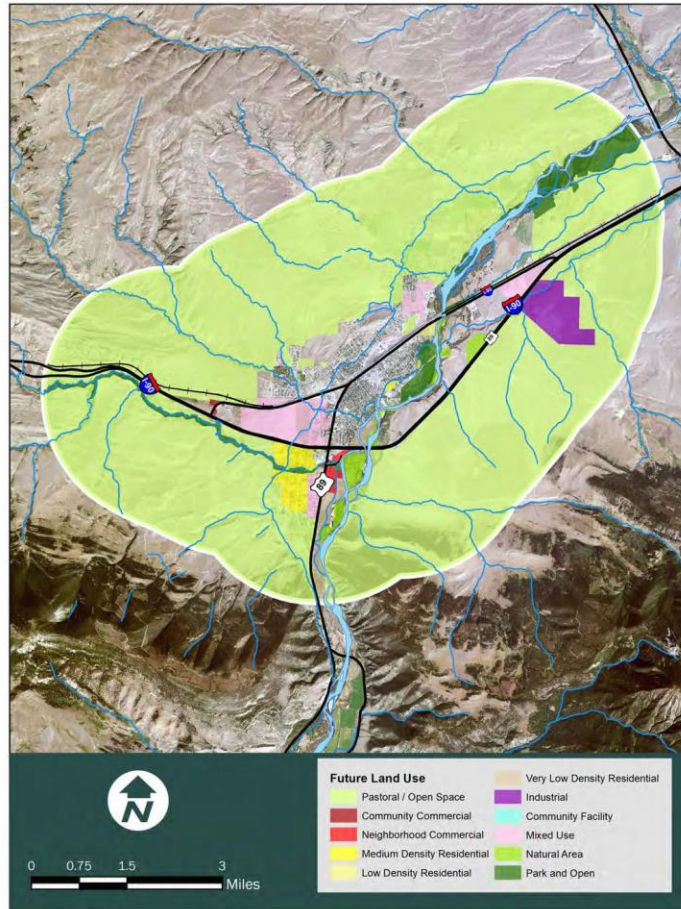
Growth Policy

The area is shown as Medium Density Residential on the Extra-territorial Jurisdiction Future Land Use Map (ETJ FLUM), indicating that development was anticipated on the parcel. Based on the stated proposed use of the parcel the annexation would facilitate this land use by allowing the property to develop at higher densities through connecting to City utilities. The annexation is also consistent with the Growth Policy’s stated need and desire for additional housing within the City.

The Growth Policy strongly recommends infill rather than expansion of the City’s footprint. While the annexation does expand the City’s footprint, it is a minimal expansion and is occurring in an already developed area rather than greenfield development. As the parcel is located in a developed area adjacent to Interstate 90, the annexation should have no impact on the environment or environmental resources.

CITY OF LIVINGSTON
GROWTH POLICY
EXTRA-TERRITORIAL JURISDICTION

Exhibit 2.9: Recommended Future Land Use Map



ETJ 21

Other Factors

By annexing the property, the City gains regulatory control over the property, including zoning and site plan review. The parcel will be required to undergo a zoning process if the annexation is approved by the City Commission.

It should also be noted that the adjacent parcel to the south, 78 Miller Dr. is connected to City water and sewer and has signed a waiver of annexation.

Staff Recommendation

Staff recommends that the City Commission approve the proposed annexation. Staff believes the annexation meets the intent of the Growth Policy and has the potential to provide additional housing, a noted community need.

Attachments

- Attachment I.....Application Packet
- Attachment II.....Annexation Resolution

RESOLUTION NO. 5010

A RESOLUTION OF INTENTION OF THE CITY OF LIVINGSTON, MONTANA, TO ANNEX CERTAIN LAND ON PETITION BY KRISTOPHER LAHREN.

WHEREAS, Section 7-2-4601, Montana Code Annotated, authorizes annexation of land by petition; and

WHEREAS, the City Commission of the City of Livingston, Montana, has determined that it is in the best interest of the City that property be annexed into the City, and that the boundaries of the City of Livingston be extended to include property addressed as 25 Loves Ln. and legally described as Lot 5-A of the Lahren Minor Subdivision in Section 23, Township Two South (T02S), Range Nine East (R09E) as shown by Exhibit A;

WHEREAS, the owner of more than 50% of the area to be annexed has petitioned the City for inclusion within the City; and

NOW, THEREFORE, BE IT RESOLVED, by the City Commission of the City of Livingston, Montana, as follows:

It is the intent of the City Commission to annex land more particularly described as:

Lot 5-A of the Lahren Minor Subdivision in Section 23, Township Two South (T02S), Range Nine East (R09E), and as shown on the map attached as Exhibit A.

PASSED AND APPROVED, during a first reading by the Livingston City Commission this 21st day of December, 2021.

DOREL HOGLUND- Chair

RESOLUTION NO. 5010: A RESOLUTION BY THE CITY OF LIVINGSTON, MONTANA, ANNEXING CERTAIN LAND ON PETITION BY KRISTOPHER LAHREN.

ATTEST:

APPROVED TO AS FORM:

FAITH KINNICK
Recording Secretary

COURTNEY JO LAWELLIN
City Attorney

PASSED AND APPROVED, during the second reading of by the Livingston City Commission this 18th day of January 2022.

MELISSA NOOTZ, Chair

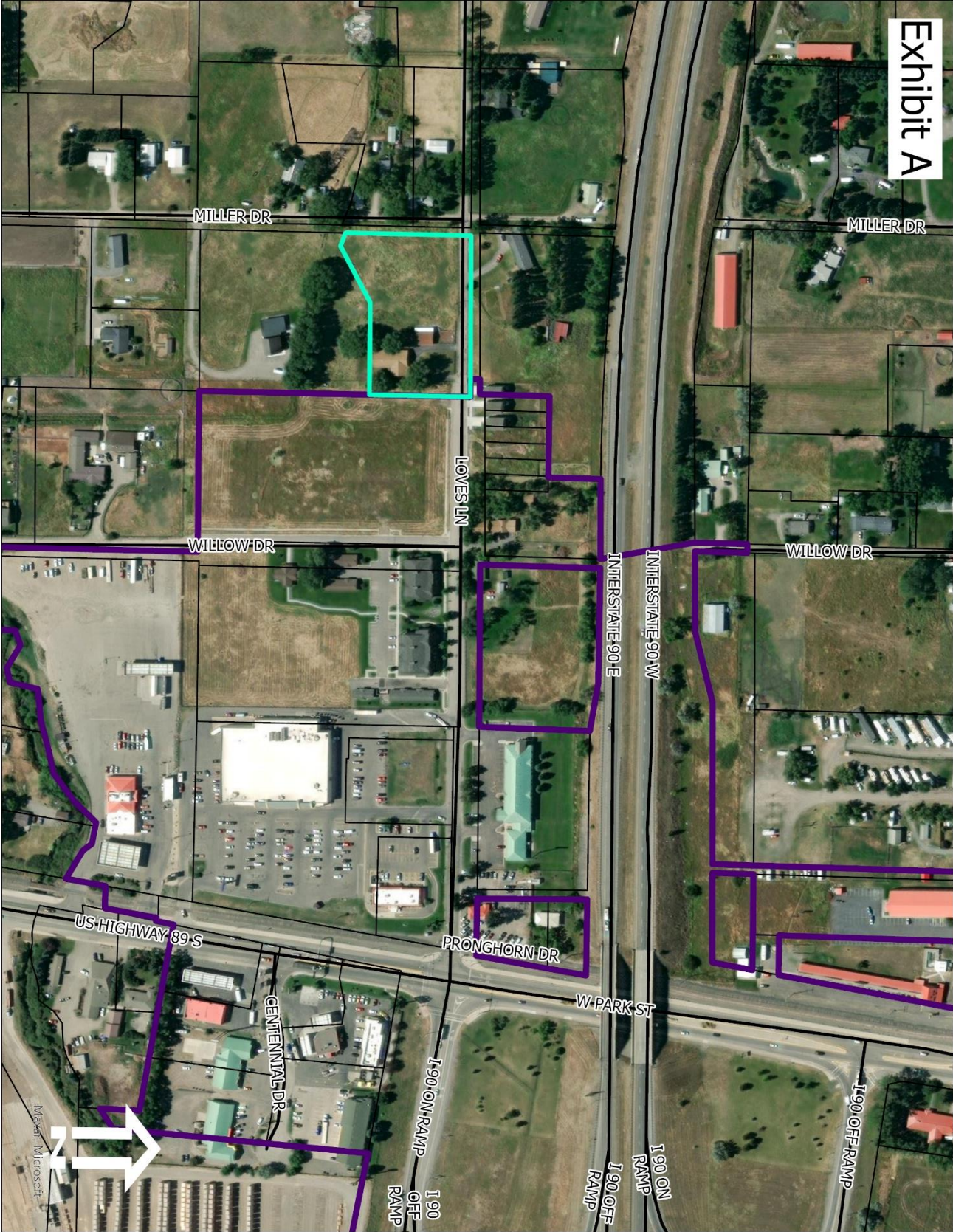
ATTEST:

APPROVED TO AS FORM:

FAITH KINNICK
Recording Secretary

COURTNEY JO LAWELLIN
City Attorney

Resolution No. 5010 : A RESOLUTION BY THE CITY OF LIVINGSTON, MONTANA, ANNEXING CERTAIN LAND ON PETITION BY KRISTOPHER LAHREN.



Resolution No. 5010 : A RESOLUTION BY THE CITY OF LIVINGSTON, MONTANA, ANNEXING CERTAIN LAND ON PETITION BY KRISTOPHER LAHREN.

Kristopher Lahren
414 N 16th Ave
Bozeman, MT 59715
Phone: (425) 442-4594
Email: krislahren@gmail.com

City of Livingston Planning Dept
330 Bennett St
Livingston, MT 59047
(406) 222-4903

Annexation Application – 25 Loves LN Sewer Extension Cover Letter

To whom it may concern:

I am writing this letter to be included in my application for annexation into the city of Livingston, MT for the property located at 25 Loves Ln Livingston, MT. I am seeking approval for annexation to connect to the city's water and sewer infrastructure for the existing single-family residence and construct two 8-unit apartment buildings. The apartment buildings will be built in two phases. The first phase will be to develop the necessary infrastructure (sewer, water, and power) to support the two apartment buildings and construct the first apartment building. The second phase will be to construct the second apartment building. The land to be used for this development project is located at 25 Loves Ln Livingston, MT which consists of a single-family residence and 2 acres of land.

Sincerely,



Kristopher Lahren

PETITION FOR ANNEXATION

Pursuant to 7-2-4601 et seq. Montana Code Annotated, we, the undersigned, being the owners of all of the property described on Exhibit A which is attached hereto and incorporated by this reference as though fully set forth herein, hereby petition the City of Livingston, Montana, to annex the property described by Exhibit A into the City of Livingston, Montana.

By executing this petition, we consent to said annexation and agree to cooperate fully with the officers and employees of the City of Livingston, Montana, to accomplish the annexation of the land described by Exhibit A.

Dated this 16 day of November, 2021.

PETITIONERS:

Signature [Handwritten Signature]

Printed name Kristopher Lahren

Address 414 N16th Ave Bozeman, MT 59715

Signature

Printed name

Address

STATE OF MONTANA)
: ss
County of Park Gallatin)

SIGNED AND SWORN before me on this 16 day of November, 2021, by Kristopher Lahren

[Handwritten Signature]
Notary Public for the State of Montana

SEAL

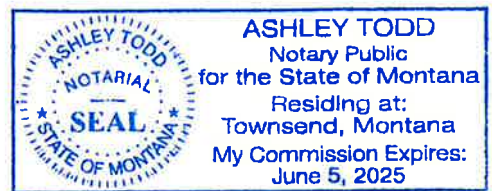


Exhibit A to Petition for Annexation

Attach Legal Description of Property to be Annexed

Exhibit A - Legal Description of Property for Annexation

Legal Description of Property

The property address is 25 Loves Ln, Livingston, Montana, 59047. The property consists of single-family home with 2 acres of land.

Tax Parcel Information (i.e., "Parcel ID" or "Tax Map & Lot"): LAHREN MINOR SUBDIVISION, S23, T02 S, R09 E, Lot 5-A, ACREVILLE

Other Description: The total land is 2 acres.

File Attachments for Item:

A. RESOLUTION NO. 5008: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, SETTING THE FEES FOR FALSE ALARMS FOR POLICE AND FIRE PROTECTION.

RESOLUTION NO. 5008

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, SETTING THE FEES FOR FALSE ALARMS FOR POLICE AND FIRE PROTECTION.

WHEREAS, on November 16, 2021, the City Commission updated its Ordinance related to the fees charged for False Alarms for Police and Fire protection; and

WHEREAS, the proposed fee schedule consistent for false alarms for police and for fire, and is attached hereto as Exhibit A and incorporated by this reference as though fully set forth herein; and

WHEREAS, City Commission believes that the fees are reasonably related to and reasonably attributable to the cost of the response to false alarms and to the need for the reduction of false alarms that reduce the availability of police and fire response for other calls and emergencies; and

WHEREAS, the City Commission believes that the proposed false alarm fees do not exceed the costs incurred by the City in responding to alarms:

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Livingston, Montana, as follows:

That the City Commission hereby adopts the false alarm fee schedule attached as Exhibit A and that said fees shall hereafter be imposed on qualifying false alarms.

PASSED, APPROVED, AND ADOPTED by the City Commission of the City of Livingston, Montana, this 18th day of January 2022.

MELISSA NOOTZ – Chair

ATTEST:

APPROVED AS TO FORM:

FAITH KINNICK
Recording Secretary

COURTNEY LAWELLIN
City Attorney

EXHIBIT A

FALSE ALARM FEES FOR POLICE AND FIRE ALARMS

Sec. 7-60. False alarm fees.

	Fire Alarms	Police Alarms
First false alarm within the quarter	\$ 0	\$ 0
Second false alarm within the quarter	\$ 25.00	\$ 25.00
Third false alarm within the quarter	\$ 50.00	\$ 50.00
Fourth or greater false alarm within the quarter (per alarm)	\$ 100.00	\$ 100.00

File Attachments for Item:

B. RESOLUTION NO. 5013: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ESTABLISHING A TEMPORARY AD-HOC COMMITTEE TO REVIEW THE MISSION, VISION, VALUES, AND GOALS OF THE CITY OF LIVINGSTON ORGANIZATIONAL STRATEGIC PLAN 2019-2024.

RESOLUTION NO. 5013

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ESTABLISHING AN TEMPORARY AD-HOC COMMITTEE TO REVIEW THE MISSION, VISION, VALUES, AND GOALS STATEMENTS OF THE CITY OF LIVINGSTON ORGANIZATIONAL STRATEGIC PLAN 2019-2024.

WHEREAS, the Livingston City Commission acting through its duly elected officers is within its power to establish temporary committees hereby establishes a temporary ad-hoc committee; and

WHEREAS, the ad-hoc committee membership will consist of _____ citizens and _____ City Commissioner(s); and

WHEREAS, this ad-hoc committee will be known as _____;
and

WHEREAS, it shall be the duty of the committee to review the Mission, Vision, Values, and Goals statements of the City of Livingston Organizational Strategic Plan 2019-2024, herein referred to as Strategic Plan and make a written recommendation to the Livingston City Commission regarding those statements; and

WHEREAS, City Administration, having knowledge of City operations, functions, funding, legal liabilities, is tasked with the planning, implementation, and execution of the updated statements; shall develop the strategies and actions within the Strategic Plan; and

WHEREAS, City Administration will open a 30-day recruitment for the temporary ad-hoc committee upon approval of this Resolution; and

WHEREAS, the temporary ad-hoc committee shall have a written recommendation to the City Commission within 90 days from the date of creation for consideration, approval, and/or adoption; and

WHEREAS, this ad-hoc committee will cease to exist upon transmission of the report to the Livingston City Commission.

NOW THEREFORE BE IT RESOLVED, that City hereby creates a temporary ad-hoc committee to review and/or recommend changes to the Mission, Vision, Values, and Goals of the City of Livingston Organizational Strategic Plan.

PASSED AND ADOPTED by the City Commission of the City of Livingston, Montana, this _____ January, 2022.

MELISSA NOOTZ, Chair

ATTEST:

APPROVED AS TO FORM:

FAITH KINNICK
Recording Secretary

COURTNEY LAWELLIN
City Attorney

File Attachments for Item:

C. RESOLUTION NO. 5014: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON MONTANA, AUTHORIZING THE CITY MANAGER TO SIGN MEMORANDUM OF UNDERSTANDING (MOU) WITH PARK COUNTY AND MONTANA STATE UNIVERSITY EXTENSION (MSUE) THE ECONOMIC DEVELOPMENT POSITION WITHIN PARK COUNTY FOR A TERM OF EIGHTEEN MONTHS.

RESOLUTION NO. 5014

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON MONTANA, AUTHORIZING THE CITY MANAGER TO SIGN A MEMORANDUM OF UNDERSTANDING (MOU) WITH PARK COUNTY AND MONTANA STATE UNIVERSITY-EXTENSION (MSUE) TO CONTINUE THE ECONOMIC DEVELOPMENT AGENT POSITION WITHIN PARK COUNTY FOR A TERM OF EIGHTEEN MONTHS.

WHEREAS Park County, the City of Livingston, and MSU Extension (MSUE) have previously agreed upon an MOU for the creation of the MSU Extension Economic Development Agent position; and

WHEREAS MSUE would like to continue the position through the Memorandum of Understanding, attached hereto as Exhibit A and incorporated into this resolution by reference as though fully set forth herein, to continue to provide Park County Extension Services and will fund the Economic Development Agent for a period of 18 months; and

WHEREAS the City has agreed to continue to fund the position, at a rate not to exceed \$30,000; as referenced by Appendix A on page 3 of agreement; and

WHEREAS the MSU Extension Economic Development Agent will continue to serve the community by the development of community infrastructure and capacity to advance human and social capital necessary for economic enhancement, as outlined in the MOU; and

NOW, THEREFORE, be it resolved by the City Commission of the City of Livingston, Montana, as follows:

The City Manager is hereby authorized to enter into the Memorandum of Understanding with Park County and Montana State University Extension.

Dated this 18th day of January, 2022.

MELISSA NOOTZ, CHAIR

ATTEST:

APPROVED TO AS FORM:

FAITH KINNICK-Recording Secretary

COURTNEY LAWELLIN- City Attorney



Memorandum of Agreement

between

Park County, the City of Livingston, MT,
and
Montana State University Extension

This agreement is entered into in good faith by Park County, the City of Livingston and Montana State University Extension (MSUE) (the partnership) whereby the following are hereby mutually agreed:

Western Region

1. The MSUE Community Development Program (the program), based in Livingston, Park County, Montana will be staffed and operated by MSUE in partnership with Park County and the City of Livingston.
2. Minimum funding required for the program to exist will support 1.0 FTE Economic & Community Development staff and sufficient funding to support the operations of the position and its activities.
3. In brief, the primary focus of the Economic & Community Development Agent are those activities critical to the stability and prosperity of communities and the local economy:
 - a. Development of community infrastructure and capacity to advance human and social capital necessary for economic enhancement;
 - b. Pro-actively identifying, gathering, and applying resources necessary to the success of local business activity;
 - c. Business development, including creation, expansion, retention, and attraction.
4. MSUE will hire a qualified agent (faculty) for the position, in accordance with MSUE policies and practices. Pending funding availability from the partners, an MSUE support staff employee will be hired; FTE to be determined.
5. MSUE will fund all expenses related to the search for this position. The City of Livingston and Park County will participate in the search process, including providing input regarding candidate evaluation, acknowledging that final selection is up to MSUE.
6. Park County will provide to MSUE 34% and the City of Livingston will provide to MSUE 32% of the budgeted costs of staffing and operating the program; a budget document is attached as "Appendix A". MSUE will provide 34% of the budgeted costs. MSUE will invoice Park County and the City of Livingston on a monthly basis.
7. Agent salary will be commensurate with experience within the limitations of the funds provided to the partnership. Future salary amounts and raises will be determined within the policies of the State of Montana, MSUE, and will be subject to availability of the partnership funds.
8. The person occupying this position shall be an employee of Montana State University and is subject to the same terms of employment, supervision and control as any other similarly employed faculty of MSUE.
9. Annually, the Economic & Community Development Agent will submit a report to MSUE, Park County, and City of Livingston that details of progress, program successes and provides analysis regarding the community's status. Attached as "Appendix B" is a mutually agreed upon list of performance measurements.

Montana State University,
U.S. Department of
Agriculture and Montana
Counties Cooperating.
MSU Extension is an equal
opportunity/affirmative
action provider of
educational outreach.

Dan Lucas
P.O. Box 666
Philipsburg, MT 59858
www.msuextension.org

Tel (406) 274-8969
Email daniel.lucas@montana.edu


10. The initial term of this agreement is 18 calendar months from January 1, 2022. From the end of the initial term of agreement, the agreement will continue until one of the partners provides 90 days written notice to the other partners.

Mike Kardoes, Manager, City of Livingston Date



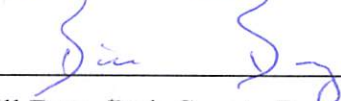
12 | 21 | 21

Steve Caldwell, Chair, Park County Board of Commissioners Date



12 | 21 | 21

Clint Tinsley, Park County Board of Commissioners Date



12 | 21 | 21

Bill Berg, Park County Board of Commissioners Date

Mary Anne Keyes, Chair, MSU Park County Extension Date

Dan Lucas, Western Region Department Head, MSU Extension Date

Dr. Cody Stone, Director, MSU Extension Date

Appendix A

BUDGET

This budget details the City of Livingston and Park County contributions and the estimated cost of the position.

Contribution		Amount
	Park County	\$31,500
	City of Livingston	\$30,000
	Montana State University Extension	\$31,500
Total Contribution:		\$93,000
Budget		
	Salary	Up to \$63,000
	Benefits	Up to \$28,100
	Cell Phone	\$900
	Travel	\$1,000
Total Expenses:		\$93,000

Appendix B

MSU Extension proposes to measure the success of this position by actual performance. The agent will take into account and report on the following metrics:

- Success and demonstrated progress in identifying and addressing community and economic development needs in Livingston and rural communities in Park County, including Wilsall, Clyde Park, Gardiner, and Cooke City
- Case-specific information (innovations & initiatives)
- Demonstrated success in project-based grant writing and management
- Number of new private sector jobs created through ED program (stated as FTE)
- Progress toward infrastructure development (i.e., sewer, water) in communities with need

File Attachments for Item:

D. RESOLUTION NO. 5015: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON MONTANA, AUTHORIZING THE CITY MANAGER TO SIGN MEMORANDUM OF UNDERSTANDING (MOU) WITH PARK COUNTY AND MONTANA STATE UNIVERSITY EXTENSION (MSUE) TO FUND THE MSU ECONOMIC DEVELOPMENT AGENT WITH ARPA FUNDS FOR 3 YEARS.

RESOLUTION NO. 5015

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON MONTANA, AUTHORIZING THE CITY MANAGER TO SIGN A MEMORANDUM OF UNDERSTANDING (MOU) WITH PARK COUNTY AND MONTANA STATE UNIVERSITY-EXTENSION (MSUE) TO CONTINUE THE ECONOMIC DEVELOPMENT POSITION WITHIN PARK COUNTY FOR A TERM OF THREE YEARS.

WHEREAS in April of 2021, Park County MSU submitted a proposal for an MSU Extension Economic Development Agent to assist small businesses and industries impacted by COVID-19; and the Commission voted unanimously to approve that proposal; and

WHEREAS through the Memorandum of Understanding, attached hereto as Exhibit A and incorporated into this resolution by this reference as though fully set forth herein, the Extension Services makes the Economic Development Agent available for 36 months; and

WHEREAS the County and the City have mutually agreed to fund the position with American Rescue Plan Act funds (ARPA) by each expending a sum not to exceed \$120,000; and

WHEREAS the MSU Extension Economic Development Agent will serve to improve the communities' status in responding to the negative economic impacts of COVID-19 to the businesses and industries. Serve as an information and resource program facilitator for clientele. Plan implement and evaluate educational programs and consultations, develop funding opportunities via partnerships, grants, and other strategies.

NOW, THEREFORE, be it resolved by the City Commission of the City of Livingston, Montana, as follows:

The City Manager is hereby authorized to enter into the Memorandum of Understanding with Park County and Montana State University Extension.

Dated this 18th day of January 2022.

MELISSA NOOTZ, CHAIR

ATTEST:

APPROVED TO AS FORM:

FAITH KINNICK-Recording Secretary

COURTNEY LAWELLIN- City Attorney



Memorandum of Agreement

between

Park County, the City of Livingston, MT,
and

Montana State University Extension

This agreement is entered into in good faith by Park County, the City of Livingston and Montana State University Extension (MSUE) (the partnership) whereby the following are hereby mutually agreed:

Western Region

1. The MSUE Community and Economic Development Program (the program), based in Livingston, Park County, Montana will be staffed and operated by MSUE in partnership with Park County and the City of Livingston.
2. Minimum funding required for the program to exist will support 1.0 FTE Economic Development staff and sufficient funding to support the operations of the position and its activities.
3. In brief, the primary focus of the Economic Development Agent are those activities critical to the economic recovery of communities and the local economy:
 - a. As identified in the American Rescue Plan (ARP) Act allowable uses of recovery funds, respond to negative economic impacts to businesses and industries with respect to COVID-19,
 - b. Serve as information resource and program facilitator for diverse clientele needs, including existing businesses, entrepreneurs, and businesses considering starting, expanding, or relocating in Park County,
 - c. Plan, implement, and evaluate educational programs and consultations on economic development,
 - d. Develop alternative funding opportunities via partnerships, grants, and other strategies.
4. MSUE will hire a qualified agent (faculty) for the position, in accordance with MSUE policies and practices. Pending funding availability from the partners, an MSUE support staff employee will be hired; FTE to be determined.
5. MSUE will fund all expenses related to the search for this position. The City of Livingston and Park County will participate in the search process, including providing input regarding candidate evaluation, acknowledging that final selection is up to MSUE.
6. Park County and the City of Livingston will provide to MSUE a total of \$240,000 over three years of the budgeted costs of staffing and operating the program; a budget document is attached as "Appendix A". MSUE will invoice Park County and the City of Livingston monthly.
7. Agent salary will be commensurate with experience within the limitations of the funds provided to the partnership. Future salary amounts and raises will be determined within the policies of the State of Montana, MSUE, and will be subject to availability of the partnership funds.
8. The person occupying this position shall be an employee of Montana State University and is subject to the same terms of employment, supervision and control as any other similarly employed faculty of MSUE.

Montana State University,
U.S. Department of
Agriculture and Montana
Counties Cooperating.
MSU Extension is an equal
opportunity/affirmative
action provider of
educational outreach.

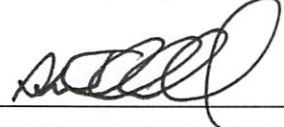
Dan Lucas
P.O. Box 666
Philipsburg, MT 59858
www.msueextension.org

Tel (406) 274-8969
Email daniel.lucas@montana.edu

- 9. Annually, the Economic Development Agent will submit a report to MSUE, Park County, and City of Livingston that details of progress, program successes and provides analysis regarding the community’s status. Attached as “Appendix B” is a mutually agreed upon list of performance measurements.

- 10. The term of this agreement is 36 calendar months from the date of employee hire. From the end of the initial term of agreement, the agreement may be renewed upon approval by all partners.

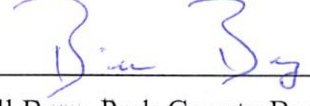
Mike Kardoes, City Manager, City of Livingston Date

 12/21/21

Steve Caldwell, Chair, Park County Board of Commissioners Date

 12/21/21

Clint Tinsley, Park County Board of Commissioners Date

 12/21/21

Bill Berg, Park County Board of Commissioners Date

Mary Anne Keyes, Chair, MSU Park County Extension Date

Dan Lucas, Western Region Department Head, MSU Extension Date

Dr. Cody Stone, Director, MSU Extension Date

Appendix A

BUDGET

This budget details the City of Livingston and Park County contributions and the estimated expenses of the position.

	Yearly Contribution	Total Contribution (3 Years)
City of Livingston	\$40,000	\$120,000
Park County	\$40,000	\$120,000
Total Contribution	\$80,000	\$240,000

	Yearly Expenses	Total Expenses (3 Years)
Salary (up to \$60,000)	\$55,000	\$165,000
Benefits	\$21,900	\$65,700
Cell Phone	\$800	\$2,400
Equipment & Supplies	\$1,000	\$3,000
Training	\$500	\$1,500
Travel	\$800	\$2,400
Total Expenses	\$80,000	\$240,000

Appendix B

MSU Extension proposes to measure the success of this position by actual performance. The agent will take into account and report on the following metrics:

- Success and demonstrated progress in identifying and addressing community and economic development needs in Livingston and rural communities in Park County, including Wilsall, Clyde Park, Gardiner, and Cooke City
- Case-specific information (innovations & initiatives)
- Demonstrated success in project-based grant writing and management
- Number of new private sector jobs created or retained through ED program (stated as FTE)
- Progress toward infrastructure development (i.e., sewer, water) in communities with need

File Attachments for Item:

E. RESOLUTION NO. 5016: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING THE FEES FOR SOME BUSINESS LICENSES AND IMPLEMENTING A BUSINESS LICENSE FOR RETAIL MARIJUANA SALES.

RESOLUTION NO. 5016

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING THE FEES FOR SOME BUSINESSES LICENSES AND IMPLEMENTING A BUSINESS LICENSE FOR RETAIL MARIJUANA SALES.

WHEREAS, on June 15 2021 the City Commission passed Ordinance 3011 related to the fees charged for business licenses and inspection; and

WHEREAS, the proposed fee schedule required to review and an update in light of retail sales of marijuana, and is attached hereto as Exhibit A and incorporated by this reference as though fully set forth herein; and

WHEREAS, City Commission believes that the fees are reasonably related to and reasonably attributable to the cost of inspecting and licensing the associated businesses; and

WHEREAS, the City Commission believes that the proposed license fees do not exceed the costs incurred by the City in effecting inspections and licensing:

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Livingston, Montana, as follows:

That the City Commission hereby adopts the business license fee schedule attached as Exhibit A and that said fees shall hereafter be imposed for the business licenses listed therein.

PASSED, APPROVED AND ADOPTED by the City Commission of the City of Livingston, Montana, this 18th day of January 2022.

MELISSA NOOTZ – Chair

ATTEST:

APPROVED AS TO FORM:

FAITH KINNICK
Recording Secretary

COURTNEY LAWELLIN
City Attorney

BUSINESS LICNESE INFORMATION SHEET

Business: All buildings, office spaces, or premises with fixed street addresses which are or may be accessible to the public, employees, or members, are required to obtain a safety inspection certificate and a business license from the City of Livingston. Below are the steps to obtain a license and a Safety Inspection Certificate:

1. Fill out a business license and/or marijuana/alcoholic beverage license application
2. Contact Building Code Enforcement (222-0083 – ~~330 Bennett Street~~ 220 E Park St.) for further instructions, and signatures.
3. Schedule and obtain Safety Inspection Certifications
 - i. Have application signed
4. Bring the completed safety inspection certificate/business license application to the business office (222-1142 - ~~110 S. B~~ 220 E Park Street) with payment.

Special Business License: All businesses or organizations which engage in providing services or selling food or merchandise away from a fixed street address, within the City, such as sidewalk vendors, non-resident vendors, non-resident merchants, and resident and non-resident service providers, are hereby required to register with the City by obtaining a special business license from the City of Livingston.

- Bring a completed business license application to the business office (~~110 S. B~~ 220 E Park St. Street) with payment.

Contractors:

- Fill out a business license application
- The State Registration number is optional**
- Bring completed business license application to the business office (~~110 S. B~~ 220 E Park Street) with payment.
- **Non-resident vendors and service contractors** If you are vending or contracting in the City for a limited time only you may provide an end date of your project to the business office to have your business license deactivated.

Public Contractors (Contractors who will be working in the public right of way – streets/alleys)

- Fill out a business license application
- Bring a completed business license application to the business office (~~110 S. B~~ 220 E Park Street) with payment.

Review City code for further clarification:

www.livingstonmontana.org

Government

Livingston Municipal Code

Chapter 17, Chapter 10

City of Livingston
~~110 South B~~220 E Park Street Livingston, MT 59047
406-222-1142

**APPLICATION FOR CITY ALOHOLIC BEVERAGE/SAFETY INSPECTION/
REGULAR & SPECIALTY BUSINESS LICENSE**

Applicant Name: _____

Circle which applies: OWNER PARTNER CORPORATION

List all partners or joint ventures parties _____

Business Name _____

DBA (if applicable) _____

Business Physical Address _____

City _____ **State** _____ **Zip** _____

Business Mailing Address _____

City _____ **State** _____ **Zip** _____

Telephone _____

Email address _____

Taxpayer ID Number _____

Primary Contact Name _____ **Title** _____

Street _____

City _____ **State** _____ **Zip** _____

Phone _____

Nature of Business (if retail sales or personal/professional services, please list specific items to be sold or services offered)

Safety Inspection Certificates: Please check the size of building that you are doing business in below:

Tier 1	0-2,000 square feet	_____	\$80.00
Tier 2	2,001-10,000 square feet	_____	\$100.00
Tier 3	10,001 – 25,000 square feet	_____	\$120.00
Tier 4	25,001 – 50,000 square feet	_____	\$160.00
Tier 5	over 50,001 square feet	_____	\$180.00

Specialty Business license: Please check what type may apply as described below:

Amusement Device	_____	\$25.00/machine
Home Business	_____	\$65.00
Non Profit	_____	\$0.00

Resident Service Contractor	_____	\$80.00
Non-resident Service Contractor	_____	\$80.00
Street Vendor	_____	\$80.00
Non-resident Vendor / Merchant	_____	\$80.00
Tobacco Vending Machine	_____	\$80.00/machine
Tobacco Dealer	_____	\$80.00

Alcoholic Beverage License: Please check what type may apply as described below

All Beverage	_____	\$406.25 <u>\$420.00</u>
All Beverage veteran's organization	_____	\$312.50 <u>\$325.00</u>
Beer Only	_____	\$200.00
Wine Only	_____	\$200.00
Beer and Wine	_____	\$400.00
Brewery	_____	\$125.00
Distillery	_____	\$600.00
Winery	_____	\$400.00
<u>Marijuana Retail</u>	_____	<u>\$420.00</u>

This business provides/sells Alcoholic Beverages under the State of Montana License number _____

CONTRACTORS ONLY: State Registration No. _____ Workmen's Comp No. _____

PUBLIC CONTRACTORS: State Registration No. _____ Workmen's Comp No. _____

CONTRACTOR END DATE: _____

APARTMENT UNITS ONLY: Number of units: _____

Physical address of units: _____

This business is a Marijuana Dispensary under the State of Montana License number _____

This business is a Marijuana Grow operation under the State of Montana License number _____

This application must meet all requirements as stated in the Livingston Code of Ordinances ~~2026-3011~~ & 2027.

Signature of Applicant(s) _____

Dated this _____ day of _____, 20_____

Official Signature, Approval & Date is required PRIOR to Issuing License:

Zoning/Building: A _____ D _____ _____
Contact: 406-222-0083 *Official Signature & Date*

Fire Department: A _____ D _____ _____
Contact: 406-823-6028 *Official Signature & Date*

Sanitarian: A _____ D _____ _____
Contact: 406-222-4145 *Official Signature & Date*

A-Approved D-Disapproved

LICENSE No. _____

ORINATION DATE _____

File Attachments for Item:

A. DISCUSS/APPROVE/DENY: AUTHORIZATION OF THE CHAIR TO SIGN THE CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION FOR 2022-2023 FROM THE MONTANA STATE HISTORICAL PRESERVATION OFFICE.



Memorandum

To: Historic Preservation Officers
From: Kate Hampton, CLG Coordinator
Date: December 27, 2021
Re: CLG Grant Application for 2022-2023

For this grant cycle, we will continue the semi-annual and final reporting/reimbursement cycle. Quarterly requests for reimbursement, not to exceed half of the total grant, can continue to be submitted, as long there is sufficient cash and in-kind match for the amount requested (40% of the total federal share). **Please remember to provide sufficient documentation to determine the allowability of the charges reimbursed, including pay stubs, invoices, donated services forms with original signatures, and other supporting documents.**

Requests to reimburse the full amount of funding can be submitted with the six-month progress report, as long as sufficient activity and match has been documented.

2022-2023 Schedule – Dates to Remember

December 28, 2021	Announcement of Funds
February 15, 2022	CLG Grant Applications Due to SHPO
Upon Receipt and Approval	SHPO Mails CLG Agreements for Signatures
March 22, 2022	Both Signed Agreements to SHPO
April 1, 2022	12-Month Funding Cycle Begins
September 30, 2022	Mid-Point of Funding Cycle
October 31, 2022	Six-Month Progress Report & Request for Reimbursement due
March 31, 2023	Funding Cycle Ends
April 28, 2023	Final Progress Report and Request for Reimbursement due

Grant for 2022-2023:

As of this writing, the US Congress has not appropriated this federal fiscal year’s budget. However, we anticipate offering annual grants for the same amounts as the previous funding cycle. That means if you received \$6000 last year, you may apply for \$6000 again this year. Those who received \$2000 or less last year may apply for \$2000 or up to \$6000 - please consult with MT SHPO. However, until the US Congress has finalized the appropriation, the CLG grants are subject to increase or decrease. Enclosed you will find the annual grant application that MT SHPO offers for certified CLGs.

CLG Program Grant Application Due: Friday, February 15, 2022
Digital submissions preferred. Email to: khampton@mt.gov

CLG Application Notes and CLG Reminders:

1. Remember annual CLG training is required. At least one person from each CLG’s preservation program must attend a SHPO-approved training between April 1, 2022 and March 31, 2023.
2. The state mileage rate is **\$0.56** per mile. The lodging reimbursement rate is **\$96.00** per night plus taxes (may vary by location, check with SHPO for rates).
3. Volunteer time reimbursement rate is **\$25.23** (unless a person is volunteering their time in an official professional capacity; then they can record their regular professional services pay rate, *up to \$81.71/hr.*, in place of the volunteer rate).
4. Please attach a list of the historic preservation board members, their professional discipline or citizen membership, term (year ending) and contact information (include email addresses if available). Please notify us of any changes that have occurred. If you have new board members, please send us their current resume for our record.
5. Please continue submitting your meeting minutes with your progress reports. They have been very helpful with our reporting requirements. Agendas are helpful but not necessary.
6. In the Scope of Work, please tie your tasks to your local government’s and/or historic preservation commission’s Preservation Plan. If not, please explain why.
7. Consider looking to other state and federal grants to supplement your program. Remember, the SHPO CLG grant cannot be used as federal match, or vice versa.

Annual CLG Program Funding

We anticipate 17 Montana communities enrolling in the CLG program this grant cycle. Each year, we are required by the National Park Service to pass-through at least 10% of our annual funding to CLGs. This coming year, we anticipate allocating \$88,000.00 to the CLGs. Investment in the CLG program is not only a wise use of our funds but crucial to preservation efforts in our state, and we will continue to look for opportunities to increase CLG funding.

We stress public outreach in the CLG program. Please continue your outreach programs and develop new ones to involve all ages in your community. Please also consider programs and programs that have tangible/measurable outcomes.

Please provide a copy of this correspondence to your CLG Board or Commission for their review and assistance. The application form requires a copy of your meeting minutes that confirm your application was discussed and approved by the Board/Commission.

Please verify the current Tax-ID for your organization, or the organization through which you receive your payments. (your CLG local government)

Guidelines for 2022-2023 CLG Grant Eligibility

CLG guidelines include the following:

1. CLG program grants must be matched on at least a 60/40 basis, cash and/or in-kind.
2. To qualify for the maximum 12-month funding level – \$6,000.00 – CLGs must have a Historic Preservation Officer working at least 80 hours per month. The local historic preservation program must have an established address, telephone number, and message retrieval system. (Hours may not be carried forward or back into another month.)
3. Maximum grant amount of \$6,000.00 can be used towards salaries, operating costs, and/or special projects directly associated with the local historic preservation program. **Check with SHPO to ensure your proposed project qualifies for funding under the grant.** Minimum match is \$4,000.00, and match above minimum is always greatly appreciated.
4. CLGs must submit a Six-Month Progress Report and a Final Report, including meeting minutes, and Requests for Reimbursement that meet documentation and reporting requirements and are delivered on-time.
5. Unspent CLG funds revert to SHPO. Reverting funds may jeopardize the CLG’s future funding.

For more guidance on administering CLG funds in Montana, please refer to the *Montana Certified Local Government Manual*, https://mhs.mt.gov/Shpo/docs/CLG_Manual.pdf, as well as the NPS Historic Preservation Fund Grants Manual, https://dpmr.vi.gov/wp-content/uploads/2021/02/HPF_-_Grants-Manual-419-Pages.pdf

Components of 2022-2023 Complete Grant Application

1. Completed CLG Application form, including:
 - a. Contact information
 - b. Scope of work
 - c. Detailed budget table
 - d. Sources of revenue/funding
 - e. Signed CLG and Commission form
2. List of current CLG Commission members (including contact information, i.e. email)
3. An electronic version of the Preservation Plan. Either a link to where the plan is available on the web or via email to Kate.
4. Copy of Tax ID/Employer Identification Number, if new.

If you have any questions regarding this application, please contact us:

CLG Program Inquiries:
 Kate Hampton
 406-444-7742
khampton@mt.gov

Financial inquiries:
 Renee Kelley
 406-444-7768
renee.kelley@mt.gov

Certified Local Government Grant Application

**For the grant period
April 1, 2022 to March 31, 2023**

Application Deadline

February 15, 2022

**Montana State Historic Preservation Office
PO Box 201202
Helena, MT 59620-1202
(406) 444-7715**

2022-2023 GRANT APPLICATION

CERTIFIED LOCAL GOVERNMENT PROGRAM

Certified Local Government: City of Livingston

Address: 220 E. Park St., Livingston, MT

Contact Person: Mathieu Menard

Tax ID: 81-6001286

Period of Grant Request: April 1, 2022 to March 31, 2023

Scope of Work: The National Park Service asks we grant funds to CLGs for kinds and levels of work that reflect increasing sophistication, skills, and roles by the Preservation Officers, in other words, tasks that reflect improvement in community thinking. For this section, please itemize regular work duties, special projects, products or projects starting or completing, meetings to be attended, etc., and specifically, ways in which the federal grant funds will help the local program to grow and develop. Please tie your tasks to your community’s Preservation Plan. If not, please explain.

Check if Scope of Work is continued on additional pages.)

The Livingston CLG program will continue to provide design review and consultation to downtown businesses and property owners.

CLG funding has been vital in allowing staff to allocate time to historic preservation meetings and work. In 2021 it allowed the Historic Preservation Officer to work with our Historic Preservation Commission to update the City’s sign code as it was identified as preventing new signs from following historic patterns.

2022 Preservation Plan is attached.

BUDGET

4-1-2022 to 3-31-2023 Budget	Cash Amount	Cash Source	In-kind Amount	In-kind Source	Total
A. Salaries, Wages, Benefits	\$2,000 \$27,723.20	F CI			\$29,723.20
B. Office Rental					
C. Equipment					
D. Supplies & Materials Itemize major categories					
E. Postage					
F. Telephone & Internet					
G. Photocopies	\$120	CI			\$120
H. Preservation Commission Number of hours X * rate X number of members X number of meetings	5 members x 1.5 hr x \$25.23 x 12	NP			\$2270.70
I. Volunteers Hours X * rate X number of volunteers.					

J. Travel Mileage Number of miles X \$0.56 . Include funds for HPO and/or Commissioners to attend CLG annual training	125x\$0.56	CI			\$79
K. Travel Meals # of Meals X rate: Breakfast - \$7.50 Lunch - \$8.50 Dinner - \$14.50	3 breakfast x \$7.50 3 lunch x \$8.50 3 dinner x \$14.50	CI			\$91.50
L. Lodging \$96.00 plus tax X number of nights	\$96.00x2	CI			\$192
M. Project (s) Expenses – fully itemized	District Survey \$4,000	 F			\$4,000
N. Other Expenses – fully itemized.					
M. Total Expenses					\$36,476.40

SOURCE KEY:
F-Federal
CI-City
CO-County
NP- Private/Non-Profit

* Federally approved minimum rate for volunteers is **\$25.23 per hour**.

SOURCES OF REVENUE/FUNDING

AMOUNT

Itemized Cash Match Source

___ Hist. Officer & Clerical _____	___ \$27,723.20 ___
___ Photocopies _____	___ \$120 ___
___ Travel Mileage _____	___ \$79 ___
___ Travel Meals _____	___ \$91.50 ___
___ Lodging _____	___ \$192 ___
___ Project Expenses _____	___ \$4,000 ___

Itemized In-Kind Match Source

___ Historic Preservation Commission _____	___ \$2270.70 ___
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Federal HPF Grant Request from SHPO

_____	___ \$6,000 ___
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TOTAL REVENUE

___ \$36,476.40 ___

**Certified Local Government
Historic Preservation Commission Chairperson or President**

Signature _____ Date _____

Name (typed) _____

Address _____

Telephone _____

**Certified Local Government
Chief Elected Official**

Signature _____ Date _____

Name (typed) _____

Title _____

Address _____

Telephone _____

(The local government administrator may sign **in addition** to the Chief Elected Official.)

**Certified Local Government
Historic Preservation Officer**

Signature _____ Date 12/29/2021 _____

Name (typed) Mathieu Menard _____

Address 220 E. Park St., Livingston, MT 59047 _____

Telephone (406)222-4903 _____

Please attach the meeting minutes (or an alternate way in writing) at which your application was discussed and approved by the Preservation Board/Commission.

Please attach a list of the historic preservation board members' names citizen membership, terms (year ending), their professional discipline or status as a citizen member on the board, and contact information.

Historic Preservation Commission

Preservation Plan 2022

- Provide input for ongoing downtown plan project.
- Continue to encourage and assist with the placement of appropriate historical markers/signs.
- Provide input in regard to any regulatory changes resulting from the 2021 Growth Policy in the Downtown Historic District.
- Provide input in regard to any regulatory or infrastructure changes resulting from the on-going Trails and Active Transportation plan process.
- Provide input on regulatory issues identified by the Historic Preservation Commission.
- Continued Design Review.
- Continue to implement the Historical Survey of the Downtown district. This project began in the Fall of 2015 and is proposed to be on-going as funding allows. A new contractor has been approached and will hopefully be able to continue this work.

Salary Calculations for 2022 CLG Grant:

One person @ 20 hr per week. Deputy Director's rate is \$28.58.

$$\$28.58 \times 20 \times 52 = \$29,723.20$$

Subtract Grant Funds
To Salary = \$2,000

$$\text{Yearly match} = \$27,723.20$$