



Livingston City Commission Agenda

October 30, 2018

6:30 PM

City – County Complex, Community Room

1. Call to Order

2. Roll Call

3. Moment of Silence

4. Pledge of Allegiance

5. 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)

6. Consent Items

- A. CONSENT- APPROVE MINUTES FROM 10.16.18 CITY COMMISSION MEETING PG. 4**
- B. CONSENT - APPROVE BILLS AND CLAIMS PG. 7**
- C. CONSENT - APPROVE BANK PLEDGED SECURITIES FROM SEPTEMBER 2018 PG. 26**
- D. CONSENT – JUDGES MONTHLY REPORT FROM SEPTEMBER 2018 PG. 30**

7. Proclamations

8. Scheduled Public Comment

9. Public Hearings

10. Ordinances

- A. ORDINANCE 2073- AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGTON, MONTANA, AMENDING CHAPTER 5 OF THE LIVINGSTON MUNICIPAL CODE ENTITLED TAXATION AND FINANCE BY DELETING REQUIREMENTS ON SPECIAL IMPROVEMENT DISTRICTS WHICH ARE MORE RESTRICTIVE THAN THOSE IMPOSED BY STATE LAW. PG. 32**
- B. ORDINANCE NO. 2074- AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGTON, MONTANA, AMENDING ARTICLE II, CHAPTER 30 OF THE LIVINGSTON MUNICIPAL CODE ENTITLED ZONING BY CREATING AN EXCEPTION TO THE MINIMUM SIZE REQUIREMENT FOR MANUFACTURED HOMES. PG. 37**

11. Resolutions

- A. RESOLUTION NO. 4829- A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DECLARING ITS INTENTION TO CREATE A TOURISM BUSINESS IMPROVEMENT DISTRICT CONSISTING OF NON-CONTIGUOUS LANDS WITHIN THE CITY OF LIVINGSTON FOR THE PURPOSE OF AIDING IN TOURISM, PROMOTION, AND MARKETING WITHIN THE DISTRICT. PG. 42**

B. RESOLUTION NO. 4830- A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DIRECTING THE CITY MANAGER TO UPDATE THE LIVINGSTON URBAN RENEWAL PLAN. PG. 54

12. Action Items

A. ACTION- DISCUSS/APPROVE/DENY- SCHEDULE COMMISSION'S LISTENING SESSIONS.

B. ACTION- DISCUSS/APPROVE/DENY- COMMISSIONERS TO DISCUSS PARKS & TRAILS COMMITTEE DRAFTED BY- LAWS. PG. 57

13. City Manager Comment

14. City Commission Comments

15. Adjournment

Calendar of Events

NOVEMBER 4, 2018- DAY LIGHT SAVINGS TIME ENDS

NOVEMBER 6, 2018- CITY OFFICES CLOSED FOR GENERAL ELECTION DAY

NOVEMBER 12, 2018- CITY OFFICES CLOSED IN OBSERVATION OF VETERAN'S DAY

NOVEMBER 13, 2018- HISTORIC PRESERVATION BOARD MEETING 3:30PM, COMMUNITY ROOM, CITY-COUNTY COMPLEX

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:

A. CONSENT- APPROVE MINUTES FROM 10.16.18 REGULAR CITY COMMISSION MEETING

LIVINGSTON CITY COMMISSION
MINUTES

October 16, 2018 6:30pm
City-County Complex, Community Room

1 Call to Order

2 Roll Call

* Hoglund, Schwarz, Friedman Mabie were present

3 Moment of Silence

4 Melissa Nootz sworn in and seated as new City Commissioner (00:01:29)

5 Pledge of Allegiance

6 Public Comment

* Jay Keifer made comments (00:02:42)

7 Consent Items (00:07:39)

A. CONSENT- APPROVE MINUTES FROM REGULAR 10.2.18 COMMISSION MEETING

B. CONSENT- APPROVE BILLS AND CLAIMS

* Chair asked commission for motion to approve consent items A and B.

* Schwarz made motion, Friedman seconded.

All in favor, motion passed 5-0.

8 Proclamations

9 Scheduled Public Comment

10 Ordinances

11 Resolutions

A. RESOLUTION NO. 4828- RESOLUTION RELATING TO THE DEFEASANCE OF SEWER SYSTEM REVENUE REFUNDING BONDS, SERIES 2012 ISSUED; AND ESTABLISHING AN ESCROW THERETO (00:08:16)

* Kardoes made comments

* Bridgette from DA Davidson made comments (00:11:00)

* Don Plattack made comments (00:14:20)

* Friedman made a motion to pass Resolution No. 4828. Mabie seconded.

All in favor, motion passed 5-0.

12 Action Items

A. ACTION ITEM- DISCUSS/APPROVE/DENY- CITY OF LIVINGSTON GROWTH POLICY, PLANNING FUNDING OPTIONS AND STEPS MOVING FORWARD. (00:17:26)

* Jay Keifer made comments (00:20:25)

* Leslie Fiegler made comments (00:21:24)

13 City Manager Comments (00:22:16)

* Mabie made comments (00:23:31)

* Kardoes made comments (00:24:19)

* Schwarz made comments (00:25:39)

* Mabie made comments (00:27:00)

* Hoglund made comments (00:28:30)

* Nootz made comments (00:32:01)

* Kardoes made comments (00:33:19)

* Hoglund made comments (00:39:33)

* Nootz made comments (00:39:33)

* Kardoes made comments regarding moving next regular meeting scheduled for 11/6/18 to 10/30/18 due to Election Day Holiday. Commission agreed. Will be publicly noticed.

(00:41:16)

14 City Commission Comments

- * Mabie made comments (00:42:51)
- * Hogle made comments (00:44:39)
- * Schwarz made comments (00:46:00)

15 Adjournment (00:54:29) 7:24pm

Backup material for agenda item:

B. CONSENT - APPROVE BILLS AND CLAIMS

10/24/18
09:51:08

CITY OF LIVINGSTON
Claim Details
For the Accounting Period: 10/18

Page: 1 of 7
Report ID: AP100

For doc #s from 36933 to 37067, Operating Cash
* ... Over spent expenditure

Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36933	87372S	2904 FISHER SAND AND GRAVEL		1,210.15					
1	2	10/10/18 1" Road Mix		907.58*			1000 155 460430	940 1901	101000
2	1	10/10/18 3/4' Con Rock		302.57*			1000 155 460430	940 1901	101000
36934	87374S	3688 MURDOCH'S RANCH & HOME SUPPLY		74.99					
1	K00228/37	10/05/18 Lawn Seed		74.99*			1000 155 460430	940 1901	101000
36936	87373S	3833 MARSH CONCRETE LANDSCAPING, LLC		3,894.00					
1	CIT2111	10/03/18 160'X6'X4" Sidewalk		3,894.00*			1000 155 460430	940 1901	101000
36937	87375S	64 NEWMAN SIGNS INC.		954.43					
1	TRFORD0066	09/24/18 Signs		954.43*			1000 155 460430	940 1901	101000
36938	87371S	2788 CLARKE'S CUSTOM IRON		975.00					
1	2549	10/11/18 Signs		975.00*			1000 155 460430	940 1901	101000
36939	87374S	3688 MURDOCH'S RANCH & HOME SUPPLY		219.98					
1	K00251/37	10/12/18 Pramitol		219.98*			1000 155 460430	940 1901	101000
36941	87375S	64 NEWMAN SIGNS INC.		394.13					
1	TRFORD0072	10/12/18 Signs		394.13*			1000 155 460430	940 1901	101000
36942	87416S	26 LIVINGSTON ACE HARDWARE -		26.98					
1	D71221	10/15/18 Cleaning Supplies		26.98			5510 142 420730	220	101000
36943	87445S	2629 WITMER PUBLIC SFETY GROUP, INC.		407.90					
1	E1765263	10/12/18 Turnouts		407.90			1000 141 420400	220	101000
36944	87437S	3361 SPARK LASER CREATIONS		50.00					
1	1221	10/11/18 Bunker Rack Name Tags		50.00			1000 141 420400	220	101000
36945	87444S	1396 WESTERN DRUG		88.49					
1	197346	10/11/18 Patient Supply		88.49			5510 142 420730	220	101000
36946	87379S	402 ALPINE ELECTRONICS RADIO SHACK		40.98					
1	10251292	10/10/18 Office Supply		34.98			5510 142 420730	210	101000
2	70008273	10/10/18 Office Supply		6.00			5510 142 420730	210	101000
36947	87416S	26 LIVINGSTON ACE HARDWARE -		19.19					
1	D70765	10/14/18 Fasteners		19.19			1000 141 420400	220	101000

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36948	87421S	34 MOUNTAIN AIR SPORTS		79.00					
1	9193	10/02/18 Uniforms		79.00			1000 141 420400	220	101000
36949	87388S	2662 BOUND TREE MEDICAL, LLC		50.45					
1	83007896	10/12/18 Patient Supplies		50.45			5510 142 420730	235	101000
36950	87445S	2629 WITMER PUBLIC SFETY GROUP, INC.		1,084.08					
1	E1765239.0	10/10/12 Turnouts		343.92			1000 141 420400	220	101000
2	E1765239	10/10/18 Turnouts		740.16			1000 141 420400	220	101000
36951	87391S	162 CENTURYLINK		527.66					
1	4714	10/04/18 Finance Fax		68.56			1000 122 411300	343	101000
2	3850	10/04/18 Sewer Plant		178.12			5310 503 430640	343	101000
3	5240	10/04/18 Scale House		92.00			5410 504 430870	346	101000
4	5570	10/04/18 Public Utilities		50.72			5310 503 430640	343	101000
5	6436	10/04/18 Park Dept.		106.12*			1000 155 430950	343	101000
6	5606	10/04/18 PW Fax		10.71			5210 502 430520	343	101000
7	5606	10/04/18 PW Fax		10.71			5310 503 430620	343	101000
8	5606	10/04/18 PW Fax		10.72			5410 504 430820	343	101000
36952	87426S	151 NORTHWESTERN ENERGY		37.58					
1	3286284-9	10/05/18 101 Star Rd		37.58			1000 121 411230	341	101000
36953	87434S	3236 SILVERSTONE GROUP, INC.		3,750.00					
1	116456	10/08/18 GASB 75 Valuation		3,750.00			1000 104 410530	335	101000
36954	87386S	3293 BLACKFOOT COMMUNICATIONS		149.98					
1	166824	10/01/18 Internet		49.99			2500 151 430220	346	101000
2	166824	10/01/18 Internet		49.99			5310 503 430610	346	101000
3	166824	10/01/18 Internet		50.00			5410 504 430820	346	101000
36955	87408S	1783 J & H OFFICE EQUIPMENT		213.00					
2	23458860	10/01/18 Canon Copier		213.00			1000 123 411700	368	101000
36956	87430S	255 PARK COUNTY HEALTH DEPT		65.00					
1	49	10/09/18 Immunization - Smith		65.00			5310 503 430640	255	101000
36957	87432S	3633 POSTAL PROS SOUTHWEST, INC.		70.00					
1	49351	09/30/18 Online Monthly Maintenance		23.33			5210 502 430570	213	101000
2	49351	09/30/18 Online Monthly Maintenance		23.33			5310 503 430670	213	101000
3	49351	09/30/18 Online Monthly Maintenance		23.34			5410 504 430870	213	101000

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36958	87395S	3364	CITY OF LIVINGSTON	107.18					
1	18-19	10/01/18	Bench -Breakfast w/Santa	50.00			1000 109 460449	226	101000
2	18-19	10/03/18	Early Childhood Grant Supplies	7.97*			1000 109 460449	740	101000
3	18-19	10/03/18	Early Childhood Grant Supplies	49.21*			1000 109 460449	740	101000
36959	87409S	3387	J & H, Inc.	800.00					
1	542371	10/10/18	Scanners	800.00			1000 123 411700	368	101000
36960	87406S	102	INDUSTRIAL TOWEL	34.27					
4	68705	10/11/18	Rug Maint, Towels	34.27			1000 121 411230	360	101000
36961	87419S	3658	MONTANA INFRASTRUCTURE COALITION	500.00					
1	18-19	09/12/18	Reg. fees and kconsultation	166.67			5210 502 430510	352	101000
2	18-19	09/12/18	Reg. fees and consultation	166.67			5310 503 430610	352	101000
3	18-19	09/12/18	Reg. fees and consultation	166.66			2500 151 430220	352	101000
36962	87424S	59	NORTHERN ENERGY	100.00					
1	636675491	08/31/18	Tank Rent	100.00			1000 155 430930	341	101000
36963	87431S	3728	PORTEEN, JAY	222.48					
1	18-19	08/28/18	Deposition - Bozeman	35.32			1000 107 411100	370	101000
2	18-19	09/28/18	MT League Conference	187.16			1000 107 411100	370	101000
36964	87428S	3519	OPPORTUNITY BANK OF MONTANA	1,775.00					
1	2018-11	11/01/18	Business Office Rent -Novembe	1,775.00			1000 121 411230	530	101000
36965	87392S	3440	CHARTER COMMUNICATIONS	3,117.34					
1	0179852	10/04/18	414 E. Callender Internet	2,629.84			1000 122 411300	346	101000
2	0179852	10/04/18	414 E. Callender Internet	60.91*			1000 106 411030	346	101000
3	0179852	10/04/18	414 E. Callender Internet	60.94*			1000 143 420403	346	101000
4	0179852	10/04/18	414 E. Callender Internet	73.13*			1000 155 430100	346	101000
5	0179852	10/04/18	414 E. Callender Internet	73.13			2500 151 430220	346	101000
6	0179852	10/04/18	414 E. Callender Internet	73.13*			5210 503 430510	346	101000
7	0179852	10/04/18	414 E. Callender Internet	73.13			5310 503 430610	346	101000
8	0179852	10/04/18	414 E. Callender Internet	73.13			5410 504 430820	346	101000
36966	87392S	3440	CHARTER COMMUNICATIONS	885.12					
2	0179860	10/04/18	110 S. B Internet	885.12			1000 122 411300	346	101000

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36967	87407S	250	INSTY-PRINTS	34.98					
1	27300	08/31/18	BC - Steve Knuuath	34.98			1000 131 420100	320	101000
36968	87414S	3449	LEAF	27.60					
1	8737587	09/21/18	Kyocera Copier	27.60			2300 132 420160	220	101000
36969	87381S	3378	AMERICAN AUTOMOTIVE	81.47					
1	4124	10/09/18	Repairs and Maint.	41.47			1000 131 420100	231	101000
2	4124	10/09/18	Repairs and Maint.	40.00			1000 131 420100	360	101000
36970	87442S	292	UPS STORE #2420, THE	10.19					
1	2549	10/06/18	LPD Shipment	10.19			1000 131 420100	310	101000
36971	87383S	3834	AXON ENTERPRISE, INC.	5,370.00					
1	1555166	09/27/18	Tasers	5,370.00			1000 131 420100	940	101000
36972	87385S	3069	BILLINGS CLINIC TRAINING CENTER	170.00					
1	15338	10/01/18	CPR/AED Course	170.00			1000 131 420100	380	101000
36973	87396S	3477	CITY OF LIVINGSTON	50.50					
1	18-19	01/09/18	Oregon	3.00			1000 107 411100	350	101000
2	18-19	01/23/18	Maryland	12.00			1000 107 411100	350	101000
3	18-19	02/08/18	California	5.00			1000 107 411100	350	101000
4	18-19	05/04/18	Florida	10.00			1000 107 411100	350	101000
5	18-19	05/04/18	California	5.00			1000 107 411100	350	101000
6	18-19	05/22/18	California	5.00			1000 107 411100	350	101000
7	18-19	10/10/18	Minnesota	10.50			1000 107 411100	350	101000
36974	87382S	3450	ARROW INTERNATIONAL, INC	562.50					
1	9500584396	09/28/18	Patient Supplies	562.50			5510 142 420730	235	101000
36975	87400S	9	CRASH REPAIR CENTER, INC.	40.00					
1	18-2882	09/18/18	Ambulance Decals	40.00			5510 142 420730	232	101000
36976	87400S	9	CRASH REPAIR CENTER, INC.	61.00					
1	09/18/18	Mirror Cover		61.00			5510 142 420730	232	101000
36977	87388S	2662	BOUND TREE MEDICAL, LLC	9.75					
1	82998155	10/02/18	Patient Supplies	9.75			5510 142 420730	235	101000

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36978	87421S	34 MOUNTAIN AIR SPORTS		105.00					
1	9197	10/02/18 Reserve Clothing		105.00			1000 141 420402	148	101000
36979	87407S	250 INSTY-PRINTS		149.85					
1	27773	10/05/18 Business Cards		99.90			1000 141 420400	210	101000
2	27773	10/05/18 Business Cards		49.95			5510 142 420730	210	101000
36980	87441S	2595 TOWN & COUNTRY FOODS -		15.81					
1	8236002	10/07/18 Supplies for Training Class		15.81			1000 141 420400	370	101000
36981	87398S	2671 COMDATA		2,329.79					
1	20297729	10/01/18 Fire Fuel - September		368.15			1000 141 420400	236	101000
2	20297729	10/01/18 EMS Fuel - September		1,961.64			5510 142 420730	236	101000
36982	87385S	3069 BILLINGS CLINIC TRAINING CENTER		88.00					
1	15355	10/02/18 CPR Training DVD		88.00			5510 142 420730	380	101000
36983	87388S	2662 BOUND TREE MEDICAL, LLC		377.47					
1	83000709	10/04/18 Patient Supplies		377.47			5510 142 420730	235	101000
36984	87441S	2595 TOWN & COUNTRY FOODS -		35.10					
1	8236002	10/02/18 Cleaning Supplies		35.10			1000 141 420400	220	101000
36985	87392S	3440 CHARTER COMMUNICATIONS		885.12					
1	0179878	10/04/18 330 Bennett Internet		110.63*			1000 106 411030	346	101000
2	0179878	10/04/18 330 Bennett Internet		110.64*			1000 143 420403	346	101000
3	0179878	10/04/18 330 Bennett Internet		132.77*			1000 155 430100	346	101000
4	0179878	10/04/18 330 Bennett Internet		132.77			2500 151 430220	346	101000
5	0179878	10/04/18 330 Bennett Internet		132.77			5210 502 430510	346	101000
6	0179878	10/04/18 330 Bennett Internet		132.77			5310 503 430610	346	101000
7	0179878	10/04/18 330 Bennett Internet		132.77			5410 504 430820	346	101000
36986	87398S	2671 COMDATA		2,599.65					
1	20297728	10/01/18 Fuel		73.42			1000 143 420403	236	101000
2	20297728	10/01/18 Fuel		1,039.33			5210 502 430515	236	101000
4	20297728	10/01/18 Fuel		342.16			5310 503 430625	236	101000
5	20297728	10/01/18 Fuel		371.69			1000 155 430950	236	101000
6	20297728	10/01/18 Fuel		434.68			2500 151 430240	236	101000
7	20297728	10/01/18 Fuel		263.92			5410 504 430830	236	101000
8	20297728	10/01/18 Fuel		74.45			1000 154 440640	236	101000

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36987	87404S	470 HAWKINS, INC		3,415.26					
1	4344427	08/15/18 Booster Pump		1,039.64			5210 502 430515	355	101000
2	4354897	08/30/18 Chlorine		-593.75			5210 502 430515	355	101000
3	4367094	09/21/18 Peracetic Acid		2,969.37			5310 503 430640	222	101000
36988	87413S	8 KNIFE RIVER		1,793.75					
1	547330	06/16/18 Plant Mix		541.03			2820 210 430240	471	101000
2	547329	06/16/18 Cold Mix		451.50			2820 210 430240	471	101000
3	547331	06/16/18 Plant Mix		801.22			2820 210 430240	471	101000
36989	87416S	26 LIVINGSTON ACE HARDWARE -		10.50					
1	D69107	10/10/18 Spray		10.50			2500 151 430240	232	101000
36990	87423S	3688 MURDOCH'S RANCH & HOME SUPPLY		39.98					
1	K00239/37	10/09/18 Heater		39.98			5210 502 430515	231 1901	101000
36991	87439S	533 T & E THE CAT RENTAL STORE		319.86					
1	435500	09/28/18 Glass		319.86			2500 151 430240	232	101000
36992	87380S	3348 AMATICS CPA GROUP		14,500.00					
1	51209	09/30/18 Audit Work - thru 8/2018		14,500.00			1000 104 410530	335	101000
36993	87440S	2823 THOMSON REUTERS - WEST		292.74					
1	839026438	10/01/18 Information Charge - Sept.		292.74			1000 107 411100	334	101000
36994	87389S	3326 CAROLINA SOFTWARE, Inc.		500.00					
1	69585	10/01/18 WasteWorks Software Support		500.00			5410 504 430870	368	101000
36995	87403S	54 GATEWAY OFFICE SUPPLY		21.00					
1	41940	09/05/18 Paper		21.00			1000 109 460449	220	101000
36996	87405S	63 HOUSE OF CLEAN		44.72					
1	217007	09/04/18 Supplies		44.72			1000 123 411700	211	101000
36997	87399S	3561 COMPUNET, INC.		1,200.00					
1	119326	09/28/18 WWTP Equipment		1,200.00*			5310 503 430640	947	101000
36998	87441S	2595 TOWN & COUNTRY FOODS -		8.12					
1	TK20180412	10/02/18 Restitution - J. Dahl		8.12			1000 351030		101000

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For doc #s from 36933 to 37067, Operating Cash
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Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
36999	87376S	781	2M COMPANY, INC.	102.59					
1	8084301	08/23/18	Valve Parts	158.16			1000 131 420100	231	101000
2	999999999	06/07/18	Credit	-55.57*			1000 155 460445	231	101000
37000	87417S	147	LIVINGSTON UTILITY BILLING	2,573.59					
1	00090016	10/04/18	City/County complex	656.49			1000 121 411230	342	101000
2	00004601	10/04/18	Mars Park	128.51			1000 155 430950	342	101000
3	50000010	10/04/18	Parks	277.41			1000 155 430950	342	101000
4	00016214	10/04/18	Cemetery	23.49			1000 155 430950	342	101000
5	00004638	10/04/18	Soccer Fieldhouse	42.04			1000 155 430950	342	101000
6	00014366	10/04/18	Sewer Plant	760.96			5310 503 430640	342	101000
7	00014352	10/04/18	Street Shop	48.40			2500 151 430220	342	101000
8	00014352	10/04/18	Street Shop	48.40			5410 504 430820	342	101000
9	00014474	10/04/18	Scale House	39.03			5410 504 430820	342	101000
10	00014347	10/04/18	Utility Shop	128.51			5210 502 430520	342	101000
11	00014347	10/04/18	Utility Shop	165.24			5310 503 430620	342	101000
12	00014347	10/04/18	Utility Shop	56.61			5410 504 430820	342	101000
13	00016149	10/04/18	Star Rd.	47.46			1000 121 411230	342	101000
14	00080013	10/04/18	B Street	54.82			1000 121 411230	342	101000
15	00080232	10/04/18	Irrigation	96.22			1000 121 411230	342	101000
37001	87411S	776	KENYON NOBLE	45.48					
1	6756043	09/17/18	Concrete	45.48			5210 502 430515	231	101000
37002	87377S	2	A-1 MUFFLER, INC.	436.00					
1	64957	10/01/18	Plow Truck -Battery/Oil	436.00			1000 155 460430	362	101000
37003	87378S	22	ALL SERVICE TIRE & ALIGNMENT,	15.00					
1	55657	10/01/18	Vehicle Flat	15.00			5410 504 430830	362	101000
37004	87387S	3221	BLAKE NURSERY	3,318.85					
1	18-19	10/02/18	2nd Tree Order	1,084.10			1000 155 460430	402	101000
2	18-19	10/02/18	Final Tree List	2,234.75			1000 155 460430	402	101000
37005	87393S	2112	CHURCHILL EQUIPMENT CO., INC.	45.99					
1	24631	09/05/18	Parts	45.99			1000 155 430930	361	101000
37006	87401S	3380	EMERALD SERVICES INC.	291.00					
1	77829101	09/26/18	Recycle Oil	291.00			5410 504 430840	388	101000

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Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
37007	87409S 3387 J & H, Inc.	27.14							
1	542058 10/08/18 Copier maintenance	5.42			5210 502 430515	368	101000		
2	542058 10/08/18 Copier maintenance	5.43			5310 503 430625	368	101000		
3	542058 10/08/18 Copier maintenance	5.43			5410 504 430830	368	101000		
4	542058 10/08/18 Copier maintenance	5.43			2500 151 430240	368	101000		
5	542058 10/08/18 Copier maintenance	5.43			1000 106 411030	368	101000		
37008	87416S 26 LIVINGSTON ACE HARDWARE -	69.97							
1	D30934 08/04/18 Supplies	69.97			1000 155 460430	231	101000		
37009	87425S 423 NORTHWEST PIPE FITTINGS, INC	453.35							
1	539979 10/02/18 Shell Cutter	453.35			5210 502 430515	231	101000		
37010	87427S 2437 O'REILLY AUTOMOTIVE, INC	23.97							
1	1558145216 10/05/18 Parts	23.97			1000 155 460430	362	101000		
37011	87429S 16 PARISI WESTERN PLUMBING &	62.00							
1	47732 07/09/18 Sacagawea Park	62.00			1000 155 460430	231	101000		
37012	87433S 3543 SERVICE ELECTRIC, INC	42.50							
1	37131 09/28/18 Pump Repair	42.50			1000 155 460430	401	101000		
37013	87438S 1814 SPECIAL LUBE	37.00							
1	57615 10/01/18 49-534	37.00			1000 155 460430	362	101000		
37014	87443S 474 VIK'S MACHINE SHOP	75.00							
1	13568 10/03/18 Remove Pump	75.00			1000 155 460430	401	101000		
37015	87412S 2863 KIMBALL MIDWEST	48.54							
1	6633764 09/26/18 Lotion	48.54			5210 502 430515	231	101000		
37016	87416S 26 LIVINGSTON ACE HARDWARE -	157.87							
1	D57322 09/17/18 Wheelbarrow	54.99			2500 151 430240	231	101000		
2	D59017 09/20/18 Spray Paint	102.88			5410 504 430830	231	101000		
37017	87418S 3040 MIDWAY RENTAL, INC.	288.90							
1	5-73432 09/14/18 Repairs	144.45			5210 502 430515	361	101000		
2	5-73432 09/14/18 Repairs	144.45			5310 503 430625	361	101000		

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Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
37018	87397S	3491	COFFMAN'S PEAK ELECTRIC, LLC	227.99					
1	1382	10/04/18	B/Main St. Well House	227.99			5210 502 430515	361	101000
37019	87402S	424	ENERGY LABORATORIES, INC.	1,138.00					
1	173851	08/03/18	Analysis Parameter	162.00			5210 502 430515	355	101000
2	181365	09/05/18	Effluent composite	342.00			5310 503 430640	355	101000
3	188118	10/02/18	Effluent composite	342.00			5310 503 430640	355	101000
4	184620	09/18/18	Effluent composite	292.00			5310 503 430640	355	101000
37020	87403S	54	GATEWAY OFFICE SUPPLY	63.00					
1	42256	10/02/18	Calculators	63.00			5310 503 430640	231	101000
37021	87406S	102	INDUSTRIAL TOWEL	61.53					
1	68277	10/05/18	WFR Slate rugs	18.10			5310 503 430610	224	101000
2	68277	10/05/18	Mat Cleaning	8.69			5210 502 430510	224	101000
3	68277	10/05/18	Mat Cleaning	8.69			5410 504 430820	224	101000
4	68277	10/05/18	Mat Cleaning	8.68			2500 151 430220	224	101000
5	68277	10/05/18	Mat Cleaning	8.68			1000 106 411030	220	101000
6	68277	10/05/18	Mat Cleaning	8.69			5310 503 430610	224	101000
37022	87415S	2830	LEHRKIND'S COCA-COLA	42.45					
1	1570537	09/26/18	Water	42.45			5310 503 430640	225	101000
37023	87416S	26	LIVINGSTON ACE HARDWARE -	217.38					
1	D61825	09/26/18	Battery	37.93			5310 503 430640	231	101000
2	D61561	09/25/18	Chain/Link	146.48			5310 503 430640	231	101000
3	D66142	10/04/18	Spray Paint	4.99			2500 151 430240	231	101000
4	D65993	10/04/18	Pipe Cutter	21.99			5210 502 430515	231	101000
5	D58768	09/20/18	Map Pro Gas	25.98			5210 502 430515	231	101000
6	D62585	09/27/18	Bleach	6.99			5210 502 430515	231	101000
7	D17436	07/12/18	Credit	-26.98			1000 155 460430	231	101000
37024	87418S	3040	MIDWAY RENTAL, INC.	35.30					
1	5-963227	10/04/18	Anitfreeze	35.30			2500 151 430240	232	101000
37025	87420S	112	MONTANA RAIL LINK	1,168.00					
1	446771	09/04/18	Agreement 601788	100.00			5210 502 430510	535	101000
2	446173	09/04/18	Agreement 600224	100.00			5210 502 430510	535	101000
3	446172	09/04/18	Agreement 600223	100.00			5210 502 430510	535	101000
4	446168	09/04/18	Agreement 600129	100.00			5210 502 430510	535	101000
5	446165	09/04/18	Agreement 600065	368.00			5210 502 430510	535	101000
6	446165	09/04/18	Agreement 600065	100.00			5210 502 430510	535	101000
7	446165	09/04/18	Agreement 600065	100.00			5210 502 430510	535	101000
8	446004	09/04/18	Agreement 96713	100.00			5310 503 430610	535	101000

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Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9	446553	09/04/18 Agreement	88715	100.00			5310 503 430610	535	101000
37026	87422S	3016 MT WATERWORKS		577.36					
1	26992	08/14/18 Service Brass		577.36			5210 502 430515	237	101000
37027	87435S	3346 SOIL CONTROL LAB		349.00					
1	8090125	09/17/18 Finished compost - package		349.00			5310 503 430640	355	101000
37029	87378S	22 ALL SERVICE TIRE & ALIGNMENT,		15.00					
1	55703	10/15/18 Tire Repair		15.00			5410 504 430830	362	101000
37030	87384S	3686 BIG SKY STRUCTURAL SOLUTIONS		748.30					
1	18-038	10/15/18 Load Ratings for Roaming Crew		748.30*			1000 155 430950	350	101000
37031	87403S	54 GATEWAY OFFICE SUPPLY		17.02					
1	42382	10/15/18 UPS		17.02			5210 502 430515	355	101000
37032	87410S	1390 KEN'S EQUIPMENT REPAIR, INC		1,314.50					
1	52013	09/28/18 410L		201.75			5410 504 430830	232	101000
2	51936	09/18/18 G2		360.00			5410 504 430830	362	101000
3	51926	09/17/18 571		278.75			5410 504 430830	362	101000
4	51864	09/07/18 570		115.00			5410 504 430830	362	101000
5	51844	08/31/18 570		269.00			5410 504 430830	362	101000
6	51862	09/06/18 410L		90.00			5410 504 430830	232	101000
37033	87416S	26 LIVINGSTON ACE HARDWARE -		25.99					
1	D71237	10/15/18 Supplies		25.99			5210 502 430515	231	101000
37034	87436S	1718 SOLID WASTE SYSTEMS, INC.		279.36					
1	0108677	10/09/18 Cable		279.36			5410 504 430830	232	101000
37035	87390S	23 CARQUEST AUTO PARTS		28.69					
1	1912424396	10/11/18 Fuel Element		28.69			2500 151 430240	232	101000
37036	87441S	2595 TOWN & COUNTRY FOODS -		197.47					
1	8236002	09/28/18 BBQ Supplies		39.49			1000 155 430950	370	101000
2	8236002	09/28/18 BBQ Supplies		39.49			2500 151 430240	370	101000
3	8236002	09/28/18 BBQ Supplies		39.49			5210 502 430515	370	101000
4	8236002	09/28/18 BBQ Supplies		39.50			5310 503 430625	370	101000
5	8236002	09/28/18 BBQ Supplies		39.50			5410 504 430830	370	101000

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Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
37037	87416S 26 LIVINGSTON ACE HARDWARE -	51.91							
1	D69385 10/11/18 Caulk	29.97			5210 502 430515	231		101000	
2	D69214 10/10/18 Screwdriver	15.98			5210 502 430515	231		101000	
3	D69175 10/10/18 Fasteners	5.96			2500 151 430240	231		101000	
37038	87394S 2705 CITY OF LIVINGSTON	157.02							
1	18-19 07/17/18 Flo Kit and Nozzle	26.98			5210 502 430515	231		101000	
2	18-19 08/21/18 Ice	3.00			5310 503 430640	231		101000	
3	18-19 09/17/18 Phone Pouch	19.99			1000 155 430950	347		101000	
4	18-19 09/17/18 Creamer and Candy	4.65			1000 155 430100	220		101000	
5	18-19 09/17/18 Creamer and Candy	4.65			2500 151 430210	210		101000	
6	18-19 09/17/18 Creamer and Candy	4.65			5210 502 430510	220		101000	
7	18-19 09/17/18 Creamer and Candy	4.65			5310 503 430610	210		101000	
8	18-19 09/17/18 Creamer and Candy	4.65			5410 504 430810	210		101000	
9	18-19 09/17/18 Creamer and Candy	4.65			1000 106 411030	220		101000	
10	18-19 10/11/18 Supplies for Shop Shower	39.57			5210 502 430520	361		101000	
11	18-19 10/11/18 Supplies for Shop Shower	39.58			5310 503 430620	361		101000	
37040	87446S 3184 MASTERCARD	9,490.64							
1	Glass 09/04/18 Hutchings CISM Training	50.00			2300 132 420160	380		101000	
2	Hahn 09/11/18 Nor-Tool Hotline Mmembership	39.99			2500 151 430240	231		101000	
3	Holmes 09/11/18 MT League	38.77			5210 502 430510	380		101000	
4	Holmes 09/11/18 MT League	38.78			5310 503 430625	380		101000	
5	Holmes 09/30/18 Super 8 Motels	73.32			5210 502 430510	370		101000	
6	Johnson 09/16/18 Holiday Inn	307.74			1000 131 420100	370		101000	
7	Johnson 09/26/18 Staybridge Suits	203.02			1000 131 420100	370		101000	
8	Stordalen 09/16/18 Cellular Plus	89.97			5410 504 430830	231		101000	
9	Stordalen 09/17/18 Pizza Hut	65.55			5410 504 430830	361		101000	
10	Stordalen 09/30/18 Old Chicago	42.76			5410 504 430830	370		101000	
11	Emter 09/06/18 UPS Store	170.22			5310 503 430640	355		101000	
12	Emter 09/07/18 UPS Store	13.95			5310 503 430640	231		101000	
13	Emter 09/28/18 Exxibmobile - Ice	6.00			5310 503 430640	225		101000	
14	Grady 09/14/18 Stamps.com	15.99			2220 201 460100	310		101000	
15	Grady 09/18/18 Amazon	52.99			2220 201 460100	210		101000	
16	Grady 09/23/18 Office Depot	19.99			2220 201 460100	212		101000	
17	Grady 09/23/18 USPS Postage	100.00			2220 201 460100	310		101000	
18	Grady 09/24/18 Amazon	25.99			2220 201 460100	227		101000	
19	Grady 09/26/18 Albertsons	100.00			2220 201 460100	350		101000	
20	Grady 10/01/18 Amazon	34.56			2220 201 460100	227		101000	
21	Lowy 09/09/18 Albertson	42.41			1000 103 410400	370		101000	
22	Lowy 09/09/18 Amazon	25.99			1000 109 460449	226		101000	
23	Lowy 09/10/18 Getsling.com	10.50			1000 109 460449	220		101000	
24	Lowy 09/10/18 Amazon	39.99			1000 109 460449	226		101000	
25	Lowy 09/11/18 Amazon	38.97			1000 109 460449	226		101000	

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Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
26	Lowy 09/18/18 Wayfair	258.96			1000	109	460442	361		101000
27	Lowy 09/19/18 Albertsons	8.49			1000	103	410400	370		101000
28	Lowy 09/19/18 Foodworks	5.95			1000	109	460442	361		101000
29	Lowy 09/26/18 Amazon	12.99			1000	109	460449	220		101000
30	Singer 09/14/18 Staples	848.08			2300	132	420160	220		101000
31	Singer 09/14/18 Amazon	69.04			5410	504	430820	220		101000
32	Singer 09/14/18 Amazon	34.48			1000	123	411700	211		101000
33	Singer 09/14/18 Amazon	12.99			1000	123	411700	211		101000
34	Singer 09/14/18 Amazon	9.99			1000	123	411700	211		101000
35	Singer 09/14/18 Amazon	9.99			1000	123	411700	211		101000
36	Singer 09/16/18 Amazon	25.96			1000	123	411700	211		101000
37	Singer 09/16/18 Amazon	69.50			1000	123	411700	211		101000
38	Singer 09/17/18 Amazon	270.58			1000	123	411700	212		101000
39	Singer 09/20/18 Shopko	47.88			1000	123	411700	211		101000
40	Singer 09/20/18 Amazon	155.70			1000	123	411700	212		101000
41	Singer 09/26/18 Amazon	270.58			1000	123	411700	212		101000
42	Hoffman 09/20/18 Netmotion Wireless	378.28			1000	131	420100	368		101000
43	Johansson 09/13/18 Costco	43.96			1000	106	411030	200		101000
44	Johansson 09/13/18 Costco	43.96			2500	151	430220	200		101000
45	Johansson 09/13/18 Costco	43.96*			5210	502	430520	220		101000
46	Johansson 09/13/18 Costco	43.96			5310	503	430620	220		101000
47	Johansson 09/13/18 Costco	43.96			5410	504	430820	220		101000
48	Johansson 09/21/18 Mutt Mitt	692.93			1000	154	440640	220	1901	101000
49	Johansson 09/27/18 Montana Broom & Brush	2.97			5210	502	430510	220		101000
50	Johansson 09/27/18 Montana Broom & Brush	2.98*			5310	503	430610	220		101000
51	Johansson 10/01/18 Staples	7.26			5210	502	430510	220		101000
52	Johansson 10/01/18 Staples	7.26			5310	503	430610	210		101000
53	Fetterhoff 09/05/18 Costco	180.00			1000	104	410540	333		101000
54	Fetterhoff 09/06/18 Stamps	24.99			1000	123	411700	310		101000
55	Fetterhoff 09/21/18 DMI*Dell	29.99			1000	123	411700	212		101000
56	Kardoes 10/01/18 Butte Holiday Inn Express	205.30			1000	103	410400	370		101000
57	Whitman 09/06/18 Shopko	11.19			1000	155	460430	231		101000
58	Tarr 09/11/18 Amazon	1.43			1000	109	460449	220		101000
59	Tarr 09/12/18 Amazon	29.99			1000	109	460449	220		101000
60	Tarr 09/14/18 Town & Country	12.06			1000	109	460449	226		101000
61	Tarr 09/16/18 UPS Store	100.00			1000	109	460449	320		101000
62	Tarr 09/16/18 Albertsons	31.93			1000	109	460449	226		101000
63	Tarr 09/16/18 Paypal Montana	60.00*			1000	109	460449	333		101000
64	Tarr 09/17/18 Amazon	66.12			1000	109	460449	226		101000
65	Tarr 09/17/18 Amazon	148.47			1000	109	460449	220		101000
66	Tarr 09/17/18 Helena Parks & Rec	125.00*			1000	109	460449	333		101000
67	Tarr 09/17/18 Helena Parks & Rec	125.00*			1000	109	460449	333		101000
68	Tarr 09/18/18 Amazon	34.98			1000	109	460449	226		101000
69	Tarr 09/21/18 Prinrunner	98.67			1000	109	460449	336		101000
70	Tarr 09/23/18 PIR Day Field Trip	134.50			1000	109	460449	226		101000

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Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
71	Tarr 09/23/18 Anthem Sport	53.72			1000	109	460449	226		101000
72	Tarr 09/23/18 Amazon	26.78			1000	109	460449	336		101000
73	Tarr 09/25/18 Amazon	26.62			1000	109	460449	336		101000
74	Tarr 09/26/18 Enneagram Institute	36.00			1000	109	460449	336		101000
75	Tarr 09/27/18 Amazon	11.37			1000	109	460449	220		101000
76	Tarr 09/28/18 BSN Sports	205.90			1000	109	460449	226		101000
77	Tarr 09/28/18 Shopko	27.13			1000	109	460449	220		101000
78	Tarr 09/28/18 WM Supercenter	8.82			1000	109	460449	226		101000
79	Tarr 09/30/18 Albertsons	14.55			1000	109	460449	226		101000
80	Tarr 10/01/18 Getsling.com	26.25			1000	109	460445	220		101000
81	Porteen 10/01/18 Fairfield Inn	278.06			1000	107	411100	370		101000
82	Schneider 09/23/18 ISA Rocky Mountain	150.00			1000	155	430950	380		101000
83	Schneider 10/01/18 Home Depot	168.00			1000	155	460430	231		101000
84	MacInnes 09/05/18 Vehicle Charger	19.99			5510	142	420730	220		101000
85	MacInnes 09/05/18 Saw Fuel	29.28			1000	141	420400	220		101000
86	MacInnes 09/05/18 Cleaning Supplies	94.70			5510	142	420730	220		101000
87	MacInnes 09/06/18 Cleaning Supplies	9.15			1000	141	420400	220		101000
88	MacInnes 09/06/18 Classroom Supplies	9.34			1000	141	420400	370		101000
89	MacInnes 09/10/18 Tool Battery	139.99			1000	141	420400	220		101000
90	MacInnes 09/12/18 Scan for Roehl	45.75			5510	142	420730	220		101000
91	MacInnes 09/12/18 Scan For Emter	45.75			5510	142	420730	220		101000
92	MacInnes 09/16/18 Training Supply	13.99			1000	141	420400	370		101000
93	MacInnes 09/16/18 Classroom Supplies	44.99			1000	141	420400	370		101000
94	MacInnes 09/20/18 Saw Fuel/Bar Oil	63.47			1000	141	420400	220		101000
95	MacInnes 09/24/18 Climbing Rope	303.00			1000	141	420400	220		101000
96	Harrington 09/17/18 Travel for Training	42.50			5510	142	420730	370		101000
97	Harrington 09/23/18 Travel for Critical Care C	223.60			5510	142	420730	370		101000
98	Harrington 09/23/18 Travel for Critical Care C	223.60			5510	142	420730	370		101000
99	Harrington 09/23/18 Travel for Critical Care C	12.00			5510	142	420730	370		101000
100	Harrington 09/23/18 Travel for Critical Care C	12.00			5510	142	420730	370		101000
101	Harrington 09/23/18 Travel for Critical Care C	10.00			5510	142	420730	370		101000
102	Harrington 09/23/18 Travel for Critical Care C	12.00			5510	142	420730	370		101000
103	Harrington 09/23/18 Travel for Critical Care C	12.00			5510	142	420730	370		101000
104	Harrington 09/23/18 Travel for Critical Care C	12.00			5510	142	420730	370		101000
105	Harrington 09/23/18 Travel for Critical Care C	12.00			5510	142	420730	370		101000
106	Harrington 09/23/18 Travel for Critical Care C	10.00			5510	142	420730	370		101000
107	Harrington 09/23/18 Job Shirt	100.99			5510	142	420402	148		101000
108	Harrington 09/25/18 Door Opener	20.50			5510	142	420730	220		101000
109	Harrington 09/27/18 Pins	203.14			1000	141	420400	220		101000
110	Harrington 09/28/18 Badges	121.00			1000	141	420400	220		101000
111	Harrington 09/28/18 Badges	121.00			5510	142	420730	220		101000

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CITY OF LIVINGSTON
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For the Accounting Period: 10/18

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For doc #s from 36933 to 37067, Operating Cash
* ... Over spent expenditure

Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
37041	87461S	999999	MISKA, DIANE	40.00					
1	CR2016-002	10/15/18	Restitution - J. Munro	20.00			1000 351030		101000
2	CR2016-001	10/15/18	Restitution - D. Munro	20.00			1000 351030		101000
37042	87452S	999999	DAVIS, AARON	25.00					
1	TK20160264	10/15/18	Restitution - K. Jones	25.00			1000 351030		101000
37043	87448S	3660	BARNES & THORNBURG, LLP	7,500.00					
1	09/19/18		Bond Council - WWTP BAN	7,500.00*			5310 503 430640	940	101000
37044	87463S	2907	SHI INTERNATIONAL CORP.	1,898.24					
1	B08996019	10/17/18	Commission Ipad	656.24			1000 101 410130	368	101000
2	B09002336	10/18/18	Commission Ipad	1,242.00			1000 101 410130	368	101000
37045	87457S	54	GATEWAY OFFICE SUPPLY	25.85					
1	42438	10/18/18	Paper	25.85			1000 102 410360	200	101000
37046	87450S	682	CENTRON SERVICES	297.31					
5	3069	09/25/18	Parking Ticket Collection	297.31			1000 351033		101000
37047	87462S	151	NORTHWESTERN ENERGY	233.49					
1	3120133	10/09/18	110 South B St	134.42			1000 121 411230	341	101000
2	3120134	10/09/18	112 South B St	99.07			1000 121 411230	341	101000
37048	87466S	3586	TARR, MARGARET	135.16					
1	18-19	10/22/18	MTRPA Conference Travel	135.16*			1000 109 460449	370	101000
37049	87453S	3835	EARLE, RIKKI	135.16					
1	18-19	10/22/18	MTRP Conference Travel	135.16*			1000 109 460449	370	101000
37050	87447S	22	ALL SERVICE TIRE & ALIGNMENT,	90.00					
1	55710	10/16/18	Oil Change	45.00			1000 131 420100	360	101000
2	55734	10/17/18	Oil Change	45.00			1000 131 420100	360	101000
37051	87451S	90	COLMEY VETERINARY HOSPITAL	27.00					
1	302918	10/01/18	Feline - Blood Draw	27.00			1000 154 440640	350	101000
37052	87464S	1439	STAFFORD ANIMAL SHELTER	1,993.75					
1	Sept2018	10/10/18	Boarding, Vacc & Euth	1,993.75			1000 154 440640	350	101000

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CITY OF LIVINGSTON
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For doc #s from 36933 to 37067, Operating Cash
* ... Over spent expenditure

Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
37053	87459S	1390	KEN'S EQUIPMENT REPAIR, INC	663.15					
1	51932	09/18/18	8152C Pete	273.15			2500 151 430240	232	101000
2	51944	09/19/18	3792B	390.00			2500 151 430240	232	101000
37054	87458S	470	HAWKINS, INC	769.50					
1	4375732	10/05/18	Chlorine	769.50			5210 502 430515	355	101000
37055	87449S	23	CARQUEST AUTO PARTS	25.54					
1	1912424698	10/15/18	Fuel	25.54			2500 151 430240	232	101000
37056	87455S	2904	FISHER SAND AND GRAVEL	2,249.91					
1	75636	10/06/18	Washed Concrete San	2,249.91			2820 210 430240	450 1901	101000
37057	87456S	2919	FOUR CORNERS RECYCLING, LLC	2,911.70					
1	1551	09/28/18	Plastic	340.20			5410 504 430840	388	101000
2	1551	09/28/18	Decommission Fees	725.00			5410 504 430840	388	101000
4	1551	09/28/18	Pull Fees	3,325.00			5410 504 430840	388	101000
5	1551CM	09/28/18	Credit	-1,478.50			5410 504 430840	388	101000
37058	87460S	26	LIVINGSTON ACE HARDWARE -	52.83					
1	D71551	10/16/18	Hose	28.99			2500 151 430240	231	101000
2	D71649	10/16/18	Fasteners	23.84			2820 210 430240	241	101000
37059	87465S	3353	STORY DISTRIBUTING	497.07					
1	001138	10/04/18	Diesel 175g	497.07*			1000 123 411700	236	101000
37060	87465S	3353	STORY DISTRIBUTING	445.12					
1	001216	10/10/18	Diesel 154g	445.12*			1000 123 411700	236	101000
37061	87454S	1276	FASTENAL COMPANY	261.69					
1	168904	09/24/18	Shovels	261.69			5210 502 430515	237	101000
37062	87467S	879	VERIZON WIRELESS	583.38					
1	222-8155	10/08/18	Rec Dept	50.29			1000 109 460449	347	101000
2	223-2233	10/08/18	ATS	22.49			1000 109 460449	347	101000
3	223-4459	10/08/18	Childhood Development	50.29			1000 109 460449	347	101000
4	223-2114	10/08/18	Fire	22.49			1000 141 420400	347	101000
5	946-1406	10/08/18	Fire Jet Pack	13.34			1000 141 420400	347	101000
6	946-1407	10/08/18	Fire Jet Pack	13.34			1000 141 420400	347	101000
7	223-2197	10/08/18	Aminal Control	22.49			1000 154 440640	347	101000
8	223-2195	10/08/18	Roaming	22.49			1000 155 430950	347	101000
9	223-1359	10/08/18	Parks	22.49			1000 155 430950	347	101000
10	223-6974	10/08/18	Roaming - Jones	22.49			1000 155 430950	347	101000
11	223-1823	10/08/18	Street	22.49			2500 151 430220	347	101000

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CITY OF LIVINGSTON
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For doc #s from 36933 to 37067, Operating Cash
* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
12	223-2196 10/08/18 Street	50.29			2500 151 430220	347		101000	
13	223-1469 10/08/18 Water Cell	22.49			5210 502 430515	347		101000	
14	223-1472 10/08/18 Water Cell	22.49			5210 502 430515	347		101000	
15	223-6565 10/08/18 Holmes	17.77			5210 502 430515	347		101000	
16	223-1470 10/08/18 Sewer	32.94			5310 503 430620	347		101000	
17	223-6565 10/08/18 Holmes	17.77			5310 503 430620	347		101000	
18	223-6314 10/08/18 Scale House	22.49			5410 504 430820	347		101000	
19	223-6948 10/08/18 Rich Stordalen	22.49			5410 504 430820	347		101000	
20	223-0167 10/08/18 EMS	22.49*			5510 142 420730	347		101000	
21	223-0168 10/08/18 EMS	22.49*			5510 142 420730	347		101000	
22	223-0169 10/08/18 EMS	22.49*			5510 142 420730	347		101000	
23	223-0340 10/08/18 EMS	22.49*			5510 142 420730	347		101000	
37063	87467S 879 VERIZON WIRELESS	883.16							
1	223-8483 10/08/18 Planning	38.93			1000 106 411030	347		101000	
2	823-9535 10/08/18 City Pool	39.22			1000 109 460449	347		101000	
3	823-9870 10/08/18 ATS	50.75			1000 109 460449	347		101000	
4	223-7422 10/08/18 City Manager	60.22			1000 122 411300	347		101000	
5	224-0542 10/08/18 Fire	50.75			1000 141 420400	347		101000	
6	224-2053 10/08/18 Fire Chief	50.75			1000 141 420400	347		101000	
7	946-1408 10/08/18 Fire Jet Pack	11.97			1000 141 420400	347		101000	
8	946-1409 10/08/18 Fire Jet Pack	11.97			1000 141 420400	347		101000	
9	223-7258 10/08/18 Building	38.93			1000 143 420403	347		101000	
10	579-7702 10/08/18 Cemetery	38.93			1000 155 430950	347		101000	
11	570-0712 10/08/18 Dispatch	38.93			2300 132 420160	220		101000	
12	223-8268 10/08/18 Whitman	22.31			5210 502 430515	347		101000	
13	223-9101 10/08/18 Schweigert	24.08			5210 502 430515	347		101000	
14	224-0836 10/08/18 McClure	38.93			5210 502 430515	347		101000	
15	224-5246 10/08/18 Tom's Ipad	11.85			5210 502 430515	347		101000	
16	223-7857 10/08/18 Sewer	38.93			5310 503 430620	347		101000	
17	223-8268 10/08/18 Whitman	22.31			5310 503 430620	347		101000	
18	223-9101 10/08/18 Schweigert	24.08			5310 503 430620	347		101000	
19	224-5022 10/08/18 WWTP - Dan	50.75			5310 503 430620	347		101000	
20	224-8119 10/08/18 WWTP - Pager	38.93			5310 503 430620	347		101000	
21	224-0509 10/08/18 Solid Waste - Van	62.57			5410 504 430820	347		101000	
22	224-2470 10/08/18 Transfer Station	38.93			5410 504 430820	347		101000	
23	224-2471 10/08/18 Solid Waste Truck	38.93			5410 504 430820	347		101000	
24	224-8678 10/08/18 Medic 2	39.21*			5510 142 420730	347		101000	
37064	87462S 151 NORTHWESTERN ENERGY	6,176.07							
1	0709873 10/12/18 800 W Cambridge	30.18			5310 503 430625	344		101000	
2	0719058 10/08/18 3 Rogers Lane	86.42			5310 503 430625	344		101000	
3	0709914 10/08/18 1011 River Dr.	13.22			5310 503 430625	344		101000	
4	1452951 10/08/18 Monroe Lift Station	269.60			5210 502 430515	341		101000	
5	1594141 10/08/18 9th & 10th Lift Station	26.40			5310 503 430625	344		101000	

For doc #s from 36933 to 37067, Operating Cash
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Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
6	3258086 10/12/18 2800 East park	131.63			5310 503 430625	344		101000	
7	3258262 10/05/18 320 Alpenglow	198.23			5310 503 430625	344		101000	
8	0709892 10/12/18 40 Water Tower Ave.	50.72			5210 502 430515	341		101000	
9	0709876 10/09/18 132 South B	1,598.61			5210 502 430515	341		101000	
10	0709886 10/12/18 200 E Reservoir	39.97			5210 502 430515	341		101000	
11	0709894 10/05/18 56 Water Tower	309.97			5210 502 430515	341		101000	
12	1441030 10/09/18 D & Geyser Well House	1,728.80			5210 502 430515	341		101000	
13	0709874 10/09/18 Werner Addition Pump	391.57			5210 502 430515	341		101000	
14	0709875 10/08/18 900 River Dr.	1,300.75			5210 502 430515	341		101000	
37065	87462S 151 NORTHWESTERN ENERGY	507.43							
1	0709891-6 10/12/18 15 Fleshman Creek	21.81			1000 155 430950	341		101000	
2	0709870-0 10/12/18 422 South G	105.50			1000 155 430950	341		101000	
3	0709878-3 10/10/18 227 River Drive -Concession	59.25			1000 155 430950	341		101000	
4	0709884-1 10/09/18 616 River Dr. PMP	63.49			1000 155 430950	341		101000	
5	0709879-1 10/10/18 227 River Dr. - Softball	26.08			1000 155 430950	341		101000	
6	1906055-7 10/12/18 815 N 13th - Soccer Fields	2.18			1000 155 430950	341		101000	
7	0720176-7 10/12/18 Weimer Park	87.01			1000 155 430950	341		101000	
8	1155965-5 10/12/18 229 River Drive	18.06			1000 155 430950	341		101000	
9	2138754-3 10/12/18 G Street - Mike Webb Park	118.20			1000 155 430950	341		101000	
10	3210240-2 10/12/18 616 River Dr.	5.85			1000 155 430950	341		101000	
37066	87462S 151 NORTHWESTERN ENERGY	6,016.15							
1	0709793-4 10/15/18 406 Bennett 50%	209.53			2500 151 430220	341		101000	
2	0709793-4 10/15/18 406 Bennett 50%	209.53			5410 504 430820	341		101000	
3	2171060-3 10/12/18 Scale House 408 Bennett	33.30			5410 504 430820	341		101000	
4	1728687-3 10/05/18 Transfer Station 408 Bennet	494.34			5410 504 430820	341		101000	
5	3267010-1 10/05/18 Compactor 330 Bennett	84.13			5410 504 430820	341		101000	
6	0709794-2 10/05/18 WWTP 316 Bennett	4,390.07			5310 503 430640	341		101000	
7	0720048-8 10/05/18 330 Bennett 1/4	134.22			5210 502 430520	341		101000	
8	0720048-8 10/05/18 330 Bennett 1/4	134.22			5310 503 430620	341		101000	
9	0720048-8 10/05/18 330 Bennett 1/4	134.23			5410 504 430820	341		101000	
10	0720048-8 10/05/18 330 Bennett 1/4	134.23			1000 106 411030	341		101000	
11	3015965-1 10/12/18 Fire Training Center	58.35			1000 141 420400	341		101000	
37067	87462S 151 NORTHWESTERN ENERGY	1,645.82							
1	0709871 10/12/18 Star Additon - Lights	298.51			2400 420100	340		101000	
2	3287727 10/12/18 320 Alpenglow Ln	41.05			2400 420100	340		101000	
3	3386783 10/12/18 G & H on Clark	63.44			2400 420100	340		101000	
4	3386845 10/12/18 I & K on Callender	56.59			2400 420100	340		101000	
5	3386846 10/12/18 7th & 8th on Summit	32.93			2400 420100	340		101000	
6	1498936 10/12/18 I90 & 89S Street Lighting	5.97			2400 420100	340		101000	
7	0709796 10/12/18 97 View Vista Dr.	5.85			2400 420100	340		101000	
8	1893530 10/12/18 600 W Park	80.67			2400 420100	340		101000	
9	1493850 10/12/18 412 W Callender	81.75			2400 420100	340		101000	

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CITY OF LIVINGSTON
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For doc #s from 36933 to 37067, Operating Cash
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Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
10	3141997	10/12/18 C & D on Lewis		26.31			2400 420100	340	101000
11	2023484	10/12/18 1100 W Geyser St. School		2.85			2400 420100	340	101000
12	2023479	10/12/18 900 W Geyser St. School		5.85			2400 420100	340	101000
13	2114861	10/12/18 132 South B		173.49			2400 420100	340	101000
14	1893536	10/12/18 E st. & Alley		56.21			2400 420100	340	101000
15	1893541	10/12/18 18 W Park		124.25			2400 420100	340	101000
16	1747572	10/12/18 F & G on Callender		32.13			2400 420100	340	101000
17	1747570	10/12/18 D & E on Callender		61.22			2400 420100	340	101000
18	1613803	10/12/18 M & N on Callender		83.43			2400 420100	340	101000
19	1290352	10/12/18 School Flasher Park & 13th		8.27			2400 420100	340	101000
20	1134879	10/12/18 N 7th & Montana & Chinook		41.13			2400 420100	340	101000
21	1134866	10/12/18 N 2nd & Montana & Chinook		69.44			2400 420100	340	101000
22	0709869	10/12/18 Carol Lane		119.05			2400 420100	340	101000
23	3093027	10/12/18 105 West Park		57.49			2400 420100	340	101000
24	3093023	10/12/18 320 North Main		20.89			2400 420100	340	101000
25	3093003	10/12/18 114 West Summit		34.98			2400 420100	340	101000
26	3184602	10/12/18 202 South 2nd		28.10			2400 420100	340	101000
27	3566038	10/12/18 114 East Callender		18.79			2400 420100	340	101000
28	3566039	10/12/18 115 East Lewis		15.18			2400 420100	340	101000
			# of Claims	131	Total:	117,484.20			

Backup material for agenda item:

C. CONSENT - APPROVE BANK PLEDGED SECURITIES FROM SEPTEMBER 2018

DEPOSITORY BONDS AND SECURITIES
September 30, 2018

	<u>MATURITY</u>	<u>CUSIP NO.</u>	<u>TOTAL AMOUNT PLEGDED</u>
FIRST INTERSTATE BANK			
All Accounts			
Federal Deposit Insurance Corporation			\$ 250,000.00
FNNT	1/24/2020	3136G1B24	2,000,000.00
FNNT	12/14/2018	3136G1GX1	5,000,000.00
TOTAL - First Interstate Bank			<u><u>\$ 7,250,000.00</u></u>
OPPORTUNITY BANK			
All Accounts			
Federal Deposit Insurance Corporation			\$ 250,000.00
Montgomery County PA	10/1/2027	613579Z20	490,000.00
TOTAL - Opportunity Bank			<u><u>\$ 740,000.00</u></u>

PLEGGED SECURITIES AND CASH IN BANK
As of
September 30, 2018

First Interstate Bank

	<u>Total</u>
Cash & CD's on Deposit	\$ 3,871,347.09
FDIC Coverage	250,000.00
Amount Remaining	<u>3,621,347.09</u>
Pledges required @ 50%	1,810,673.55
Actual Amount of Pledges	7,000,000.00
Over (Under) Pledged	<u><u>\$ 5,189,326.46</u></u>

PLEGGED SECURITIES AND CASH IN BANK
As of
September 30, 2018

Opportunity Bank of Montana

	<u>Total</u>
Cash & CD's on Deposit	\$ 458,876.64
FDIC Coverage	250,000.00
Amount Remaining	<u>208,876.64</u>
Pledges required @ 50%	104,438.32
Actual Amount of Pledges	490,000.00
Over (Under) Pledged	<u><u>\$ 385,561.68</u></u>

Backup material for agenda item:

D. CONSENT - Judge's Monthly Report September 2018

**LIVINGSTON CITY COURT
FINANCIAL REPORT
SEPT. 2018**

Date PD Monthly Report Received from City of Livingston Finance Office 10/12/2018

Tickets/Criminal Complaints Cleared: **54**

Dismissed-Plea Agreement:	9	
Dismissed-Pretrial Diversion/Deferred:		
Dismissed-Miscellaneous:	7	
Paid-Bond Forfeit/Fine:	20	\$3,355.00
Paid-Time Payments:	18	\$5,960.52
Warrant Fees:		
		Total: \$9,315.52

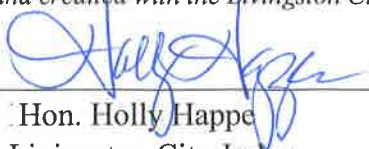
Parking Enforcement & Police Issued Parking Tickets: Total: \$1,706.52

Surcharges/Costs/Fees:

MLEA Surcharge:			\$320.00
TECH Surcharge:			\$261.52
Victim/Witness Surcharge:			\$473.00
MISD Surcharge:			\$457.00
Court Costs:			\$118.00
Public Defender Fee:	0	x \$150.00	\$ -
Public Defender Fee:	0	x \$250.00	\$ -
102-410360-390 Jury Fees	0	x \$295.00	\$ -
102-410360-390 Interpreter	0	x \$50.00	\$ -
			Total \$1,629.52

Total amount credited to City of Livingston General Fund: \$12,651.60

*I hereby certify that this is a true and correct statement of the amount of fines/fees/costs which were fully paid and credited with the Livingston City Court during the month of: **Sept. 2018***

Prepared by: 
Hon. Holly Happe
Livingston City Judge

Date: 10-22-18

Backup material for agenda item:

- A. ORDINANCE 2073- AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING CHAPTER 5 OF THE LIVINGSTON MUNICIPAL CODE ENTITLED TAXATION AND FINANCE BY DELETING REQUIREMENTS ON SPECIAL IMPROVEMENT DISTRICTSWHICH ARE MORE RESTRICTIVE THAN THOSE IMPOSED BY STATE LAW.**

ORDINANCE NO. 2073

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING CHAPTER 5 OF THE LIVINGSTON MUNICIPAL CODE ENTITLED TAXATION AND FINANCE BY DELETING REQUIREMENTS ON SPECIAL IMPROVEMENT DISTRICTS WHICH ARE MORE RESTRICTIVE THAN THOSE IMPOSED BY STATE LAW.

Purpose

The purpose of this Ordinance is to eliminate local regulation of special improvement districts and to rely on State law in all matters pertaining to the creation and administration of special improvement districts.

WHEREAS, the Livingston City Commission recognizes that special improvement districts can serve a vitally important role in the financing of needed public infrastructure; and

WHEREAS, it is believed that the extensive state law covering all aspects of the special improvement district process is adequate to ensure that the process is fair, open and promotes fiscal responsibility.

NOW THEREFORE, BE IT ORDAINED by the Livingston City Commission that Chapter 5, Sec. 5-11 and Sec. 5-11.1 of the Livingston Municipal Code be and the same are hereby amended as follows with deletions struck-through and new language in bold:

SECTION 1

~~Section 5-11. Costs and charges of special improvement districts:~~

~~The City of Livingston shall charge each special improvement district the costs and expenses connected with and incidental to the formation of any such district. These costs and expenses shall include, but shall not be limited to the following charges:~~

~~Administration Expenses: five (5) percent of cost of improvement~~

~~Legal Expense Charge: one (1) percent of cost of improvement~~

~~Advertising, copying, mailing, printing and engineering services: at cost~~

~~The city shall insure that the proper expenses have been charged to each special improvement district and that all resolutions levying taxes and assessments are sufficient to pay such charge~~

~~Section 5-11.1 Special improvement district restrictions.~~

~~A. The following special improvement district restrictions shall apply to any proposed special improvement district:~~

- ~~1. At least eighty (80) percent of any proposed special improvement district must be developed with a finished and occupied structure at the time the district is created.~~
- ~~2. At least seventy five (75) percent written approval for the district must exist according to the method of assessment being proposed.~~
- ~~3. Special improvement districts are not an option for use as subdivision improvement guarantees.~~

~~B. This section in no way affects to requirement of a developer signing a waiver of protest of SID for future improvements.~~

SECTION 2

Statutory Interpretation and Repealer:

Any and all resolutions, ordinances and sections of the Livingston Municipal Code and parts thereof in conflict herewith are hereby repealed.

SECTION 3

Severability:

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid by a court having competent jurisdiction, such invalidity shall not affect the other provisions of this ordinance which may be given effect without the invalid provisions or application, and to this end, the provisions of this ordinance are declared to be severable.

SECTION 4

Savings provision:

This ordinance does not affect the rights or duties that mature, penalties and assessments that were incurred or proceedings that begun before the effective date of this ordinance.

SECTION 5

Effective date:

This ordinance will become effective 30 days after the second reading and final adoption.

PASSED by the City Commission of the City of Livingston, Montana, on first reading at a regular session thereof held on the _____ day of October, 2018.

DOREL HOGLUND – Chair

ATTEST:

LISA HARRELD
Recording Secretary

PASSED ADOPTED, AND APPROVED by the City Commission of the City of Livingston, Montana, on second reading at a regular session thereof held on the _____ day of November, 2018.

DOREL HOGLUND – Chair

ATTEST:

APPROVED AS TO FORM:

LISA HARRELD
Recording Secretary

JAY PORTEEN
City Attorney

Backup material for agenda item:

- B. ORDINANCE NO. 2074-AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING ARTICLE II, CHAPTER 30 OF THE LIVINGSTON MUNICIPAL CODE ENTITLED ZONING BY CREATING AN EXCEPTION TO THE MINIMUM SIZE REQUIREMENT FOR MANUFACTURED HOMES.**

ORDINANCE NO. 2074

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING ARTICLE II, CHAPTER 30 OF THE LIVINGSTON MUNICIPAL CODE ENTITLED ZONING BY CREATING AN EXCEPTION TO THE MINIMUM SIZE REQUIREMENT FOR MANUFACTURED HOMES.

Purpose

The purpose of this Ordinance is to promote public health, safety and general welfare of the City by regulating the height, number of stories and size of buildings and other structures, the percentage of lot that may be occupied, the size of yards, courts and other open spaces, the density of population, and the location and use of buildings, structures, and land for trade, industry, residence or other purposes.

WHEREAS, the Livingston City Commission recognizes that there exists within the City of Livingston a severe shortage of affordable housing; and

WHEREAS, it is believed that nonprofit housing entities within the community can help to alleviate this housing shortage by provide housing that is of non-traditional size and configuration; and

WHEREAS, the Zoning Commission, after a public hearing, has recommended to the City Commission that the amendments herein contained be approved.

NOW THEREFORE, BE IT ORDAINED by the Livingston City Commission that Article II, Chapter 30, Sec. 30.56.1 of the Livingston Municipal Code be and the same is hereby amended as follows with deletions struck-through and new language in bold:

SECTION 1

Section 30.56.1 Manufacture Homes:

- A. Manufactured homes are permitted in all residential zoning districts. Any manufactured home or replacement of any existing manufactured home must contain a minimum of one thousand (1000) square feet.
- B. All manufactured homes must be placed on a permanent foundation. For the purpose of this part a permanent foundation means a standard footing-type, perimeter foundation built to frost depth, with or without a basement.
- C. **A manufactured home of less than 1000 square feet may be placed if it meets all of the following conditions:**
 - a. **The structure is on a permanent foundation.**
 - b. **The tract or parcel of land for the proposed use must be owned by a unit of local government or a community housing development organization.**
 - c. **The home must be used to provide affordable housing to households earning less than 80% of the area median income.**
 - d. **A management plan from the local government or community housing development organization addressing the following factors is submitted to the City Administration and City Commission:**
 - i. **Affordability plan (including proposed rents).**
 - ii. **Management plan (including client eligibility and intake)**
 - iii. **Proposed deed restrictions to be placed on the property requiring adherence to approved affordability plan.**

SECTION 2

Statutory Interpretation and Repealer:

Any and all resolutions, ordinances and sections of the Livingston Municipal Code and parts thereof in conflict herewith are hereby repealed.

SECTION 3

Severability:

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid by a court having competent jurisdiction, such invalidity shall not affect the other provisions of this ordinance which may be given effect without the invalid provisions or application, and to this end, the provisions of this ordinance are declared to be severable.

SECTION 4

Savings provision:

This ordinance does not affect the rights or duties that mature, penalties and assessments that were incurred or proceedings that begun before the effective date of this ordinance.

SECTION 5

Effective date:

This ordinance will become effective 30 days after the second reading and final adoption.

PASSED by the City Commission of the City of Livingston, Montana, on first reading at a regular session thereof held on the _____ day of October, 2018.

DOREL HOGLUND – Chair

ATTEST:

LISA HARRELD
Recording Secretary

PASSED ADOPTED, AND APPROVED by the City Commission of the City of Livingston, Montana, on second reading at a regular session thereof held on the _____ day of November, 2018.

DOREL HOGLUND – Chair

ATTEST:

APPROVED AS TO FORM:

LISA HARRELD
Recording Secretary

JAY PORTEEN
City Attorney

Backup material for agenda item:

- A. RESOLUTION NO. 4829- A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DECLARING ITS INTENTION TO CREATE A TOURISM BUSINESS IMPROVEMENT DISTRICT CONSISTING OF NON-CONTIGUOUS LANDS WITHIN THE CITY OF LIVINGSTON FOR THE PURPOSE OF AIDING IN TOURISM, PROMOTION, AND MARKETING WITHIN THE DISTRICT.**

RESOLUTION NO. 4829

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, OF ITS INTENT TO CREATE A TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) CONSISTING OF NON-CONTIGUOUS LANDS WITHIN THE CITY OF LIVINGSTON FOR THE PURPOSE OF AIDING IN TOURISM, PROMOTION, AND MARKETING WITHIN THE DISTRICT.

WHEREAS, several Livingston lodging facilities, Vision Livingston, and the Livingston Convention and Visitor Bureau have expressed the need for a tourism business improvement district in accordance with the provisions of Mont. Code Ann. § 7-12-1101 *et seq.*, which district will aid in tourism, promotion, and marketing within the City of Livingston; and

WHEREAS, Mont. Code Ann. § 7-12-1111 allows the Livingston City Commission to create a tourism business improvement district upon receipt of a petition signed by the owners of more than 60% of the area of the property proposed to be included in such a district, allows that such a district may be composed of noncontiguous areas if the properties in a district have a common purpose of providing overnight stays at lodging facilities, and requires the boundaries of a district with noncontiguous areas to encompass all properties in the district with the same identified purpose; and

WHEREAS, Vision Livingston has submitted petitions signed by numerous owners of real property used for the purpose of hotels, motels, or lodging facilities, which petitions request that the Livingston City Commission create a tourism business improvement district for the City of Livingston (hereinafter referred to as the “Livingston TBID”); and

WHEREAS, the Livingston administration has reviewed the petitions received and has certified before the Commission that the petitions delivered to the City contain the signatures of owners of more than 60% of the area of the property to be included within the proposed district; and

WHEREAS, it is the desire of the Livingston City Commission, in order to promote the health, safety, prosperity, security and general welfare of the potential members of the district and the citizens of Livingston, to levy assessments against certain tracts of land within the exterior limits of the City of Livingston that comprise the Livingston TBID; and

WHEREAS, such assessments will be paid by the owners of tracts of land comprising the district whereby the tract of land is being used as a hotel, motel or lodging facility; and

WHEREAS, the Livingston TBID, through increased funding provided by a one dollar (\$1.00) assessment on each occupied room night, will aid in tourism, promotion and marketing of the City of Livingston by: (i) increasing the effectiveness in existing markets while exploring new markets; (ii) focusing efforts on periods of need; (iii) attending trade shows; (iv) allowing for subsidy and sponsorship of events and organizations that drive room nights; (v) increasing staffing levels to provide additional marketing; and (vi) providing for software for tracking reporting and marketing; and

WHEREAS, pursuant to Mont. Code Ann. § 7-12-1111(2) and (3), the boundaries of the proposed Livingston TBID comply with all zoning regulations and no property subject to the Livingston TBID is zoned

primarily as a residential area; and

WHEREAS, Mont. Code Ann. § 7-12-111(1) requires that upon receipt of a petition, a city commission shall establish a district pursuant to the provisions of Title 7, Chapter 12, Part 11 of the Montana Code Annotated, which requires adoption of this Resolution of Intent, followed by publication of a Notice of Adoption of this Resolution of Intent and mail of said notice to every owner of real property within the proposed district, an opportunity for the owners to protest creation of the proposed Livingston TBID, and then, barring sufficient protests, adoption of a final Resolution, creation of a Board of Trustees, and finally, the creation of an annual budget and work plan.

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

- 1. **Intent to Create Livingston Tourism Business Improvement District.** It is the City of Livingston’s intent to create the Livingston TBID, subject to notice and the opportunity to protest pursuant to Montana law and Section 10, below, and also to declare that the purposes for which the assessments collected by the Livingston TBID shall be used for the statutory purposes set forth in the Business Improvement District Law (§§ 7-12-1101 through 7-12-1144, as amended) for the funding of all uses and projects for tourism promotion within the City of Livingston as specified in a future Livingston TBID annual work plan and budget.
- 2. **Name of District.** The District shall be known as the Livingston Tourism Business Improvement District (“Livingston TBID”).
- 3. **Limits and Boundaries of District.**
 - a. **Outer Limits of Livingston TBID.** It is the intent of the City Commission that should the Livingston TBID be established, the outer limits of the district within which properties used for the purpose of providing overnight stays at lodging facilities shall mirror the City of Livingston’s corporate limits, as shown on Exhibit “A”. As the corporate limits of the City change by reason of annexation or otherwise, it is intended that the outer limits of the Livingston TBID shall mirror such change.
 - b. **Properties Included Within the Livingston TBID.** Within the above-described limits, it is acknowledged that not all properties are to be subject to the jurisdiction of the district; rather, it is the City Commission’s intent that specific non-contiguous properties used for the purpose of providing overnight stays at lodging facilities will be the only properties that comprise the Livingston TBID. The properties that will be subject to the Livingston TBID assessments are only those that are currently being used, or will be used in the future, for the identified purpose of providing ten (10) or more rooms for temporary overnight accommodations, lodging, dwelling, or sleeping facilities for transient guests and, as such, shall include all hotels, motels, inns, bed and breakfast establishments, hostels, and other similar uses, structures, or portions thereof with ten (10) or more rooms. The properties currently proposed to be included in the Livingston TBID are those described on Exhibit “B”.

- c. New Facilities Within Livingston Subject to Livingston TBID. It is the intent of the Livingston City Commission that should a tract of land within Livingston's corporate limits be developed with a facility which meets the requirements described above, that such property will automatically become part of the Livingston TBID and, as such, the property will also automatically become subject to the assessments described in Section 6, below.
- d. Annexed Properties Subject to Livingston TBID. It is intended that no properties located outside the City of Livingston's corporate limits be included within the district unless and until the property is annexed into the City of Livingston. It is also the intent of the Livingston City Commission that upon annexation of any property or structure, or part thereof, which will be used for the stated purpose described above, such property shall also automatically become part of the Livingston TBID at the time such use commences within the City of Livingston and therefore also be subject to the assessments described in Section 6, below.
4. **Benefitted Property.** The territory included within the limits and boundaries described in Section 3, above, and as shown on Exhibit "A" is hereby declared to be the Livingston TBID. It is recognized that those properties will benefit and be benefitted by the Livingston TBID and, as such, will be assessed for the costs of the Livingston TBID.
5. **General Character of the Services to be Performed.** It is the intent of the Livingston City Commission that the services to be performed by the Livingston TBID will be the funding of all uses and projects for tourism promotion within the City of Livingston as specified in the Livingston TBID annual work plan and budget, once developed. It is also the intent of the City Commission that the services will be designed to, among others, benefit local tourism and lodging businesses within Livingston and will include the marketing of Livingston at convention and trade shows, the marketing of Livingston to the travel industry generally, and the marketing of Livingston as a viable location for events.
6. **Assessment methods; Property to be Assessed.** It is the intent of the Livingston City Commission that the parcel upon which a facility, structure, or portion thereof having the use described in Section 3, above, will be assessed one dollar (\$1.00) per occupied room per night for the cost of operating the Livingston TBID. These parcels will be assessed this amount for their proportionate share of the costs of maintaining the activities of the Livingston TBID and such assessments will fund the work plan for the first fiscal year and any fiscal year for which the Livingston TBID continues in effect.
7. **Payment of Assessments; Records.** It is the intent of the Livingston City Commission that the assessments for the costs of maintaining the services provided by the Livingston TBID will be payable, as prescribed in Mont. Code Ann. § 7-12-1133(c). It is also the intent of the Livingston City Commission to ensure the public has reasonable access to records of the Livingston TBID and also ensure there is sufficient protection of the district members' trade secrets. It is therefore the intent of the Livingston City Commission that the Board of Trustees for the Livingston TBID adopt procedures balancing the right of public access to public records with the interest of the member entities' right to maintain the confidentiality of their trade secrets.

- 8. **Duration of District.** It is the intent of the Livingston City Commission that the Livingston TBID shall be in effect for a period of ten (10) years as prescribed by Mont. Code Ann. § 7-12-1141.

- 9. **Notice of Adoption of Resolution of Intent.** Upon adoption of this Resolution of Intent, the City Clerk shall prepare a Notice of Adoption. The Notice of Adoption of this Resolution of Intent shall be published as provided in Mont. Code Ann. § 7-1-2121 and a copy of the Notice of Adoption must be mailed to every owner of property listed on Exhibit “B”, which comprises the properties within the Livingston TBID, all as listed on the last completed assessment roll for the state, county and school district taxes. The mailing must be sent to the owner’s last known address on the same day the Notice of Adoption is first published or posted.

- 10. **Public Hearing; Protests.** At any time within fifteen (15) days from and after the date of first publication of the Notice of Adoption, which date will be November 1, 2018, any owner of real property within the proposed Livingston TBID subject to assessment for the costs and expenses of maintaining the Livingston TBID may make and file with the City Clerk until 5:00 p.m. on the expiration date of said 15-day period a written protest against the proposed Livingston TBID. The date and hour of receipt of the protest shall be endorsed thereon by City staff. The Livingston City Commission will, at a regular meeting after expiration of the above time period, proceed to publicly hear and pass upon all protests so made and filed pursuant to Mont. Code Ann. §7-12-1114, which said regular meeting will be held on Tuesday, November 20, 2018 at 6:30 p.m. in the Community Room at the City-County Complex, 414 East Callender Street, Livingston, Montana.

PASSED AND ADOPTED by the City Commission of the City of Livingston, this _____ day of _____, 2018.

Dorel Hoglund - Chair

ATTEST:

APPROVED AS TO FORM:

LISA HERRALD
Recording Secretary

JAY PORTEEN
City Attorney



LIVINGSTON
AREA
CHAMBER OF COMMERCE
CONVENTION & VISITORS BUREAU

October 23, 2018

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

Attn: Mike Kardoos, City Manager

Re: Livingston Tourism Business Improvement District

Thank you for the time you have spent in preparation for the LTBID resolution. On Tuesday October 30th we will present to you and the Commission why we would like to adopt the resolution and begin the Livingston Tourism Business Improvement District. I will have a representative from Billings TBID Alex Tyson, and Voices Montana Dax Sheiffer, who will briefly speak as well on what it will provide for the community of Livingston. I would then like to address the commission on the resolution intent. We have been in complete compliance with the State of Montana Annotated Code as the administrative agent and we are very excited that after 4 years of continued work to market Livingston not only for Resident and Non-Resident travel but will now be able to work with our schools and hoteliers on bringing more conferences, meetings and tournaments to our community to improve economic development opportunities as well with the additional funding from the TBID tax.

The hoteliers have been busy putting together the numbers from last year and what 2019 will look like so we can put together a sample budget which I will bring with me and hand out. We will also have a few if not all of the applications from the potential board members so we can put the vote of members on the calendar for the next City commission meeting. We would like to start in January and these final pieces are necessary to get into place immediately.

Sincerely,

Leslie Feigel, CEO
Livingston Chamber & CVB

Livingston Tourism Business Improvement District Reporting Form

Line a. 30 Day Continuous Room Exemptions: Charges for any individual that rents the same room for over 30 continuous days.

Line b. Federal Employee Room Exemptions: Charges for federal employees that use a federal credit card that is approved by the department or if you send bill directly to the Federal Government.

Line c. Complimentary Room Exemptions: Rooms provided at no charge.

Line d. Other: Please attach a separate sheet of paper explaining other circumstances. This would include but not be limited to uncollectible charges: (example- NSF checks, etc.)

Line e. Total Room Exemptions: Line a+b+c+d

Line f. Total Overnight Stays: Includes exempt rooms and fee rooms.

Line g. Total Fee Overnight Stays: Fee rooms only. Line f-e.

Fein: Property Federal Tax Identification Number.

Property Tax Code: Property Tax Code that will be used for billing TBID assessment.

Livingston Tourism Business Improvement District QUARTERLY REPORTING PERIOD Jan - March 2019

Fein: _____

Property Tax Code: _____

	Jan	Feb	March	3 month total
a. 30+ Day Exempt	_____	_____	_____	_____
b. Fed. Stay Exempt	_____	_____	_____	_____
c. Comp. Room Exempt	_____	_____	_____	_____
d. Other Exempt(explain)	_____	_____	_____	_____
e. Total Exempt(a+b+c+d)	_____	_____	_____	_____
f. Total overnight stays	_____	_____	_____	_____
g. Total fee overnight stays(f-e)	_____	_____	_____	h. _____

Please fill out all information

Total assessments collected (h) _____ X \$2 = _____

Signature: _____

Title: _____

Print Name: _____

Email: _____

Phone: _____ **Date:** _____

Name of Property: _____

Zip Code: _____

Physical Address: _____

Zip Code: _____

Mailing Address: _____

Return this Form to:

Livingston Business Improvement District

Attn: Leslie Feigel

303 E Park Street

Livingston, MT 59047

info@livingston-chamber.com

To avoid \$250 late fee penalty, this form is due on April 30th 2019

Livingston Tourism Business Improvement District Reporting Form

Line a. 30 Day Continuous Room Exemptions: Charges for any individual that rents the same room for over 30 continuous days.

Line b. Federal Employee Room Exemptions: Charges for federal employees that use a federal credit card that is approved by the department or if you send bill directly to the Federal Government.

Line c. Complimentary Room Exemptions: Rooms provided at no charge.

Line d. Other: Please attach a separate sheet of paper explaining other circumstances. This would include but not be limited to uncollectible charges: (example- NSF checks, etc.)

Line e. Total Room Exemptions: Line a+b+c+d

Line f. Total Overnight Stays: Includes exempt rooms and fee rooms.

Line g. Total Fee Overnight Stays: Fee rooms only. Line f-e.

Fein: Property Federal Tax Identification Number.

Property Tax Code: Property Tax Code that will be used for billing TBID assessment.

Livingston Tourism Business Improvement District QUARTERLY REPORTING PERIOD April-June 2019

Fein: _____

Property Tax Code: _____

	April	May	June	3 month total
a. 30+ Day Exempt	_____	_____	_____	_____
b. Fed. Stay Exempt	_____	_____	_____	_____
c. Comp. Room Exempt	_____	_____	_____	_____
d. Other Exempt(explain)	_____	_____	_____	_____
e. Total Exempt(a+b+c+d)	_____	_____	_____	_____
f. Total overnight stays	_____	_____	_____	_____
g. Total fee overnight stays(f-e)	_____	_____	_____	h. _____

Please fill out all information

Total assessments collected (h) _____ X \$2 = _____

Signature: _____

Title: _____

Print Name: _____

Email: _____

Phone: _____ **Date:** _____

Name of Property: _____

Zip Code: _____

Physical Address: _____

Zip Code: _____

Mailing Address: _____

Return this Form to:

Livingston Business Improvement District

Attn: Leslie Feigel

303 E Park Street

Livingston, MT 59047

info@livingston-chamber.com

To avoid \$250 late fee penalty, this form is due on July 31st 2019

Livingston Tourism Business Improvement District Reporting Form

Line a. 30 Day Continuous Room Exemptions: Charges for any individual that rents the same room for over 30 continuous days.

Line b. Federal Employee Room Exemptions: Charges for federal employees that use a federal credit card that is approved by the department or if you send bill directly to the Federal Government.

Line c. Complimentary Room Exemptions: Rooms provided at no charge.

Line d. Other: Please attach a separate sheet of paper explaining other circumstances. This would include but not be limited to uncollectible charges: (example- NSF checks, etc.)

Line e. Total Room Exemptions: Line a+b+c+d

Line f. Total Overnight Stays: Includes exempt rooms and fee rooms.

Line g. Total Fee Overnight Stays: Fee rooms only. Line f-e.

Fein: Property Federal Tax Identification Number.

Property Tax Code: Property Tax Code that will be used for billing TBID assessment.

Livingston Tourism Business Improvement District QUARTERLY REPORTING PERIOD July- Sept 2019

Fein: _____

Property Tax Code: _____

	July	Aug	Sept	3 month total
a. 30+ Day Exempt	_____	_____	_____	_____
b. Fed. Stay Exempt	_____	_____	_____	_____
c. Comp. Room Exempt	_____	_____	_____	_____
d. Other Exempt(explain)	_____	_____	_____	_____
e. Total Exempt(a+b+c+d)	_____	_____	_____	_____
f. Total overnight stays	_____	_____	_____	_____
g. Total fee overnight stays(f-e)	_____	_____	_____	h. _____

Please fill out all information

Total assessments collected (h) _____ X \$2 = _____

Signature: _____

Title: _____

Print Name: _____

Email: _____

Phone: _____ **Date:** _____

Name of Property: _____

Zip Code: _____

Physical Address: _____

Zip Code: _____

Mailing Address: _____

Return this Form to:

Livingston Business Improvement District

Attn: Leslie Feigel

303 E Park Street

Livingston, MT 59047

info@livingston-chamber.com

To avoid \$250 late fee penalty, this form is due on October 31st 2019

Livingston Tourism Business Improvement District Reporting Form

Line a. 30 Day Continuous Room Exemptions: Charges for any individual that rents the same room for over 30 continuous days.

Line b. Federal Employee Room Exemptions: Charges for federal employees that use a federal credit card that is approved by the department or if you send bill directly to the Federal Government.

Line c. Complimentary Room Exemptions: Rooms provided at no charge.

Line d. Other: Please attach a separate sheet of paper explaining other circumstances. This would include but not be limited to uncollectible charges: (example- NSF checks, etc.)

Line e. Total Room Exemptions: Line a+b+c+d

Line f. Total Overnight Stays: Includes exempt rooms and fee rooms.

Line g. Total Fee Overnight Stays: Fee rooms only. Line f-e.

Fein: Property Federal Tax Identification Number.

Property Tax Code: Property Tax Code that will be used for billing TBID assessment.

Livingston Tourism Business Improvement District QUARTERLY REPORTING PERIOD Oct- Dec 2019

Fein: _____

Property Tax Code: _____

	Oct	Nov	Dec	3 month total
a. 30+ Day Exempt	_____	_____	_____	_____
b. Fed. Stay Exempt	_____	_____	_____	_____
c. Comp. Room Exempt	_____	_____	_____	_____
d. Other Exempt(explain)	_____	_____	_____	_____
e. Total Exempt(a+b+c+d)	_____	_____	_____	_____
f. Total overnight stays	_____	_____	_____	_____
g. Total fee overnight stays(f-e)	_____	_____	_____	h. _____

Please fill out all information

Total assessments collected (h) _____ X \$2 = _____

Signature: _____

Title: _____

Print Name: _____

Phone: _____ **Date:** _____

Email: _____

Name of Property: _____

Physical Address: _____

Zip Code: _____

Mailing Address: _____

Zip Code: _____

Return this Form to:

Livingston Business Improvement District

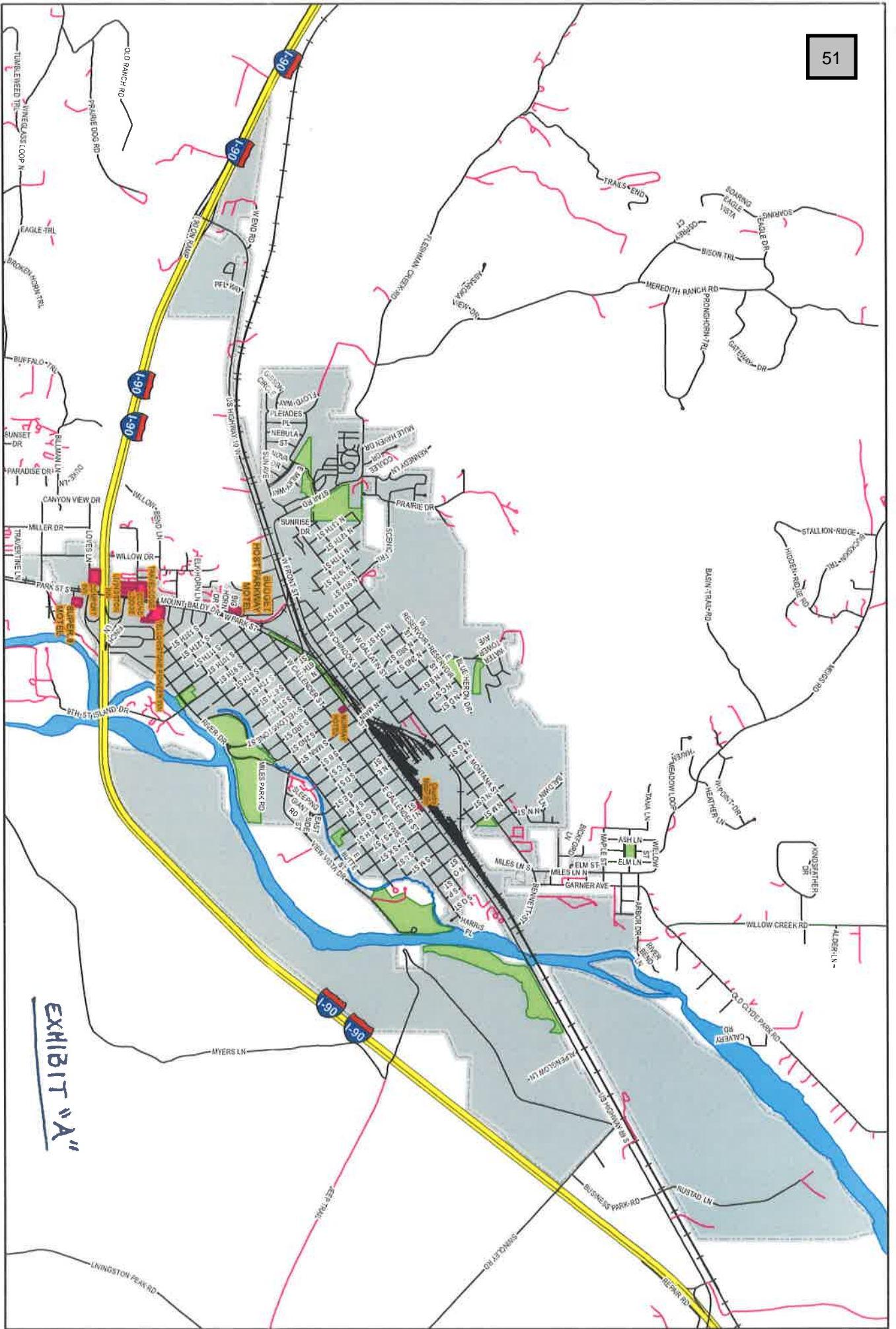
Attn: Leslie Feigel

303 E Park Street

Livingston, MT 59047

info@livingston-chamber.com

To avoid \$250 late fee penalty, this form is due on January 31st 2019



0 0.25 0.5 1 Miles

Hotel
 Livingston City Limits
 City Parks
 Yellowstone River

Livingston TBID Plan

Hotel Locations



PARK
COUNTY
MONTANA

EXHIBIT "A"

This map is for informational purposes only and not for legal, engineering or surveying purposes. Park County assumes no legal responsibility for this information and shall not be liable for any claims or damages arising out of the use of this information.
 Author: SJAY
 Date: 5/12/17

Hotel	Geocode	Owner Name	Sos Authorized
Yellowstone Pioneer Inn	49080223415060000	MAA BEST YELLOWSTONE HOSPITALITY LLC	X
Country Motor Inn	49080213113100000	Dhara HospitalityNavnit Patel	X
Comfort Inn	49080223406030000	Quail Partners/Larry Waite	X
Murray Hotel	49080213322127000	Dan and Kathleen Kaul	X

Super 8 Motel	49080223405040000	MARIC PROPERTIES WEST LLC	X
Travel Lodge	49080223413030000	MARIC PROPERTIES LLC	X

Budget Host Parkway Motel	49080223115090000	MALONEY WILLIAM B	
Livingston Inn	49080223411050000	John & Tilly Lamey	
Econolodge (used to be Quality Inn)	49080223411030000	CYRUS INVESTMENTS LLC	

Backup material for agenda item:

B.

RESOLUTION NO. 4830- A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DIRECTING THE CITY MANAGER TO UPDATE THE LIVINGSTON URBAN RENEWAL PLAN.

RESOLUTION NO. 4830

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DIRECTING THE CITY MANAGER TO UPDATE THE LIVINGSTON URBAN RENEWAL PLAN.

WHEREAS, by Resolution No 3462, the City of Livingston declared a blighted area in need of redevelopment and rehabilitation exists within the City of Livingston, Montana; and

WHEREAS, by Ordinance No. 1932 the City of Livingston adopted the Urban Renewal Plan for the Livingston Urban Renewal District with Tax Increment Financing Provision on 15 Dec 2003, becoming effective 14 Jan 2004; and

WHEREAS, the Urban Renewal District boundaries were set forth in Resolution No. 3462 and the Urban Renewal Plan; and

WHEREAS, in accordance with Section 7-15-4292 of the MCA, the tax increment financing provision of the Urban Renewal Plan will terminate the 15th year following its adoption or on 14 Jan 2019, and

WHEREAS, the City of Livingston has determined that it desires to consider extending the Urban Renewal District by issuing bonds or notes that are payable from the tax increment derived from the City of Livingston Urban Renewal District to complete a street, utility, and sidewalk replacement project for a portion of the City of Livingston’s downtown that has been identified by the City’s engineers as needing replacement; and

WHEREAS, Section 7-15-4292 of the MCA provides exception (2)(b) to the termination of an Urban Renewal District with a tax increment financing provision to be extended for a term of up to 25 years and then the Urban Renewal District will terminate upon the payment of provision of payment in full or discharge of all bonds for which tax increment derived from the Urban Renewal District has been pledged and the interest on the bonds,

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

The City Manager is directed to accomplish a review and update of the Livingston Urban Renewal Plan dated 10 Dec 2003, solicit input from Park County and Livingston School District, and have the update approved by the Urban Renewal Authority and Livingston City Planning Board before returning it to the City Commission for final approval.

PASSED AND ADOPTED by the City Commission of the City of Livingston, this _____ day of October, 2018.

Dorel Hoglund- Chair

ATTEST:

APPROVED AS TO FORM:

Lisa Herrald- Recording Clerk

Jay Porteen- City Attorney

Backup material for agenda item:

- B. ACTION- APPROVE/DISCUSS/DENY- COMMISSIONERS TO DISCUSS PARKS & TRAILS
DRAFT BY LAWS.**

**LIVINGSTON PARKS and TRAILS COMMITTEE
LIVINGSTON MT**

BYLAWS

ARTICLE I—AUTHORIZATION

Livingston City Commission Resolution No. 4344 establishes that the Parks and Trails Committee (“PTC”) is a permanent advisory board to the City Commission (“Commission”) in matters pertaining to parks and trails and the City’s Parks and Trails Master Plan. The PTC may be modified or abolished by action of the City Commissioners.

ARTICLE II—PURPOSE

The purpose of the Livingston Parks and Trails Committee is to assist the Livingston City Commission in the long-term planning, preservation and promotion of parks and trails and to pursue other duties that the City Commission assigns. The PTC duties may include, but are not limited to:

- a. Periodically reviewing and if necessary, revising and updating the Livingston Parks and Trails Master Plan and other relevant parks and trails plans, documents or maps and submitting recommendations pertaining to parks and trails to the Commission;
- b. Providing and gathering public input on parks and trails plans;
- c. Advising the Commission on the location, construction, maintenance and funding of parks and trails facilities and on issues related to parks, trails and other public spaces presented to the PTC by the Commission, other city or county boards or committees or members of the public;
- d. Maintaining communication with relevant Livingston and Park County committees, staff and residents, and pursuing opportunities to coordinate development, maintenance and funding of city and county parks and trails;
- e. Reviewing subdivision parkland dedication requirements as requested by the Planning Board and advising the Planning Board and the Commission on subdivision parks and trails issues;
- f. Making recommendations to the Commission on operating and capital budgets related to parks and trails, and facilitating and assisting with opportunities for fundraising; and
- g. Reviewing undeveloped lots and city road rights-of-ways that may be priorities for retention and improvement for trails and parks and making recommendations to the Commission on all proposed lot or ROW abandonments prior to the Commission’s decision on abandonment.

ARTICLE III—COMMITTEE MEMBERSHIP

- A. **VOTING MEMBERS.** The Parks and Trails Committee consists of seven voting public members and one member of the Commission.

- B. **QUALIFICATIONS.** Committee members must reside within the City, be at least 18 years of age and a registered voter, and demonstrate a commitment to the purposes of the PTC.
- C. **APPOINTMENTS.** The Chair of the Commission shall appoint, by and with the advice and consent of the Commission, each member of the PTC. The Commission shall advertise in a local newspaper and post open member positions and vacancies at the City and County Complex at 414 East Callender Street, Livingston, Montana at least one month prior to filling the vacancy.
- D. **TERMS.** Members shall be appointed for a term of up to four years, ending on December 31. Members may be reappointed for additional terms.
- E. **COMPENSATION.** Members shall receive no compensation for services rendered but may be entitled to documented expenses for mileage or expenses with prior approval of the City Manager.
- F. **REMOVAL or RESIGNATION OF COMMITTEE MEMBERS.** PTC members, on a majority vote of the PTC members, may recommend to the Commission that a member be removed from the committee for cause or for three or more unexcused absences during a calendar year. Valid absences may include, but are not limited to, vacation, illness, and business travel. Any PTC member may resign at any time by giving notice to the Chairperson. The resignation shall take effect upon receipt of said notice. The Commission may, with or without the recommendation of the PTC, remove any member of the PTC for misconduct, activities detrimental to the best interest of the City, or neglect of duty.

ARTICLE IV—OFFICERS.

- A. **OFFICER POSITIONS.** The officers of the PTC consist of the Chairperson, Vice-Chairperson and Secretary, elected by the members of the PTC on the first regular meeting of each year.
- B. **TERMS.** Officers will serve a term of one year and may be re-elected to that same position or another position.
- C. **VACANCIES.** Vacant officer positions shall be filled at the next regular meeting of the PTC.
- D. **DUTIES.**
- a. Chairperson
The Chairperson shall lead the PTC in performing its duties and responsibilities, will preside at all meetings of the PTC and will call

special meetings when he/she deems them necessary or is required to do so. The Chairperson shall approve all official papers and plans involving the authority of the PTC which are transmitted to the Commission. The Chairperson may discuss all matters before the PTC and make motions on all voting thereon.

b. Vice-Chairperson

The Vice Chairperson will assume the duties and powers of the Chairperson in his/her absence. If the Chairperson and Vice-Chairperson are both absent, the Secretary may serve as a temporary chair or the PTC may elect a temporary chair by a majority vote of those present at a regular or special meeting once it has been determined that a quorum is present. This person will assume the duties and powers of the Chairperson for that meeting.

c. Secretary

The Secretary shall record the minutes of all regular and special meetings and submit the minutes of the previous meeting to the PTC for approval. The minutes of each meeting shall state the time and place it was held and list the members and guests present, the reasons for members' absences if known, as well as such other information necessary to determine the actions taken. The secretary shall also prepare the agenda for each meeting and shall cause notice to be given of all regular and special meetings.

ARTICLE V—MEETINGS

A. TIME AND PLACE OF REGULAR PTC MEETINGS. The PTC shall meet on the fourth Wednesday of each month at 6 pm in the City-County Building, or at such other time and place as may be properly noticed. The Chairperson may cancel the meeting if there is not or will not be a quorum.

B. SPECIAL MEETINGS and WORK SESSIONS. Special meetings and work sessions may be called by the Chairperson with the specified purpose of the meeting stated. Except in cases of emergency, at least two days notice shall be given to each member of the special meeting.

C. NOTICE. Notice of PTC meetings and work sessions must be given to each PTC member by email. The PTC shall provide the City Commission a schedule of their meetings and will ensure that agendas and approved minutes are available to the public.

D. QUORUM. A majority of voting members shall constitute a quorum for the purpose of taking official action. In cases where there are no vacancies on the PTC, a quorum is four voting members. PTC members may not consent to items by proxy.

- E. PARTICIPATION.** Members may participate in regular or special meetings through any means of communication by which all members participating may simultaneously hear each other during the meeting.
- F. ACTION WITHOUT MEETING.** Any action allowed to be taken at a PTC meeting may be taken without an in-person meeting with the unanimous consent of the voting PTC members. Such consent may be granted via email and any allowed actions may be taken by a vote via email.
- G. MINUTES.** Written minutes shall be kept of all meetings, including votes on all motions and the vote of each member. A copy of the approved minutes will be forwarded to the Commission in a timely manner and be publicly available.
- H. COMMITTEE OPERATIONS.** All meetings are open to the public and all public meeting agendas will include an opportunity for public comment. The time for individual public comment may be limited by the Chairperson. The PTC shall address the items listed on the agenda prepared by the Chairperson.
- I. CONFLICT OF INTEREST.** A PTC member who is aware of a conflict of interest from which they may personally benefit must disclose that a conflict may exist. If the member feels they can make a fair and impartial decision, they may vote on the matter.

ARTICLE VI—BYLAWS

These bylaws shall become effective upon adoption of the PTC and approval of the City Commissioners. The bylaws may be amended by a majority vote of the quorum provided the proposed amendment(s) has/have been submitted in writing at the previous regular meeting, followed by approval of the Commission.