



Livingston City Commission Agenda

January 08, 2019

6:30 PM

City – County Complex, Community Room

1. Call to Order

2. Roll Call

3. Moment of Silence

4. Pledge of Allegiance

5. Election of Chairperson and Vice Chairperson and assignment of seats for commissioners.

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6. 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)

7. Consent Items

A. APPROVE CITY COMMISSION MEETING MINUTES FROM 12.18.18 Pg. 7

B. APPROVE BILLS AND CLAIMS Pg. 10

C. CONSENT- APPROVE TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) BOARD MEMBERS Pg. 22

1. Amy Estep appointed to 1-year term
2. Kathleen Kaul appointed to 2-year term
3. Deb Kowalzek appointed to 3-year term
4. Eric Sheckleton appointed to 4-year term
5. Larry Waite appointed to 4-year term

8. Proclamations

9. Scheduled Public Comment

10. Public Hearings

A. PUBLIC HEARING - HOMEWARD, INC. AND HRDC PLAN TO DEVELOP THE BLUEBUNCH FLATS, (FORMERLY LIVINGSTON MEMORIAL HOSPITAL ADAPTIVE REUSE PROJECT) INTO AFFORDABLE HOUSING, AND SOLICIT COMMENTS FROM THE COMMUNITY ON WHETHER THE PROPOSED PROJECT MEETS THE COMMUNITY HOUSING NEEDS.

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B. ORDINANCE 2077 AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING ORDINANCE NO. 1869, ENTITLED AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON ESTABLISHING ITS RULES OF PROCEDURE FOR CONDUCTING CITY BUSINESS IN A FAIR AND OPEN MEETING WHICH ENCOURAGES PUBLIC PARTICIPATION IN THE DECISION MAKING PROCESS OF LOCAL GOVERNMENT AS CODIFIED BY ARTICLE 11, SECTION 2-10 THROUGH 2-35 OF THE LIVINGSTON MUNICIPAL CODE, BY REMOVING SECTIONS OF THE EXISTING ORDINANCES FOR THE PURPOSE OF INCREASING EFFICIENCY AND FLEXIBILITY, CHANGING THE MEETING START TIME, AND MOVING DELETED SECTIONS TO A POLICY MANUAL FOR CITY COMMISSIONERS.

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11. Ordinances

12. Resolutions

13. Action Items

A. DISCUSS/APPROVE/DENY- SCHEDULE COMMISSIONERS TOUR OF NEW WATER RECLAMATION FACILITY.

B. APPROVE/DISCUSS/DENY- SCHEDULE COMMISSIONERS WORK SESSION REGARDING CITY OF LIVINGSTON STRATEGIC PLAN.

14. City Manager Comment

15. City Commission Comments

16. Adjournment

Calendar of Events

| Date | Time | Event |
|------------------|-------------|--|
| January 8. 2019 | 3:30 PM | Historic Preservation Board Meeting Community Room, City County Complex |
| January 9. 2019 | All Day | National Law Enforcement Appreciation Day Show your support, send a thank you card, wear blue |
| January 16. 2019 | 4:00 PM | Library Board Meeting Library meeting Room, Livingston Public Library |
| January 16. 2019 | 5:30 PM | City Planning Board, regular meeting Community Room, City County Complex |

| | | |
|------------------|---------|--|
| January 16. 2019 | 6:00 PM | Active Transportation Coalition Meeting Neptune's Brewery 119 N. L St. |
| January 16. 2019 | 7:00 PM | Sister City Board Meeting Bev Stevenson Room, Livingston Public Library |
| January 21. 2019 | All Day | Martin Luther King Jr. Day, City Offices/ Facilities Closed. |
| January 22. 2019 | 5:30 PM | City Commission Meeting Community Room, City County Complex |
| January 23. 2019 | 6:00 PM | Parks & Trails regular meeting Community Room, City County Complex |
| January 28. 2019 | 8:00 AM | Airport Board Meeting Mission Field |

News and Announcements

The City of Livingston Utility Billing software conversion is now complete.

If you had previously opted to pay your utility bill online, you should have received an email from Xpress Bill Pay with instructions on how to set up your new account. If you did not receive an email or may have deleted it, please visit <https://www.xpressbillpay.com/#/> to set up a new account.

If you have questions about paying online, please call the Finance Office at 222-1142 or visit <https://www.xpressbillpay.com/faq/>.

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.

Backup material for agenda item:

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON AND ASSIGNMENT OF SEATS FOR COMMISSIONERS



Livingston City Commission
LEGISLATIVE ACTION SUMMARY
Commission Business, January 8, 2019

Requested by:

Date of First Consideration/Status:

Purpose of Legislation: Elect Chairman/Vice Chairman, Assign Commission Seating

Statutory Authority/Reference: Livingston Municipal Code Section 2-14

Background: Prior to conducting business, the Commission must elect the Chair and Vice Chair for the new session. Until Elections take place, the previous chair or Vice Chair shall be the presiding officer for the new meeting. Once Chair and Vice Chair have been elected, the Chair shall assign Commission seating for the new session.

Staff Recommendation:

Fiscal Impact:

Regulatory Impact (local): N/A

Attachments: Livingston Municipal Code Excerpt

Sec. 2-14. - Officers and duties.

- A. General. Election, voting, absence and vacancy. The City Commission shall annually elect a chair and a vice chair at the first meeting in January to serve until the next chair and vice chair are elected. The chair and vice chair shall retain all the rights and responsibilities held as a member of the commission, including the right to vote. The chair, or in his/her absence the vice chair, shall be the presiding officer at meetings of the commission. In the absence of both the chair and vice chair, the Recording Secretary shall call the meeting to order, call for the roll and the commission members present shall then appoint an acting chair to preside over the meeting.
- B. Chairman. The presiding officer of the City Commission shall be the Chairman who shall preserve strict order and decorum at all meetings of the Commission. The chairman shall assign each Commission member to a seat at the Commission table, as he or she may deem appropriate. The Chairman shall state, or cause to be stated, every motion coming before the Commission, announce the decision of the Commission on all subjects, and decide all questions of order, subject, however, to an appeal to the Commission at large, in which event a majority vote of the Commission shall govern and conclusively determine such question of order.
- C. Vice Chairman. In the Chairman's absence or in the case of the Chairman's inability to act, the Vice Chair shall be designated by the Commission to perform the duties of the Chairman.
- D. Recording Secretary. The Recording Secretary shall record the proceedings of the City Commission and prepare and maintain permanent minutes of the Commission proceedings and shall file and preserve the recordings of the meetings and preserve and maintain the minutes and records in the City Office, which minutes and records shall be a public record; and shall be the custodian of the files and records of the Commission.
- E. Sergeant at arms. The Chief of Police, or such other officer may be designated by the Commission, shall be the Sergeant at Arms who shall assist the Chairman in preserving strict order and decorum at all meetings and shall keep track of the time when the chairman has place time limits upon a speaker's presentation.
- F. Procedure to fill Vacancy in office of City Commissioner. In the event of a vacancy in the office of City Commissioner under Section 7-4-4111, Montana Code Annotated, the City Commission shall use the follow process to fill the vacancy.
1. The City Commission shall determine that a vacancy in the office of a City Commissioner has occurred at either the next scheduled regular meeting of the City Commission or at a duly noticed special meeting as a duly noticed agenda item.
 2. At the aforementioned meeting, the City Commission shall direct staff to publish in the local newspaper, once per week for two (2) successive weeks, and shall post on the City's official posting board a request to have interested person submit an application to fill said vacancy. The vacancy is required by law to be filled within thirty (30) days of the vacancy with the term being limited to the unexpired term of the person who created the vacancy.

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2016, § 1, 10/19/09; Ord. No. 2019, § 1, 4/19/10)

Backup material for agenda item:

- A. APPROVE CITY COMMISSION MEETING MINUTES FROM 12.18.18**

LIVINGSTON CITY COMMISSION

MINUTES

December 18, 2018 6:30pm
City-County Complex, Community Room

1 Call to Order

2 Roll Call

* Hoglund, Schwarz, Friedman, Mabie, and Nootz were present

3 Moment of Silence

4 Pledge of Allegiance

5 Public Comment (00:01:55)

* Bonnie Speas from SGMS Leadership and students Elsa Cajune, Claire Kellet, Alice Addicott, Morgan Sites, Ava Braham, Zoey Bradley, Elise Wadley

6 Consent Items (00:05:52)

- A. CONSENT- APPROVE MINUTES FROM REGULAR 12.04.18 COMMISSION MEETING
- B. CONSENT- APPROVE BILLS AND CLAIMS
- C. CONSENT- JUDGE'S MONTHLY REPORT FROM OCTOBER 2018

- * Chair asked commission for motion to approve consent items A through C.
- * Friedman made motion, Nootz seconded.
- All in favor, motion passed 5-0.

7 Proclamations

8 Scheduled Public Comment

* Jessica Mayo, Park Conservation District- CANCELLED

9 Public Hearings (00:08:49)

- A. ORDINANCE NO. 2076 AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING ORDINANCE 2004 AS CODIFIED IN ARTICLE VII OF THE LIVINGSTON MUNICIPAL CODE, ENTITLED ZONING COMMISSION AND BOARD OF ADJUSTMENT BY RESERVING TO THE CITY COMMISSION THE AUTHORITY TO GRANT OR DENY VARIANCE AND SPECIAL EXCEPTION REQUESTS AND ELIMINATING THE CITY BOARD OF ADJUSTMENTS.

- * Don Plattack made comments (00:08:55)
- * Mabie motioned, Schwarz seconded.
- All in favor, motion passed 5-0.

10 Ordinances (00:12:35)

- A. ORDINANCE NO. 2077- AN ORDINANCE OF THE CITY COMMISSION AMENDING ORDINANCE NO. 1869, ENTITLED AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON ESTABLISHING ITS RULES OF PROCEDURE FOR CONDUCTING CITY BUSINESS IN A FAIR AND OPEN MEETING WHICH ENCOURAGES PUBLIC PARTICIPATION IN THE DECISION MAKING PROCESS OF LOCAL GOVERNMENT AS CODIFIED BY ARTICLE 11, SECTION 2-10 THROUGH 2-35 OF THE LIVINGSTON MUNICIPAL CODE, BY REMOVING SECTIONS OF THE EXISTING ORDINANCE FOR THE PURPOSE OF INCREASING EFFICIENCY AND FLEXIBILITY, CHANGING THE MEETING START TIME AND MOVING DELETED SECTIONS TO A POLICY MANUAL FOR CITY COMMISSIONERS.

- * Hogleund made comments (00:15:05)
- * Friedman motioned, Mabie seconded
- All in favor, motion passed 5-0

11 Resolutions (00:16:11)

A. RESOLUTION NO. 4833- RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA ANNUAL ADJUSTABLE RATE TENDER OPTION MUNICIPAL FINANCE CONSOLIDATION ACT BONDS (INTERCAP REVOLVING PROGRAM), APPROVING THE FORM AND TERMS OF THE LOAN AGREEMENT AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO.

- * Don Plattack made comments (00:18:30)
- * Mabie made comments (00:21:21)
- * Hogleund made comments (00:23:07)
- * Schwarz made a motion to pass Res. No. 4833. Friedman seconded
- All in favor, motion passed 5-0

12 Action Items (00:25: 01)

A. DISCUSS/APPROVE/DENY- COMMISSION TO CONSIDER CAROL GOOSEY'S APPLICATION FOR RE-APPOINTMENT TO CITY PARKS AND TRAILS BOARD.

- * Hogleund clairfied this should have been a consent item on the agenda
- * Mabie motioned, Schwarz seconded.
- All in favor, motion passed 5-0

B. DISCUSS/APPROVE/DENY- GATEWAY LOCAL TAX OPTION JOINT LETTER OF SUPPORT TO MONTANA LEGISLATURE (00:28:11)

- * Leslie Fiegler made comments (00:29:34)
- * Colleen Ferris made comments (00:32:25)
- * Schwarz made comments (00:33:30)
- * Hogleund made comments (00:34:21)
- * Kardoes made comments (00:35:19)
- * Mabie made comments (00:38:34)
- * Nootz motioned, Friedman seconded
- All in favor, motion passed 5-0.

C. DISCUSS/APPROVE/DENY- ACCEPTING THE RECOMMENDATION OF THE REVOLVING LOAN FUND SELECTION COMMITTEE (00:41:20)

- * Committee recommended MSU Extension awarded contract
- * Schwarz made comments (00:43:34)
- * Mabie made comments (00:43:56)
- * Hogleund made comment (00:44:48)
- Friedman motioned, Mabie seconded.
- All in favor, motion passed 5-0.

13 City Manger Comments (00:46:20)

14 City Commissioner Comments

- * Nootz made comments (00:49:54)
- * Mabie made comments (00:51:25)
- * Friedman made comments (00:51:34)
- * Schwarz made comments (00:52:14)
- * Hogleund made comments (00:52:45)

15 Adjournment (00:54:15) 7:25 pm

Backup material for agenda item:

B. APPROVE BILLS AND CLAIMS

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Only paid invoices included.

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|---|-----------------------------|----------------|-----------------------------|--------------|-----------------------|-------------|------------|--------|
| 2M COMPANY, INC. | | | | | | | | |
| 781 | 2M COMPANY, INC. | 20011501-00 | Sewage plant | 11/14/2018 | 392.00 | 392.00 | 12/20/2018 | |
| Total 2M COMPANY, INC.: | | | | | 392.00 | 392.00 | | |
| A-1 MUFFLER, INC. | | | | | | | | |
| 2 | A-1 MUFFLER, INC. | 65363 | 49-5005B Breakes and rotors | 12/10/2018 | 172.00 | 172.00 | 12/20/2018 | |
| Total A-1 MUFFLER, INC.: | | | | | 172.00 | 172.00 | | |
| ADVANCED ENGINEERING & | | | | | | | | |
| 3605 | ADVANCED ENGINEERING & | 60745 | WRF Construction Services | 11/13/2018 | 89,139.08 | 89,139.08 | 12/20/2018 | |
| Total ADVANCED ENGINEERING &: | | | | | 89,139.08 | 89,139.08 | | |
| ALL SERVICE TIRE & ALIGNMENT | | | | | | | | |
| 22 | ALL SERVICE TIRE & ALIGNME | 56085 | New Tires | 12/05/2018 | 620.00 | 620.00 | 12/20/2018 | |
| Total ALL SERVICE TIRE & ALIGNMENT: | | | | | 620.00 | 620.00 | | |
| ALPINE ELECTRONICS RADIO SHACK | | | | | | | | |
| 402 | ALPINE ELECTRONICS RADIO | 10252416 | Batteries | 12/03/2018 | 19.99 | 19.99 | 12/20/2018 | |
| 402 | ALPINE ELECTRONICS RADIO | 10252528 | Batteries | 12/06/2018 | 25.98 | 25.98 | 12/20/2018 | |
| Total ALPINE ELECTRONICS RADIO SHACK: | | | | | 45.97 | 45.97 | | |
| ANDERSON SERVICE, INC. | | | | | | | | |
| 1933 | ANDERSON SERVICE, INC. | 15918 | Parts | 11/30/2018 | 102.24 | 102.24 | 12/20/2018 | |
| Total ANDERSON SERVICE, INC.: | | | | | 102.24 | 102.24 | | |
| BALCO UNIFORM COMPANY, INC. | | | | | | | | |
| 3371 | BALCO UNIFORM COMPANY, IN | 51818-2 | Reserve Uniform | 12/05/2018 | 171.00 | 171.00 | 12/20/2018 | |
| Total BALCO UNIFORM COMPANY, INC.: | | | | | 171.00 | 171.00 | | |
| BIG SKY FIRE EQUIPMENT/AFFIRMED | | | | | | | | |
| 3 | BIG SKY FIRE EQUIPMENT/AFFI | 388883 | Test gas | 11/30/2018 | 585.00 | 585.00 | 12/20/2018 | |
| Total BIG SKY FIRE EQUIPMENT/AFFIRMED: | | | | | 585.00 | 585.00 | | |
| BILLINGS CLINIC TRAINING CENTER | | | | | | | | |
| 3069 | BILLINGS CLINIC TRAINING CE | 15447 | CPR/AED Course cards | 10/23/2018 | 68.00 | 68.00 | 12/20/2018 | |
| Total BILLINGS CLINIC TRAINING CENTER: | | | | | 68.00 | 68.00 | | |
| BLACKFOOT COMMUNICATIONS | | | | | | | | |
| 3293 | BLACKFOOT COMMUNICATION | 20181201 | Internet | 12/01/2018 | 49.99 | 49.99 | 12/20/2018 | |
| 3293 | BLACKFOOT COMMUNICATION | 20181201 | Internet | 12/01/2018 | 49.99 | 49.99 | 12/20/2018 | |
| 3293 | BLACKFOOT COMMUNICATION | 20181201 | Internet | 12/01/2018 | 50.00 | 50.00 | 12/20/2018 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|---|-----------------------------|----------------|-------------------------------|--------------|--------------------|-------------|------------|--------|
| Total BLACKFOOT COMMUNICATIONS: | | | | | 149.98 | 149.98 | | |
| CARQUEST AUTO PARTS | | | | | | | | |
| 23 | CARQUEST AUTO PARTS | 1912-428723 | Parts | 12/03/2018 | 3.42 | 3.42 | 12/20/2018 | |
| 23 | CARQUEST AUTO PARTS | 1912-429308 | Air filter | 12/10/2018 | 8.05 | 8.05 | 12/20/2018 | |
| 23 | CARQUEST AUTO PARTS | 1912-429574 | Washer fluid | 12/12/2018 | 24.78 | 24.78 | 12/20/2018 | |
| Total CARQUEST AUTO PARTS: | | | | | 36.25 | 36.25 | | |
| CENTURYLINK | | | | | | | | |
| 162 | CENTURYLINK | 20181204 | 406-222-4714 565B Finance Fax | 12/04/2018 | 69.56 | 69.56 | 12/20/2018 | |
| 162 | CENTURYLINK | 20181204 | 406-222-5570 633B | 12/04/2018 | 50.93 | 50.93 | 12/20/2018 | |
| 162 | CENTURYLINK | 20181204 | 406-222-5606 852B | 12/04/2018 | 18.31 | 18.31 | 12/20/2018 | |
| 162 | CENTURYLINK | 20181204 | 406-222-5606 852B | 12/04/2018 | 18.31 | 18.31 | 12/20/2018 | |
| 162 | CENTURYLINK | 20181204 | 406-222-5606 852B | 12/04/2018 | 18.30 | 18.30 | 12/20/2018 | |
| 162 | CENTURYLINK | 20181204 | 406-222-6436 806B | 12/04/2018 | 106.12 | 106.12 | 12/20/2018 | |
| 162 | CENTURYLINK | 20181204 | 406-222-3850 366B | 12/04/2018 | 183.08 | 183.08 | 12/20/2018 | |
| 162 | CENTURYLINK | 20181204 | 406-222-5240 984B | 12/04/2018 | 92.00 | 92.00 | 12/20/2018 | |
| Total CENTURYLINK: | | | | | 556.61 | 556.61 | | |
| CHARTER COMMUNICATIONS | | | | | | | | |
| 3440 | CHARTER COMMUNICATIONS | 179860120418 | 110 S. B Internet | 12/04/2018 | 885.12 | 885.12 | 12/20/2018 | |
| Total CHARTER COMMUNICATIONS: | | | | | 885.12 | 885.12 | | |
| COFFMAN'S PEAK ELECTRIC, LLC | | | | | | | | |
| 3491 | COFFMAN'S PEAK ELECTRIC, L | 1443 | Street Lights | 12/07/2018 | 348.40 | 348.40 | 12/20/2018 | |
| Total COFFMAN'S PEAK ELECTRIC, LLC: | | | | | 348.40 | 348.40 | | |
| COMDATA | | | | | | | | |
| 2671 | COMDATA | 20299673 | Fuel | 12/01/2018 | 44.98 | 44.98 | 12/20/2018 | |
| 2671 | COMDATA | 20299673 | Fuel | 12/01/2018 | 868.67 | 868.67 | 12/20/2018 | |
| 2671 | COMDATA | 20299673 | Fuel | 12/01/2018 | 455.25 | 455.25 | 12/20/2018 | |
| 2671 | COMDATA | 20299673 | Fuel | 12/01/2018 | 288.82 | 288.82 | 12/20/2018 | |
| 2671 | COMDATA | 20299673 | Fuel | 12/01/2018 | 355.58 | 355.58 | 12/20/2018 | |
| 2671 | COMDATA | 20299673 | Fuel | 12/01/2018 | 273.22 | 273.22 | 12/20/2018 | |
| 2671 | COMDATA | 20299673 | Fuel | 12/01/2018 | 68.55 | 68.55 | 12/20/2018 | |
| Total COMDATA: | | | | | 2,355.07 | 2,355.07 | | |
| DELL MARKETING L.P. | | | | | | | | |
| 745 | DELL MARKETING L.P. | 10284145927 | BMS Computer | 12/04/2018 | 60.19 | 60.19 | 12/20/2018 | |
| 745 | DELL MARKETING L.P. | 10285777601 | BMS Computer | 12/10/2018 | 171.99 | 171.99 | 12/20/2018 | |
| 745 | DELL MARKETING L.P. | 10286624758 | BMS Adapter | 12/13/2018 | 30.59 | 30.59 | 12/20/2018 | |
| 745 | DELL MARKETING L.P. | 60115100786 | Dispatch Hrd Dri | 12/27/2018 | 55.79 | 55.79 | 12/20/2018 | |
| Total DELL MARKETING L.P.: | | | | | 206.98 | 206.98 | | |
| DEPT OF REV. BUSINESS TAX BUREAU | | | | | | | | |
| 429 | DEPT OF REV. BUSINESS TAX B | 201811 | DAC Gross Receipts Tax | 11/25/2018 | 2,421.25 | 2,421.25 | 12/20/2018 | |
| 429 | DEPT OF REV. BUSINESS TAX B | 201811 | DAC Gross Receipts Tax | 11/25/2018 | 6,907.55 | 6,907.55 | 12/20/2018 | |
| Total DEPT OF REV. BUSINESS TAX BUREAU: | | | | | 9,328.80 | 9,328.80 | | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|--|----------------------------|----------------|------------------------|--------------|--------------------|-------------|------------|--------|
| DICK ANDERSON CONSTRUCTION | | | | | | | | |
| 2840 | DICK ANDERSON CONSTRUCTI | PA-15 | WRF pay application 15 | 10/25/2018 | 690,754.83 | 690,754.83 | 12/20/2018 | |
| 2840 | DICK ANDERSON CONSTRUCTI | PA-15 | Gross receipts tax | 10/25/2018 | 6,907.55- | 6,907.55- | 12/20/2018 | |
| 2840 | DICK ANDERSON CONSTRUCTI | PA-16 | WRF pay application 16 | 11/21/2018 | 242,124.69 | 242,124.69 | 12/20/2018 | |
| 2840 | DICK ANDERSON CONSTRUCTI | PA-16 | Gross receipts tax | 11/21/2018 | 2,421.24- | 2,421.24- | 12/20/2018 | |
| Total DICK ANDERSON CONSTRUCTION: | | | | | 923,550.73 | 923,550.73 | | |
| EMANUAL, ANDREW | | | | | | | | |
| 3010 | EMANUAL, ANDREW | 20181203 | Training | 12/03/2018 | 69.40 | 69.40 | 12/20/2018 | |
| Total EMANUAL, ANDREW: | | | | | 69.40 | 69.40 | | |
| ENERGY LABORATORIES, INC. | | | | | | | | |
| 424 | ENERGY LABORATORIES, INC. | 200897 | Effluent comp | 11/29/2018 | 152.00 | 152.00 | 12/20/2018 | |
| 424 | ENERGY LABORATORIES, INC. | 201601 | Effluent grab | 12/04/2018 | 162.00 | 162.00 | 12/20/2018 | |
| 424 | ENERGY LABORATORIES, INC. | 202021 | Effluent composite | 12/05/2018 | 102.00 | 102.00 | 12/20/2018 | |
| 424 | ENERGY LABORATORIES, INC. | 202639 | Effluent composite | 12/07/2018 | 1,104.00 | 1,104.00 | 12/20/2018 | |
| Total ENERGY LABORATORIES, INC.: | | | | | 1,520.00 | 1,520.00 | | |
| FERGUSON ENTERPRISES, INC. | | | | | | | | |
| 2386 | FERGUSON ENTERPRISES, IN | 0701611 | 1" Meters | 11/26/2018 | 1,090.00 | 1,090.00 | 12/20/2018 | |
| Total FERGUSON ENTERPRISES, INC.: | | | | | 1,090.00 | 1,090.00 | | |
| FIRE APPARATUS REPAIR, LLC | | | | | | | | |
| 3739 | FIRE APPARATUS REPAIR, LLC | 4952 | Pump testing | 11/01/2018 | 1,050.00 | 1,050.00 | 12/20/2018 | |
| Total FIRE APPARATUS REPAIR, LLC: | | | | | 1,050.00 | 1,050.00 | | |
| FISHER SAND AND GRAVEL | | | | | | | | |
| 2904 | FISHER SAND AND GRAVEL | 79946 | Concrete | 11/30/2018 | 351.00 | 351.00 | 12/20/2018 | |
| Total FISHER SAND AND GRAVEL: | | | | | 351.00 | 351.00 | | |
| GATEWAY OFFICE SUPPLY | | | | | | | | |
| 54 | GATEWAY OFFICE SUPPLY | 42801 | Cardstock | 11/23/2018 | 77.75 | 77.75 | 12/20/2018 | |
| 54 | GATEWAY OFFICE SUPPLY | 42818 | Office Supplies | 11/27/2018 | 11.85 | 11.85 | 12/20/2018 | |
| 54 | GATEWAY OFFICE SUPPLY | 42957 | UPS | 12/11/2018 | 17.02 | 17.02 | 12/20/2018 | |
| 54 | GATEWAY OFFICE SUPPLY | 42986 | Office Supplies | 12/12/2018 | 43.69 | 43.69 | 12/20/2018 | |
| 54 | GATEWAY OFFICE SUPPLY | 42993 | Desk trays | 12/13/2018 | 13.38 | 13.38 | 12/20/2018 | |
| Total GATEWAY OFFICE SUPPLY: | | | | | 163.69 | 163.69 | | |
| GUNDERSON, JASON | | | | | | | | |
| 3729 | GUNDERSON, JASON | 20181115 | Travel reimbursement | 11/15/2018 | 60.00 | 60.00 | 12/20/2018 | |
| Total GUNDERSON, JASON: | | | | | 60.00 | 60.00 | | |
| GUY'S GLASS, INC. | | | | | | | | |
| 529 | GUY'S GLASS, INC. | 14533-D | Rock chip repair | 12/12/2018 | 25.00 | 25.00 | 12/20/2018 | |
| Total GUY'S GLASS, INC.: | | | | | 25.00 | 25.00 | | |
| HANSER'S AUTOMOTIVE & WRECKER | | | | | | | | |
| 1687 | HANSER'S AUTOMOTIVE & WR | 14183 | LPD Tow | 05/26/2018 | 95.00 | 95.00 | 12/20/2018 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|--------------------------------------|----------------------------|----------------|----------------------|--------------|--------------------|-------------|------------|--------|
| Total HANSER'S AUTOMOTIVE & WRECKER: | | | | | 95.00 | 95.00 | | |
| HAPPE, HOLLY | | | | | | | | |
| 3750 | HAPPE, HOLLY | 20181209 | Travel reimbursement | 12/09/2018 | 205.06 | 205.06 | 12/20/2018 | |
| Total HAPPE, HOLLY: | | | | | 205.06 | 205.06 | | |
| INDUSTRIAL TOWEL | | | | | | | | |
| 102 | INDUSTRIAL TOWEL | 73803 | Mat Cleaning | 11/30/2018 | 26.79 | 26.79 | 12/20/2018 | |
| 102 | INDUSTRIAL TOWEL | 73803 | Mat Cleaning | 11/30/2018 | 8.69 | 8.69 | 12/20/2018 | |
| 102 | INDUSTRIAL TOWEL | 73803 | Mat Cleaning | 11/30/2018 | 8.69 | 8.69 | 12/20/2018 | |
| 102 | INDUSTRIAL TOWEL | 73803 | Mat Cleaning | 11/30/2018 | 8.68 | 8.68 | 12/20/2018 | |
| 102 | INDUSTRIAL TOWEL | 73803 | Mat Cleaning | 11/30/2018 | 8.68 | 8.68 | 12/20/2018 | |
| 102 | INDUSTRIAL TOWEL | 74287 | Rug Maint, Towels | 12/06/2018 | 35.12 | 35.12 | 12/20/2018 | |
| Total INDUSTRIAL TOWEL: | | | | | 96.65 | 96.65 | | |
| J & H OFFICE EQUIPMENT | | | | | | | | |
| 1783 | J & H OFFICE EQUIPMENT | 23814122 | Canon Copier | 11/30/2018 | 213.00 | 213.00 | 12/20/2018 | |
| Total J & H OFFICE EQUIPMENT: | | | | | 213.00 | 213.00 | | |
| J & H, Inc. | | | | | | | | |
| 3387 | J & H, Inc. | 546646 | Monthly Copier Maint | 12/07/2018 | 4.14 | 4.14 | 12/20/2018 | |
| 3387 | J & H, Inc. | 546646 | Monthly Copier Maint | 12/07/2018 | 4.14 | 4.14 | 12/20/2018 | |
| 3387 | J & H, Inc. | 546646 | Monthly Copier Maint | 12/07/2018 | 4.14 | 4.14 | 12/20/2018 | |
| 3387 | J & H, Inc. | 546646 | Monthly Copier Maint | 12/07/2018 | 4.14 | 4.14 | 12/20/2018 | |
| 3387 | J & H, Inc. | 546646 | Monthly Copier Maint | 12/07/2018 | 4.15 | 4.15 | 12/20/2018 | |
| 3387 | J & H, Inc. | 546665 | Copier maintenance | 12/07/2018 | 85.72 | 85.72 | 12/20/2018 | |
| Total J & H, Inc.: | | | | | 106.43 | 106.43 | | |
| KARNATZ TREE SERVICE | | | | | | | | |
| 2001 | KARNATZ TREE SERVICE | 20181124 | Trim branches | 11/24/2018 | 4,034.00 | 4,034.00 | 12/20/2018 | |
| 2001 | KARNATZ TREE SERVICE | 20181204 | Trees | 12/04/2018 | 500.00 | 500.00 | 12/20/2018 | |
| 2001 | KARNATZ TREE SERVICE | 20181204 | Trees | 12/04/2018 | 3,300.00 | 3,300.00 | 12/20/2018 | |
| Total KARNATZ TREE SERVICE: | | | | | 7,834.00 | 7,834.00 | | |
| KEN'S EQUIPMENT REPAIR, INC | | | | | | | | |
| 1390 | KEN'S EQUIPMENT REPAIR, IN | 52190 | Light bar | 11/20/2018 | 1,200.00 | 1,200.00 | 12/20/2018 | |
| 1390 | KEN'S EQUIPMENT REPAIR, IN | 52257 | 571 | 11/26/2018 | 1,884.00 | 1,884.00 | 12/20/2018 | |
| 1390 | KEN'S EQUIPMENT REPAIR, IN | 52270 | Repairs | 11/06/2018 | 169.55 | 169.55 | 12/20/2018 | |
| 1390 | KEN'S EQUIPMENT REPAIR, IN | 52278 | Repairs | 11/07/2018 | 200.00 | 200.00 | 12/20/2018 | |
| 1390 | KEN'S EQUIPMENT REPAIR, IN | 52392 | 2012 GMC | 11/20/2018 | 584.50 | 584.50 | 12/20/2018 | |
| 1390 | KEN'S EQUIPMENT REPAIR, IN | 52417 | Backhoe repairs | 12/05/2018 | 228.00 | 228.00 | 12/20/2018 | |
| 1390 | KEN'S EQUIPMENT REPAIR, IN | 52417 | Backhoe repairs | 12/05/2018 | 228.65 | 228.65 | 12/20/2018 | |
| Total KEN'S EQUIPMENT REPAIR, INC: | | | | | 4,494.70 | 4,494.70 | | |
| KENYON NOBLE | | | | | | | | |
| 776 | KENYON NOBLE | 6876765 | training supplies | 12/03/2018 | 127.50 | 127.50 | 12/20/2018 | |
| Total KENYON NOBLE: | | | | | 127.50 | 127.50 | | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|--|-----------------------------|----------------|--------------------------------|--------------|--------------------|-------------|------------|--------|
| KIMBALL MIDWEST | | | | | | | | |
| 2863 | KIMBALL MIDWEST | 6601869 | Lens cleaning towelettes | 09/11/2018 | 27.67 | 27.67 | 12/20/2018 | |
| 2863 | KIMBALL MIDWEST | 6766308 | Supplies | 11/27/2018 | 38.16 | 38.16 | 12/20/2018 | |
| 2863 | KIMBALL MIDWEST | 6766308 | Supplies | 11/27/2018 | 38.16 | 38.16 | 12/20/2018 | |
| Total KIMBALL MIDWEST: | | | | | 103.99 | 103.99 | | |
| KNIFE RIVER | | | | | | | | |
| 8 | KNIFE RIVER | 583909 | Plant Mix | 10/25/2018 | 2,862.09 | 2,862.09 | 12/20/2018 | |
| 8 | KNIFE RIVER | 585441 | Plant Mix | 10/26/2018 | 1,411.28 | 1,411.28 | 12/20/2018 | |
| Total KNIFE RIVER: | | | | | 4,273.37 | 4,273.37 | | |
| LEHRKIND'S COCA-COLA | | | | | | | | |
| 2830 | LEHRKIND'S COCA-COLA | 1591640 | Water 5 gal. | 12/05/2018 | 24.75 | 24.75 | 12/20/2018 | |
| 2830 | LEHRKIND'S COCA-COLA | 1591641 | Water 5 gal. | 12/05/2018 | 34.20 | 34.20 | 12/20/2018 | |
| Total LEHRKIND'S COCA-COLA: | | | | | 58.95 | 58.95 | | |
| LIVINGSTON ACE HARDWARE - #122005 | | | | | | | | |
| 26 | LIVINGSTON ACE HARDWARE - | D94905 | Fastners | 12/05/2018 | 41.72 | 41.72 | 12/20/2018 | |
| 26 | LIVINGSTON ACE HARDWARE - | D94920 | Fasteners | 12/05/2018 | 1.44 | 1.44 | 12/20/2018 | |
| 26 | LIVINGSTON ACE HARDWARE - | D95003 | Fasteners | 12/05/2018 | 11.16 | 11.16 | 12/20/2018 | |
| 26 | LIVINGSTON ACE HARDWARE - | D95121 | Supplies | 12/05/2018 | 47.56 | 47.56 | 12/20/2018 | |
| 26 | LIVINGSTON ACE HARDWARE - | D95178 | Bit drill | 12/05/2018 | 9.99 | 9.99 | 12/20/2018 | |
| 26 | LIVINGSTON ACE HARDWARE - | D95228 | Reflective tape | 12/05/2018 | 13.17 | 13.17 | 12/20/2018 | |
| 26 | LIVINGSTON ACE HARDWARE - | D95383 | Reflective tape | 12/06/2018 | 13.17 | 13.17 | 12/20/2018 | |
| 26 | LIVINGSTON ACE HARDWARE - | D95736 | Bit drill | 12/06/2018 | 16.99- | 16.99- | 12/20/2018 | |
| 26 | LIVINGSTON ACE HARDWARE - | D97887 | Starter rope | 12/11/2018 | .58 | .58 | 12/20/2018 | |
| 26 | LIVINGSTON ACE HARDWARE - | X16141 | Supplies | 12/05/2018 | 28.74 | 28.74 | 12/20/2018 | |
| Total LIVINGSTON ACE HARDWARE - #122005: | | | | | 150.54 | 150.54 | | |
| LIVINGSTON DAYCARE, LLC | | | | | | | | |
| 3407 | LIVINGSTON DAYCARE, LLC | 01/19-3/19 | Parking Lot Lease 1/19-3/19 | 01/01/2019 | 2,700.00 | 2,700.00 | 12/20/2018 | |
| Total LIVINGSTON DAYCARE, LLC: | | | | | 2,700.00 | 2,700.00 | | |
| LIVINGSTON ENTERPRISE | | | | | | | | |
| 146 | LIVINGSTON ENTERPRISE | 20181119 | Public work session commission | 11/19/2018 | 72.00 | 72.00 | 12/20/2018 | |
| 146 | LIVINGSTON ENTERPRISE | 20181126 | URA meeting | 11/26/2018 | 19.50 | 19.50 | 12/20/2018 | |
| 146 | LIVINGSTON ENTERPRISE | 20181212 | TBID Vacancy Notice | 12/12/2018 | 55.25 | 55.25 | 12/20/2018 | |
| Total LIVINGSTON ENTERPRISE: | | | | | 146.75 | 146.75 | | |
| LIVINGSTON FIRE SERVICE, INC | | | | | | | | |
| 468 | LIVINGSTON FIRE SERVICE, IN | 14952 | Extinguisher Annual maint. | 11/21/2018 | 32.85 | 32.85 | 12/20/2018 | |
| Total LIVINGSTON FIRE SERVICE, INC: | | | | | 32.85 | 32.85 | | |
| LIVINGSTON FIREFIGHTERS UNION | | | | | | | | |
| 234 | LIVINGSTON FIREFIGHTERS U | 20181113 | Station Equipment | 11/13/2018 | 56.25 | 56.25 | 12/20/2018 | |
| 234 | LIVINGSTON FIREFIGHTERS U | 20181113 | station equipment | 11/13/2018 | 56.25 | 56.25 | 12/20/2018 | |
| Total LIVINGSTON FIREFIGHTERS UNION: | | | | | 112.50 | 112.50 | | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|--------------------------------------|----------------------------|----------------|------------------------|--------------|-----------------------|-------------|------------|--------|
| LIVINGSTON LOCKS & CLOCKS | | | | | | | | |
| 3210 | LIVINGSTON LOCKS & CLOCKS | 126235 | Replacement lock | 11/30/2018 | 371.00 | 371.00 | 12/20/2018 | |
| Total LIVINGSTON LOCKS & CLOCKS: | | | | | 371.00 | 371.00 | | |
| LIVINGSTON UTILITY BILLING | | | | | | | | |
| 147 | LIVINGSTON UTILITY BILLING | 20181205 | 90016 City/County | 12/05/2018 | 316.85 | 316.85 | 12/20/2018 | |
| 147 | LIVINGSTON UTILITY BILLING | 20181205 | 4601 Mars Park | 12/05/2018 | 128.51 | 128.51 | 12/20/2018 | |
| 147 | LIVINGSTON UTILITY BILLING | 20181205 | 50000010 Parks | 12/05/2018 | 137.57 | 137.57 | 12/20/2018 | |
| 147 | LIVINGSTON UTILITY BILLING | 20181205 | 16214 Cemetery | 12/05/2018 | 16.13 | 16.13 | 12/20/2018 | |
| 147 | LIVINGSTON UTILITY BILLING | 20181205 | 4638 Soccer Fieldhouse | 12/05/2018 | 42.04 | 42.04 | 12/20/2018 | |
| 147 | LIVINGSTON UTILITY BILLING | 20181205 | 14366 Sewer Plant | 12/05/2018 | 450.84 | 450.84 | 12/20/2018 | |
| 147 | LIVINGSTON UTILITY BILLING | 20181205 | 14352 Street Shop | 12/05/2018 | 45.57 | 45.57 | 12/20/2018 | |
| 147 | LIVINGSTON UTILITY BILLING | 20181205 | 14352 Street Shop | 12/05/2018 | 45.56 | 45.56 | 12/20/2018 | |
| 147 | LIVINGSTON UTILITY BILLING | 20181205 | 14474 Scale House | 12/05/2018 | 39.03 | 39.03 | 12/20/2018 | |
| 147 | LIVINGSTON UTILITY BILLING | 20181205 | 14347 Utility Shop | 12/05/2018 | 128.51 | 128.51 | 12/20/2018 | |
| 147 | LIVINGSTON UTILITY BILLING | 20181205 | 14347 Utility Shop | 12/05/2018 | 165.24 | 165.24 | 12/20/2018 | |
| 147 | LIVINGSTON UTILITY BILLING | 20181205 | 14347 Utility Shop | 12/05/2018 | 23.49 | 23.49 | 12/20/2018 | |
| 147 | LIVINGSTON UTILITY BILLING | 20181205 | 16149 Star Road | 12/05/2018 | 47.46 | 47.46 | 12/20/2018 | |
| 147 | LIVINGSTON UTILITY BILLING | 20181205 | 80013 B Street | 12/05/2018 | 55.33 | 55.33 | 12/20/2018 | |
| Total LIVINGSTON UTILITY BILLING: | | | | | 1,642.13 | 1,642.13 | | |
| MAILFINANCE | | | | | | | | |
| 1196 | MAILFINANCE | N7455957 | Lease postage mach | 12/02/2018 | 165.38 | 165.38 | 12/20/2018 | |
| 1196 | MAILFINANCE | N7455957 | Lease postage mach | 12/02/2018 | 165.38 | 165.38 | 12/20/2018 | |
| 1196 | MAILFINANCE | N7455957 | Lease postage mach | 12/02/2018 | 165.38 | 165.38 | 12/20/2018 | |
| 1196 | MAILFINANCE | N7455957 | Lease postage mach | 12/02/2018 | 165.39 | 165.39 | 12/20/2018 | |
| Total MAILFINANCE: | | | | | 661.53 | 661.53 | | |
| MASTERCARD | | | | | | | | |
| 3184 | MASTERCARD | 20181202 | APCO International | 12/02/2018 | 331.00 | 331.00 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Batteries + Bulbs | 12/02/2018 | 50.00 | 50.00 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Pipeline Piggig | 12/02/2018 | 99.64 | 99.64 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Pickel Barrel | 12/02/2018 | 22.10 | 22.10 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Riverside Hardware | 12/02/2018 | 15.00 | 15.00 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Riverside Hardware | 12/02/2018 | 15.18 | 15.18 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Stamps.com | 12/02/2018 | 15.99 | 15.99 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | USPS Postage | 12/02/2018 | 100.00 | 100.00 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Name-Cheap.com | 12/02/2018 | 15.16 | 15.16 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Getsling.com | 12/02/2018 | 10.50 | 10.50 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Amazon | 12/02/2018 | 12.99 | 12.99 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Prometric Exam Fee | 12/02/2018 | 53.00 | 53.00 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Costco | 12/02/2018 | 1,999.99 | 1,999.99 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Staples | 12/02/2018 | 22.99 | 22.99 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Staples | 12/02/2018 | 58.04 | 58.04 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Amazon | 12/02/2018 | 167.10 | 167.10 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Amazon | 12/02/2018 | 216.37 | 216.37 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Amazon | 12/02/2018 | 21.30 | 21.30 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Amazon | 12/02/2018 | 244.99 | 244.99 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Costco | 12/02/2018 | 73.62 | 73.62 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Costco | 12/02/2018 | 73.62 | 73.62 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Costco | 12/02/2018 | 73.63 | 73.63 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Costco | 12/02/2018 | 73.63 | 73.63 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Costco | 12/02/2018 | 73.63 | 73.63 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Costco | 12/02/2018 | 73.63 | 73.63 | 12/21/2018 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|--------|-------------|----------------|-------------------------|--------------|-----------------------|-------------|------------|--------|
| 3184 | MASTERCARD | 20181202 | Staples | 12/02/2018 | 26.21 | 26.21 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Staples | 12/02/2018 | 16.83 | 16.83 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Staples | 12/02/2018 | 21.34 | 21.34 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Delta | 12/02/2018 | 160.47 | 160.47 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Delta | 12/02/2018 | 160.47 | 160.47 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Delta | 12/02/2018 | 160.46 | 160.46 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Delta | 12/02/2018 | 481.40 | 481.40 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Delta | 12/02/2018 | 481.40 | 481.40 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Albertsons | 12/02/2018 | 12.79 | 12.79 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Travel Ins. | 12/02/2018 | 97.47 | 97.47 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Stamps.com | 12/02/2018 | 24.99 | 24.99 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Albertsons | 12/02/2018 | 46.63 | 46.63 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | USPS Postage | 12/02/2018 | 100.00 | 100.00 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Hertz | 12/02/2018 | 28.99 | 28.99 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Hertz | 12/02/2018 | 28.99 | 28.99 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Hertz | 12/02/2018 | 28.99 | 28.99 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Hertz | 12/02/2018 | 86.97 | 86.97 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Hertz | 12/02/2018 | 86.96 | 86.96 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Rx Coffee | 12/02/2018 | 16.00 | 16.00 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Pickle Barrel | 12/02/2018 | 126.48 | 126.48 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Livingston Healthcare | 12/02/2018 | 73.55 | 73.55 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Fiesta En Jalisco | 12/02/2018 | 135.20 | 135.20 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Rosa's Pizza | 12/02/2018 | 72.00 | 72.00 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Albertsons | 12/02/2018 | 7.96 | 7.96 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Photography Studio | 12/02/2018 | 39.90 | 39.90 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Amazon | 12/02/2018 | 90.04 | 90.04 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Canva | 12/02/2018 | 1.00 | 1.00 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Photography Studio | 12/02/2018 | 150.00 | 150.00 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Shopko | 12/02/2018 | 7.48 | 7.48 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Albertsons | 12/02/2018 | 7.97 | 7.97 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | UPS | 12/02/2018 | 200.00 | 200.00 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Dollar Tree | 12/02/2018 | 182.00 | 182.00 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Michaels | 12/02/2018 | 115.20 | 115.20 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | State Bar of Montana | 12/02/2018 | 137.50 | 137.50 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Homedepot | 12/02/2018 | 379.99 | 379.99 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Replacement Parts | 12/02/2018 | 11.19 | 11.19 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Medwrite | 12/02/2018 | 1,499.36 | 1,499.36 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Medwrite | 12/02/2018 | 1,540.59 | 1,540.59 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Pony Lube Express | 12/02/2018 | 49.90 | 49.90 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Medwrite | 12/02/2018 | 6,000.00 | 6,000.00 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Medwrite | 12/02/2018 | 4,612.86 | 4,612.86 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Livingston Ace Hardware | 12/02/2018 | 27.98 | 27.98 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Boss Safety | 12/02/2018 | 110.28 | 110.28 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Elkhorn Mountain | 12/02/2018 | 69.55 | 69.55 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Active 911 Service | 12/02/2018 | 158.62 | 158.62 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Active 911 Service | 12/02/2018 | 158.63 | 158.63 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | FF Manuals | 12/02/2018 | 98.00 | 98.00 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Training Manual | 12/02/2018 | 74.00 | 74.00 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Cenex Town Pump | 12/02/2018 | 54.96 | 54.96 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Pilot | 12/02/2018 | 21.14 | 21.14 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Jack in the Box | 12/02/2018 | 31.52 | 31.52 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | In N Out Burger | 12/02/2018 | 20.05 | 20.05 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Hampton Inn | 12/02/2018 | 95.98 | 95.98 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Hampton Inn | 12/02/2018 | 95.98 | 95.98 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Hampton Inn | 12/02/2018 | 95.98 | 95.98 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Lazy Dog Restaurant | 12/02/2018 | 67.87 | 67.87 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Town & Country | 12/02/2018 | 11.66 | 11.66 | 12/21/2018 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|--------------------------------------|----------------------------|----------------|----------------------------------|--------------|--------------------|-------------|------------|--------|
| 3184 | MASTERCARD | 20181202 | Town & Country | 12/02/2018 | 5.04 | 5.04 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Chevron | 12/02/2018 | 11.34 | 11.34 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Eureka Casino Hotel | 12/02/2018 | 76.91 | 76.91 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Costa Vida | 12/02/2018 | 51.43 | 51.43 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Starbucks | 12/02/2018 | 32.90 | 32.90 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Jalisco's | 12/02/2018 | 75.50 | 75.50 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Eureka Casino Hotel | 12/02/2018 | 108.01 | 108.01 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Eureka Casino Hotel | 12/02/2018 | 100.13 | 100.13 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Hilton Garden Inn | 12/02/2018 | 106.22 | 106.22 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Hilton Garden Inn | 12/02/2018 | 106.22 | 106.22 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Garden Grille | 12/02/2018 | 25.09 | 25.09 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Work Gloves | 12/02/2018 | 91.96 | 91.96 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Amazon | 12/02/2018 | 167.32 | 167.32 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Critical Care Transfer | 12/02/2018 | 59.95 | 59.95 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Office Supply | 12/02/2018 | 89.95 | 89.95 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Office Supply | 12/02/2018 | 89.95 | 89.95 | 12/21/2018 | |
| 3184 | MASTERCARD | 20181202 | Pickle Barrel | 12/02/2018 | 78.43 | 78.43 | 12/21/2018 | |
| Total MASTERCARD: | | | | | 20,808.00 | 20,808.00 | | |
| MISC | | | | | | | | |
| 99999 | MISC | 11302018 | Restitution - M. Cain TK2014-012 | 11/30/2018 | 50.00 | 50.00 | 12/20/2018 | |
| 99999 | MISC | 12182018 | Restitution - M. Cain TK2014-012 | 12/18/2018 | 50.00 | 50.00 | 12/20/2018 | |
| 99999 | MISC | 13084 | Refund overpayment | 12/07/2018 | 646.65 | 646.65 | 12/20/2018 | |
| 99999 | MISC | 13084 | Refund overpayment | 12/07/2018 | 42.04 | 42.04 | 12/20/2018 | |
| 99999 | MISC | 13084 | Refund overpayment | 12/07/2018 | 17.92 | 17.92 | 12/20/2018 | |
| Total MISC: | | | | | 806.61 | 806.61 | | |
| MMIA | | | | | | | | |
| 278 | MMIA | 1118011 | Hopkins deductible | 12/10/2018 | 61.50 | 61.50 | 12/20/2018 | |
| Total MMIA: | | | | | 61.50 | 61.50 | | |
| MONTANA STATE - FIRE SERVICES | | | | | | | | |
| 2631 | MONTANA STATE - FIRE SERVI | 34-127 | Leverenz FF1 Cert | 11/29/2018 | 95.00 | 95.00 | 12/20/2018 | |
| 2631 | MONTANA STATE - FIRE SERVI | 34-128 | Wolfe FF1 Cert | 12/03/2018 | 95.00 | 95.00 | 12/20/2018 | |
| Total MONTANA STATE - FIRE SERVICES: | | | | | 190.00 | 190.00 | | |
| MONTANA WASTE SYSTEMS, INC | | | | | | | | |
| 2731 | MONTANA WASTE SYSTEMS, I | 637254 | November disposal charge | 11/30/2018 | 65,321.69 | 65,321.69 | 12/20/2018 | |
| Total MONTANA WASTE SYSTEMS, INC: | | | | | 65,321.69 | 65,321.69 | | |
| MSU EXTENSION SERVICE | | | | | | | | |
| 3275 | MSU EXTENSION SERVICE | 20190101 | Economic Development | 01/01/2019 | 4,079.50 | 4,079.50 | 12/20/2018 | |
| Total MSU EXTENSION SERVICE: | | | | | 4,079.50 | 4,079.50 | | |
| MT LAW ENFORCEMENT TESTING | | | | | | | | |
| 2951 | MT LAW ENFORCEMENT TESTI | 20181128 | Annual Membership Fee | 11/28/2018 | 14.00 | 14.00 | 12/20/2018 | |
| Total MT LAW ENFORCEMENT TESTING: | | | | | 14.00 | 14.00 | | |
| MUNICIPAL CODE CORPORATION | | | | | | | | |
| 3058 | MUNICIPAL CODE CORPORATI | 322275 | Monthly subscription | 12/05/2018 | 150.00 | 150.00 | 12/20/2018 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|-------------------------------------|---------------------------|----------------|---------------------|--------------|--------------------|-------------|------------|--------|
| Total MUNICIPAL CODE CORPORATION: | | | | | 150.00 | 150.00 | | |
| NEOFUNDS BY NEOPOST USA, INC | | | | | | | | |
| 2958 | NEOFUNDS BY NEOPOST USA, | 7900 0442 113 | 7900 0442 1138 6275 | 11/20/2018 | 333.34 | 333.34 | 12/20/2018 | |
| 2958 | NEOFUNDS BY NEOPOST USA, | 7900 0442 113 | 7900 0442 1138 6275 | 11/20/2018 | 333.33 | 333.33 | 12/20/2018 | |
| 2958 | NEOFUNDS BY NEOPOST USA, | 7900 0442 113 | 7900 0442 1138 6275 | 11/20/2018 | 333.33 | 333.33 | 12/20/2018 | |
| Total NEOFUNDS BY NEOPOST USA, INC: | | | | | 1,000.00 | 1,000.00 | | |
| PHILIPS HEALTHCARE INC. | | | | | | | | |
| 2978 | PHILIPS HEALTHCARE INC. | 937905464 | Service Agreement | 12/07/2018 | 2,195.70 | 2,195.70 | 12/20/2018 | |
| Total PHILIPS HEALTHCARE INC.: | | | | | 2,195.70 | 2,195.70 | | |
| SOLID WASTE SYSTEMS, INC. | | | | | | | | |
| 1718 | SOLID WASTE SYSTEMS, INC. | 1508129 | Street Sweeper | 12/01/2018 | 219,269.35 | 219,269.35 | 12/27/2018 | |
| Total SOLID WASTE SYSTEMS, INC.: | | | | | 219,269.35 | 219,269.35 | | |
| SPECIAL LUBE | | | | | | | | |
| 1814 | SPECIAL LUBE | 58121 | Oil Change | 11/05/2018 | 66.00 | 66.00 | 12/20/2018 | |
| Total SPECIAL LUBE: | | | | | 66.00 | 66.00 | | |
| STAFFORD ANIMAL SHELTER | | | | | | | | |
| 1439 | STAFFORD ANIMAL SHELTER | 20181130 | November services | 12/06/2018 | 1,746.25 | 1,746.25 | 12/20/2018 | |
| Total STAFFORD ANIMAL SHELTER: | | | | | 1,746.25 | 1,746.25 | | |
| STORY DISTRIBUTING | | | | | | | | |
| 3353 | STORY DISTRIBUTING | 8084 | Diesel 320g | 11/20/2018 | 848.96 | 848.96 | 12/20/2018 | |
| 3353 | STORY DISTRIBUTING | 8446 | Diesel 251g | 11/27/2018 | 623.21 | 623.21 | 12/20/2018 | |
| Total STORY DISTRIBUTING: | | | | | 1,472.17 | 1,472.17 | | |
| TD&H ENGINEERING, INC | | | | | | | | |
| 3390 | TD&H ENGINEERING, INC | 15016 | Phase III & IV | 11/19/2018 | 7,760.45 | 7,760.45 | 12/20/2018 | |
| 3390 | TD&H ENGINEERING, INC | 15016 | Phase III & IV | 11/19/2018 | 2,368.98 | 2,368.98 | 12/20/2018 | |
| 3390 | TD&H ENGINEERING, INC | 15016 | Phase III & IV | 11/19/2018 | 3,708.68 | 3,708.68 | 12/20/2018 | |
| 3390 | TD&H ENGINEERING, INC | 15016 | Phase III & IV | 11/19/2018 | 816.89 | 816.89 | 12/20/2018 | |
| Total TD&H ENGINEERING, INC: | | | | | 14,655.00 | 14,655.00 | | |
| TEAR IT UP L.L.C. | | | | | | | | |
| 2999 | TEAR IT UP L.L.C. | 38302 | Shredding | 12/05/2018 | 6.33 | 6.33 | 12/20/2018 | |
| 2999 | TEAR IT UP L.L.C. | 38302 | Shredding | 12/05/2018 | 6.33 | 6.33 | 12/20/2018 | |
| 2999 | TEAR IT UP L.L.C. | 38302 | Shredding | 12/05/2018 | 6.33 | 6.33 | 12/20/2018 | |
| 2999 | TEAR IT UP L.L.C. | 38302 | Shredding | 12/05/2018 | 6.33 | 6.33 | 12/20/2018 | |
| 2999 | TEAR IT UP L.L.C. | 38302 | Shredding | 12/05/2018 | 6.34 | 6.34 | 12/20/2018 | |
| 2999 | TEAR IT UP L.L.C. | 38302 | Shredding | 12/05/2018 | 6.34 | 6.34 | 12/20/2018 | |
| 2999 | TEAR IT UP L.L.C. | 38377 | Shredding | 12/12/2018 | 40.00 | 40.00 | 12/20/2018 | |
| Total TEAR IT UP L.L.C.: | | | | | 78.00 | 78.00 | | |
| THOMSON REUTERS - WEST | | | | | | | | |
| 2823 | THOMSON REUTERS - WEST | 839368148 | Information Charge | 12/01/2018 | 292.74 | 292.74 | 12/20/2018 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|--|---------------------------|----------------|--------------------------|--------------|--------------------|-------------|------------|--------|
| Total THOMSON REUTERS - WEST: | | | | | 292.74 | 292.74 | | |
| TOWN & COUNTRY FOODS - LIVINGSTON | | | | | | | | |
| 2595 | TOWN & COUNTRY FOODS - LI | 20181205 | Interview supplies | 12/05/2018 | 15.65 | 15.65 | 12/20/2018 | |
| Total TOWN & COUNTRY FOODS - LIVINGSTON: | | | | | 15.65 | 15.65 | | |
| TRANSUNION RISK & ALTERNATIVE | | | | | | | | |
| 3376 | TRANSUNION RISK & ALTERNA | 20181201 | investigative research | 12/01/2018 | 27.00 | 27.00 | 12/20/2018 | |
| Total TRANSUNION RISK & ALTERNATIVE: | | | | | 27.00 | 27.00 | | |
| UPS STORE #2420, THE | | | | | | | | |
| 292 | UPS STORE #2420, THE | 1888333 | Postage | 12/10/2018 | 10.19 | 10.19 | 12/20/2018 | |
| Total UPS STORE #2420, THE: | | | | | 10.19 | 10.19 | | |
| US BANK - SPA LOCKBOX | | | | | | | | |
| 1496 | US BANK - SPA LOCKBOX | 20190101 | SRF-18430 WRF Loan B | 01/01/2019 | 74,000.00 | 74,000.00 | 12/20/2018 | |
| 1496 | US BANK - SPA LOCKBOX | 20190101 | SRF-18430 WRF Loan B | 01/01/2019 | 69,538.69 | 69,538.69 | 12/20/2018 | |
| 1496 | US BANK - SPA LOCKBOX | SRF-19445 | SRF-19445 WRF Loan C | 01/01/2019 | 83,000.00 | 83,000.00 | 12/20/2018 | |
| 1496 | US BANK - SPA LOCKBOX | SRF-19445 | SRF-19445 WRF Loan C | 01/01/2019 | 7,437.71 | 7,437.71 | 12/20/2018 | |
| Total US BANK - SPA LOCKBOX: | | | | | 233,976.40 | 233,976.40 | | |
| UTILITIES UNDERGROUND LOCATION | | | | | | | | |
| 3472 | UTILITIES UNDERGROUND LOC | 8115090 | Excavation Notifications | 11/30/2018 | 36.11 | 36.11 | 12/20/2018 | |
| 3472 | UTILITIES UNDERGROUND LOC | 8115090 | Excavation Notifications | 11/30/2018 | 36.11 | 36.11 | 12/20/2018 | |
| Total UTILITIES UNDERGROUND LOCATION: | | | | | 72.22 | 72.22 | | |
| WHISTLER TOWING, LLC | | | | | | | | |
| 3237 | WHISTLER TOWING, LLC | 9056 | Tow 06 Chrysler | 12/12/2018 | 75.00 | 75.00 | 12/20/2018 | |
| Total WHISTLER TOWING, LLC: | | | | | 75.00 | 75.00 | | |
| WICKLANDER-ZULAWSKI & ASSOCIATE, | | | | | | | | |
| 1729 | WICKLANDER-ZULAWSKI & AS | 15767 | O'Neill Training | 09/27/2018 | 515.00 | 515.00 | 12/20/2018 | |
| Total WICKLANDER-ZULAWSKI & ASSOCIATE,: | | | | | 515.00 | 515.00 | | |
| WISPWEST.NET | | | | | | | | |
| 2087 | WISPWEST.NET | 449092 | Civic Center | 12/03/2018 | 45.32 | 45.32 | 12/20/2018 | |
| 2087 | WISPWEST.NET | 451272 | Pool | 12/01/2018 | 10.00 | 10.00 | 12/20/2018 | |
| 2087 | WISPWEST.NET | 453917 | Scale House Internet | 12/01/2018 | 50.47 | 50.47 | 12/20/2018 | |
| Total WISPWEST.NET: | | | | | 105.79 | 105.79 | | |
| WITMER PUBLIC SFETY GROUP,INC. | | | | | | | | |
| 2629 | WITMER PUBLIC SFETY GROUP | E1780861 | Helmet Fronts | 12/04/2018 | 50.98 | 50.98 | 12/20/2018 | |
| 2629 | WITMER PUBLIC SFETY GROUP | E1788759 | Radio straps | 12/05/2018 | 395.34 | 395.34 | 12/20/2018 | |
| 2629 | WITMER PUBLIC SFETY GROUP | E1788759 | Radio straps | 12/05/2018 | 395.34 | 395.34 | 12/20/2018 | |
| Total WITMER PUBLIC SFETY GROUP,INC.: | | | | | 841.66 | 841.66 | | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|---------------|-------------|----------------|-------------|--------------|--------------------|-------------|-----------|--------|
| Grand Totals: | | | | | 1,624,313.69 | 1,624,313.6 | | |

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

Backup material for agenda item:

- C. CONSENT- APPROVE TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) BOARD MEMBERS

CITY OF LIVINGSTON, MONTANA
APPLICATION FOR THE
LIVINGSTON TOURISM BUSINESS IMPROVEMENT DISTRICT (LTBID)
BOARD OF TRUSTEES

Date: 12/26/18
Name: Amy Ester P

Physical Address: 111 Rogers Lane Livingston MT 59047
Mailing Address (if different): _____
Email: amy-esterp@live.com
Phone(s): 915-487-1623

Name of Property Owned within the District:
Econolodge
Address of Property: 111 Rogers Lane Livingston MT 59047
Are you the owner of the property within the District, or the designee of an owner of property within the District? Yes No

I Suhcobdion Myhrudov certify that I am a property owner within the District and I am duly authorized to either serve on the Board of Trustees or appoint Amy Ester P as my designee.

[Signature]
Property Owner Signature Date

PLEASE NOTE: An application from the manager of a hotel must contain a signed statement from the owner indicating that the hotel manager is authorized to represent the owner or a note from the corporate officer authorized to represent the board.

Have you ever served on a City or County board? NO
(If so, where, what board, and how long?)

Please explain your relevant qualifications, interests, and experiences.

I have been selling hotels to groups and families for twenty years. I love that I am living in an area which so much to be excited about. I want everyone to be as excited to visit this area as I am to live here. I want to provide ideas support energy and anything needed for as many people as possible to get to enjoy this area!

| References (Individual or Organization) Name: | Phone: |
|---|---------------------|
| <u>Paul Cancino (Lt. Col Air Force)</u> | <u>915-274-9869</u> |
| <u>Betty Hohensee</u> | <u>512-627-3558</u> |
| <u>Kelsey Clark</u> | <u>253-314-7561</u> |

CITY OF LIVINGSTON, MONTANA
APPLICATION FOR THE
LIVINGSTON TOURISM BUSINESS IMPROVEMENT DISTRICT (LTBID)
BOARD OF TRUSTEES

Date: 11/19/18

Name: KATHLEEN KAUL

Physical Address: 19 LAKE DRIVE

Mailing Address (if different): _____

Email: kathleenmariekaul@gmail.com

Phone(s): 406 220 3234

Name of Property Owned within the District: MURRAY HOTEL

Address of Property: 201 WEST PARK

Are you the owner of the property within the District, or the designee of an owner of property within the District? Yes No

I KATHLEEN certify that I am a property owner within the District and I am duly authorized to either serve on the Board of Trustees or appoint _____ as my designee.

Kathleen Kaul 11/19/18
Property Owner Signature Date

PLEASE NOTE: An application from the manager of a hotel must contain a signed statement from the owner indicating that the hotel manager is authorized to represent the owner or a note from the corporate officer authorized to represent the board.

Have you ever served on a City or County board? NO
(If so, where, what board, and how long?)

Please explain your relevant qualifications, interests, and experiences.

HAVING OWNED AND OPERATED THE MURRAY HOTEL SINCE 1991

References (Individual or Organization) Name:

Phone:

| | |
|-------------------------|-----------------|
| <u>JOE SWINDLEHURST</u> | <u>222,2023</u> |
| <u>JOHN MABIE</u> | <u>222,1010</u> |
| <u>BRAD HAWSON FIB</u> | <u>222,2950</u> |

This application is considered public record.

Please print and sign this application where appropriate and either
deliver or mail to:

Livingston Area Chamber of Commerce
Attn: Leslie Feigel
303 E. Park St.
Livingston, MT 59047

CITY OF LIVINGSTON, MONTANA
APPLICATION FOR THE
LIVINGSTON TOURISM BUSINESS IMPROVEMENT DISTRICT (LTBID)
BOARD OF TRUSTEES

Date: 11/14/18

Name: Deb Kowalzek

Physical Address: #1 Sagebrush Rd N.

Mailing Address (if different): _____

Email: debk@yellowstonepioneerlodge.com

Phone(s): (406) 223-1700

Name of Property Owned within the District: Yellowstone Pioneer Lodge

Address of Property: 1515 W. PARK STREET

Are you the owner of the property within the District, or the designee of an owner of property within the District? Yes No

I Bharat B Maru certify that I am a property owner within the District and I am duly authorized to either serve on the Board of Trustees or appoint

Deb Kowalzek as my designee.

Bharat B Maru 11/14/18
Property Owner Signature Date

PLEASE NOTE: An application from the manager of a hotel must contain a signed statement from the owner indicating that the hotel manager is authorized to represent the owner or a note from the corporate officer authorized to represent the board.

Have you ever served on a City or County board? Yes, Livingston Chamber
(If so, where, what board, and how long?) two years

Please explain your relevant qualifications, interests, and experiences.

* 18 years hotel experience

* Member MSAE

* interests include: travel, tourism, people & culture.

References (Individual or Organization) Name:

Phone:

| | |
|--|-----------------|
| <u>Belle's Go Boek Opportunity Bank</u> | <u>222-1981</u> |
| <u>Roberta Smith - Liv Health Care</u> | <u>222-3549</u> |
| <u>Cathy Johnson - Coffee Creek Espresso</u> | <u>222-1553</u> |

This application is considered public record.

Please print and sign this application where appropriate and either deliver or mail to:

Livingston Area Chamber of Commerce
Attn: Leslie Feigel
303 E. Park St.
Livingston, MT 59047

Deb Kowalski 11/20/12

CITY OF LIVINGSTON, MONTANA
APPLICATION FOR THE
LIVINGSTON TOURISM BUSINESS IMPROVEMENT DISTRICT (LTBID)
BOARD OF TRUSTEES

Date: 11/16/18

Name: Eric Sheckleton

Physical Address: 811 O'Connell Drive, Bozeman, MT 59715

Mailing Address (if different): _____

Email: esheckleton@hotmail.com

Phone(s): (406)670-6326

Name of Property Owned within the District: Super 8 Motel

Address of Property: 102 Centennial Drive, Livingston, MT 59047

Are you the owner of the property within the District, or the designee of an owner of property within the District? Yes No

I Eric Sheckleton certify that I am a property owner within the District and I am duly authorized to either serve on the Board of Trustees or appoint _____ as my designee.



11/15/18

Property Owner Signature

Date

PLEASE NOTE: An application from the manager of a hotel must contain a signed statement from the owner indicating that the hotel manager is authorized to represent the owner or a note from the corporate officer authorized to represent the board.

Have you ever served on a City or County board? Yes. Bozeman TBID. 3 years
(If so, where, what board, and how long?)

Please explain your relevant qualifications, interests, and experiences.

I have served on volunteer boards for almost 20 years, and have held various leadership positions within those boards. I currently serve as the Vice President of the Bozeman TBID.

As a business owner and employer in Livingston, I have a vested interest in the health of the community and the growth of tourism in this city. I hope to help the TBID find ways to support this growth and benefit the economy.

CITY OF LIVINGSTON, MONTANA
APPLICATION FOR THE
LIVINGSTON TOURISM BUSINESS IMPROVEMENT DISTRICT (LTBID)
BOARD OF TRUSTEES

Date: 11-5-18

Name: Larry Waite

Physical Address: 4124 Highland Castle Ct. Las Vegas, NV 89129

Mailing Address (if different): _____

Email: l.waite8591@gmail.com

Phone(s): 307-680-5130

Name of Property Owned within the District: Comfort Inn

Address of Property: 111 Loveslane Livingston MT 59047

Are you the owner of the property within the District, or the designee of an owner of property within the District? Yes No

I Larry Waite certify that I am a property owner within the District and I am duly authorized to either serve on the Board of Trustees or appoint Tawnya Green Field as my designee. (Comfort Inn Manager)

Larry Waite 11-5-18
Property Owner Signature Date

PLEASE NOTE: An application from the manager of a hotel must contain a signed statement from the owner indicating that the hotel manager is authorized to represent the owner or a note from the corporate officer authorized to represent the board.

Have you ever served on a City or County board? yes, Spearfish SD
(If so, where, what board, and how long?) Spearfish Bid board, 6 years

Please explain your relevant qualifications, interests, and experiences.

I am in the hotel business and have been around this BID concept for 12 years. The hotel I owned in Spearfish South Dakota collected this tax, this works great in Spearfish and will work great in Livingston.

Backup material for agenda item:

- A. PUBLIC HEARING - HOMEWARD, INC. AND HRDC PLAN TO DEVELOP THE BLUEBUNCH FLATS, (FORMERLY LIVINGSTON MEMORIAL HOSPITAL ADAPTIVE REUSE PROJECT) INTO AFFORDABLE HOUSING, AND SOLICIT COMMENTS FROM THE COMMUNITY ON WHETHER THE PROPOSED PROJECT MEETS THE COMMUNITY HOUSING NEEDS.**



Project Update:

- Project was delayed due to asbestos dust contamination throughout the building. Also, July bids were extraordinarily high.
- DEQ provided funds for a full Phase II Environmental Site Assessment through a federal Brownfield program.
- Snowy Mountain Development Corporation provided funds (grant and loan) for the environmental consultant and clean up.
- On-site hazardous material clean-up was completed December.
- Bids in November were more reasonable.
- Homeword purchased the property from NeighborWorks Montana on December 27th.
- The Partnership will “purchase” the property from Homeword in early February.
- Construction will begin in early February.
- Oswood Construction Company will be the General Contractor. The GC had to be able to bond for at least 5.5 million. Any qualified contractor was allowed to bid the project. GC’s determined on their own if they were qualified.
- The project size has been increased to 37 rental homes people can afford. Rent ranges as of today:
 - Studios: \$406 to \$514, electric not included
 - One-Bedrooms: \$429 to \$679, electric not included
 - Two-Bedroom: \$665 to \$805, electric not included
 - NOTE: rents are subject to change by the time the project is ready for leasing
- Project completion expected in July 2020, leasing activities to start in April 2020.

- Received a grant in December 2018 from Federal Home Loan Bank DesMoines Affordable Housing Program and a grant from the Steele-Reese Foundation in August 2018
- Continued thanks to the City of Livingston for all their support.

Backup material for agenda item:

- B. ORDINANCE 2077 AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING ORDINANCE NO. 1869, ENTITLED AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON ESTABLISHING ITS RULES OF PROCEDURE FOR CONDUCTING CITY BUSINESS IN A FAIR AND OPEN MEETING WHICH ENCOURAGES PUBLIC PARTICIPATION IN THE DECISION MAKING PROCESS OF LOCAL GOVERNMENT AS CODIFIED BY ARTICLE 11, SECTION 2-10 THROUGH 2-35 OF THE LIVINGSTON MUNICIPAL CODE, BY REMOVING SECTIONS OF THE EXISTING ORDINANCES FOR THE PURPOSE OF INCREASING EFFICIENCY AND FLEXIBILITY, CHANGING THE MEETING START TIME, AND MOVING DELETED SECTIONS TO A POLICY MANUAL FOR CITY COMMISSIONERS.**

ORDINANCE NO. 2077

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING ORDINANCE NO. 1869, ENTITLED AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON ESTABLISHING ITS RULES OF PROCEDURE FOR CONDUCTING CITY BUSINESS IN A FAIR AND OPEN MEETING WHICH ENCOURAGES PUBLIC PARTICIPATION IN THE DECISION MAKING PROCESS OF LOCAL GOVERNMENT AS CODIFIED BY ARTICLE 11, SECTION 2-10 THROUGH 2-35 OF THE LIVINGSTON MUNICIPAL CODE, BY REMOVING SECTIONS OF THE EXISTING ORDINANCES FOR THE PURPOSE OF INCREASING EFFICIENCY AND FLEXIBILITY, CHANGING THE MEETING START TIME, AND MOVING DELETED SECTIONS TO A POLICY MANUAL FOR CITY COMMISSIONERS.

Article II. - City Commission and Chairman

Sec. 2-10. - Preamble.

Pursuant to 7-1-4142 Montana Code Annotated (MCA), the City Commission of Livingston Montana, hereby adopts its rules of procedure for its public meetings in which to conduct open, fair, efficient and orderly business to enact legislation and to encourage public participation in the City Commission decisions prior to final decision which may have a significant interest to the public and to preserve a public record of such proceedings.

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2016, § 1, 10/19/09)

Sec. 2-11. - Reserved.

Editor's note— Ord. No. 2019, § 1, adopted April 19, 2010, repealed § 2-11 which pertained to Robert's Rules of Order and derived from Ord. No. 1869, adopted Feb. 17, 1998; Ord. No. 1921, § 1(part), adopted Feb. 3, 2003, and Ord. No. 1962, adopted Feb. 21, 2006.

Sec. 2-12. - Posting board and notice.

The City Commission hereby designates the bulletin board attached to the wall of the hallway immediately outside of, and to the left of door to the City Offices located at 414 East Callender Street, Livingston, Montana as its official posting board for the purpose of posting public information. (7-1-4135 MCA).

When notice of a public hearing or other official action is required, unless provided elsewhere in the statutes, notice shall be published twice with at least six (6) days separating each publication. The published notice shall contain the date, time and place at which the hearing or other action will occur, a brief statement of the action to be taken and the address and telephone number of the person who can be contacted for further information.

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2016, 10/19/09; Ord. No. 2019, § 1, 4/19/10)

Sec. 2-13. - Commission meetings.

- A. Open Meetings. All meetings of the City Commission shall be open to the public, except as provided by 2-3-203 MCA.
- B. Regular Meetings. The City Commission shall hold its regular meetings in the City Commission Chambers in the Community Room of the City County Complex, 414 East Callender Street, Livingston, Montana, on the first and third Tuesdays of each month commencing at the hour of 5:30 p.m. and

ending at 8:30 p.m. unless extended by a majority vote of the City Commission, provided, however, that when the day set for any regular meeting of the Commission falls upon a day designated by law as a legal holiday, such meeting shall be held at the same hour on the next succeeding day which is not a holiday. Nothing herein precludes the Commission from meeting at different time, date or location, provided, however, that adequate notice is given to the public.

- C. **Work Sessions.** The City Commission may meet at a set time and location for the purpose of a general work session with the City Manager. No official action may be taken at a work session, nor will minutes of such work session recorded. Work Sessions shall be open to the public unless otherwise properly closed to discuss topics for which closure is proper under Montana's Open Meeting Law.
- D. **Public Hearings.** When a matter is required by law to have a public hearing, or when a matter is set for a public hearing by the City Commission upon a motion of a City Commission person, duly seconded and passed, all public hearing will be held at a regular meeting of the Commission after due notice as required by law which notice shall specify the purpose of the hearing and the date, time and location thereof and invite the public to attend and make comments.
- E. **Special Meetings.** Special meetings of the Commission may be called by the Chairman, two members of the Commission or the City Manager upon at least twelve (12) hours written notice which shall state the date, time, location and subject of the meeting and shall be personally served upon each member of the Commission or left at his or her usual place of residence; a copy of said notice shall also be posted on the official posting board and delivered to the media. Special meetings of the Commission are not the preferred manner of conducting City business. The business of a special meeting must be restricted to the object stated in notice.
- F. **Training Sessions.** The City Manager shall hold a series of training sessions for newly elected City Commission members. The training sessions shall include, but not be limited to review of the City commission budget responsibilities, the role of the City Manager in hiring, supervising and discharging all employees, a review of the government and administration section of the Code of City Ordinances, a discussion and tour of facilities with each department head, and specific briefing on availability of the City Manager and staff to facilitate a City Commission member's responsibility. This Section shall also apply to Commission members elected by the City Commission to fill term vacancies.

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2003, § 1, 7-21-08; Ord. No. 2016, § 1, 10/19/09; Ord. No. 2021, § 1, 8/16/10; Ord. No. [2051](#), § 1, 8/19/14)

Sec. 2-14. - Officers and duties.

- A. **General.** Election, voting, absence and vacancy. The City Commission shall annually elect a chair and a vice chair at the first meeting in January to serve until the next chair and vice chair are elected. The chair and vice chair shall retain all the rights and responsibilities held as a member of the commission, including the right to vote. The chair, or in his/her absence the vice chair, shall be the presiding officer at meetings of the commission. In the absence of both the chair and vice chair, the Recording Secretary shall call the meeting to order, call for the roll and the commission members present shall then appoint an acting chair to preside over the meeting.
- B. **Chairman.** The presiding officer of the City Commission shall be the Chairman who shall preserve strict order and decorum at all meetings of the Commission. The chairman shall assign each Commission member to a seat at the Commission table, as he or she may deem appropriate. The Chairman shall state, or cause to be stated, every motion coming before the Commission, announce the decision of the Commission on all subjects, and decide all questions of order, subject, however, to an appeal to the Commission at large, in which event a majority vote of the Commission shall govern and conclusively determine such question of order.
- C. **Vice Chairman.** In the Chairman's absence or in the case of the Chairman's inability to act, the Vice Chair shall be designated by the Commission to perform the duties of the Chairman.
- D. **Recording Secretary.** The Recording Secretary shall record the proceedings of the City Commission and prepare and maintain permanent minutes of the Commission proceedings and shall file and

preserve the recordings of the meetings and preserve and maintain the minutes and records in the City Office, which minutes and records shall be a public record; and shall be the custodian of the files and records of the Commission.

- E. Sergeant at arms. The Chief of Police, or such other officer may be designated by the Commission, shall be the Sergeant at Arms who shall assist the Chairman in preserving strict order and decorum at all meetings and shall keep track of the time when the chairman has place time limits upon a speaker's presentation.
- F. Procedure to fill Vacancy in office of City Commissioner. In the event of a vacancy in the office of City Commissioner under Section 7-4-4111, Montana Code Annotated, the City Commission shall use the follow process to fill the vacancy.
 - 1. The City Commission shall determine that a vacancy in the office of a City Commissioner has occurred at either the next scheduled regular meeting of the City Commission or at a duly noticed special meeting as a duly noticed agenda item.
 - 2. At the aforementioned meeting, the City Commission shall direct staff to publish in the local newspaper, once per week for two (2) successive weeks, and shall post on the City's official posting board a request to have interested person submit an application to fill said vacancy. The vacancy is required by law to be filled within thirty (30) days of the vacancy with the term being limited to the unexpired term of the person who created the vacancy.
 - a. The notice shall state the deadline for submitting applications which shall no more than fifteen (15) days from the date of first publication and that the following application is available from the City Offices:

~~APPLICATION FOR CITY COMMISSIONER~~

~~1. Name: _____~~

~~2. Address: _____~~

~~3. How long have you resided in Livingston _____~~

~~4. Are you at least 18 years of age? Yes _____ No _____~~

~~5. Are you a citizen of the United States? Yes _____ No _____~~

~~6. Have you resided in the State of Montana for more than 30 days? Yes _____ No _____~~

~~7. Have you resided in Park County for more than 30 days? Yes _____ No _____~~

~~8. Have you ever been convicted of a felony? Yes _____ No _____~~

~~Why do you want to be a city commissioner? _____~~

~~Do you have any prior experience in local government? If so, please describe? _____~~

~~Do you have any special qualifications which you believe would be an asset to the city commission? _____~~

~~What do you see as the most important needs facing the City of Livingston? _____~~

~~b. The qualifications of the applicant which include that the applicant is a citizen of the United States, a resident of the City of Livingston for at least thirty (30) days, at least eighteen (18) years of age and a registered voter.~~

~~e. All applicants shall receive a letter acknowledging the receipt of their application along with a copy of the procedure to fill vacancy in the office of the City Commission;~~

3. The Application will be approved in the Commission Policy Manual.
4. The City Commission shall meet in a public session to review all applications to determine that the applicants meet the minimum qualifications as set forth by state law.
5. The City Commission shall then notice a public meeting wherein all qualifying applicants are interviewed. Interviews of each applicant shall follow the same format. Questions for the candidates will be established by the City Commission in advance of the interview.
6. Thereafter, the City Commission, at a regular meeting or a duly notice special meeting shall appoint by a majority vote a qualified person to fill the vacancy who shall serve the unexpired term of the person creating the vacancy and until a successor is elected and qualified at the next general municipal election.
7. After appointment has been made, the City Commission will write a letter to all applicants thanking each applicant for their time and desire to serve the public in making the City of Livingston a better place to live.

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2016, § 1, 10/19/09; Ord. No. 2019, § 1, 4/19/10)

Sec. 2-15. - Quorum.

A quorum shall consist of three (3) Commission members. However, an affirmative vote of a majority of the entire Commission shall be necessary to adopt or reject any motion, resolution or ordinance or pass any measure unless a greater number is required by law. However, in the event of an emergency expenditure, such expenditure must be charged to the emergency budget appropriations and adopted by two-thirds (2/3) of the members of a governing body who are present at the meeting (Section 7-6-4302, MCA).

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06)

Sec. 2-16. - Agenda.

The City Manager shall prepare the agenda for the City Commission and make recommendations thereon for the City Commission's consideration. (Sections 7-3-304(6) and (7), MCA).

Two (2) City Commissioners, **when not in session**, may make a request to the City Manager to have an item placed upon the agenda for consideration, but such request must meet the requirements set forth in the Rules of Procedure. Upon receipt of such request, the City Manager shall schedule the item for the next regularly scheduled meeting of the City Commission.

~~All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Commission from the City Commissioners or City staff, shall be submitted by twelve (12) noon on the Monday immediately preceding the next regularly scheduled Commission meeting. All requests from the public to be placed on the agenda must be in to the City Manager by the Tuesday immediately preceding the next regularly scheduled Commission meeting. The Commission agenda shall be set by five (5) p.m. on the Tuesday immediately preceding the City Commission meeting. Whereupon, the City Manager shall immediately arrange a list of such matters according to the order of business specified herein, and provide each member of the Commission with a copy of the same no later than the Thursday immediately preceding the Commission meeting. Copies of the agenda shall be available to the public from the Recording Secretary of the Commission and one (1) copy shall be posted at the designated posting board for public viewing. The City Manager may approve late submittals deemed to be in the City's best interest by delivering the same to the Recording Secretary of the Commission for delivery to the City~~

~~Commission; however, late submittals are not the favored manner in which to do business and should be limited to unusual circumstances.~~

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06)

Sec. 2-17. - Order of business.

~~The City Manager shall prepare the Commission agenda, which shall be in substantially the following form:~~

- ~~A. Call to order.~~
- ~~B. Roll call.~~
- ~~C. Moment of silence.~~
- ~~D. Pledge of Allegiance.~~
- ~~E. Consent agenda (no discussion should be necessary).*~~
 - ~~1. Approval of minutes.~~
 - ~~2. General business/miscellaneous.~~
 - ~~3. Renewal of licenses.~~
 - ~~4. Applications for special licenses.~~
 - ~~5. Claims (paying the bills).~~

~~* Consent items are those upon which the City Manager anticipates that no discussion should be necessary, however, by placing an item on the consent agenda does not limit the ability of a Commissioner from asking questions or making comments thereon. In the event a Commissioner believes that an item on the consent agenda should not be on the consent agenda, the Commissioner, at the beginning of any meeting may request one (1) or more items to be removed from the consent agenda for a separate vote. The presiding officer shall schedule such discussion and vote following adoption of the consent agenda.~~

- ~~F. Items removed from consent agenda.~~
- ~~G. City business, including proclamations, variances and scheduled public comment.~~
- ~~H. Public hearings.~~
- ~~I. Ordinances.~~
- ~~J. Resolutions.~~
- ~~K. Action items.~~
- ~~L. City manager's report.~~
- ~~M. Commissioner's comments, i.e. reports, introduction of measures, concerns and proposals by members of the Commission.~~
- ~~N. Public comment.~~
- ~~O. Adjournment.~~

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2019, § 1, 4/19/10; Ord. No. 2040, § 1, 7/19/12)

Sec. 2-18. - Summary minutes and recording of meeting.

All regular and special meetings of the City Commission, except executive sessions, shall be recorded and a copy of the recording shall be retained as the official record of the proceedings of the City Commission. In addition, summary minutes of all regular and special meetings of the City Commission shall be taken. The summary minutes must include at the minimum the date, time and place of the meeting, a list of the members of the City Commission in attendance, the substance of all matters proposed, discussed or decided and a record of all votes taken (7-5-4121 MCA). Summary minutes shall be approved by the Commission. It shall not be necessary to formally read the minutes aloud during the commission meeting prior to approval. Such minutes may be revised by the Recording Secretary to correct spelling, numbering, and other such non-substantive mistakes. Prior to approval, any Commission member may, through the Chairman, request the privilege of amending or correcting the minutes to accurately reflect the substance of the prior meeting. If objection is made by any Commission member to such amendment or correction, a majority vote of the Commission shall be necessary for adoption of the correction or amendment.

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2016, § 1, 10/19/09)

~~Sec. 2-19. Procedure to conduct business and motions.~~

~~A. Procedure to Conduct Business.~~

- ~~1. The Chair shall clearly announce the agenda item to be considered.~~
- ~~2. Following announcement of agenda item, the Chair shall invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.~~
- ~~3. The Chair shall ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.~~
- ~~4. The Chair shall invite a motion. The Chair shall announce the name of the member of the body who makes the motion.~~
- ~~5. The Chair shall determine if any member of the body wishes to second the motion. The Chair shall announce the name of the member of the body who seconds the motion. No motion shall be debated or put to a vote unless the same shall be seconded. If the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one (1) of three (3) ways: (1) The Chair can ask the maker of the motion to repeat it. (2) The Chair can repeat the motion. (3) The Chair can ask the recording secretary to repeat the motion.~~
 - ~~a. The Chair shall now invite discussion/debate of the motion by the body. Every member desiring to speak shall address the presiding officer, and upon recognition, shall confine himself to the question under debate, avoiding all personalities and indecorous language.~~
 - ~~b. A member, once recognized, shall not be interrupted when speaking unless it is to call him to order or as herein otherwise provided.~~
 - ~~i. If a member, while speaking is called to order, he shall cease speaking until the question of order is determined, and, if in order, he shall be permitted to proceed.~~
 - ~~c. Order of rotation in matters of debate or discussion shall be at the discretion of the presiding officer.~~
 - ~~i. A member shall not speak more than twice on the same subject without leave of the chair, nor more than once until every member desiring to speak on the pending question has had an opportunity to do so.~~
- ~~6. The Chair shall invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input on the agenda item being considered. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of public speakers.~~

~~To be recognized, each person desiring to give comment, testimony or evidence shall sit down at the table provided and after being recognized, give his or her name and address before testifying, commenting or presenting other evidence. All comments, testimony and evidence shall be directed to the presiding officer. No questions shall be asked of a Commission member except through the presiding officer. At the conclusion of the public comments, the Chair shall announce that public input has concluded (or the public hearing as the case may be is closed).~~

~~7. If there is no desired discussion, or after the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.~~

~~8. The Chair shall direct the Recording Secretary to take a roll call vote. If members of the body do not vote, then they "abstain". Unless the rules of the body provide otherwise (or unless a super-majority is required as delineated in these rules) then a simple majority determines whether the motion passes or is defeated.~~

~~9. The Chair should announce the result of the vote and should announce what action (if any) the body has taken.~~

~~B. Motions, Majority Approval, Debatable or not and Exceptions.~~

~~1. The Basic Motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a 5 member committee to plan and put on our annual fundraiser."~~

~~2. The Motion to Amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a ten member committee." A motion to amend takes the basic motion which is before the body and seeks to change it in some way. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way.~~

~~3. The Substitute Motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year." A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it.~~

~~4. Order of Consideration of Motions. There can only be three (3) motions on the floor at the same time. The Chair can reject a fourth motion until the Chair has dealt with the three (3) that are on the floor and has resolved them. When there are two (2) or three (3) motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to have a five member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a ten member committee, not a five member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year."~~

~~a. First, the Chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Chair would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.~~

- ~~b. Second, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five (5) members or ten (10) members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.~~
- ~~e. Third, the Chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five member committee), or, if amended, would be in its amended format (ten member committee), and the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.~~
- ~~5. Motion to Reconsider. A motion to reconsider requires a majority vote to pass, but there are two (2) special rules that apply only to the motion to reconsider:~~
- ~~a. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body following due notice. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and by a two thirds (2/3) majority, can allow a motion to reconsider to be made at another time following due notice.)~~
- ~~b. Second, a motion to reconsider can only be made by certain members of the body. Accordingly, a motion to reconsider can only be made by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again. That would defeat the purpose of finality.~~
- ~~e. If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.~~
- ~~6. Simple Majority and Exceptions. All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which, effectively, cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two thirds (2/3) vote of the entire commission (a super majority) to pass:~~
- ~~a. Motion to Limit Debate. Whether a member says "I move the previous question" or "I move the question" or "I call the question" or "I move to limit debate", it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two thirds (2/3) vote of the entire commission to pass.~~
- ~~b. Motion to Close Nominations. When choosing officers of the body (like the Chair) nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two thirds (2/3) vote of the entire commission to pass.~~
- ~~c. Motion to Object to the Consideration of a Question. Normally, such a motion is unnecessary since the objectionable item can be tabled, or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two thirds (2/3) vote of the entire commission to pass.~~
- ~~d. Emergency Measures. In the case of emergency measures, the emergency must be expressed in the preamble or in the body of the measure and the measure must receive a two thirds (2/3) vote of the entire commission. In emergency ordinances, the resolutions shall include only such measures as are immediately necessary for the preservation of peace, health, and safety and shall not include a franchise to a corporation or individual, any~~

~~provisions for the sale of real estate, any lease or letting of any property for a period exceeding one (1) year, or the purchase or sale of personal property exceeding five thousand dollars (\$5,000.00) in value. (7-5-4204 MCA)~~

~~e. Motion to Punish and Expel. The commission may punish a member and expel any member for the improper conduct upon a two-thirds (2/3) vote of the entire commission members. (7-5-4103 MCA).~~

~~7. Motions Debatable, Exceptions. The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.~~

~~a. Exceptions. There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion):~~

~~i. A Motion to Adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.~~

~~ii. A Motion to Recess. This motion, if passed, requires the body to immediately take a recess. Normally, the Chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.~~

~~iii. A Motion to Fix the Time to Adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.~~

~~iv. A Motion to Postpone Consideration. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the body: "I move we postpone consideration of this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to consider the item and bring it back to the body will have to be taken at a future meeting. A motion to postpone consideration an item (or to bring it back to the body) requires a simple majority vote.~~

~~v. A Motion to Limit Debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote". When such a motion is made, the Chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds (2/3) vote of the body. Note: that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds (2/3) vote of the body.~~

~~vi. Motion to Object to Consideration of an Item. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds (2/3) vote.~~

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2019, § 1, 4/19/10)

Sec. 2-20. - Reserved.

Editor's note— Ord. No. 2019, § 1, adopted April 19, 2010, repealed § 2-20 which pertained to procedure for the presentation of agenda items to the City Commission to encourage public participation in regular meetings and public hearings, and derived from Ord. No. 1869, adopted Feb. 17, 1998; Ord. No. 1921, § 1(part), adopted Feb. 3, 2003; and Ord. No. 1962, adopted Feb. 21, 2006.

Sec. 2-21. - Public hearings.

- A. The Commission may conduct public hearings or may appoint a hearing officer for that purpose, except for budget hearings, as provided in Section 7-1-4131, MCA.
- B. When heard by the Commission, the items will be presented to the Commission in the same format, as described in Section 2-19 of this Chapter.
- C. In addition, when public hearings and public interest matters are being heard and it is anticipated that a large number of the public may wish to participate, the presiding officer, with the consent of the Commission, may, prior to the meeting, establish reasonable guidelines for conducting the meeting.
- D. Witness may be required to testify under oath and all testimonies shall be directed to the presiding officer only.
- E. The Commission shall not be bound by the strict rules of evidence, and may exclude irrelevant, immaterial, incompetent or unduly repetitious comments, testimony or evidence. The presiding officer shall, with advise from the City Attorney, rule on all questions relating to admissibility of testimony or evidence. The ruling of the presiding officer may be overruled by a majority vote of the Commission.
- F. The proponents or opponents, their agents or attorneys, may submit petitions and written comments during or prior to the closing of the hearing and the same shall be entered by reference into the minutes and considered as other testimony received at the hearing.
- G. Following the presentation of all comments, testimony and evidence, the Commission may:
 1. Continue the hearing to a date certain to allow additional information to be submitted to the Commission as a body on any unresolved issues;
 2. Close the public hearing and proceed to Commission debate of the matter; or
 3. Continue the Commission debate and vote to a date certain.
- H. A public hearing which has been formally closed may not be reopened. If additional information is required before a decision can be made, the Commission, upon motion duly made, seconded and passed, may call for an additional public hearing, which hearing shall be duly noticed, specifying date, time, place and subject matter of the hearing.

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2019, § 1, 4/19/10)

~~Sec. 2-22. - Addressing the Commission.~~

- ~~A. The City will provide sign up sheets for each agenda item to be discussed at each meeting. Anyone desiring to address the City Commission shall sign the appropriate sheet which shall be collected by the City prior to the opening of the meeting.~~
 - ~~1. At the appropriate time on the agenda, the chair will invite the person(s) who has signed up to the table. Each person shall then be given the opportunity to make his or her presentation.~~
 - ~~2. Following the statements from those who signed up, the chair may ask for additional public comment from those who did not sign up.~~
 - ~~3. Once a person has made his presentation, that person shall not speak on the same subject unless granted permission by the presiding officer and then only if the presentation provides new information not previously presented.~~

- ~~B. The public is invited to speak on any item under discussion by the Commission after recognition by the presiding officer.~~
- ~~C. The speaker should stop to the front of the room, and sit at the table provided, provide the speaker's name and address on the signup sheet located at the table, and for the record, give his/her name and address and, if applicable, the person, firm or organization represented.~~
- ~~D. Prepared statements are welcomed and should be given to the Recording Secretary of the Commission. All prepared statements shall become a part of the permanent record.~~
- ~~E. While the Commission is in session, the members must preserve order and decorum. A member shall not delay or interrupt the proceedings or the peace of the Commission nor disturb any member while speaking or refuse to obey the orders of the Commission or its presiding officer.~~
- ~~F. Any person making personal, importunate or slanderous remarks or who shall become boisterous or disruptive during the Commission meeting shall be forthwith barred from further presentation to the Commission by the presiding officer, unless permission to continue be granted by a majority vote of the Commission.~~

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2016, § 1, 10/19/09; Ord. No. [2051](#), § 1, 8/19/14)

Sec. 2-23. - Ordinances and resolutions.

- A. All ordinances and resolutions shall be prepared or reviewed by the City Attorney. No ordinance or resolution shall be prepared for presentation to the Commission unless ordered by a majority vote of the Commission or requested by the City Manager.
- B. The ordinances and resolutions, before presentation to the Commission, shall be approved as to form and legality by the City Attorney and shall have been examined by the City Manager who may refer it for comment to the head of the department under whose jurisdiction the subject matter of the ordinance or resolution is to be administered.
- C. A draft of the proposed ordinance or resolution shall be presented to the Commission for review and comment with the public being notified of the proposed action and invited to make comment.
- D. If the draft ordinance is approved by the Commission, it shall then be placed on the agenda for the first reading and provisional adoption, with the second reading and final adoption occurring at least twelve (12) days after the first reading and provisional adoption. After being provisionally adopted, the ordinance shall be posted in a conspicuous place in the City/County Complex and copies thereof shall be available to the public from the Recording Secretary of the Commission. The reading of the ordinance's or resolution's title and number shall be sufficient to constitute a reading and an actual oral pronouncement of each word contained therein of the proposed ordinance or resolution is not required and shall be waived unless required by a majority vote of the City Commission.
- E. All ordinances, except emergency ordinances, shall become effective thirty (30) days after the second reading and final adoption. All resolutions and emergency ordinances shall become effective upon passage or at the time specified therein. Emergency ordinances and resolutions, which are defined as those measures which are immediately necessary for the preservation of peace, health and safety, require a two-thirds (2/3) vote of the entire commission

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2019, § 1, 4/19/10)

Secs. 2-24—2-39. - Reserved.