

**CITY OF BILLINGS**

**CITY OF BILLINGS VISION STATEMENT:**

**“THE MAGIC CITY – A VIBRANT, WELCOMING PLACE WHERE  
PEOPLE FLOURISH AND BUSINESS THRIVES.”**

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**Library Tour - 5:15 p.m.**

**COUNCIL CHAMBERS**

**December 9, 2013**

**6:30 P.M.**

**CALL TO ORDER:** Mayor Hanel

**PLEDGE OF ALLEGIANCE:** Mayor Hanel

**INVOCATION:** Councilmember Bird

**ROLL CALL:** Councilmembers present on roll call were:

**MINUTES:** November 18, 2013

**COURTESIES:** Outgoing Councilmember Presentations

**PROCLAMATIONS:**

**ADMINISTRATOR REPORTS - TINA VOLEK**

**PUBLIC COMMENT on “NON-PUBLIC HEARING” Agenda Items: #1 and #2 ONLY.**

**Speaker sign-in required.** (Comments offered here are limited to one (1) minute. Please sign in at the cart located at the back of the council chambers or at the podium. Comment on items listed as public hearing items will be heard **ONLY** during the designated public hearing time for each respective item. For Items not on this agenda, public comment will be taken at the end of the agenda.)

**1. CONSENT AGENDA -- Separations:**

**A. Mayor Hanel recommends that Council confirm the following appointments:**

- Names of the recommended appointees will be provided in the December 6 Friday Packet.

	Name	Board/Commission	Term	
			Begins	Ends

1	No Applications	Animal Control Board*	01/01/14	12/31/16
2		Animal Control Board	01/01/14	12/31/17
3		Animal Control Board	01/01/14	12/31/17
4		Animal Control Board	01/01/14	12/31/17
5		Bicycle & Pedestrian Advisory Comm	01/01/14	12/31/16
6		Billings BID	01/01/14	12/31/17
7		Billings BID	01/01/14	12/31/17
8		Board of Adjustments	01/01/14	12/31/17
9		Board of Adjustments	01/01/14	12/31/17
10		Board of Adjustments	01/01/14	12/31/17
11		Board of Adjustments	01/01/14	12/31/17
12		Board of Adjustments	01/01/14	12/31/17
13		Board of Adjustments	01/01/14	12/31/17
14		Board of Adjustments	01/01/14	12/31/17
15		Board of Appeals - Electrical	01/01/14	12/31/17
16		Board of Appeals - Builder	01/01/14	12/31/15
17		Board of Appeals - Plumber	01/01/14	12/31/17
18		Board of Appeals - Architect	01/01/14	12/31/17
19		Board of Ethics	01/01/14	12/31/17
20		Community Development - Low Mod	01/01/14	12/31/17
21		Community Development*	01/01/14	12/31/15
22		Housing Authority	01/01/14	12/31/18
23		Housing Authority	01/01/14	12/31/18
24		Housing Authority Res Comm	01/01/14	12/31/14
25		Human Relations Board*	01/01/14	12/31/16
26		Human Relations Board*	01/01/14	12/31/15
27		Human Relations Board	01/01/14	12/31/17
28		Library Board	01/01/14	12/31/17
29		Library Board	01/01/14	12/31/17
30		Library Board	01/01/14	12/31/17
31		Library Board	01/01/14	12/31/17
32		Mayor's Homelessness Lending*	01/01/14	12/31/16
33		Mayor's Homelessness Housing	01/01/14	12/31/17
34		Mayor's Homelessness Code/Law	01/01/14	12/31/17
35		Mayor's Homelessness Faith Based*	01/01/14	12/31/14
36		Parks, Recreation & Cemetery Board	01/01/14	12/31/17
37		Parks, Recreation & Cemetery Board	01/01/14	12/31/17

38		Parks, Recreation & Cemetery Board	01/01/14	12/31/17
39		Parks, Recreation & Cemetery School Rep*	01/01/14	12/31/14
40		Parks, Recreation & Cemetery Board*	01/01/14	12/31/16
41		Parking Advisory Board*	01/01/14	12/31/14
42		Parking Advisory Board	01/01/14	12/31/17
43		Parking Advisory Board	01/01/14	12/31/17
44		Parking Advisory Board	01/01/14	12/31/17
45		Parking Advisory Board	01/01/14	12/31/17
46		Planning Board - Ward I*	01/01/14	12/31/14
47		Planning Board - Ward II	01/01/14	12/31/15
48		Public Works Board	01/01/14	12/31/17
49		Public Works Board	01/01/14	12/31/17
50		Traffic Control Board*	01/01/14	12/31/14
51		Traffic Control Board	01/01/14	12/31/17
52		Traffic Control Board	01/01/14	12/31/17
53		Yellowstone Historic Board	01/01/14	12/31/15
54		Zoning Commission*	01/01/14	12/31/15

1 Not filled in 1/1/13

21 Unexpired term of Cindy Sanders

25 Not filled in 1/1/13

26 Unexpired term of Claudia Stephens

32 Not filled in 1/1/13

35 Unexpired term of Adela Awner

39 Unexpired term of David Williams

40 Unexpired term of Rachael Cox

41 Unexpired term of Bruce Simon

46 Unexpired term of Zach Meyers

50 Unexpired term of Brent Krueger

54 Unexpired term of Bill Ryan

**B. Bid Awards:**

- 1. Playground Fall Protection Replacement.** (Opened 11/19/2013) Recommend Good Earth Works, Inc.; \$414,300.

- C. Contract Renewal** (3-year) with Yellowstone Valley Animal Shelter for private operation of the Billings Animal Shelter (July 1, 2013 - July 1, 2016).

- D. Agreement** with the Billings Kiwanis Club for City of Billings Affinity License Plates amending net revenue distribution to 80% for the Billings Kiwanis Club and 20% for the City of Billings effective December 9, 2013. (4-year agreement with automatic renewal for successive term of four years.)

- E. **Approval** of Lease of State Lands Agreement (10-year) renewing the lease with State of Montana Department of Natural Resources and Conservation for Norm's Island and adding the lease for Darling Island.
- F. **Approval** of the Assignment and Transfer of the Automobile Rental Concession and Lease from Lewis Transportation Group, LLC DBA Thrifty Car Rental and Dollar Rent A Car to DTG Operations, Inc. DBA Thrifty Car Rental and Dollar Rent A Car.
- G. **Approval** of 20-year (9/1/2013-8/31/2033) lease renewal for West End T-Hangar to Turnip, Inc.; revenue first year - \$7,379.40; revenue subsequent years adjusted on an annual basis using the Consumer Price Index for All Urban Consumers (CPI-U).
- H. **Approval** of 5-year renewal (11/1/2013-10/31/2018) for Limited Commercial Aviation Building and Ground Lease to Aero Interiors; revenue first year - \$22,344; revenue subsequent years adjusted on an annual basis using the Consumer Price Index for All Urban Consumers (CPI-U).
- I. **Recommendation of approval** to the Policy Coordinating Committee for the Hospitality Corridor Planning Study.
- J. **Declaring surplus property** and authorizing the donation of old style Hurst Tool hoses no longer used by the Billings Fire Department to the Three Forks Volunteer Fire Department.
- K. **Resolution** creating a 10-member Ad-Hoc Council Advisory Committee on Right-of-Way Special Events.
- L. **Preliminary Subsequent Minor Plat** of Shadow Lawn Estates Subdivision, described as 5 lots on approximately 5.63 acres of land on the south side of Poly Drive, west of Virginia Lane; Aaron Sparboe, owner; Sanderson Stewart, agent; conditional approval of the plat, approval of the variance from Section 23-406(B)(6), and adoption of the findings of fact (Delayed from 11/18/13).
- M. **Preliminary Subsequent Minor Plat** of Falcon Ridge Estates Subdivision, 4th Filing, generally located on the north side of Rimrock Road, west of Molt Road; Falcon Ridge II, Inc., owner; conditional approval and adoption of the findings of fact.
- N. **Bills and Payroll:**
  - 1. November 4, 2013
  - 2. November 12, 2013
  - 3. November 18, 2013

**REGULAR AGENDA:**

2. **ACCEPTANCE OF ASSIGNMENT** from the Billings Public Library Foundation to the Billings Public Library of Integra Telecom Corporation's 5-year donation of 1G of high speed, broadband internet access. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)
3. **PUBLIC HEARING AND RESOLUTION** approving and adopting Budget Amendments for Fiscal Year 2013-2014. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)
4. **PUBLIC HEARING AND RESOLUTION** authorizing the filing of the annual Federal Transit Administration Section 5307 Grant. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)
5. **PUBLIC HEARING AND SPECIAL REVIEW #913:** A special review to allow the construction of two, 4-plex multi-family dwellings in a Residential 6,000 (R-60) zone on the north 150 feet of Lot 1, Wolf Subdivision, generally located on the southwest corner of the intersection of Boulder Avenue and Rehberg Lane; Jeremy Freyenhagen, owner. Zoning Commission recommends conditional approval. (Action: approval or disapproval of Zoning Commission recommendation.)
6. **PUBLIC HEARING AND FIRST READING ORDINANCE** amending Billings, Montana City Code Sections 23-201, 23-306, 23-405, 23-601, 23-602, 23-603, 23-605, and 23-606 providing updates to the Subdivision Regulations. Planning Board recommends approval. (Action: approval or disapproval of Planning Board recommendation.)
7. **PUBLIC HEARING AND SITE DEVELOPMENT ORDINANCE VARIANCE #13-04:** A variance from Section 6-1203(j) allowing less than the required 12 parking stalls for a fitness center on a proposed cross fit gym at 2940 Grand Avenue. Donna Bliss, owner; HGFA Architects, agent. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)
8. **PUBLIC HEARING AND RESOLUTION** authorizing the sale of city-owned property legally described as Fractions of Lots 9-12, Block 221, Billings Second Addition, and addressed as 3510 7th Avenue South. Recommendation to be made at December 9, 2013, meeting.

**PUBLIC COMMENT** on Non-Agenda Items -- Speaker Sign-in required. *(Restricted to ONLY items not on this printed agenda. Comments here are limited to 3 minutes. Please sign in at the cart located at the back of the council chambers or at the podium.)*

## **COUNCIL INITIATIVES**

**ADJOURN**

*Additional information on any of these items is available in the City Clerk's Office.*

*Reasonable accommodations will be made to enable individuals with disabilities to attend this meeting. Please notify Cari Martin, City Clerk, at 657-8210.*

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013  
**TITLE:** Boards & Commissions Appointments  
**PRESENTED BY:** Tina Volek, City Administrator  
**Department:** City Hall Administration

**Information**

**PROBLEM/ISSUE STATEMENT**

The Mayor is requesting that the City Council confirm appointments for Board and Commission positions that are vacant due to resignations and positions at term end.

**ALTERNATIVES ANALYZED**

- Council may:
- Confirm the proposed appointments; or
  - Not confirm the appointments.

**FINANCIAL IMPACT**

The proposed action has no financial impact.

**RECOMMENDATION**

Mayor Hanel recommends that Council confirm the following appointments: (Names of recommended appointees will be provided in the December 6 Friday Packet.)

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**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

*No file(s) attached.*

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**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Playground Fall Protection Replacement Bid Award

**PRESENTED BY:** Mike Whitaker, Parks, Recreation & Public Lands Director

**Department:** Parks/Rec/Public Lands

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**Information**

**PROBLEM/ISSUE STATEMENT**

The Playground Fall Protection Replacement project will replace existing fall protection materials with Engineered Wood Fibers to bring the playground into compliance with the Consumer Products Safety Commission guidelines for safety and meet the new Americans With Disabilities Act (ADA) requirements for accessibility in playgrounds. Bids were opened on November 19, 2013. There were 2 bidders, Good Earth Works and A1 Landscaping both firms from Billings. Good Earth Works is the apparent low bidder with a base bid of \$414,300.00. Total cost for this contract will be \$414,300.00. The construction period will begin in January and end June of 2014. This will necessitate the closure of selected playgrounds for a few days while the replacement operations are completed.

**ALTERNATIVES ANALYZED**

The City Council May:

- Accept the bid for \$414,300.00: or
- Reject the bid from Good Earth Works Inc. and provide direction to staff.

**FINANCIAL IMPACT**

The funding for this project is from Park District One and was budgeted in FY 2013. The project. The project couldn't proceed until the second half taxes were collected, so the contract and work will actually occur in FY 2014. This will require a second quarter FY 2014 budget amendment.

**RECOMMENDATION**

Staff recommends that the City Council award the contract for Playground Fall Protection Replacement to Good Earth Works Inc. of Billings for the amount of \$414,300.00.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

*No file(s) attached.*

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**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Approval of an Animal Shelter Operations Agreement

**PRESENTED BY:** Tina Volek, City Administrator

**Department:** City Hall Administration

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**Information**

**PROBLEM/ISSUE STATEMENT**

The Billings Animal Shelter has been operated since 2008 by agreement with Yellowstone Valley Animal Shelter, Inc. (YVAS), a 501(c)(3) independent contractor that was selected through a request for proposals (RFP). When the original agreement was renewed in September 2011, the provisions included allowing an additional 2-year renewal option. The agreement approving the renewal, retroactive to July 1, 2013, is attached. If the agreement is approved, City Animal Control and YVAS would continue to share the shelter at 1735 Monad Rd. The City would retain ownership of the building and grounds, although the contract contains an option for the City to consider a proposal for YVAS to purchase the facility at its appraised value at each renewal. YVAS has added outdoor pens and other improvements that would stay with the facility should the City ever take it back. YVAS would maintain the facility and grounds, except for areas of the shelter occupied by Animal Control. The two entities would share utility costs. YVAS would be required to accept all animals presented to it by City Animal Control or by residents of the City of Billings. At its option, YVAS also would be able to accept animals from other sources such as Laurel, depending on available space and other issues. YVAS's main goals are to evaluate, neuter and find adoptive homes for lost or relinquished animals that are healthy and meet minimum temperament and health requirements. Strays would be held for 72 hours and animals released by their owners would be held for 24 hours before they may be adopted. The organization would continue to maintain a web site and a lost pet hotline. City Animal Control would provide the public safety functions of collecting live and dead animals, investigating animal attacks and abuse, and euthanizing animals when necessary. All live animals collected by the Animal Control would be turned over to YVAS for handling. Open hours at the shelter have been changed slightly for more efficient operation on Sundays to close at 5 p.m. rather than 6 p.m., as in the past.

**ALTERNATIVES ANALYZED**

The Council may:

- Approve the agreement, extending it through July 1, 2016;
- Defer action on the agreement to obtain more information from YVAS or City staff; or
- Deny approval of the agreement, and instruct staff to resume operating the shelter, either temporarily while a new RFP is issued or permanently.

**FINANCIAL IMPACT**

The agreement through June 30, 2103 cost \$248,000 plus an increase equivalent to the adjusted corollary to the Consumer Price Index (CPI), all inclusive index. That amount turned out to be \$12,000, which was paid in November 2014. The agreement for July 1, 2013, through June 30, 2014, is proposed to be \$260,552; for July 1, 2014, through June 30, 2105, it is proposed to be \$260,552 adjusted by the 2013 Annual CPI-Urban for the Western Region. The Animal Control Division staff estimates it would take approximately \$308,000 to add three office staff and three shelter staff to maintain the current hours of operation and service at the shelter, plus operating and maintenance costs.

**RECOMMENDATION**

Staff recommends that the Council approve extending the agreement with YVAS through July 1, 2016.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

YVAS FY 14-16 Agreement

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## **OPERATION OF BILLINGS ANIMAL SHELTER AGREEMENT**

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between the **CITY OF BILLINGS, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 1178, Billings, Montana 59103, hereinafter referred to as "**City**," and **YELLOWSTONE VALLEY ANIMAL SHELTER, INC. ("YVAS")** of 2619 Woody Drive, Billings, Montana 59102, hereinafter referred to as "**Contractor**."

### **RECITALS**

On September 22, 2008, the parties entered into the initial 2 year agreement, which specified for three 1-year options to renew. Upon renewal on September 26, 2011, the Agreement was extended to one 2-year option to renew that is the subject of this Agreement.

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

**1. Purpose:** City agrees to hire Contractor as an independent contractor to continue to provide operations of the Billings Animal Shelter, located at 1735 Monad Road, and for placement of animals from the Shelter. These operations are more fully described in this agreement, Exhibit "A" Scope of Work, and Exhibit "B" YVAS Memorandum of Protocols, both attached hereto and by this reference made a part hereof.

**2. Effective Date:** This Agreement shall become effective, upon approval by the Billings City Council, for a period of two (2) years commencing on and retroactive to July 1, 2013, with one (1) two year option to renew by mutual agreement of both parties. The City of Billings will retain ownership of the Animal Shelter building and grounds during the initial six (6) years of the contract (until July 1, 2016), but will consider allowing a proposal to purchase the facility at its appraised value upon each renewal.

City Animal Control and Contractor shall continue cooperative occupation of the current Animal Shelter for the term of this contract.

Contractor shall provide to City one hundred twenty (120) days advance notice of Contractor's intent to negotiate a renewal of this Agreement and include the terms and amount of any proposed renewal, and the City shall respond within sixty (60) days.

**3. Scope of Work:** The Contractor shall perform the services as outlined in this agreement and Exhibits “A” and “B”, attached hereto and incorporated by reference. These services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional standards of conduct and performance.

**4. Abbreviations and Definitions:** For the purposes of this Agreement:

ACO – Animal Control Officer  
BAS – Billings Animal Shelter  
BPD – Billings Police Department  
HSUS – Humane Society of the United States  
Contractor – Yellowstone Valley Animal Shelter, Inc.

“Domestic animal” means any domesticated or tamed animal that is typically kept as a pet, including but not limited to: cats, dogs, rabbits, birds, ferrets, gerbils, hamsters, reptiles, and fish.

Undefined terms in this Agreement shall be interpreted consistently with the City of Billings’ Charter, the City’s Animal Control Regulations, and the City’s Animal Control Ordinances, and any amendments thereto.

**5. Payment:** Effective July 1, 2013, City agrees to pay Contractor for the work described in the Scope of Services at the following rates, to be billed to City and payable in 12 equal monthly installments:

Year 5 (July 1, 2013-June 30, 2014): Two Hundred Sixty Thousand, Five Hundred Fifty Two Dollars (\$260,552.00)

Year 6 (July 1, 2014-June 30, 2015): Two Hundred Sixty Thousand, Five Hundred Fifty Two Dollars (\$260,552.00), to be adjusted to the CPI-Urban for the Western Region based on 2013 annual figures.

The parties acknowledge that as of the date of execution of this contract, there is a past due amount of Thirteen Thousand, Four Hundred Forty-two dollars and Sixty Two Cents (\$13,442.62), owed to YVAS under the previous Agreement. The parties agree this past due amount shall be paid \_\_\_\_\_.

Any alteration or deviation from the described work that involves extra costs will be executed only upon written request by the City to Contractor and will become an extra charge over and above the contract amount. The parties must agree upon any extra charges in writing.

**6. Independent Contractor Status:** The parties agree that Contractor is an independent contractor for purposes of this Agreement and is not to be considered an employee of the City for any purpose. Contractor is not subject to the terms and provisions of the City's personnel policies handbook and may not be considered a City employee for workers' compensation or any other purpose. Contractor is not authorized to represent the City or otherwise bind the City in any dealings between Contractor and any third parties.

Contractor shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Contractor shall maintain workers' compensation insurance coverage for all members and employees of Contractor's business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

Contractor shall furnish City with copies showing one of the following: (1) proof of registration as a registered contractor under Title 39, Chapter 9, MCA; (2) a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or (3) proof of exemption from workers' compensation granted by law for independent contractors.

**7. Indemnity and Insurance:** Contractor agrees to indemnify, defend and save City, its officers, agents and employees harmless from any and all claims, losses, damages, judgments, expenses and litigation costs and liability occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act on the part of Contractor or its agents or employees Contractor, agents, employees, or volunteers, which result in personal injury or real or personal property damages or financial losses or damages to any person or entity including the City. For this purpose, Contractor shall provide City with proof of Commercial General Liability insurance issued by a reliable company or companies for personal injury and property damage, in an amount not less than \$750,000 per claim, and in an amount not less than \$1.5 million per occurrence and naming the City as an additional insured. Said insurance policy shall provide that it may not be cancelled with less than thirty (30) days prior written notice to Contractor and City. Contractor, upon request, shall furnish City a certificate of such insurance. The insurance must be in a form suitable to the City.

**8. Default - Escrow Fund:** Within 7 days of approval of this contract by the City Council, Contractor shall set aside one month's payment in the amount of \$20,666.00 and shall place this amount in an interest bearing escrow account created by an Escrow Agreement. The terms and provisions of such Escrow Agreement must be approved by the City. The terms of such Escrow Agreement shall permit the City to immediately access this money through a written demand to Contractor without further notice nor through litigation should a default in performance under this Agreement occur by Contractor.

The necessity to execute upon the escrow account in the event of default by Contractor shall be determined in the sole discretion of the City. Contractor shall not object to, obstruct, impair, impede, prevent or institute any legal proceedings challenging the execution upon the escrow account. Contractor hereby waives all rights to any causes of actions predicated upon the

City's execution upon the escrow account in the event of default, unless Contractor can prove the City acted in bad faith in making a determination of default under this agreement and executing on the escrow account.

In the event of default by Contractor, the City shall have the right to recover from and execute on the escrow account, all quantifiable expenses associated with resuming control and operation of the Animal Shelter, including reasonable expenses in staffing the Animal Shelter on a temporary basis, hiring permanent full-time staff, and any other expenses whether anticipated or unanticipated which the City is forced to incur as a result of and incidental to resuming control and operation of the Animal Shelter, in addition to any other remedies available to the City under Paragraph 11.

**9. Compliance with Laws:** Contractor agrees to comply with all federal, state, and local laws, ordinances, rules and regulations. Contractor agrees to purchase a City business license.

**10. Nondiscrimination:** Contractor agrees that all hiring by Contractor of persons performing this Agreement will be on the basis of merit and qualification and will not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin.

**11. Default and Termination:** If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party may, at its option, terminate this Agreement and be released from all obligations if the default is not cured within thirty (30) calendar days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.

**12. Liaison:** City's designated liaison with Contractor is BPD Deputy Chief Joel Slade, and Contractor's designated liaison with City is Chris Anderson, YVAS Director.

**13. Governing Law and Venue:** This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

**14. Severability:** Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Contractor, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and

enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

**15. Successors and Assigns:** Neither the City nor the Contractor shall assign, transfer or encumber any rights, duties or interests accruing from this Agreement without the written consent of the other.

**16. Ownership of Documents:** All documents, data, drawings, specifications, software applications and other products or materials produced by the Contractor in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. All such documents, products and materials shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if the documents, products and materials prepared by the Contractor are used for purposes other than those intended by the Agreement, the City does so at its sole risk and agrees to hold the Contractor harmless for such use. All or any portions of materials, products and documents produced under this Agreement may be used by the Contractor upon confirmation from the City that they are "Public Records" and subject to disclosure under Montana Law. All services performed under this Agreement will be conducted solely for the benefit of the City and will not be used for any other purpose without written consent of the City. Any information relating to the services will not be released without the written permission of the City. The Contractor shall preserve the confidentiality of all City documents and data accessed for use in Contractor's work product.

**IN WITNESS WHEREOF**, the parties hereto have executed this instrument the day and year first above written.

**CITY OF BILLINGS, MONTANA**

\_\_\_\_\_  
**CONTRACTOR (Print Name Above)**

By \_\_\_\_\_  
**THOMAS W. HANEL,**  
**MAYOR**

By \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Print Title** \_\_\_\_\_

**APPROVED AS TO FORM:**

By \_\_\_\_\_  
**BRENT BROOKS, CITY ATTORNEY**



## EXHIBIT "A" Scope of Work

- A. **Contractor duties and responsibilities:** The Contractor shall be responsible, at its own expense, for the following:
1. Maintain and provide proof of 501(c)(3) status prior entering into this agreement;
  2. Operate and staff a fully-equipped animal shelter at 1735 Monad Road in Billings, MT, for animals located within the City that have strayed, been abandoned, or otherwise delivered to the Contractor;
  3. Create and maintain a separate website for the Animal Shelter with a link to the City's website (the City website shall also contain a link to Contractor's);
  4. Make the Animal Shelter available to the public between the hours of 12:00 pm and 7:00 pm, Monday, Tuesday, Thursday and Friday; between 12:00 pm and 6:00 pm on Saturdays; and between 12:00 pm and 5:00 pm on Sundays, except on statutory holidays;
  5. Provide and maintain adequate fencing to prevent the escape of any animal;
  6. Require that cages containing cats will contain a litter box for each cat;
  7. Provide and maintain suitable enclosures with adequate space for each animal;
  8. Provide enclosures, cleaning and feeding methods as approved by the Humane Society of the United States – this requires adequate space for animals, as well as continuous cleaning and sanitizing;
  9. Provide fresh water to animals at all times;
  10. Make every reasonable effort to locate the owners of all animals in the facility;
  11. Contractor shall not offer for adoption any cat or dog that has not been redeemed by the owner unless:
    - (1) the animal has been spayed or neutered; or
    - (2) the person to whom the animal is released agrees in writing to have the animal spayed or neutered and a deposit for spaying or neutering the animal has been paid. The deposit must be in an amount determined by Contractor to be comparable to the lowest fee for spaying or neutering that is charged by veterinarians in Billings. Upon payment of the deposit, the person who is adopting the animal must receive a certificate for spaying or neutering, to be presented to a licensed veterinarian, who shall complete the certificate when the spaying or neutering is done. Upon receipt of the completed certificate verifying that the animal has been spayed or neutered, Contractor shall forward the deposit to the veterinarian who performed the procedure. The deposit must be forfeited if the spaying or neutering is not done:
      - (a) within 30 days if the cat or dog is more than 6 months old at the time of adoption; or
      - (b) by the time the animal reaches the age of 6 months if the animal is less than 6 months old at the time of adoption, or within 30 days of the adoption, whichever is longer.Contractor shall provide notice to the person to whom an animal is released that failure to fulfill the terms of an agreement to spay or neuter could result in the filing of a misdemeanor

charge.

The only exceptions to Contractor's spay/neuter policy are if a licensed veterinarian verifies in writing that spaying or neutering would be injurious to the animal's health.

Contractor shall be in default of Agreement if greater than five (5)% of all animals adopted out of the Animal Shelter in any Agreement year are not spayed or neutered.

12. Attempt to place every adoptable animal into a loving home while generally practicing euthanasia on animals that have behavioral issues which cannot be corrected or injuries/illnesses which are not treatable;
13. Contractor shall accept and kennel all impounded strays, bite quarantines, owner releases, and other domestic and exotic animals presented by any citizen of Billings and by Billings Police Department personnel acting in their official capacity;
14. Contractor shall allow Billings Police Department personnel access to the YVAS intake area and sally port for purposes of dropping off animals;
15. Fees for service shall not be charged for regular services provided to the City of Billings by the Contractor; however, Contractor shall charge fees for any extraordinary services provided to the City of Billings outside of this Agreement. For purposes of this Agreement, "extraordinary" services shall be defined as services that necessarily go beyond the current capacity of the Animal Shelter involving City of Billings' animals; go beyond the capacity of veterinarian services currently contracted for; or are performed upon written request of the City over and above the scope of this Agreement. City will charge for Animal Control Services as provided to Contractor at the rate of \$19.83 per hour, and upon request for transportation at the prevailing state mileage rate;
16. Contractor shall contract with a Certified Euthanasia Technician or Veterinarian in the event it is necessary to perform euthanasia on any shelter animal when City Animal Control is not available;
17. Contractor shall maintain accurate records of the tracking and disposition of all animals taken in, released, submitted for rabies testing, and disposed of by the contractor;
18. Contractor and Animal Control shall maintain joint access to the Chameleon database and each shall be responsible for updates. Chameleon data is designated "For Official Use Only," and shall not be used for marketing purposes. Annual maintenance fees for the ARMS software shall be shared equally by each using agency (Current annual fee is approximately \$1250). Repair and replacement cost of the server and supporting hardware shall be shared equally by the users. However, Contractor may not have access to certain areas of the database, such as saved criminal information. The database programmer/vendor will work with the Contractor to ensure compliance;
19. Contractor shall keep the facility and grounds located at 1735 Monad Road, Billings, Montana in a clean and orderly condition as prescribed by the City Facilities Manager and applicable City and State Code. Contractor shall assume responsibility for all cleaning, janitorial, and day to day upkeep of the facility and grounds, excluding the areas of the facility occupied by City Animal Control;
20. Contractor shall reimburse the City of Billings for the fair market value of all of the non-fixed assets that remain with the facility, if utilized;
21. Contractor shall maintain, repair and replace all surgical room equipment, cages, hoses, and other miscellaneous equipment that remains at the facility; and,

22. Contractor shall comply with all federal, state, and local laws in effect immediately upon assumption of the contracted service, and shall be subject to inspection by Animal Control and other duly authorized federal, state, and local authorities to insure compliance.
  23. Contractor shall be responsible for payment of a pro rata share of the utilities at the facility, based upon square footage occupied by Contractor.
- B. **City duties and responsibilities:** The City shall be responsible, at its own expense, for the following:
1. The City shall provide and maintain the facility located at 1735 Monad Road, Billings, Montana in current status, for use jointly by City Animal Control and Contractor during the term of this Agreement;
  2. City Animal Control may remain in the current facility;
  3. City Animal Control will not house any animal and will make every reasonable effort to locate the animal's owner before transporting to the shelter;
  4. City Animal Control shall perform any necessary euthanasia and disposal of animals released to the facility by City Animal Control or by the public
  5. The City shall be responsible for maintenance and repair of the physical facility.
  6. The City shall be responsible for payment of a pro rata share of the utilities at the facility, based upon square footage occupied by Contractor.
  7. The City shall be responsible for maintaining property insurance on the facility during the term of this Agreement, and shall charge Contractor a pro rata share of the premium and a pro rata share of any deductible paid based upon square footage occupied by Contractor, during the Agreement term.
  8. The City shall be responsible for establishing an application process for interested groups to access the remaining balances of donation accounts of the Billings Animal Shelter.
- C. **Applicable Laws and Guidelines:** Contractor agrees to operate the shelter in accordance with local, state and federal laws, ordinances, rules, and regulations, and in accordance with the humane guidelines of the Humane Society of the United States. These guidelines shall be posted at all times within the Shelter facility.
- D. **Jurisdiction:** Contractor will accept animals originating within the City of Billings, whether brought in by Animal Control or the public. Additionally, Contractor will accept animals from other jurisdictions, including the City of Laurel and Yellowstone County, provided those jurisdictions participate under a contract agreement. Animals from non-participatory locations will be taken in on an "as space is available basis." City Council shall have final approval of any contracts entered into by Contractor with other parties that adds to the animal population of the shelter.
- E. **Annual Inspection:** An annual inspection of the Shelter shall be conducted by the Regional Director of the Humane Society of the United States or a local veterinarian. Additionally, the City's Facility Manager or a City Building Inspector shall accompany the Regional Director or the local veterinarian on the inspection.
- F. **Financial Reporting and Budget:** The following documents and reports shall be

presented to the City:

Financial Reports: Contractor shall present to the City:

1. a proposed work plan and budget, including a list of fees, by April 1 of each year; and,
2. Biennial compiled financial statements, with notes, completed in accordance with The American Institute of CPAs professional standards, by September 1 of each even numbered year, starting in 2012.

The Contractor's Board of Directors shall contract with an independent accounting firm to perform an annual audit and prepare federal form 990 (Return of Organization Exempt from Income Tax).

The City reserves the right, at its own expense, to have a financial audit completed of the Animal Shelter operations and may inspect and take copies of any and all of Contractor's books and records.

Quarterly Reports: On a quarterly basis, the Contractor shall present to the City:

1. a report with the actual operating costs/revenues covered under this Agreement; and
2. a report which shall, at minimum, include:
  - a. Statistics report from ARMS program identified as "Shelter Activity Summary".
  - b. Number of Spay/Neuters performed.
  - c. Licenses Issued.

G. **Licensing:** Contractor shall be required to maintain licensing data. The revenue from licensing shall be split equally between Contractor and the City. Contractor shall update and enter all licensing data the day of the license sale. Contractor shall update and enter all licensing data obtained from veterinarians within two weeks of receiving that information. All revenue owed to the City shall be forwarded to the City once a month and due by the 1<sup>st</sup> of each month.

H. **Accounting Activity:** Contractor shall utilize a reconciliation process to compare activity for sales, claims, etc. from the inventory system to the general ledger system. On a periodic basis, costs of certain supplies shall be analyzed to inventory volumes to test for reasonableness (e.g. the cost of food to animal census figures, the cost of surgical supplies to inventory treated surgically or medically, the cost of euthanasia supplies to inventory euthanized).

I. **Other Restrictions:** The Contractor agrees not to hire, employ, allow on the premises, allow to volunteer, adopt any animal to, or place any animal with any person who is known to have been charged with or convicted of cruelty to animals, aggravated animal cruelty, animal neglect, or any other violation of federal, state, or local laws, regulations, or ordinances alleging cruel, inhumane, or neglectful treatment of any animal. "Charged or convicted" includes the formal filing of felony or misdemeanor charges, entering into

deferred prosecution or deferred imposition of sentence agreements, or being cited or summoned into any court to answer to such charges. The YVAS further agrees to conduct reasonably thorough background investigations as to all employees and volunteers to enforce compliance with this provision, and to make reasonable investigation as to any potential adopting party to enforce compliance with this provision.

- J. **Citations**: Contractor shall require any person claiming a stray or quarantined animal from the shelter to sign an affidavit of ownership. Ownership information shall then be transferred to the Animal Control Office for issuance of any applicable citations.

**Exhibit “B” – Memorandum of Protocols**  
**YELLOWSTONE VALLEY ANIMAL SHELTER**  
**BASIC ANIMAL SERVICES**

I. RECEIVING of ANIMALS

A. City of Billings - Accept all animals

B. Outside of City of Billings

1. Accept or refuse based on

a. Available room in shelter to allow continued flow of city animals

b. Passes SAFER test for adoptability

c. Support seizures of large groups of dogs from other areas of the State of Montana only. Must allow for a. & b.

d. Injured animals regardless of inside or outside City of Billings

e. Nowhere else to take the animal

f. Release for euthanasia. Must pay fees.

C. Method In

1. Billings Animal Control

2. Laurel Animal Control

3. Billings Police Department

4. Public

5. Trapped

D. Documentation

1. Police Departments and Animal Control Officers complete paperwork that identifies animal, time animal was brought into YVAS and location where animal came from.

2. Public completes paper work that gives date, location where animal was found, finders persons address, and descriptive of the animal.

3. If trapped the trapper completes stray paperwork as 2.

E. Presenting into the shelter

1. Dogs & Cats

a. Scan for microchip

b. Check for collar with identification tags

c. Weigh

d. Check for injuries

- e. Administer Bordetella (Dogs) or Rhino/Panleuk (Cats) Vaccination
- f. Place in Stray Dog Room kennel or Intake Room cages for cats
- g. Enter animal information into ARMS Program
- 2. Pocket Pets / Birds / Reptiles
  - a. Place in appropriate cage and enter information same as g.

F. Waiting period

- 1. Stray Animal - held 72 hours from time of intake. At that point, the animal, per city ordinance, is considered abandoned and becomes the property of Yellowstone Valley Animal Shelter.
- 2. Release - Animal is held 24 hours from time of intake.

## II. OUTGOING ANIMALS

A. To claim a stray animal.

- 1. Animal must be adequately identified to prove ownership.
- 2. Fee for claim, board and vaccination is paid
- 3. If owner lives in the City of Billings, they must provide proof of City Animal license. If no license they must purchase license from YVAS at time of claim with proof of rabies vaccination
- 4. If rabies vaccination is not current, owner may purchase a city animal license. The physical license will be held at YVAS until proof of rabies is provided.

B. To adopt an animal

- 1. Potential adopter completes adoption application.
- 2. Potential adopter meets with the animal in presence of YVAS staff member.
- 3. All family members must be present for a Meet/Greet session.
- 4. Other dogs in same home must be brought to the shelter for Meet/Greet.
- 5. At that time YVAS staff will either approve or deny the adoption based on application and the results of the Meet/Greet sessions.

C. Transferred Animals

1. In the case of an animal that would be a candidate for a Rescue Organization, we will transfer to an approved rescue.
2. In the case of an animal that for reasons of health or age is a candidate for a transfer through the foster program, we will transfer for a said amount of time into an approved foster home.

D. Euthanization

1. Any dog that does not pass the SAFER TEST will be euthanized.
2. Any dog that shows aggression towards humans or unwarranted aggression towards another dog will be euthanized.
3. Any animal in poor health or in inhumane, unrepairable condition will be euthanized.

III. EUTHANIZATION

- A. Contract with the Billings Animal Control for euthanasia services.
- B. Provide euthanasia services to those individuals who are financially unable to pay the fees of a veterinarian.
- C. Euthanization of an animal will be approved by the Executive Director or Operations Director with the recommendations of YVAS staff members.

**BASIC KENNEL MAINTENANCE**

I. KENNELS – Morning cleaning

A. Cats

1. Cats in residence require the least amount of upset possible. Based on this we replace cat litter, give fresh water and food, and wipe out the kennel with limited disturbance to that cat.
2. Cat beds and toys are replaced as needed.
3. Empty cat cages are cleaned with chemical product that kills all feline infectious diseases. These kennels are then ready for new cats.
4. As kennels are cleaned food is prepared for each cat and placed in their kennel.

5. Counters are washed with disinfectant, garages emptied, and floors cleaned.
6. Each Cat Room has individual cleaning equipment and chemicals.
7. Cat Rooms are cleaned in the following order based on maintaining the health status of the cats.
  - a. Adoptable Cat Room - cats are allowed to be out of their kennels for exercise and human handling during this time.
  - b. Surgery Cat Room - cats that have been adopted and waiting for spay/neuter surgery.
  - c. Stray Cat Room - cats that are not yet available for adoption based on stray status.
  - d. Intake Room - cats that have been in the shelter for 48 hours or less or feral status.
  - e. Isolation Cat Room - cats that are being treated for Upper Respiratory Infection, or other recoverable health issues and need to be isolated from other cats.

#### B. Dogs

1. Dog kennels are thoroughly cleaned each morning and examined for malfunction.
2. Kennel attendants first scoop the kennels then spray in entirety the kennel floors, walls, and aisles with a chemical cleaner that is designed to kill all canine viruses including Parvo Virus.
3. The dogs are placed outside in play yards during the cleaning process.
4. Dog Kennel Rooms are cleaned in the following order:
  - a. Adoptable Dog Room – dogs that are available for adoption
  - b. Stray Dog Room – dogs that are in stray status, or need quiet time, or have not yet had SAFER TEST performed.
  - c. Quarantine Dog Room – dogs that are being held for Billings Animal Control. These dogs are not allowed out of kennels. Guillotine doors are used to transfer dog out of kennel to adjoining kennel while kennel is cleaned.
  - d. Isolation Dog Room – dogs that being isolated from general population based on health or temperament. Depending on status of dog it may or may not be allowed

- out of kennel. Guillotine doors are used to transfer dog out of kennel to adjoining kennel while kennel is cleaned.
5. Dogs are returned fed and given fresh water after all kennels are cleaned.
- C. Pocket pets, birds and rabbits.
1. Each cage is cleaned daily with fresh bedding, food and water.

## **SPAY/NEUTER, SURGERY, SURGERY ROOMS, MEDICAL SUPPLIES**

### **I. SPAY/NEUTER OF ANIMALS**

- A. All dogs and cats that are adopted or transferred to a foster home or approved rescue are spayed or neutered prior to leaving the shelter.
- B. Exception to A. based on shelter veterinarian's belief in the best interest of the long term health of puppies and kittens - puppies under 3 months and kittens less than 4 pounds.
- C. Exception to A. based on shelter veterinarian's evaluation would be an animal that is not physically healthy enough to undergo the surgery. This animal would follow the same tracking protocol and return to YVAS for spay/neuter procedure.
- D. Those animals in B. and C. are scheduled for return to the shelter at time of appropriate age and weight. This is recorded in the ARMS program.
- E. YVAS staff member keeps record of and follows up with the adopter to ensure return of the animal.
- F. The adopter pays for the spay/neuter surgery at time of adoption. Also pays a bond that is refundable upon completion of the surgery.
- G. If the adopter wishes to have spay/neuter procedure performed by own veterinarian, this is only possible if approved by the Executive Director or Director of Operations.
- H. If surgery is performed outside of YVAS facility the adopter is required to pay all the fees for spay/neuter and the bond. The adopter will receive the fee for spay/neuter and the bond in a refund upon the receipt of proof of spay/neuter from their veterinarian.

- I. The Adoption Contract states that if the spay/neuter procedure is not performed by the date indicated on the contract, YVAS may repossess the animal and the adopter forfeits all fees paid.

## II. SURGERY AND MEDICAL ROOMS

- A. Shelter Veterinarian directs the stocking of medicines and medical supplies for these rooms.
- B. Shelter Veterinarian orders the vaccines, medicines, and medical supplies for these rooms and the surgeries performed.
- C. Shelter Veterinarian oversees the decisions for types of vaccinations given to the animals.
- D. Refrigerators (Intake Room and Medical Room) have temperature gauges with alarms.
- E. Each room is fully cleaned after surgeries or medical use.
- F. Surgery suite is used only for surgeries.
- G. Each surgery table is equipped with appropriate medical supplies and equipment as directed by the Shelter Veterinarian.
- H. Only authorized staff and volunteers are allowed in these areas.

## III. SURGERY AND MEDICAL TREATMENT

- A. Only the Shelter Veterinarian may provide shelter surgery or medical services at YVAS.
- B. The Shelter Veterinarian may request or approve another veterinarian to provide shelter medical or surgery services at YVAS.
- C. If the Shelter Veterinarian decides it is in the best interest and health of an animal any medical care or surgery will be provided for an animal.
- D. The Shelter Veterinarian may approve the referral of an animal to a veterinarian outside of YVAS for medical care or surgery if in the best interest and health of an animal.
- E. No medicinal treatment of an animal can provided without the approval of the Shelter Veterinarian or his/her designated spokesperson.

# DAILY SERVICES

## I. Basic Services

- A. All persons and animals entering YVAS will receive services based on meeting our contractual agreement with the City of Billings.
- B. If YVAS is unable to provide the service that an individual requests based on the extent of expertise of the YVAS staff, the staff will provide referrals or additional information to help that individual and/or animal.
- C. YVAS will be open to the public as follows:
  - Monday, Tuesday, Thursday, Friday 12:00 pm – 7:00 pm
  - Saturday, Sunday 12:00 pm – 6 pm
- D. YVAS will be staffed to meet the needs of the public and the animals.
- E. YVAS will maintain a fee based service based on the costs of the services provided.
- F. The public is expected to pay for all services received from YVAS. If an individual is unable to pay it is at the discretion of the Executive Director or the Operations Director to waive those fees or a portion of. No Billings resident can be denied the services that are outlined in the contractual agreement with the City of Billings.
- G. YVAS Website will be updated daily for stray animals received in the shelter and at least four times a week for the adoptable animals.
- H. Lost Pet Hotline is updated each weekday morning.
- I. YVAS is to provide kennel space to all animals from the City of Billings.
- J. YVAS reserves the right to accept animals outside the limits of the City of Billings based on available space.
- K. YVAS staff is expected to greet the public in a positive and supportive manner and assist their needs immediately upon entrance into the shelter.
- L. The telephone is to be answered if staff persons are not engaged with a customer. Telephone messages are to be checked at least two times a day, more often if possible and recorded in a

telephone log. Messages are to be replied to immediately, or as soon as possible.

## **ANIMAL NEEDS DURING THE DAY**

### **I. Dogs**

- A. A walk through will be performed first thing in the morning to check on all the dogs.
- B. Adoptable dogs will be out in the play yards in the mornings, inside in their kennels in the afternoon and then back out into the outside kennels in the late afternoon.
- C. The dog kennels will have dog houses, shelter from the sun and rain, and a platform to sit on. Freshwater will be available in each pen.
- D. The indoor dog kennels will be scooped three additional times of the day besides morning cleaning.
- E. Water dishes will be checked and refilled three additional times of the day besides the morning feeding and watering.
- F. When volunteers are available dogs will be exercised through walking or playing in the outside play yards.
- G. Dogs are allowed in the front office space for socialization and observing behavior patterns.
- H. Dogs are observed throughout the day for health concerns.
- I. A final walk through of the dogs will be performed at end of day to assure health of the animals.

### **II. Cats**

- A. Water will be checked twice a day.
- B. If volunteers are available the adoptable cats can be held and brushed. They must sanitize their hands between contacts with each cat.
- C. Selected cats are allowed to be loose in the front office.
- D. Cats are observed throughout the day for health concerns.
- E. If customers have lost a cat, they may look through the Intake Room and the Stray Cat Room accompanied by a YVAS employee. Customers are not to touch the cats in those rooms in order to preserve their health.
- F. A final walk through of the cats will be performed at end of day to assure health of the animals.

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Amendment of Agreement for Billings Affinity License Plate Sponsorship

**PRESENTED BY:** Tina Volek, City Administrator

**Department:** City Hall Administration

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**Information**

**PROBLEM/ISSUE STATEMENT**

In 2007 The Billings Kiwanis Club and the City of Billings previously entered into a specialty or “affinity” vehicle license plate sponsorship agreement to promote civic pride and to serve as a fund-raiser for both organizations. MCA Sections 61-3-475 and 476 requires that a sponsor for a specialty license plate be a governmental body or organization approved by the State of Montana to promote the sale of the plate. Kiwanis provided the license plate design and paid the original required \$4,000 application fee and the City then submitted the application to the State Motor Vehicle Division (MVD). MVD approved the design and sponsorship by the City. The City reimbursed Kiwanis for the design from the proceeds of the license plate sales and, after that, agreed to evenly split the net fees of \$20 per plate equally. Kiwanis has requested that the split of fees be amended so that Kiwanis receives 80% of the proceeds and the City receives 20%. The City portion of the proceeds is used for funding various Parks projects. The Kiwanis portion of the proceeds is used to fund various community service projects sponsored by that organization.

**ALTERNATIVES ANALYZED**

The City Council may:

- Approve the agreement as amended;
- Delay the approval; or
- Decide not to participate further.

**FINANCIAL IMPACT**

About 20% of all vehicle license plates sales are of specialty plates. A smaller Montana community has previously earned about \$12,000 a year from the sale of its license plate. It is expected that the City of Billings and Billings Kiwanis could earn and apportion approximately \$8,000 a year for each for their projects based on current license plate sales.

**RECOMMENDATION**

Staff recommends that Council approve the application and the agreement.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

Agreement - License Plate

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## AGREEMENT RE CITY OF BILLINGS AFFINITY LICENSE PLATES

This Agreement regarding City of Billings Affinity License Plates ("Agreement") is made and executed effective December 9, 2013, by and between **THE CITY OF BILLINGS**, a Montana Municipal Corporation (hereafter "CITY"), and **THE BILLINGS KIWANIS CLUB** (hereafter "CLUB"), a not-for-profit civic service organization operating in Billings under charter from Kiwanis International.

### **RECITALS:**

**WHEREAS**, CITY and CLUB entered into an agreement on March 12, 2007 (hereafter "Agreement") to authorize the CITY, as a qualifying governmental body eligible to apply under M.C.A. §§61-3-472, et seq., to the State of Montana Department of Justice, Motor Vehicle Division ("MVD") for sponsorship of an affinity license plate, using artwork developed and paid for by CLUB, so that a portion of the fees generated from the sale of the affinity plates would be remitted by MVD to the CITY; and

**WHEREAS**, CITY and CLUB agreed that CLUB would pay the initial application fee for the affinity license plate, and after CLUB was reimbursed this fee out of proceeds from the sale of affinity plates to the public, CITY and CLUB would divide the remaining proceeds from sale of such plates equally between them; and

**WHEREAS**, the CITY and the CLUB have now gained years of experience and revenue operating under the terms of the Agreement, and based upon that experience, have independently and mutually determined that sale of affinity license plates bearing words identifying the plates with the CITY have promoted the CITY and have raised funds useful and necessary for CITY parks programs, and for the various civic and community service activities conducted and sponsored by CLUB within the City; and

**WHEREAS**, the CITY and the CLUB agree that the CITY has now fully reimbursed the CLUB for its payment of the initial application fee and all sums received by the CITY from MVD for this program have been distributed in accordance with the Agreement; and

**WHEREAS**, the CITY and the CLUB now wish to change the agreement to provide that 80% of all net revenues received by CITY from MVD, beginning on December 9, 2013, shall be paid to CLUB for the continuing use of the CLUB's design on the affinity license plate and 20% shall be retained by CITY;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the parties agree as follows:

1. **Distribution and Disbursement of Administrative Fees Collected on Sale of Plates**: The parties acknowledge their mutual understanding that the cost of the plates to the general public will be the applicable vehicle registration fees plus \$35.00 annually; that MVD will collect from the amounts paid for initial issuance or renewal of such City affinity plates a \$15.00 administrative fee in addition to the applicable vehicle registration fees; and that the

remaining \$20.00 (“net fees”) will be remitted by MVD not less than annually to the CITY. CITY and CLUB acknowledge their mutual understanding the net fees will be remitted by MVD to the CITY. CITY and CLUB hereby agree that 20% of all net fees received after December 9, 2013, shall be retained by CITY and 80% shall be disbursed to CLUB, along with the CITY’s written statement or accounting describing computation of the parties’ respective shares. This fee to the CLUB is for the continuing use of the affinity license plate design which is owned by the CLUB. In the event that the net fees remitted per plate application by MVD increase during the terms of this Agreement or any renewal or extension of this Agreement, the foregoing 80%/20% division of such net fees shall continue to apply.

2. **Term of Agreement; Renewal or Extension:** Unless otherwise mutually agreed in writing, the term of this Agreement shall be four (4) years from the effective date; and shall be automatically renewed for successive terms of four (4) years each unless either party gives the other notice not less than sixty (60) days prior to the renewal date of the intent of the party giving notice not to renew.

3. **Nondiscrimination:** CITY and CLUB agree that neither party shall discriminate in the performance of their duties under this agreement, or in the expenditure of any funds received by either party, on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin.

4. **Governing Law and Venue:** This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

5. **Entire Agreement:** This Agreement, including its appendices, if any, embodies the entire understanding between the parties relating to the subject matter contained herein. No agent or representative of either party has authority to make any representations, statements, warranties or agreements not herein expressed and all modifications or amendments of this agreement, including the appendices, must be in writing and signed by an authorized representative of each of the parties hereto.

6. **Modification; Binding Effect:** This Agreement shall not be modified or amended except by written instrument signed by both parties and approved, to the extent required by applicable law or ordinance, by the Council. This Agreement, upon execution by both parties and approval by the Council, shall be binding upon them and their respective successors and assigns. Neither party shall assign such party’s rights or obligations hereunder without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

In witness whereof, this Agreement has been made and executed effective December 9, 2013.

**CITY:**

**CITY OF BILLINGS**, a Montana  
Municipal Corporation

By: \_\_\_\_\_  
**THOMAS W. HANEL**, Mayor

**ATTEST:**

By: \_\_\_\_\_  
**CARI MARTIN**, City Clerk

**BILLINGS KIWANIS CLUB**

\_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Printed Name)

Its: \_\_\_\_\_  
(Title)

Approved As To Form:

\_\_\_\_\_  
**Brent Brooks**, City Attorney

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Special Lease of State Lands between the State Montana and the City of Billings

**PRESENTED BY:** Mike Whitaker, Parks, Recreation & Public Lands Director

**Department:** Parks/Rec/Public Lands

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**Information**

**PROBLEM/ISSUE STATEMENT**

The City of Billings has been leasing a 79.5 acre parcel of land commonly known as Norm's Island and a 5.61 acre parcel of land from the Montana Department of Natural Resources and Conservation (DNRC) in order to provide public recreational access to lands adjacent to the Yellowstone River. The leased State Lands parcels and City owned lands are managed and operated by the City Park and Recreation Department together as the Riverfront Park Complex. The current State Lands lease was for a 10-year period and is up for renewal in 2013. Additionally, through a master planning process of the Marathon Loop multi-use trail, it has been determined that another parcel of land of 71 acres also owned by DNRC and commonly known as Darling Island located on the eastern end of the Riverfront Park Complex is critical to providing a multi-use trail access link between Riverfront Park and Mystic Park. The proposed agreement includes renewing the existing lease for Norm's Island and the 5.61 acre parcel and adding Darling Island to the lease agreement. A total of 156.11 acres of State Lands are included in the lease agreement.

**ALTERNATIVES ANALYZED**

The City Council may agree to sign or not sign the Special Lease of State Lands agreement. Not signing the Agreement leaves the City without a formal agreement with the State of Montana for providing public access to Norm's Island along the Yellowstone River and will prevent a critical connector route on the proposed Marathon Loop trail system from being established.

**FINANCIAL IMPACT**

The cost of the current lease for 79.5 acres of Norm's Island and the 5.61 acre parcel has been \$1,275.00 per year each of the past 10 years. The new proposed lease will be \$3,264.00 for Norm's Island plus \$2,726.40 for the addition of Darling Island for a total of \$5,990.40 per year over the 10-year life of the agreement. The Park and Recreation Department has sufficient funds for the lease renewal for Norm's Island and the addition of Darling Island.

**RECOMMENDATION**

Staff recommends that the City Council approve and the Mayor sign the special Lease of State Lands agreement with the State of Montana Department of Natural Resources.

**APPROVED BY CITY ADMINISTRATOR**

State Lands Lease-2013

Riverfront Park Map

Riverfront Park Complex

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## SPECIAL LEASE OF STATE LANDS

This lease is entered into by the State of Montana, as lessor, and the person herein named, as the lessee.

Lease Number	Effective Date	Expiration Date	Term of Lease
4081	March 1, 2013	February 28, 2023	10 Years

**Name of Lessee:** CITY OF BILLINGS PARK, RECREATION & PUBLIC LANDS

**Mailing Address:** 390 NORTH 23<sup>RD</sup> STREET

**City/State/Zip/Phone:** BILLINGS, MT 59101

Land Located in YELLOWSTONE County belonging to the COMMON SCHOOLS Grant:

DESCRIPTION	Sec.	Twp.	Rge.	Acres
LOT 5	16	1S	26E	5.61
DARLING ISLAND (AKA CARLA ISLAND)	15	1S	26E	71
NORMS ISLAND (AKA BARBARA ISLAND)	20	1S	26E	79.5

Sole purpose for which the land is leased: PARK AND DEVELOPED RECREATION (TRAILS)

In consideration of the rentals to be paid and covenants to be performed by the lessee, his/her administrators, executors and assigns, the lessor hereby leases to the lessee the above described land only for the purpose set forth above.

The lease is subject to terms, conditions and restrictions set forth herein.

**IS MUTUALLY UNDERSTOOD, AGREED AND COVENANTED BY AND BETWEEN THE PARTIES TO THIS LEASE AS FOLLOWS:**

- RENTAL** – The lessee shall pay to the lessor an annual money rental as specified in Section 3. At the end of the first **five (5) year** period the rental shall be reviewed and may be adjusted at the discretion of the Director of the Department of Natural Resources and Conservation and any adjustment of the rental fee necessary to secure a fair return to the State shall be made at that time. A review may, at the discretion of the Director, be made at **five (5) year** intervals thereafter. Failure to pay each year's rental on or before due date automatically cancels this lease.
- PLACE OF PAYMENT** – All payments required by this lease shall be made to the Department of Natural Resources and Conservation, P.O. Box 201601 Helena, Montana 59620-1601, or your local Area Office or Unit Office.
- RENTAL FEE** – Rental in the amount of **\$5,990.40**, annually shall be **due and payable by March 1 of each year**. FAILURE TO PAY BY APRIL 1 AUTOMATICALLY CANCELS THIS LEASE. A NOTICE OF RENTAL DUE WILL BE SENT TO THE ABOVE ADDRESS ONLY, UNLESS A CHANGE OF ADDRESS IS RECORDED. THIS RENTAL FEE WILL BE DUE AS OF THE EFFECTIVE DATE OF THIS LEASE.
- RENEWAL LEASE** – If all rentals due the State under this lease have been paid and the terms of this lease have not been violated, the lessee may make application to the lessor, within thirty (30) days prior to its expiration, for additional terms not to exceed **ten (10) years**, provided, however, that in no event shall the cumulative term be extended by the last of such additional terms to a date that is 99 years after the lease commencement date (MCA 77-1-904). The additional terms

shall be at such rental as the Director may determine is a fair return to the State, and subject to periodic reviews of the rental as herein provided; however, should the Director in his/her discretion decide it is in the best interests of the State not to renew this lease the lessor shall notify the lessee at least six (6) months prior to the expiration of the lease of such decision, and the lessee shall have no renewal rights.

5. **RESERVATIONS** – The lessor reserves all rights and interests to the land under this lease other than those specifically granted by this lease. These reservations include but are not limited to the following:

(a) **MINERAL AND TIMBER RESERVATION** – All coal, oil, gas and other minerals and all deposits of stone, gravel, sand, gems, and other nonminerals valuable for building, mining or other commercial purposes and all timber and trees are excepted from the operation of this lease. The lessee shall not open any mine or quarry or work or dig any of the minerals or nonminerals mentioned above from any mine or any quarry, pit or diggings situated on said land whether such mine, quarry, pit or diggings was open at the date of this lease or not. The lessee shall not cut, sell, remove, use or destroy any such timber dead or alive, or standing or fallen trees and shall not allow or permit any other person to cut, use, remove or destroy such timer or standing trees unless such person is authorized by the lessor.

(b) **ADDITIONAL RESERVATIONS** – The lessor reserves a right-of-way to the United States over the land above-described for ditches, canals, tunnels, telephone and telegraph, and power lines now constructed, or to be constructed by the United States Government in furtherance of the reclamation of said lands. The lessor also reserves the right of granting rights-of-way on the above-described land for other purposes. The lessor also reserves to itself and its representatives and other lessees or permittees the right to enter upon the lands embraced by this lease for the purpose of prospecting and exploring for minerals and for the purpose of mining, drilling for, developing and removing such minerals and for carrying on all operations related thereto; and for any other management or administrative purposes; it also reserves to itself and its permittees the right to enter upon the said lands for the purpose of cutting and removing timber, wood and other forest products, and for removing gravel, sand, building stone, and other nonminerals. The state reserves the right to grant licenses, permits for advertising such as signs and billboards. The lessor or its authorized representative may from time to time, at any reasonable hour, enter upon and inspect the leased premises, site or any portion thereof or improvements thereon to ascertain compliance with this lease but without obligation to do so or liability thereof.

6. **RIGHT TO ENTRY** – Representatives of the State Historical Society of the State of Montana shall at all reasonable times, upon written notification to the Department of Natural Resources and Conservation prior to entry, have the right to enter into and upon the premises for the purpose of carrying out the duties assigned the Historical Society by the State Antiquities Act, 22-3-4, MCA.

7. **WATER RIGHTS** – Any water right appropriated or secured on state land by any individual or party for use on or off such state land shall be appropriated or secured in the name of the State of Montana unless prior written permission to do otherwise is granted by the lessor (ARM 36.24.134). The lessor shall be notified prior to such development or appropriation of water right.

8. **CANCELLATION** – The lessor shall have the power and authority in its discretion to cancel a lease for any of the following causes: For fraud or misrepresentation, or for concealment of facts relating to its issue, which if known would have prevented its issue in the form or to the party issued; for using the land for other purposes than those authorized by the lease, and for any other reasonable cause which in the judgment of the lessor makes the cancellation of the lease necessary in order to do justice to all parties concerned and to protect the interest of the State. Such cancellation shall not entitle the lessee to any refund or rentals paid or exemption from the payment of any rents, penalties or other compensation due the State. Lease cancellation is subject to appeal as provided in Section 77-6-211, MCA.

9. **UNLAWFUL USE** – If any part of the land or premises under this lease are used or allowed or permitted to be used for any purpose contrary to the laws of this State or the United States, such unlawful use shall in the discretion of the lessor constitute sufficient reason for the cancellation of the lease. The lessee shall not use or allow to be used any state land under this lease for purposes other than the purpose for which it is granted.

10. **REQUEST FOR IMPROVEMENTS** – The lessee shall have the right to place such improvements on the leased premises as are reasonable taking into consideration the purpose(s) for which the land is leased. A report of proposed improvements containing such information as the lessor may request, including the cost and character of the improvements, their suitability for the uses permitted under the lease, and their character whether fixed or movable, shall be submitted to the lessor for approval before construction or installation of the improvements on the leased premises. Failure to obtain approval prior to placement of the improvement may result in such improvements not being recognized by the lessor for purposes of reimbursement of such improvements and such improvements will be deemed property of the lessor. In addition, placing improvements on state lands without receiving prior written approval may result in cancellation of the lease and/or the obligation of the lessee to remove such improvements and restore the land to its original condition.

11. **LESSOR LIEN** – The lessor shall have a lien upon all buildings, structures, fences and other improvements for payment of the rentals specified herein.

12. **IMPROVEMENTS** –

(a) If the land under this lease is sold or exchanged to a party other than the present lessee, or is leased to another party

while the present lessee owns improvements lawfully remaining thereon, on which the state has no lien for rentals or penalties, as herein provided, and which he desires to sell and dispose of, such purchaser or new lessee shall pay the former lessee the reasonable value of such improvements as of the time the new lessee takes possession thereof. In case the former lessee and the new lessee or purchaser are unable to agree on the reasonable value of such improvements, such value shall be ascertained and fixed by three arbitrators, one of whom shall be appointed by the owner of the improvements, one by the new lessee or purchaser and the third by the two arbitrators so appointed. The former lessee must initiate arbitration within 60 days of notification from the lessor that there is a new lessee or purchaser. Failure to initiate this process within this time period results in all improvements becoming property of the state. The reasonable compensation that such arbitrators may charge for their services shall be paid in equal shares by the owner of the improvements and the purchaser or new lessee. The value of such improvements as ascertained and fixed shall be binding upon both parties; provided, however, that if either party is dissatisfied with the valuation so fixed he may within ten (10) days appeal from their decision to the Director who shall thereupon cause his agent to examine such improvements and whose decision shall be final. The Director shall charge and collect the actual cost of such reexamination to the owner and new lessee or purchaser in such proportion as in his judgment may be demanded.

(b) Upon the termination of a lease, the lessor may grant a license to the former lessee to remove the movable improvements from the lands. Upon authorization, the moveable improvements must be removed within 60 days or they become the property of the state unless the Department for good cause grants additional time for the removal. The lessor shall charge the former lessee for the period of time that the improvements remain on the land after the termination of the lease.

(c) The lessee(s) shall own all improvements upon the lease premises. Ownership of the improvements by any person or entity other than the lessee shall be grounds for cancellation for cause.

(d) The lessee shall maintain the improvements and premises to standards of repair, orderliness, neatness, sanitation, and safety acceptable to the lease manager.

13. **ASSIGNMENT** – If all rentals due have been paid and the terms of this lease have not been violated, the lease may be assigned on the forms provided for that purpose by the lessor, but no such assignment shall be binding on the state unless the assignment is filed with the lessor, approved by the lessor, and the appropriate assignment fees submitted for such assignment. An assignment which is signed by both parties shall be conclusive proof that all payments for improvements have been paid to the assignor by the assignee. The leasehold interest herein may only be transferred to any other party by a properly executed assignment which must be approved by the lessor prior to such transfer becoming effective. Until an assignment becomes effective, the lessor will consider the lessee listed above to be the lessee for all purposes. There may be no consideration given for the assignment of a lease other than the value of the improvements, if any.

14. **SUBLEASE** – The lessee shall have the right to sublease the lands to another party upon the same terms and conditions as those upon which he leases it from the State, and as otherwise described in this lease, provided that no such sublease shall be legal until a copy thereof has been filed with the lessor and approved by the Director. If a lessee subleases State Land on terms less advantageous to the sublessee than the terms given by the lessor, the Director shall cancel the lease subject to the appeal procedure provided in Section 77-6-211, MCA. Furthermore, subleasing may cause loss of the preference right to renew this lease.

15. **REQUEST TO RELINQUISH LEASE** – The lessee may request the right to surrender and relinquish the lease in whole or in part, by writing to the lessor, at least thirty (30) days prior to the termination of any rental year. The lessor may grant or deny the request and may condition the right to surrender and relinquish upon the payment to the lessor reasonable damages caused by the surrender, which may include removing improvements and restoring the land to its original condition.

16. **LAWS AND RULES** – The lessee agrees to comply with all applicable laws and regulations in effect at the date of this lease, or which may from time to time, be adopted, and which do not impair the obligations of this contract and which do not deprive the lessee of an existing property right recognized by law.

17. **LEASE WITHDRAWAL** – All or any portion of the land under lease maybe withdrawn from this lease by the lessor upon reasonable notice, except through special agreement with lessee. The lessee shall be entitled to reasonable compensation for any improvements thereon. The lands may be withdrawn to promote the duties and responsibilities of the State Board of Land Commissioners.

18. **EXTENT** – All covenants and agreements herein set forth between the parties hereto shall extend to and bind their successors, assigns and legal representatives.

19. **UTILITY INSTALLATION** – The lessee, at its sole cost and expense, shall determine the availability to, and shall cause to be installed in, on, and about the leased premises, all facilities necessary to supply thereto all water, sewer, gas, electricity, telephone and other like services required in lessee's operations hereunder. Lessee agrees to pay all connection or acreage assessments or charges levied by any public utility, agency or municipality with respect to their services. Notwithstanding the foregoing, lessee shall not enter into any contract or agreement with any city, county, or other governmental agency or body or public utility with reference to sewer lines or connections, waterlines or connections, or street improvements relating to the leased premises, without the prior written consent of the lessor, which consent shall not reasonably be withheld.

20. **TAXES** – The lessee shall pay all taxes, special assessments, levies, fees, and other governmental charges of every kind or nature that may be levied by any and all federal, state, county, municipality, and any other taxes or assessing authority upon the improvements and property owned by lessee on or about the leased premises during the term of this lease. Payment shall be made not later than ten (10) days prior to delinquency of taxes, special assessments, levies, fees, and other governmental charges. Lessee shall cause all taxes imposed upon all improvements situated in, on or about the premises, to be levied or assessed separately from said leased premises and not as a lien thereunder. The lessee is responsible for payment of real and personal property taxes (MCA 15-24-1203 (1)).

21. **FIRE PREVENTION AND SUPPRESSION** – The lessee assumes all responsibility for performing at lessee's own cost and expense all fire prevention and suppression work necessary or required to protect the forage, trees, buildings and structures on the land to the same extent as if the land was owned by the lessee.

22. **NOXIOUS WEEDS AND PESTS** – The lessee agrees, at lessee's own expense and cost to keep the land free from noxious weeds and to exterminate pests to the same extent as a private owner is required to do. In the event the land described in this lease shall be included in a weed control and weed seed extermination district, the lessee shall be required to comply with the provision of 77-6-114, MCA, which provides as follows: "It shall be the duty of the Board in leasing any agricultural state land to provide in such lease, that the lessee of lands so leased lying within the boundaries of any noxious weed control and weed seed extermination district shall assume and pay all assessments and taxes levied by the Board of County Commissioners for such district on such state lands, and such assessment and tax levy shall be imposed on such lessee as a personal property tax and shall be collected by the County Treasurer in the same manner as regular personal property taxes are collected."

23. **INDEMNIFICATION** – The lessee agrees to save harmless and indemnify the lessor for any losses to the state occasioned by the levy of any penalties, fines, charges or assessments made against the above lands or crops grown upon the lands, by the U.S. Government because of any violation of or noncompliance with, any federal farm program or other acts by the lessee.

24. **ENVIRONMENTAL** – (a) The lessee shall not store, use, or dispose of any Hazardous Substance(s) in, on, under, or about the Premises in violation of Environmental Law(s). The lessee, at its expense, will comply with all Environmental Laws relating to the lessee's storage, use, and disposal of Hazardous Substances at the Premises. The lessee shall be responsible for and shall defend, indemnify, and hold harmless the lessor from and against any and all claims, costs, and liabilities, including reasonable attorneys' fees, consultants' fees, and expert fees, for damage to the premises caused by any discharge or release of any hazardous substance in violation of environmental laws by the lessee or its affiliates, employees, agents, representatives, contractors, subcontractors, licensees, or invitees.

(b) This Section 24 will survive the expiration or earlier termination of this lease.

25. **INSURANCE** – Lessee shall have appropriate insurance related to the specified use of this lease site and in accordance with the terms of this lease with liability coverage of at least \$1,000,000. Lessee shall name lessor as an additional insured on the insurance policy(ies).

26. **MULTIPLE-USE MANAGEMENT** – Pursuant to the obligations imposed by law, to administer state lands under a multiple-use management concept, the state reserves the right to dispose of any and all interests in the above described land, subject however, to such specific interests granted to the lessee under the terms of this lease. Permission to close lands categorically closed under A.R.M. 36.25.150(1)(e) is hereby granted and no further permission is required.

27. **SURRENDER OF PREMISES UPON TERMINATION OF LEASE** – The lessee shall upon the termination of this lease peaceably yield up and surrender the possession of the land to the lessor or its agents or to subsequent lessees or grantees. On the expiration or earlier termination of the lease title to all Improvements then held by lessee, **except moveable personal property not constituting fixtures**, will automatically vest in lessor without representation or warranty (MCA 77-1-906 (2)).

28. **LESSEE LIABILITY** – This lease is made upon the express condition that the lessee shall assume all liability for any injury, property damage or loss by any persons and for any injury, property damage or loss to any employee or property of lessee, its agents or employees, or third persons, or to the lessee, from any cause or causes whatsoever while in or upon the said premises or any parts thereof during the terms of this lease or occasioned by the occupancy for use of said premises or any activity carried on by the lessee in connection therewith. Lessee shall indemnify lessor and save, protect, defend, and hold lessor harmless from any and all liability, loss, damage, expense (including legal expenses and reasonable attorney fees), causes of action, suits, claims or judgments arising from or based upon lessor's ownership of the property, which is the subject of this lease, from any cause or causes whatsoever while in or upon said premises or any part thereof during the terms of this agreement or occasioned by any occupancy and all suits which may be brought against lessor, either alone or in conduction with others, upon any such liability or claim(s). Lessee shall satisfy, pay and discharge any and all judgments and fines that may be recovered against lessor in any such action(s) provided, however, that lessor shall have given lessee written notice of any such claim or demand promptly after receiving notice thereof.

29. **LEASE PREMISES PROTECTION** – The lessor reserves the right to impose restrictions on all state leases as are necessary to adequately protect the land, water, air improvements, or other resources.

(a) The lessee shall protect, in place, all land survey monuments and private property corners. In the event that such

land markers or monuments are destroyed, the lessee shall see that they are reestablished in the same location.

(b) No soil, trees, or other vegetation may be removed from the state school trust lands without prior permission from the lease manager.

(c) The lease premises must be kept free of debris, garbage and any other unsightly objects. This includes lakeshores or streams when adjacent to the site. The lessor may, at its discretion, require removal of junk vehicles, old building materials, improvements that are in disrepair, etc. Open pits, ditches, or other unsafe conditions must be eliminated from the site.

(d) The lessee has the responsibility of inspecting the site, authorized rights-of-way, and adjoining areas for dangerous trees, hanging limbs, and other evidence of hazardous conditions which could affect the improvements and or pose a risk of injury to individuals. After securing permission from the lease manager, the lessee shall remove such hazards.

(e) Area must be kept free of fire hazards. Forest litter (needles, twigs, duff) must be removed for a distance of ten feet around all buildings and from roof tops. Tree limbs too close to the roof or chimneys must be removed.

(f) The lessee shall fully repair and bear the expense for all damage, ordinary wear and tear, to state school trust lands, roads and trails caused by the lessee's activities.

(g) Pesticides will be used, stored, and disposed of in accordance with the label.

(h) Disturbance of peace of the community will not be tolerated.

(i) The use of firearms or fireworks is not permitted on the area.

(j) Road Maintenance: The lessee is responsible for the maintenance commensurate with their lease of all state access roads to the leased premises.

(k) Incinerators, fireplaces, stoves or any other type of burner must be fireproofed by use of spark proof screens. All fires must be extinguished prior to leaving the area.

(l) No buildings except boat docks may be constructed within 100 feet of shoreline on river and lakes.

30. **SPECIAL CONDITIONS –**

(a) No livestock may be kept upon the lease premises.

(b) The trails located on Carla Island, aka Darling Island, shall remain in their current natural state. The lessee may only improve the trails with gravel or other hard surfacing such as asphalt or concrete with prior written approval of lessor.

(c) No new trails will be constructed on any portion of the lease area without prior written approval of the lessor.

(d) The lessee shall not conduct any tree or branch removal, brush clearing or any other similar activity within the lease area without prior written consent of the lessor.

(e) The placement of benches in the lease area shall be considered structures and shall require similar prior written approval from the lessor before they are erected.

(f) Lessee shall be responsible for cleanliness of and removal of trash and litter from the site.

(g) Lessee is responsible for the management of public use of this property.

IN WITNESS WHEREOF, The State of Montana and the lessee have caused this lease to be executed in duplicate and the Director of Department of Natural Resources and Conservation, pursuant to the authority granted him by the State Board of Land Commissioners of the State of Montana, has hereunto set his hand and affixed the seal of the State Board of Land Commissioners this      day of                      , 20      .

LESSEE

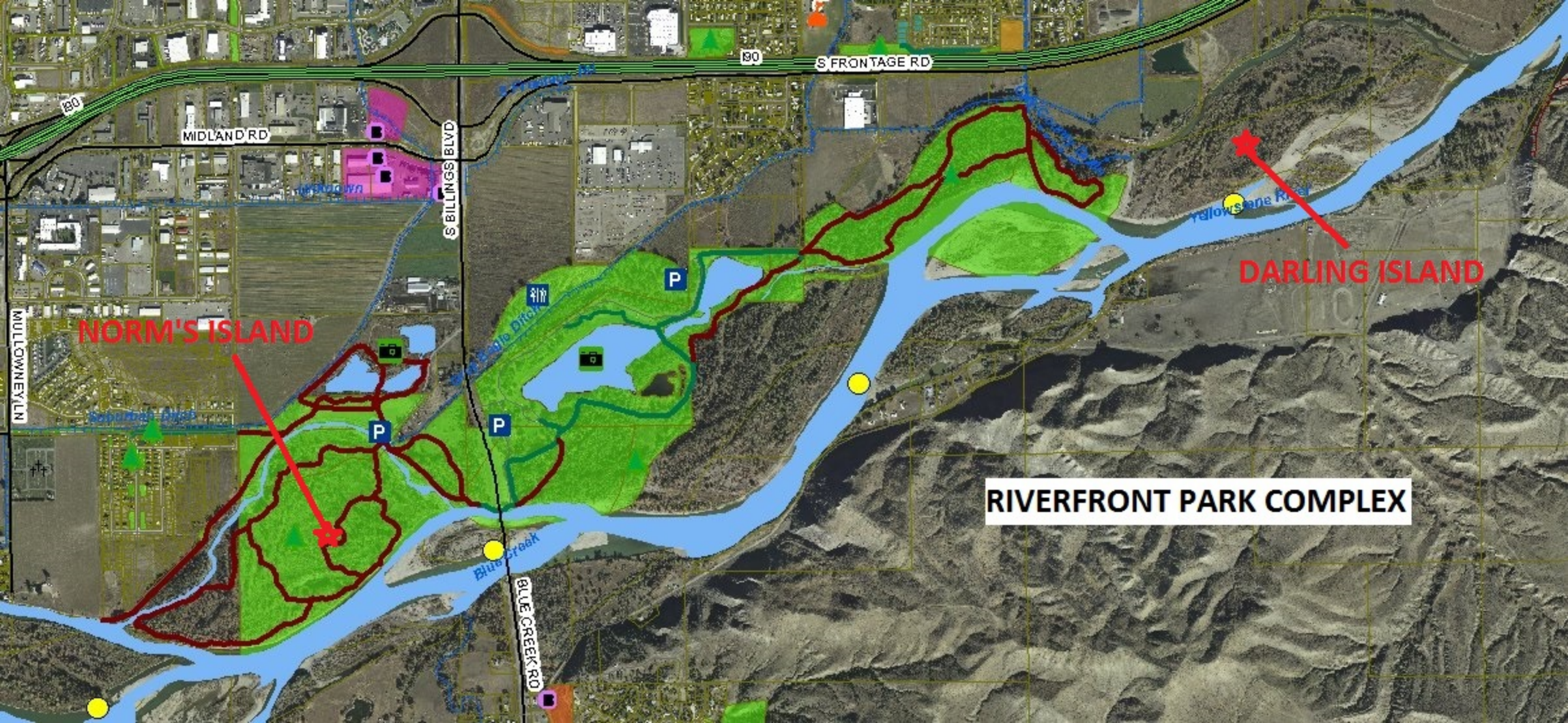
LESSOR

\_\_\_\_\_  
Printed Name and Title

**JOHN E. TUBBS**  
\_\_\_\_\_  
Director, Montana Department of Natural Resources and Conservation

Signed: \_\_\_\_\_

By: \_\_\_\_\_  
**JOHN GRIMM**  
Chief, Real Estate Management Bureau



**NORM'S ISLAND**

**DARLING ISLAND**

**RIVERFRONT PARK COMPLEX**

180

180

MIDLAND RD

S FRONTAGE RD

S BILLINGS BLVD

Yellowstone River

Blue Creek

BLUE CREEK RD

MULLOWNEY LN

Sagehen Ditch

Sagehen River

P

P

P

Yellowstone River

Yellowstone River



90

S FRONTAGE RD

MIDLAND RD

Unknown

S BILLINGS BLVD

P

P

Gravel Trails

Gray Eagle Ditch

Paved Trails

Darling Island

RIVERFRONT PARK COMPLEX

Barbara/Norm's Island

BLUE CREEK RD

Blue Creek

City County Drain

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Assignment of Automobile Rental Concession and Lease

**PRESENTED BY:** Tom Binford, Director of Aviation & Transit

**Department:** Airport

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**Information**

**PROBLEM/ISSUE STATEMENT**

On September 13, 2010, the City Council approved Automobile Rental Concessions and Leases with five car rental concessionaires, one of which was Lewis Transportation Group, LLC DBA Thrifty Car Rental and Dollar Rent A Car. The Concessions and Leases became effective April 1, 2011 and continue through March 31, 2016. Lewis Transportation Group, LLC desires to sell all of its assets and assign and transfer its Concession and Lease to DTG Operations, Inc. DBA Thrifty Car Rental and Dollar Rent A Car. DTG Operations, Inc. intends to continue Lewis Transportation Group LLC's dual branded car rental operations at the Airport and assume all interests in the Concession and Lease. The Asset Purchase Agreement between the two companies was implemented on December 2, 2013. This Assignment and Transfer conveys all rights and interests of Lewis Transportation Group LLC's Airport Car Rental Concession and Lease to DTG Operations, Inc. A copy of the Assignment and Transfer is on file in the City Clerk's Office.

**ALTERNATIVES ANALYZED**

The City Council may:

- Approve the Assignment and Transfer of Lewis Transportation Group, LLC's Concession and Lease to DTG Operations Inc.; or
- Not approve the Assignment and Transfer of Lewis Transportation Group, LLC's Concession and Lease to DTG Operations Inc., and delay the formal transfer of this business to a new owner.

**FINANCIAL IMPACT**

Staff believes that if there is any financial impact to the City or Airport with this Assignment and Transfer it would likely be positive, due to DTG Operations, Inc.'s larger size and financial stability. The name of the Concessionaire is the only change under this Assignment and Transfer. All other terms and condition of the Concession and Lease will remain unchanged and will transfer to DTG Operations, Inc. A condition of approval of the Assignment and Transfer is that all fees and charges accrued by Lewis Transportation Group, LLC prior to December 1, 2013 be paid in full. DTG Operations, Inc. will be responsible for all fees and charges incurred beginning December 1, 2013 through the end of the term of the Concession and Lease.

**RECOMMENDATION**

Staff recommends that City Council approve the Assignment and Transfer of the Automobile Concession and Lease from Lewis Transportation Group, LLC DBA Thrifty Car Rental and Dollar Rent A Car to DTG Operations, Inc. DBA Thrifty Car Rental and Dollar Rent A Car.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

*No file(s) attached.*

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**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** West End T-Hangar Ground Lease with Turnip, Inc.

**PRESENTED BY:** Tom Binford, Director of Aviation & Transit

**Department:** Airport

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**Information**

**PROBLEM/ISSUE STATEMENT**

Turnip, Inc. desires to renew the West End T-Hangar Ground Lease it has utilized since 1994. Turnip, Inc. is asking for an additional 20-year lease term for this 35,140 square foot parcel. The Turnip, Inc. leasehold has a large nested T-Hangar structure on it containing fifteen individual T-Hangars. The ground space for the individual T-Hangars is subleased by Turnip, Inc. to the individual private hangar owners. The term of the new Lease commences on September 1, 2013 and terminates on August 31, 2033. A copy of the Lease is on file in the City Clerk's Office.

**ALTERNATIVES ANALYZED**

The City Council may:

- Approve the 20-year renewal of the West End T-Hangar Ground Lease to Turnip, Inc.; or
- Not approve the 20-year renewal of the West End T-Hangar Ground Lease to Turnip, Inc.

**FINANCIAL IMPACT**

This 20-year Lease will generate \$7,379.40 in annual revenue in the first year, with lease rentals in subsequent years adjusted on an annual basis using the Consumer Price Index for All Urban Consumers (CPI-U), and also allows for a market rate adjustment if necessary, on the 10th and 15th years of the Lease.

**RECOMMENDATION**

Staff recommends that City Council approve the 20-year renewal of the West End T-Hangar Ground Lease with Turnip, Inc.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

*No file(s) attached.*

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**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Limited Commercial Aviation Building and Ground Lease with Aero Interiors

**PRESENTED BY:** Tom Binford, Director of Aviation & Transit

**Department:** Airport

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**Information**

**PROBLEM/ISSUE STATEMENT**

Aero Interiors desires to renew the Limited Commercial Aviation Building and Ground Lease it has utilized for the past five years. Aero Interiors is asking for an additional five-year lease term for this City owned hangar property. The new term commences on November 1, 2013 and terminates on October 31, 2018. Aero Interiors currently utilizes this 4,200 square foot hangar to operate its specialized business of maintaining, repairing, retrofitting, altering, and modifying aircraft interiors and upholstery. A copy of the Lease is on file in the City Clerk's Office.

**ALTERNATIVES ANALYZED**

The City Council may:

- Approve the five-year renewal of the Limited Commercial Aviation Building and Ground Lease to Aero Interiors; or
- Not approve the five-year renewal of the Limited Commercial Aviation Building and Ground Lease to Aero Interiors.

**FINANCIAL IMPACT**

This five-year Lease will generate \$22,344 in annual revenue in the first year, with lease rentals in subsequent years adjusted on an annual basis using the Consumer Price Index for All Urban Consumers (CPI-U). This rate is similar to what is being charged to other tenants utilizing City owned executive hangars.

**RECOMMENDATION**

Staff recommends that City Council approve the five-year renewal of the Limited Commercial Aviation Building and Ground Lease with Aero Interiors.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

*No file(s) attached.*

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**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Hospitality Corridor Planning Study

**PRESENTED BY:** Candi Millar, Planning & Community Services Department Director

**Department:** Planning & Community Services

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**Information**

**PROBLEM/ISSUE STATEMENT**

The Planning Division is presenting to the City Council the Hospitality Corridor Planning Study, with the intent to have the Council make a recommendation to the Policy Coordinating Committee (PCC). The Council received information regarding this plan at its December 2, 2013 work session. At the December 9, 2013 meeting, the City Council will consider action on the plan to forward a recommendation to PCC.

The purpose of the Hospitality Corridor Planning Study is to provide an opportunity to re-envision the US Highway 87/Main Street/Exposition Drive Corridor as a gateway into central Billings. The goal of the plan is to weave vehicular and non-vehicular needs together to provide a cohesive vision for the corridor, providing safe and comfortable travel for a variety of modes and supporting the City's overall vision of revitalizing the Exposition Gateway district and making a better connection with MetraPark.

The plan includes discussion of a planning context that presents study objectives, other related plans, existing conditions, and near and long-term trends important to the overall corridor planning area. Design recommendations illustrating alternatives considered, proposed improvements for the near-term, proposed improvements for the long-term, and recommended streetscape illustrations are also included. Finally, the plan presents funding sources and strategies for recommended improvements, plus a draft implementation schedule.

The development of the plan included a project steering committee comprised of Planning staff, Steve Zeier, East Billings Urban Renewal District (former), Bill Dutcher, MetraPark, Stan Jonutis, Montana Department of Transportation, and Terry Smith, City of Billings Engineering Division. The planning process included a public participation element that hosted a public open house on the planning context of the plan. Participants were able to review the history of the corridor and the proposed near and long-term improvements. Comment cards were provided and the consultant team of Fehr & Peers was able to use these comment cards to input additional information into the plan.

**ALTERNATIVES ANALYZED**

The City Council may:

- Approve the Hospitality Corridor Planning Study and have the Council representative act on the plan at the Policy Coordinating Committee;
- Approve the Hospitality Corridor Planning Study with modifications and have the Council representative act on the plan at the Policy Coordinating Committee;
- Not approve the Hospitality Corridor Planning Study and have the Council representative

act on the plan at the Policy Coordinating Committee.

**FINANCIAL IMPACT**

There should be no direct financial impact from the adoption of this plan. However, the plan should assist with project identification and prioritization for near and long-term improvements for the corridor.

**RECOMMENDATION**

Staff recommends that the City Council approve the Hospitality Corridor Planning Study on December 9, 2013 for consideration at the PCC meeting on December 18, 2013.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

[Hospitality Corridor Study](#)

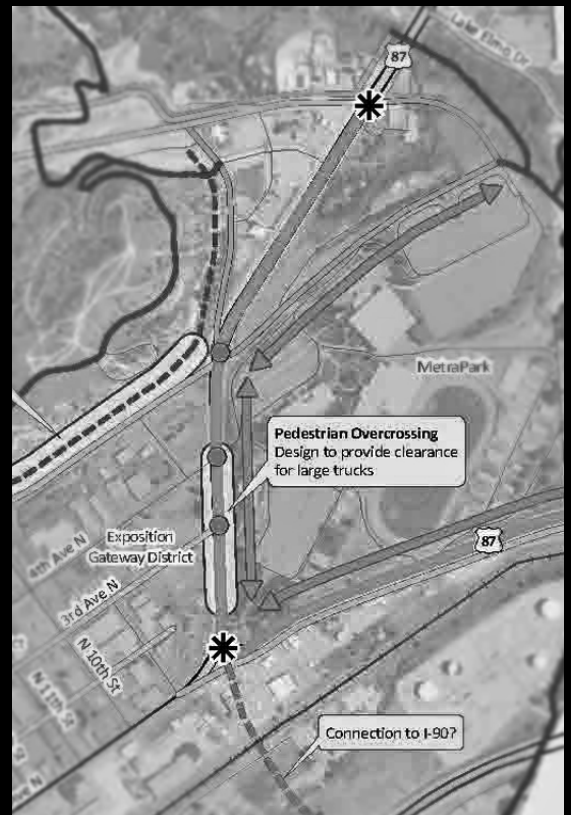
[Hospitality Corridor Study Appendix](#)

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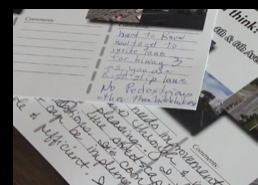
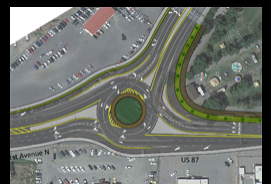
September 2013



# City of Billings



## Hospitality Corridor Planning Study Final Report





# Acknowledgements

In addition to the individuals and agencies listed below, the City of Billings is grateful for the efforts of the numerous community members who participated in this process, guiding the direction of the study and reaffirming community commitment to the success of the Billings Hospitality Corridor area.

## ***Project Steering Committee***

Scott Walker  
*City of Billings*

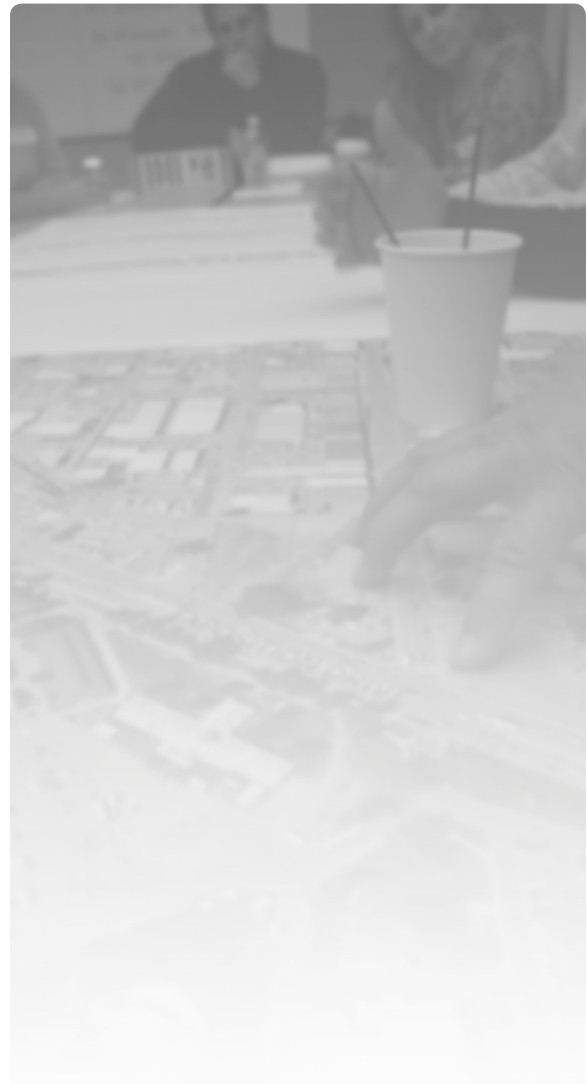
Lora Mattox  
*City of Billings*

Steve Zeier  
*East Billings Urban Renewal District*

Bill Dutcher  
*MetraPark*

Stan Jonutis  
*Montana Department of Transportation*

Terry Smith  
*City of Billings*



*The preparation of this report has been financed in part through grant(s) from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.*



# Planning Context

## Introduction

This study provides the City of Billings, Yellowstone County, and the Montana Department of Transportation (MDT) with a unique opportunity to re-envision the US Highway 87/Main Street/Exposition Drive Corridor as a gateway into central Billings. The timing of this study is fortuitous, as it follows on the heels of the Exposition Gateway Master Plan, which evaluated ways to revitalize the land uses surrounding the corridor, including creating better linkages between the East Billings Urban Renewal District (EBURD) and MetraPark.

The goal of the Hospitality Corridor Planning Study is to weave vehicular and non-vehicular needs together to provide a cohesive vision for the corridor, providing safe and comfortable travel for a variety of modes and supporting the City's overall vision of revitalizing the Exposition Gateway District and better connecting with MetraPark.

It is important to note that this process included not only City staff, but representatives from EBURD, MDT and MetraPark. While the study resulted in a corridor vision, further engineering analysis will be needed to confirm that the study's recommendations are feasible and address all needs.



**Figure 1.01** – The main objective of this study is to re-envision the US Highway 87/Main Street/Exposition Drive Corridor as a gateway into central Billings, providing design and phased strategic recommendations to achieve it. (Image source: Google Earth™)

This summary document presents study findings arranged in three main parts:

- 1) **Planning Context** – *presenting study objectives, other related plans, existing conditions, and near and long-term trends important to the overall Hospitality Corridor planning area.*
- 2) **Design Recommendations** – *illustrating alternatives considered, proposed improvements for the near-term, proposed improvements for the long-term, and recommended streetscape illustrations.*
- 3) **Funding & Implementation** – *presenting funding sources*



**Figure 1.02** – Findings from the recent Exposition Gateway Master Plan were evaluated and integrated with the Hospitality Corridor Planning Study. (Image source: Studio Cascade, Inc.)

*and strategies for recommended improvements, plus a draft implementation schedule.*

A separate appendix document has also been assembled and delivered to the City, providing additional information on study components and other elements regarding the process and study outcomes.

All sections of this document strive to present information as visually as possible, in most cases using fold-out maps and illustrations.

## Process

The City of Billings and its consultant team conducted the Hospitality Corridor Planning Study over the course of nine months, with major milestones/activities listed below:

- *November 2012 – Kickoff advisory committee meeting*
- *December 2012 – Input from Exposition Gateway Master Plan stakeholders, project coordination*
- *January-February 2013 – Literature and background study review*
- *February-March 2013 – Meetings and coordination with MDT*
- *March-April 2013 – Initial alternatives*
- *April 2013 – Concept review with advisory committee*
- *May 2013 – Advisory committee and MDT feedback*
- *June 2013 – Interim and long-term options presented at open house*
- *July-August 2013 – Plan refinement and delivery*

## Conditions & Trends

Figures 1.03, 1.04 and 1.05 (fold out pages) illustrate the planning context for this study, show existing conditions along the corridor and future plans for intersections along the corridor from Airport Road to the Lockwood Interchange.

## Related Plans & Studies

*Over the past decade, numerous plans have been developed which have implications for the Hospitality Corridor. This study works to weave these disparate plans together to provide a cohesive vision for the corridor that provides safe and comfortable travel for a variety of modes. Here's a summary of many of these:*

### *Billings Area I-90 Corridor Planning Study*

This MDT study evaluated freeway improvement options on I-90 throughout Billings. Within the Hospitality Corridor study area, it considered short-term improvements to the I-90/Lockwood interchange to widen both off-ramps.

### *Lockwood Transportation Study*

This study evaluated a variety of transportation system improvement concepts in the Lockwood area, including modifying signal timing along US 87 and reconstructing the I-90/Lockwood Road interchange.

### *6th Avenue/Bench Boulevard Study*

This study presented few short-term recommendations, but long-term improvements included consideration of a fly-over connecting 4th Avenue with the 6th Avenue/Bench Boulevard intersection and a roundabout at 1st Avenue/US 87.

### *MDT Design Standards Document*

This document summarizes the minimum MDT standards for urban facilities. Within the study area, Exposition Drive/US 87 is classified as a Principal Arterial, which provides guidance related lane widths, clear zones, and design treatments.

### *EBURD Master Plan*

This plan defined some prototypical streetscape standards, including guidance on lane widths, the presence of street trees, and other modal facilities.

### *Billings Urban Area Long-Range Transportation Plan*

This document identifies long-range transportation projects in the region. The plan roughly identifies an east-west trail in the vicinity of the US 87 bridge over the Yellowstone River and potentially bike lanes along US 87. No other improvements along the study corridor were identified.

### *Billings Area Bikeway and Trail Master Plan*

This document does not identify any facilities on Exposition Drive, but defines a proposed long-range bike lane along US 87 east of Exposition Drive, which extends into the county beyond the Lockwood interchange. The plan also hints at a potential future trail crossing the Yellowstone River alongside US 87.

### *Metra Park Egress Improvements*

This study evaluates ways to improve the efficiency of traffic circulation during events at Metra Park. The study recommends revisions to the 6th/Bench Boulevard and 4th Avenue intersections.

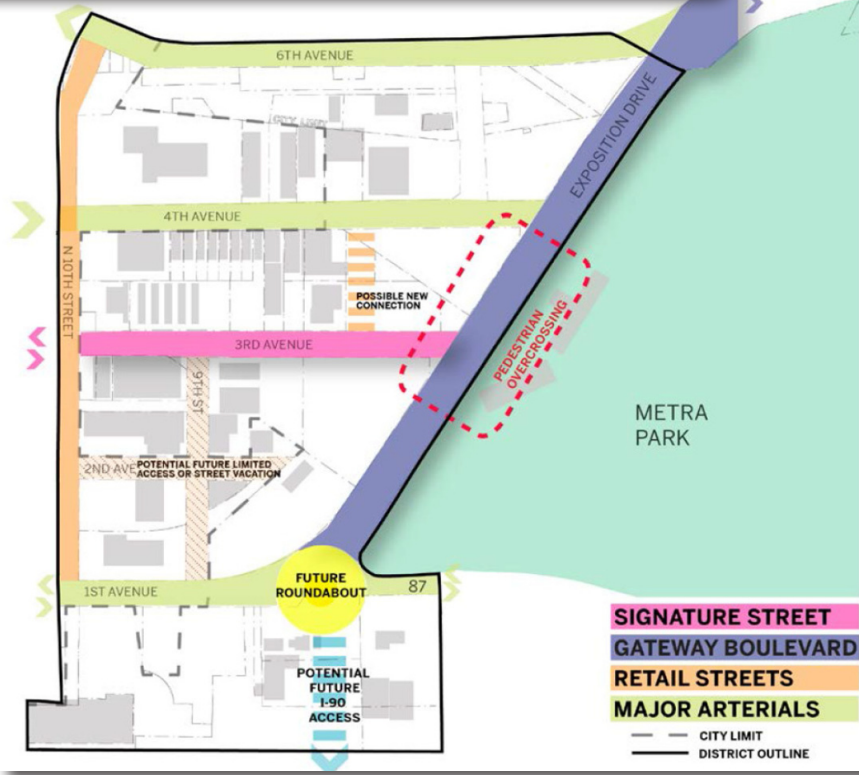
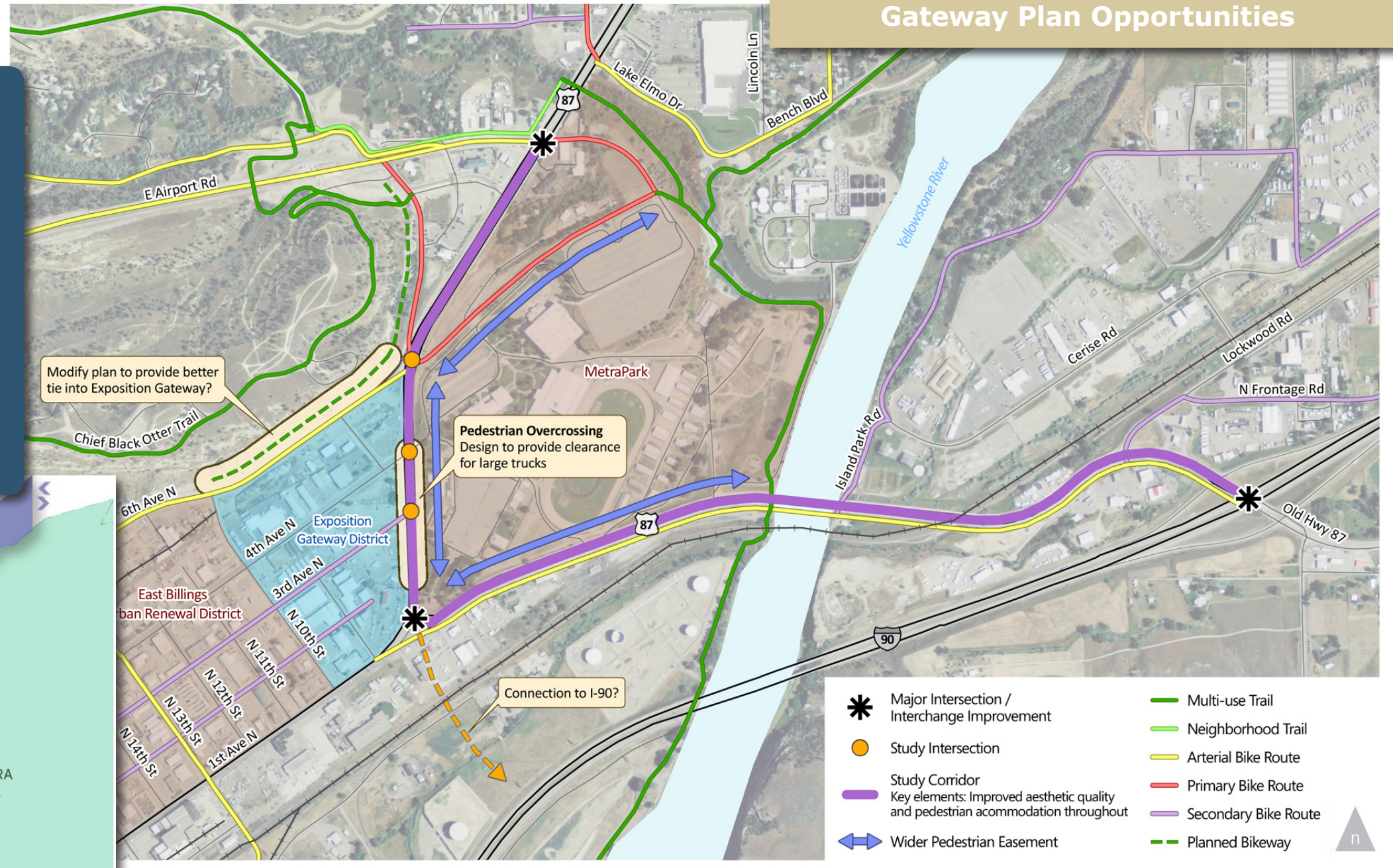
# Gateway Plan Opportunities

## “Springboard” opportunity: Gateway Master Plan

The timing of the Hospitality Corridor study is fortuitous, since it follows on the heels of the *Exposition Gateway Master Plan*, an effort that researched ways to revitalize land uses surrounding the US 87 corridor, including better ties between the East Billings Urban Renewal District (EBURD) and MetraPark.

Due to similarities in overall goals, the Hospitality Corridor planning team reviewed findings from the Gateway plan, especially those showing how vehicular and non-motorized needs might work together to help revitalize the entire district – including the Hospitality Corridor.

The diagrams here illustrate many of the concepts generated by the Exposition Gateway Master Plan, particularly those related to the corridor.



Corridor Planning Study  
 Location Concepts

- \* Major Intersection / Interchange Improvement
- Study Intersection
- Study Corridor
- Key elements: Improved aesthetic quality and pedestrian accommodation throughout
- ↔ Wider Pedestrian Easement
- Multi-use Trail
- Neighborhood Trail
- Arterial Bike Route
- Primary Bike Route
- Secondary Bike Route
- Planned Bikeway



Figure 1.03 – Ideas and concepts developed for the Exposition Gateway Master Plan, shown here, were reviewed and incorporated into the Hospitality Corridor Planning Study. (Image source: Fehr & Peers)

## Existing Context

### Airport Road

This intersection has a large footprint, with a seven lane north-south cross-section and a sweeping southbound right-turn onto Airport Road. The Airport Road intersection has been analyzed in many related studies, most recently in the *6th Avenue North/Bench Boulevard Traffic Report* (December 2012). Although it wasn't one of the primary study intersections, it was included in all of the operations analyses completed for that project. For this study, we have taken a deeper look at near-term and long-term options to improve intersection operations.



### 3rd Avenue

This is a T-intersection, where the raised median limits access to 3rd Avenue only by southbound Exposition Drive. No crosswalk is provided. Pedestrians are expected to use the signalized crossing at 4th Avenue.



### 4th & 6th Avenues

4th and 6th Avenues create a one-way couplet through the Exposition Gateway district. Given the couplet configuration, these two intersections operate as a system (4th Avenue runs eastbound, 6th Avenue runs westbound). As arterials, both 4th and 6th feature full access, signalized intersections with Exposition Drive. These intersections were a focus in the *6th Avenue North/Bench Boulevard Traffic Report* (December 2012).



### 1st Avenue/Exposition/US 87

This three-legged intersection is the confluence of 1st Avenue, Exposition Drive, and US 87. This intersection accommodates trucks and fast-moving vehicles with its large, sweeping turns. While sidewalks are provided, there are no pedestrian crossings at the intersection. The nearest pedestrian crossing is at 13th Street (to the west) or at 4th Avenue (to the north). Both of these crossing locations are more than 2,000 feet away, adding about 10 minutes of walking time. This intersection has been analyzed in many related studies, most recently in the *6th Avenue North/Bench Boulevard Traffic Report* (December 2012).

This intersection was also a focus of the February 2013 *Exposition Gateway Master Plan*.



### Lockwood Interchange

The I-90 Lockwood interchange has a diamond configuration. Both on-ramps have a single lane, as does the westbound off-ramp. The eastbound off-ramp includes two lanes. Existing and future year operations, including improvement concepts, were analyzed as part of the Lockwood Transportation Study (2007) and re-examined as a part of this study.



Figure 1.04 – This graphic summarizes the existing transportation context along the corridor – describing key conditions that helped shape study proposals. (Image source: Fehr & Peers)

## Projected Conditions

### Airport Road

**Near Term** – Main Street approaches will continue to operate at LOS “D” or better, while eastbound and westbound minor approaches will operate at LOS “F” during peak commute times.

**Long Term** – Over the next few decades, traffic volumes will continue to grow until the Billings Bypass is constructed. Associated with this growth, delays will increase at this intersection. If the Billings Bypass is not constructed by 2033 (the horizon year of the *6th Avenue North/Bench Boulevard Traffic Report*), this intersection will likely go over-capacity during peak commute hours (LOS F). Construction of the Billings Bypass would divert sufficient volumes for this intersection to continue operations at levels similar to those today.

### 4th & 6th Avenues

**Near Term** – Eastbound traffic on 4th is congested at evening peak periods. Given the high volumes along Exposition Drive during evening commute, additional “green time” to 4th would create delays for Exposition. The 6th/Bench Boulevard intersection operates more smoothly during peak commute, largely due to the uncontrolled, sweeping movement from southbound Exposition/Main to westbound 6th. By accommodating this movement separately, the signal will more efficiently control other movements. Despite substantial delays anticipated for 4th, no feasible improvements are identified in the near term.

**Long Term** – The 6th/Bench traffic study included a long term recommendation to provide a flyover connecting 4th to northbound Exposition. While this would remove the conflict between eastbound and northbound/southbound traffic, it’s a very expensive fix – and has challenges relating to noise, views, and consistency with the *Exposition Gateway District Plan*.

### 1st Avenue/Exposition/US 87

**Near Term** – The 6th/Bench study did not identify any near-term need to improve this intersection from an operations standpoint, since peak hour operations are LOS “C” or better. The study did identify the opportunity to provide a west-to-northbound right turn bypass lane to improve flow. The Exposition Gateway project suggest this intersection as suitable for a “grand roundabout” serving as a landmark and help attract attention to the Gateway District and MetraPark.

**Long Term** – The 6th/Bench study identified a roundabout as a potential enhancement for this intersection. The Gateway Plan also identified the potential for a future connection to I-90 from this intersection, but the timeline for such a connection is likely 50 years or more.

### 3rd Avenue

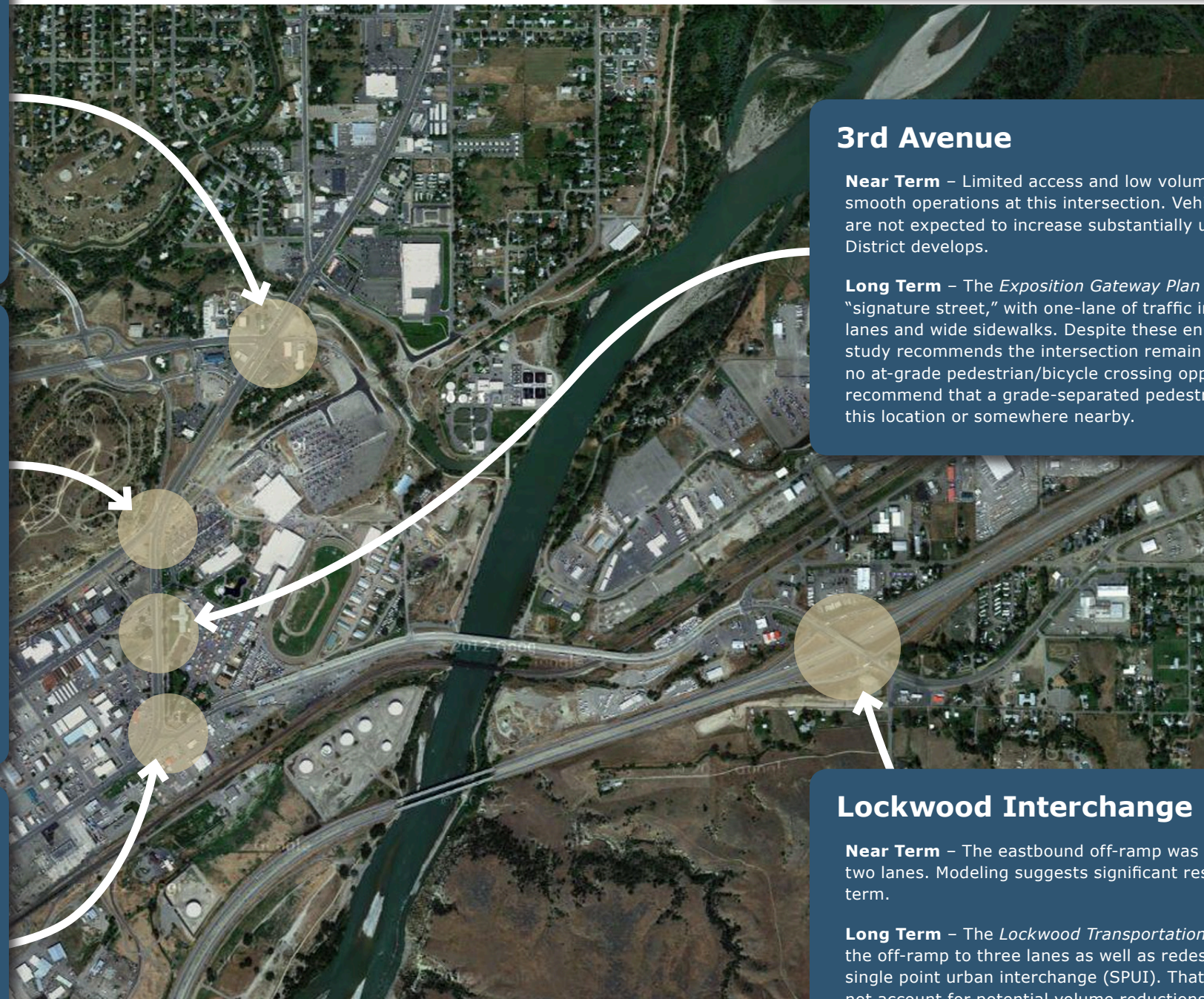
**Near Term** – Limited access and low volumes along 3rd will maintain smooth operations at this intersection. Vehicle and pedestrian volumes are not expected to increase substantially until the Exposition Gateway District develops.

**Long Term** – The *Exposition Gateway Plan* designates 3rd as a “signature street,” with one-lane of traffic in each direction plus bike lanes and wide sidewalks. Despite these enhancements along 3rd, the study recommends the intersection remain right-in/right-out only with no at-grade pedestrian/bicycle crossing opportunities. The study does recommend that a grade-separated pedestrian crossing be considered at this location or somewhere nearby.

### Lockwood Interchange

**Near Term** – The eastbound off-ramp was recently re-striped to include two lanes. Modeling suggests significant reserve capacity in the near term.

**Long Term** – The *Lockwood Transportation Study* evaluated widening the off-ramp to three lanes as well as redesigning the interchange as a single point urban interchange (SPUI). That study’s future forecasts did not account for potential volume reductions associated with the Billings Bypass project. With the bypass in place, eastbound off-ramp widening is sufficient.



**Figure 1.05** – This graphic summarizes projected trends based on practical assumptions and adopted policy conditions. “Near Term” changes may be expected to occur between 1-10 years; “Long Term” changes are likely beyond 10 years. (Image source: Fehr & Peers)

# Design Recommendations

## Introduction

This section presents design recommendations for the Hospitality Corridor Planning Study, illustrating alternatives considered, proposed improvements for the near-term, proposed improvements for the long-term, and recommended streetscape elements.

As with the rest of this summary document, findings are presented as maps and drawings with brief written descriptions as introduction; more detailed analysis and technical information may be found within the appendix document.

## Alternative Concepts

*(Considered, not recommended)*

Figures 2.03 and 2.04 present options that were **initially** considered as Hospitality Corridor concepts. Both focus on enhancing the environment for multi-modal travel and served as a springboard for the proposed concepts described in the following section. The concepts differ primarily in the treatment at 1st Avenue/Exposition Drive.

Alternative A (Figure 2.03) envisioned a more extensive remake of the corridor, including a grand roundabout at the



**Figure 2.01** – To achieve long-range community goals, this study recommends solutions supporting a full range of transportation modes, allowing the Hospitality Corridor to develop as a more engaging, active part of the city. (Image source: High Plains Architects)

intersection of 1st/US 87/Exposition Drive. Pedestrian crossings of the corridor were to be provided at three points:

- A HAWK <sup>1</sup> signal at 3rd Avenue that would be upgraded to a grade-separated crossing at a later date.
- A HAWK signal south of METRA Park to provide access across US 87 east of Exposition Drive.
- A full access signal at the intersection of 10th Street and 1st Avenue.

<sup>1</sup> A HAWK beacon (High-Intensity Activated crossWalk beacon) is a traffic signal used to stop road traffic and allow pedestrians to cross safely. It is officially known as a "pedestrian hybrid beacon." The purpose of a HAWK beacon is to allow protected pedestrian crossings, stopping road traffic only as needed. Research has shown motorists' compliance with the HAWK beacon at up to 97%, higher than with traditional un-signalized crossings.



**Figure 2.02** – Long-term recommendations for the corridor include a “signature” roundabout at 1st Avenue/US 87. Such a feature would address multiple goals for the corridor, but would require coordination and funding from MDT and other agencies. (Image source: Fehr & Peers, Sanderson-Stewart)

Alternative B (Figure 2.04) provided a lower-cost alternative hinged around upgrading the existing signal at the intersection of 1st/US 87/Exposition Drive to include a marked pedestrian crossing with signal phasing and minor beautification treatments. Additional pedestrian crossing opportunities would be provided at the following locations:

- *A HAWK signal at 3rd Avenue that would be upgraded to a grade-separated crossing at a later date.*
- *A HAWK signal at the intersection of 10th Street and 1st Avenue.*

It is important to note that while the HAWK signal is an innovative treatment to provide safer at-grade pedestrian crossings, it was ultimately taken out of the proposed set of

improvements due to concerns about its potential impacts to traffic operations on State-owned routes.

## Proposed Improvements

To facilitate implementation, the planning study team sorted recommendations into two main categories: near-term (0-5 years) and long-term (5 years or more).

**Near-term** projects (Figure 2.05) list efforts seen as relatively easy to implement that would enhance the streetscape and help improve pedestrian safety. These improvements include intersection enhancements that fit within the existing rights of way, as well as beginning work on an improved pedestrian realm, including relocating the fence at MetraPark to provide a wider multi-use path.

**Long-term** projects (Figure 2.06) list efforts that are more transformative, implementing some of the recommendations from the Gateway master plan and requiring a higher level of investment over a longer period of time. Projects like the grade-separated pedestrian crossing of Exposition Drive and the “signature” roundabout at 1st Avenue/Exposition Drive/US 87 are included, requiring multi-agency coordination and funding from MDT and other partners.

## Streetscape Elements

The images provided in Figure 2.07 show streetscape elements that should be considered in the ultimate Hospitality Corridor design. Note that these drawings are intended to convey feature types versus specific, localized designs. Proposed elements include:

## Corridor Wide

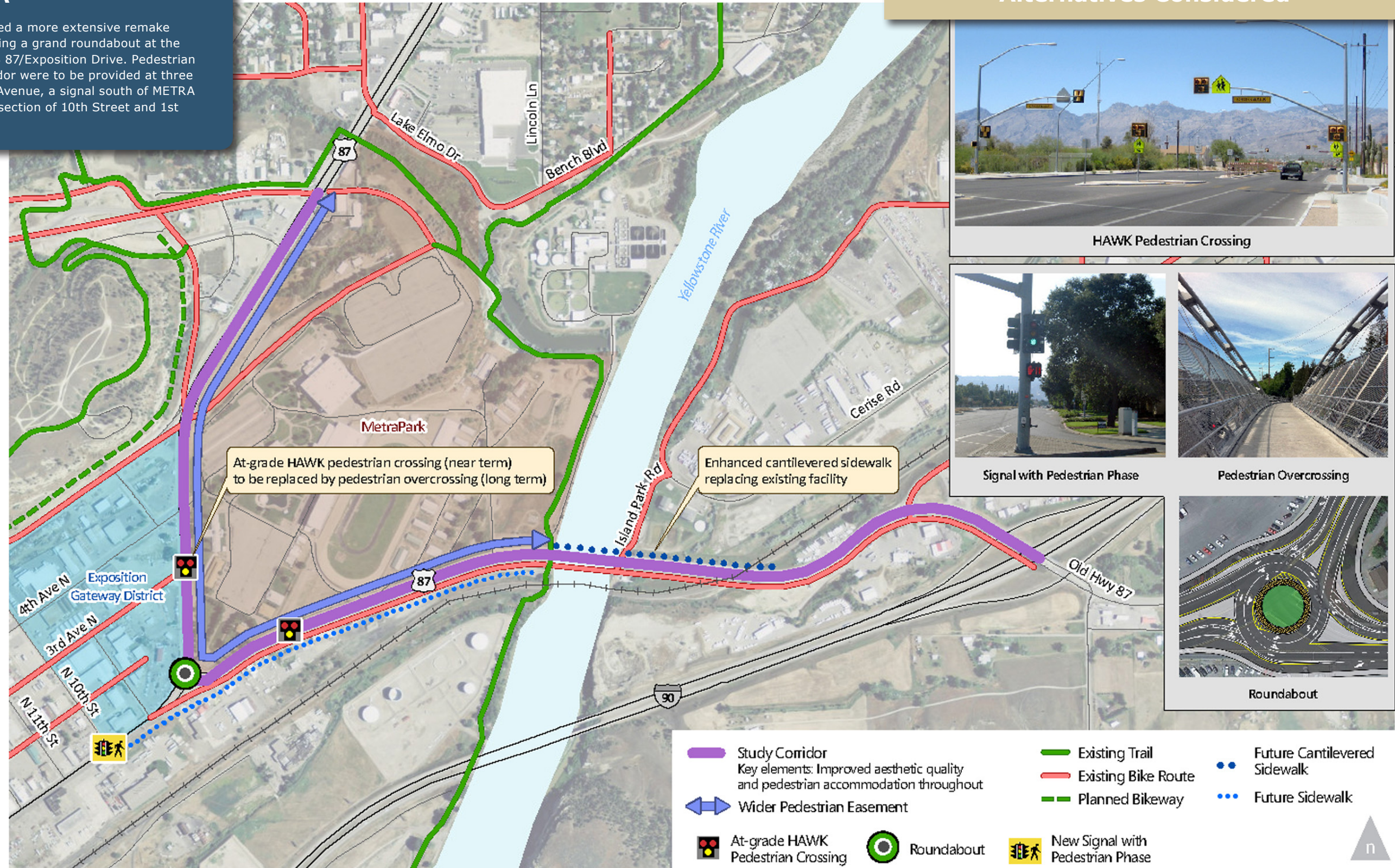
- *Street trees*
- *Buffered sidewalks and trails*
- *Decorative furnishings (benches, rubbish bins, and bicycle parking)*
- *Signage and wayfinding tailored to multiple scales*

## Signature Treatments at Key Locations

- *Signalized pedestrian-automated crossings*
- *Grand roundabout that accommodates trucks and heavy traffic volumes on the corridor*
- *Grade-separated pedestrian crossing*

## Alternative A

This scheme envisioned a more extensive remake of the corridor, including a grand roundabout at the intersection of 1st/US 87/Exposition Drive. Pedestrian crossings of the corridor were to be provided at three points, including 3rd Avenue, a signal south of METRA Park, and at the intersection of 10th Street and 1st Avenue.



## Alternatives Considered

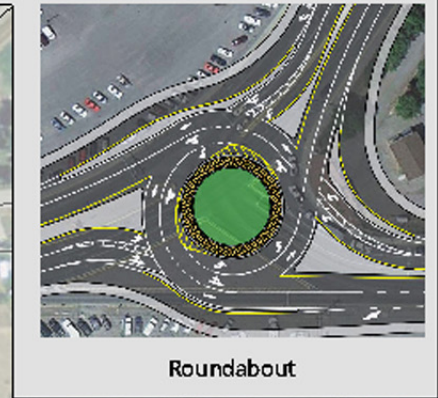


Figure 2.03 – This illustration shows the range of improvements evaluated under "Alternative A", proposing a fairly extensive re-make of the corridor environment. (Image source: Fehr & Peers, Sanderson-Stewart)

## Alternative B

This scheme envisioned a lower-cost alternative for the corridor, hinged around upgrading the existing signal at the intersection of 1st/US 87/Exposition Drive and including a marked pedestrian crossing with signal phasing and minor beautification treatments. Pedestrian crossing opportunities were evaluated at 3rd Avenue and at 10th and 1st.

## Alternatives Considered



HAWK Pedestrian Crossing



Signal with Pedestrian Phase

Pedestrian Overcrossing

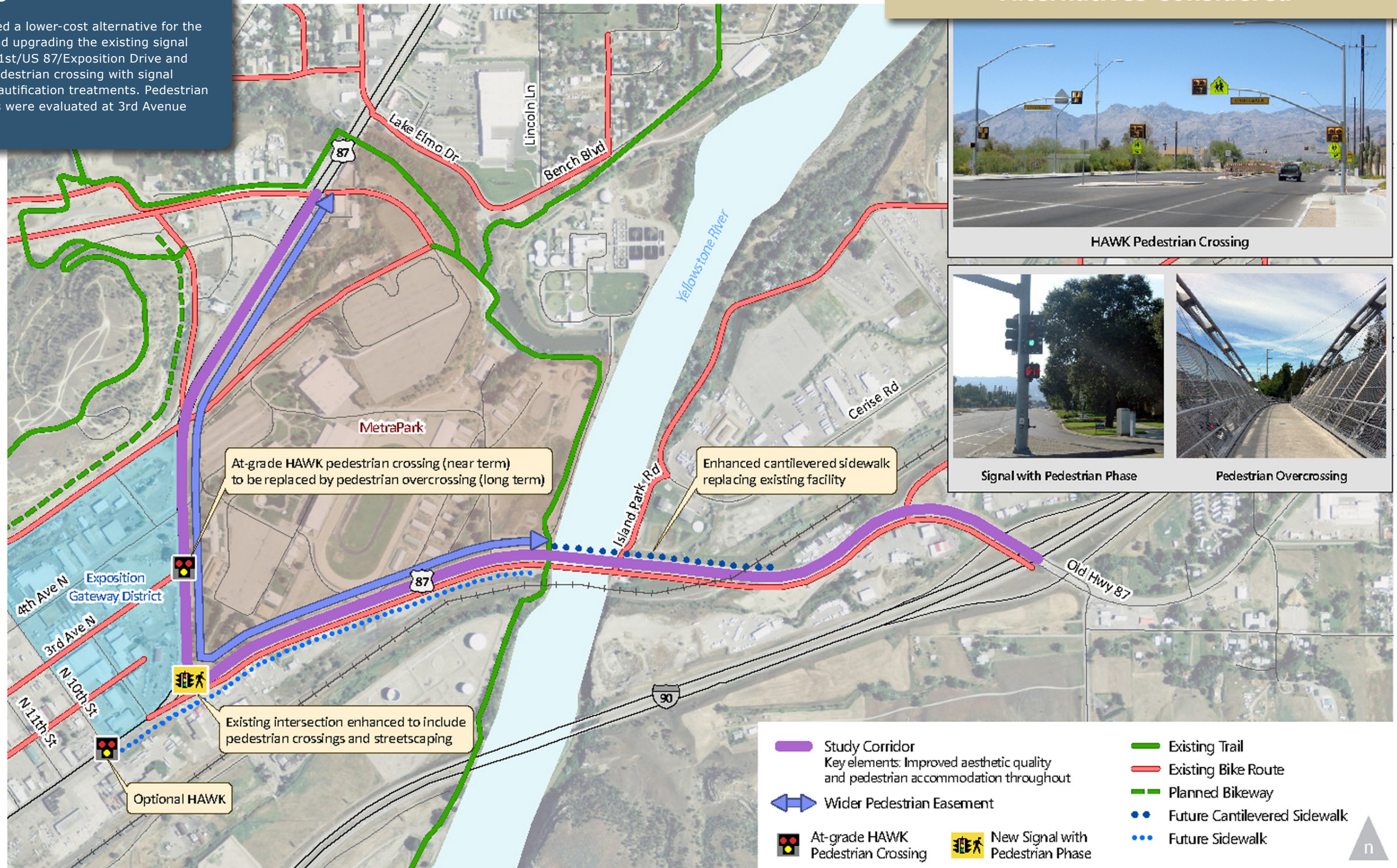


Figure 2.04 – This illustration shows the range of improvements evaluated under "Alternative B", proposing a lower-cost, simplified set of upgrades for the corridor environment. (Image source: Fehr & Peers)

## Near-term projects \*

This map spotlights "Near Term" (five or fewer year) efforts – projects that could be realized relatively quickly to enhance the streetscape and improve pedestrian safety. These would include intersection enhancements that fit within the existing rights of way, as well as initiating work on an improved pedestrian realm, including relocating the fence at MetraPark to provide a wider multi-use path.

## Proposed Improvements: Near-Term

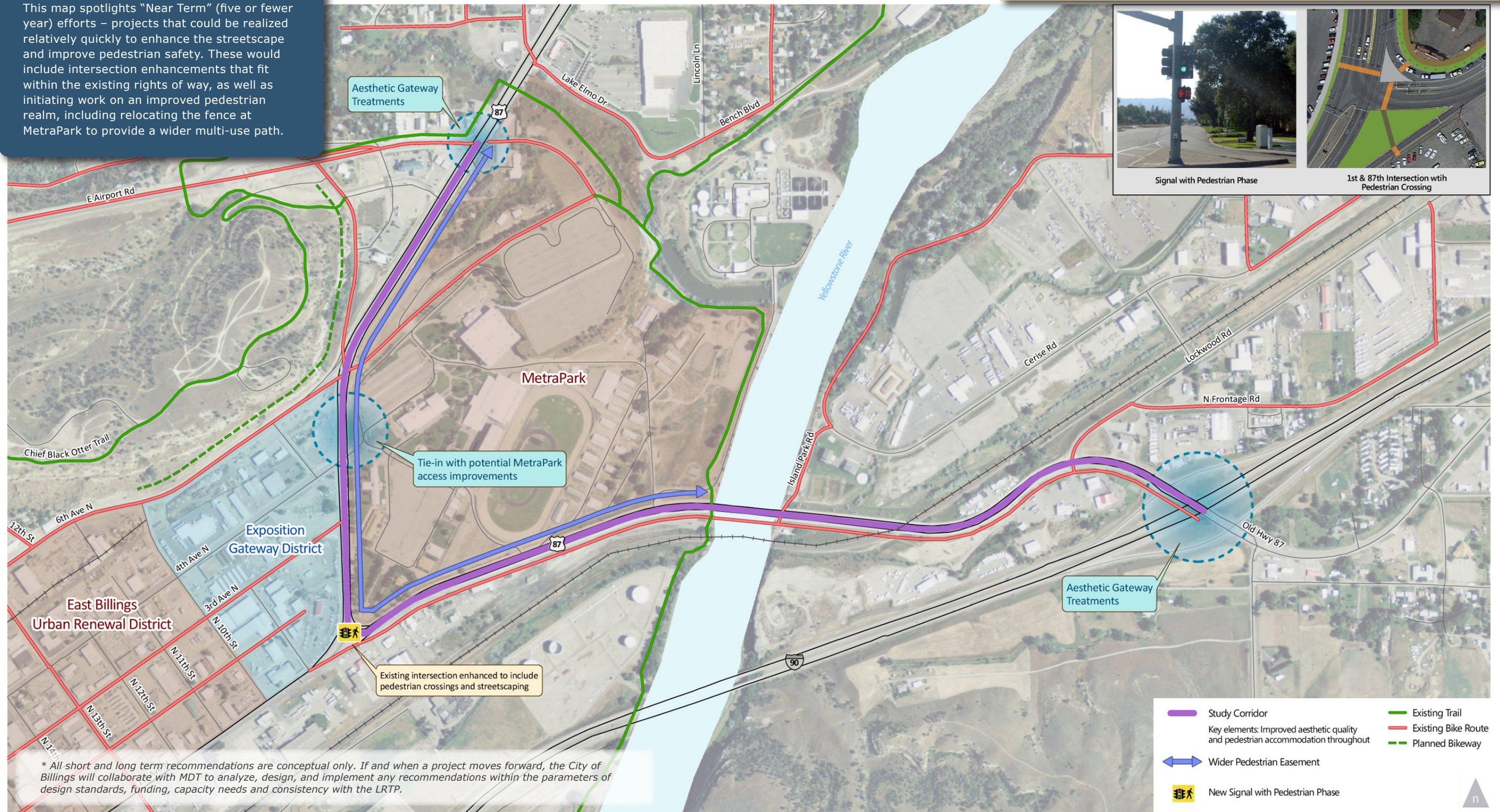


Figure 2.05 – This illustration shows the range of near-term improvements proposed to address Hospitality Corridor goals. (Image source: Fehr & Peers)

## Long-term projects \*

This map spotlights "Long Term" (five or more year) efforts – projects are more transformative, implementing some of the recommendations from the Gateway master plan and requiring a higher level of investment over a longer period of time. Projects like the grade-separated pedestrian crossing and the "signature" roundabout are shown, requiring multi-agency coordination and funding from MDT and other partners.

## Proposed Improvements: Long-Term

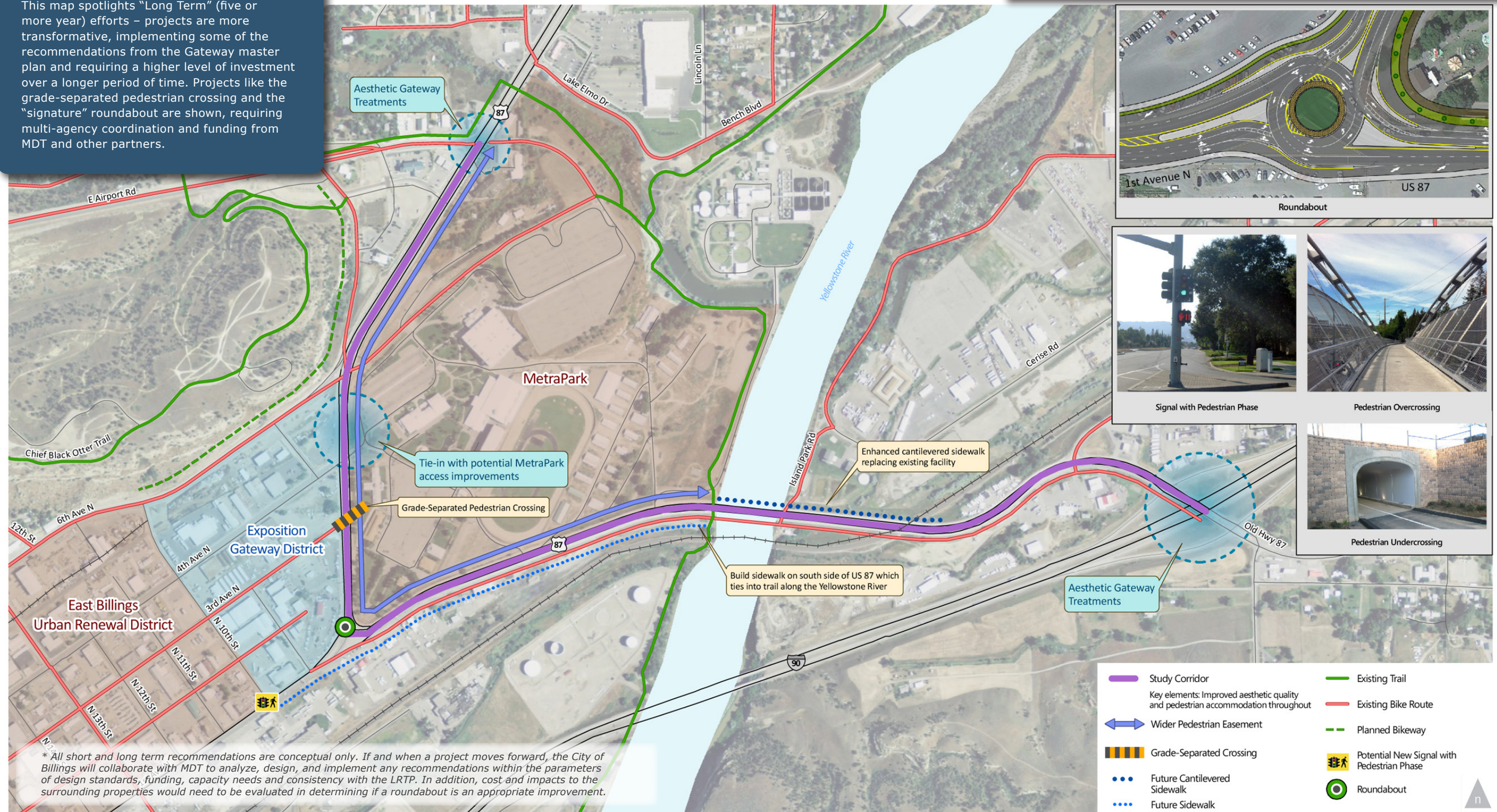
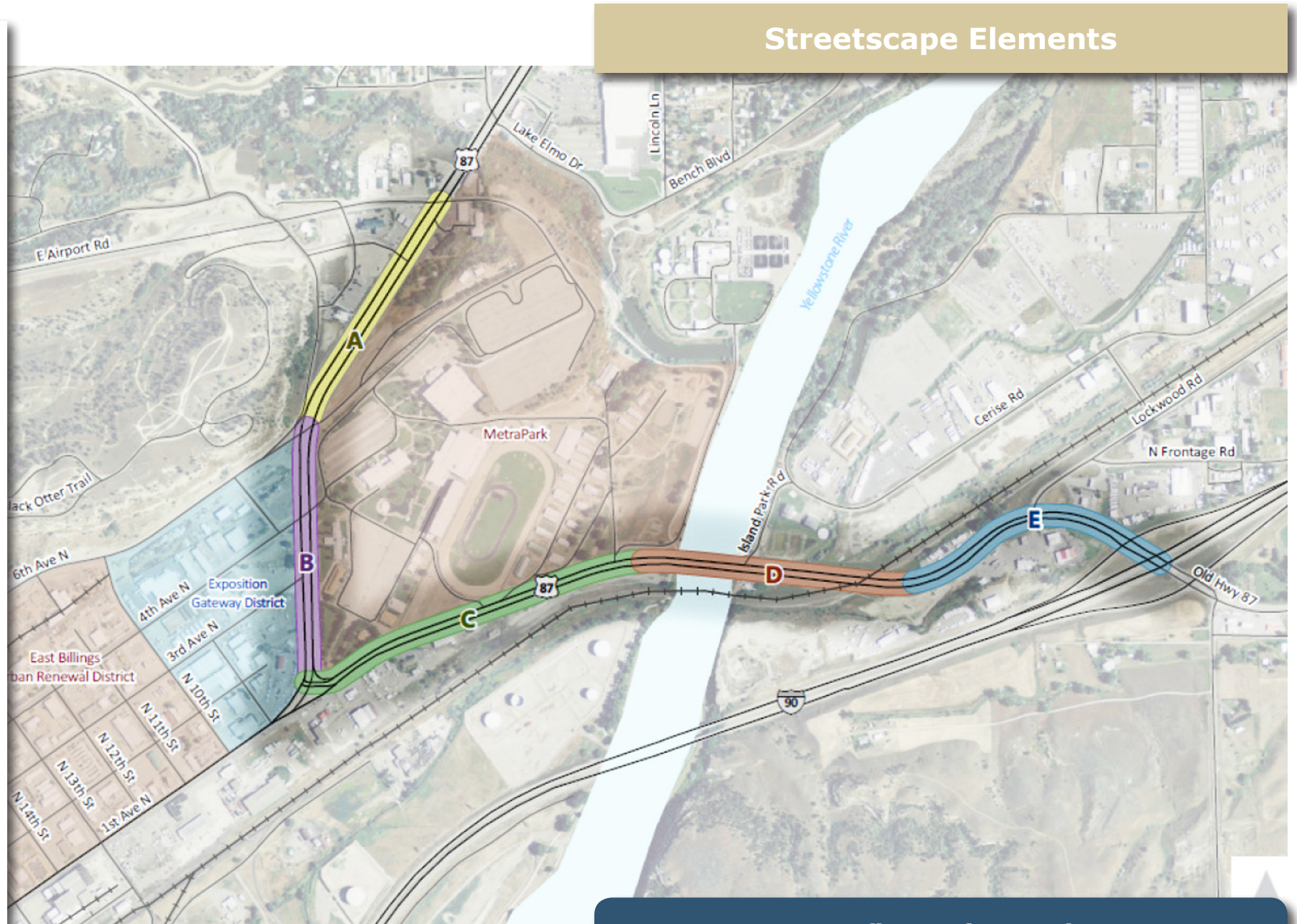
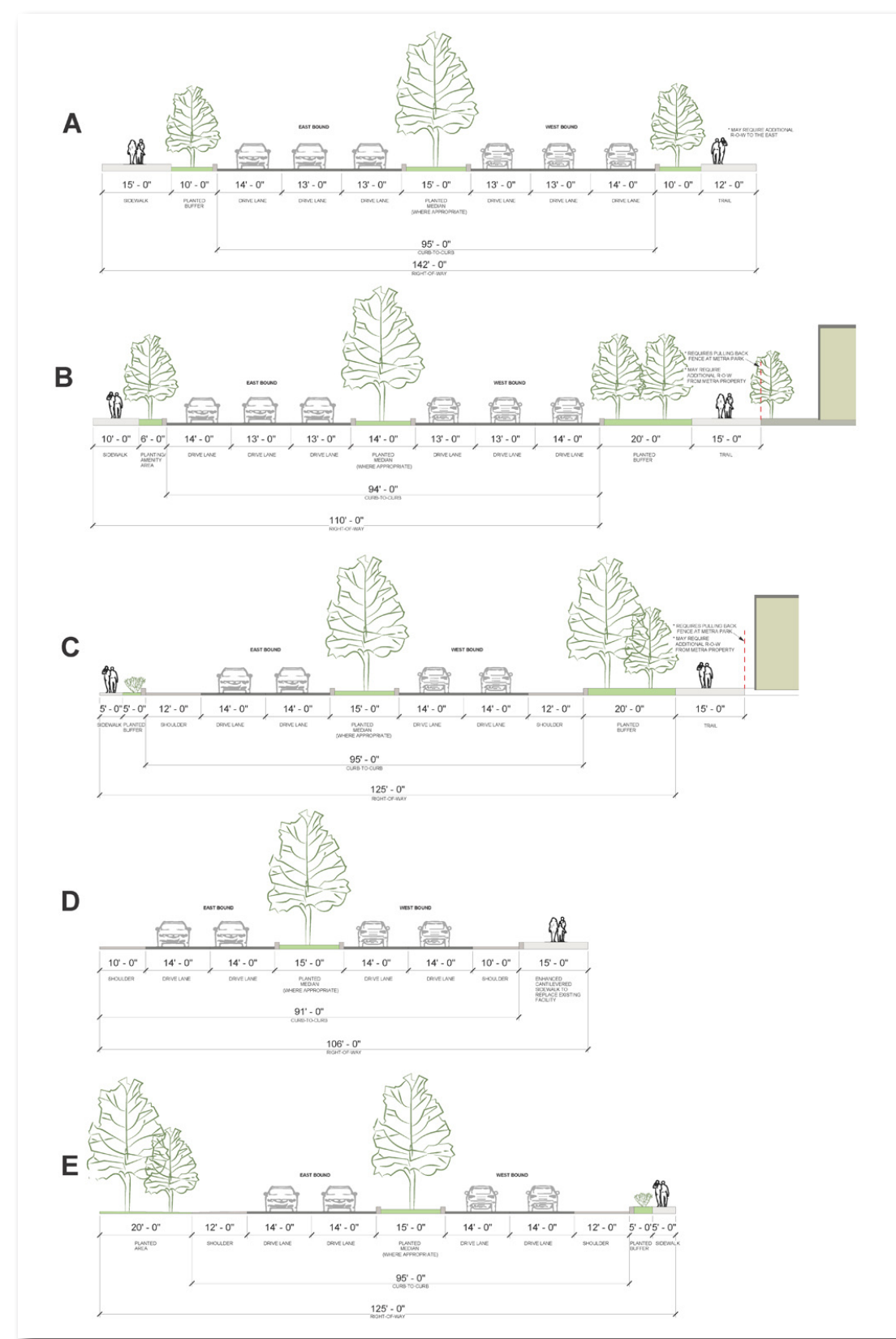


Figure 2.06 – This illustration shows the range of long-term improvements proposed to address Hospitality Corridor goals. (Image source: Fehr & Peers, Sanderson-Stewart)



**Streetscape configurations, elements**

Tying together the near and long-term corridor concepts, the Hospitality Corridor project team developed street designs appropriate to key segments along the Hospitality Corridor. Segments (map above) were identified based on characteristics such as surrounding land uses and physical constraints. At left, streetscape sections are presented, recommending configurations for each of the map segments.

Figure 2.07 – This graphic presents concept-level configurations for roadway and streetscape elements along the Hospitality Corridor. Street section types (A-E) are keyed to the corridor map above. (Image source: Fehr & Peers)

## Character, Local Context

These images show how other communities have implemented the types of streetscape elements recommended for the Billings Hospitality Corridor. From pedestrian bridges, to roundabouts, to wayfinding features, the potential exists to create elements that not only add beauty and function to the corridor, but are uniquely suited to Billings and its overall objectives.

## Streetscape Design Options

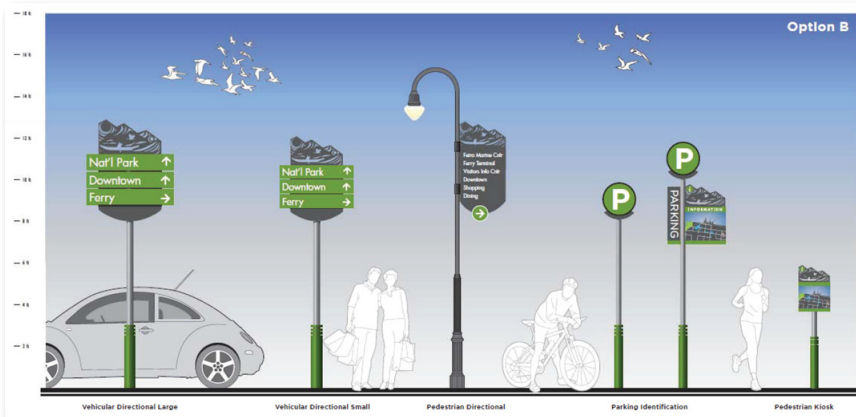
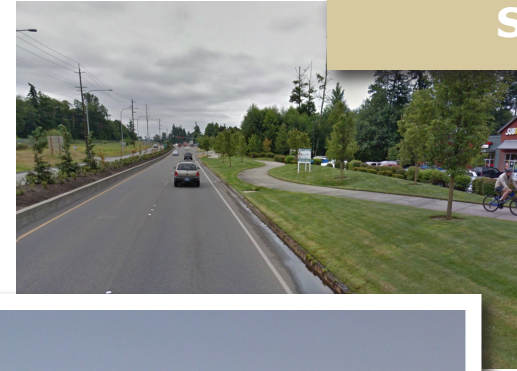


Figure 2.08 – These images show how streetscape elements can be designed to fill a wide range of functional and aesthetic needs. (Images source: Fehr & Peers)

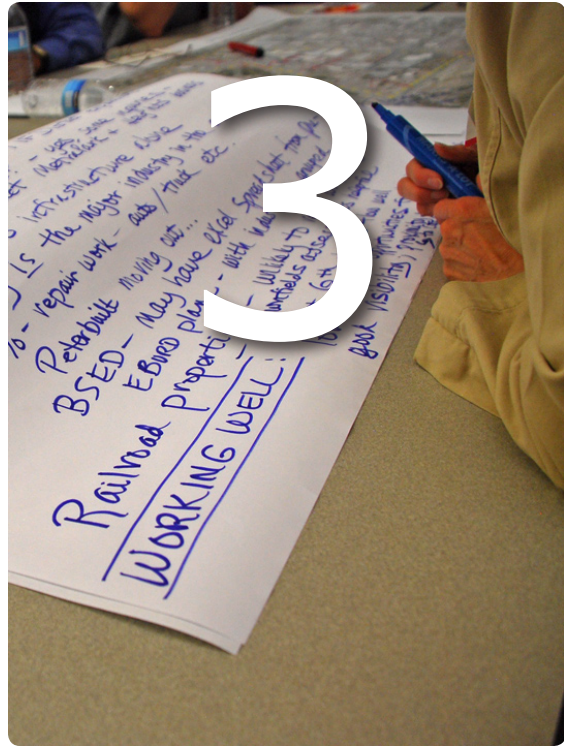


# Funding & Implementation

## Funding Sources

Critical to any plan is its implementation. As part of its work, the project team compiled a list of potential and likely funding sources for components of this plan, including them on the following page in Table 3.01.

There is no funding currently identified or allocated for improvements recommended in this study.



**Figure 3.01** – This study provides outline information regarding partners and likely funding sources to help realize Hospitality Corridor goals. (Image source: Studio Cascade, Inc.)

**Table 3.01 - Funding sources, eligible uses**

<b>Agency</b>	<b>Source</b>	<b>Eligible Uses</b>
<b>City of Billings</b>	Capital Improvement Fund	<i>Flexible source of funding, programmed every two years</i>
	General Bond	<i>Flexibility depends on allowable uses for bond funds</i>
	Special improvement district	<i>The City is currently researching the viability of a Special Improvement District within the Exposition Gateway Master Plan area, which could fund streetscape and stormwater infrastructure</i>
	Arterial fee	<i>Must be used for projects on arterial roadways</i>
<b>Other local sources</b>	Urban Transportation Districts	<i>An Urban Transportation District (UTD) is structured similar to a Special Improvement District, with bonds backed by local government and issued to cover the cost of a proposed transportation improvement. UTDs are a flexible fund source that can cover the cost of roadway capacity, streetscape, and transit improvements. Revenue to pay for the bonds is raised through assessments against property owners in the designated district. UTDs provide a mechanism for funding projects that span multiple jurisdictions. Montana Code provides counties with the authority to establish UTDs with approval of affected residents</i>
<b>Federal</b>	TIGER	<i>Highly-competitive Federal funds that can be used for a wide variety of corridor improvements</i>
	Transportation Alternatives program (TA)	<i>Funds projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former divided highways</i>
	Congestion Management/Air Quality (CMAQ)	<i>Operating assistance is limited to new transit, commuter and inter-city passenger rail services, inter-modal facilities, travel demand management strategies, including traffic operation centers, inspection and maintenance programs, and the incremental cost of expanding these services</i>
	Regional Transportation Planning (RTP)	<i>Flexible planning dollars that can be used for a variety of planning and design purposes</i>
	Highway Safety Improvement Program	<i>A highway safety improvement project is any strategy, activity or project on a public road that is consistent with the data-driven State Strategic Highway Safety Plan (SHSP) and corrects or improves a hazardous road location or feature or addresses a highway safety problem. MAP-21 provides an example list of eligible activities, but HSIP projects are not limited to those on the list</i>
<b>Other</b>	Developer funds	<i>The City does not currently charge impact fees to fund new transportation system improvements. However, the City assesses an arterial construction fee, which levies a fee on all properties within the city limits and the resulting revenue (approximately \$3 million annually) is used specifically for constructing or reconstructing arterial roads within Billings</i>
	Big Sky Economic Development Authority grants	<i>Projects must include an obvious link to economic development; in particular, the Exposition Gateway Plan</i>



*Additional project support from:*

**LMN** Architecture  
Urban Design  
Interiors

 **HIGH PLAINS**  
ARCHITECTS

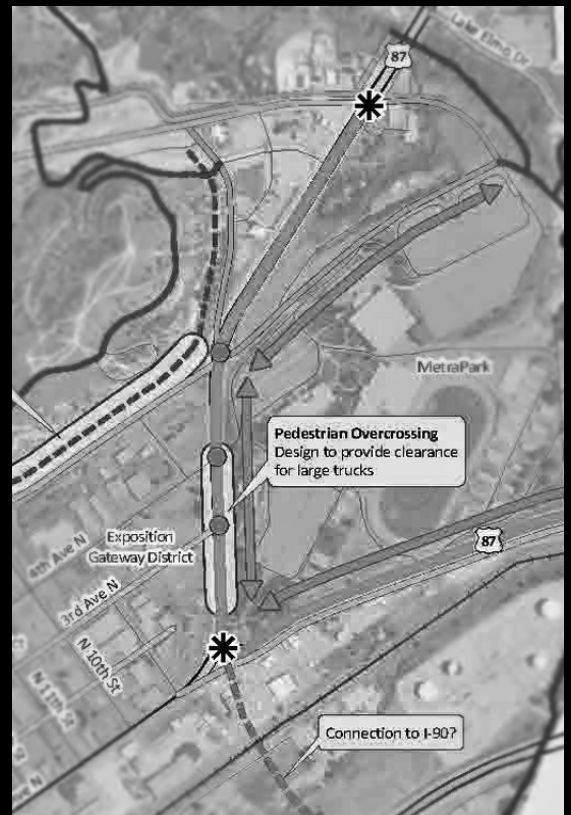
 **Studio  
Cascade**  
Community Planning & Design

**SANDERSON**   
**STEWART**

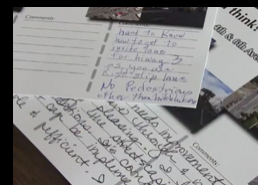
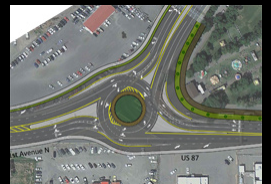
August 2013



# City of Billings



## Hospitality Corridor Planning Study Study Appendix





# Appendix

1. Expo Gateway Stakeholder Meeting Notes  
*(December 2012)*
2. Hospitality Corridor Context Report  
*(March 2013)*
3. Corridor Options Memo  
*(April 2013)*
4. MDT Contact Summary  
*(July 2013)*





## MEMORANDUM

Date: December 12, 2012

To: Lora Mattox, City of Billings and Mark Hinshaw, LMN Architects

From: Kendra Breiland, Fehr & Peers

Subject: **12/5 Exposition Gateway Stakeholder Meeting Recap - Transportation**

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Fehr & Peers participated in the December 5, 2012 stakeholder meeting for the Exposition Gateway project. Our role was to introduce the upcoming Hospitality Corridor Planning Study effort and solicit feedback from Exposition Gateway plan stakeholders to ensure that the two projects complement one another to the highest degree possible. This memo summarizes the feedback received from participants and indicates the next steps in moving forward with each study.

### **Participant Feedback**

Overall, the stakeholder meetings were both upbeat and productive. Because the participants were mainly property owners within the Exposition Gateway planning area or representatives of governing bodies (City of Billings staff, County Commissioners, Metra Park Staff), there was a high level of familiarity with the transportation challenges and opportunities within the Hospitality Corridor study area. Below, we provide a summary of the high-level issues raised during the stakeholder meeting, which are also illustrated in the accompanying figure.

- **Access into Exposition Gateway from Exposition Drive:** Stakeholders indicated openness to providing fewer access points than are shown on the Exposition Gateway concept diagrams, but stressed that any access provided should be highly visible and intuitive.



- **Bicycle and pedestrian circulation:** Participants agreed that the transportation system for biking and walking should be more complete. There was overall agreement that Exposition Drive may not be the best facility to accommodate these modes. Roadways within Exposition Gateway, a new trail system through Metra Park (including wider easements on the edges of Metra's property), and an overcrossing of Exposition Drive (somewhere between 4<sup>th</sup> Street and 2<sup>nd</sup> Street) were all discussed.
- **Treatments along Exposition Drive:** participants described a number of potential ideas for improving the current corridor. Among these ideas were streetscape concepts to improve aesthetic appeal, construction of a roundabout or other dramatic enhancement of the 1<sup>st</sup> Avenue/Exposition Drive intersection, grade separation at the 4<sup>th</sup> Avenue/Exposition Drive intersection, and capacity enhancements to the Exposition Drive/Airport Road intersection. There was general agreement that meeting with the Montana Department of Transportation would be the logical next step to better understand what is planned and what MDT will accept.

### **Next Steps**

Below, we indicate specific next steps for each study.

#### **Exposition Gateway**

- Identify the critical access points along Exposition Drive and 1<sup>st</sup> Avenue that are necessary to make the district accessible and marketable to proposed development.
- If possible, eliminate the district access shown for 2<sup>nd</sup> Avenue and 9<sup>th</sup> Street, as these access points are considered to be too close to the 1<sup>st</sup> Avenue/Exposition Drive intersection. If elimination is not possible, consider designing these driveways to be right-in only, as this would minimize the impact on traffic operations.
- Show pedestrian link between Exposition Gateway and Metra Park as located somewhere between 4<sup>th</sup> and 2<sup>nd</sup> Avenues. The final location of this pedestrian overcrossing will be contingent on a variety of factors, including the placement of land uses on either side



of Exposition Drive and the potential construction of a fly-over at 4<sup>th</sup> Avenue.

- Identify how a pedestrian overcrossing might be funded. Examples of success from other cities, like Spokane, WA may be informative.

### **Hospitality Corridor**

- Synthesize studies and plans for all modes of transportation within the study area. Develop a list of "potential ideas" for accommodating bicycle, pedestrian, and vehicular traffic within the study area (loosely defined by Airport Drive to the north, 10<sup>th</sup> Street to the west, 1<sup>st</sup> Avenue to the south, and the Yellowstone River to the east). Per the December 10, 2012 Yellowstone County Commissioner's Meeting, we understand this may also include incorporating developing plans for access to Metra Park.
- Meet with Brian Smith of the Washington State DOT's Strategic Planning Division to discuss context-sensitive solutions, such as roundabouts, for urban highways.
- Meet with Stefen Streeter at MDT to understand plans for key intersections (like 1<sup>st</sup> Avenue and 4<sup>th</sup> Avenue), as well as what the agency may or may not accept from a streetscape perspective. If appropriate, facilitate an idea-sharing session between Brian Smith and MDT staff.

Once the above planning synthesis and coordinate tasks have been completed, our team will be in a position to begin development of the Hospitality Corridor Planning Study, including a streetscape plan, in earnest. These efforts will likely take place after the February 13, 2013 adoption of the Exposition Gateway plan.

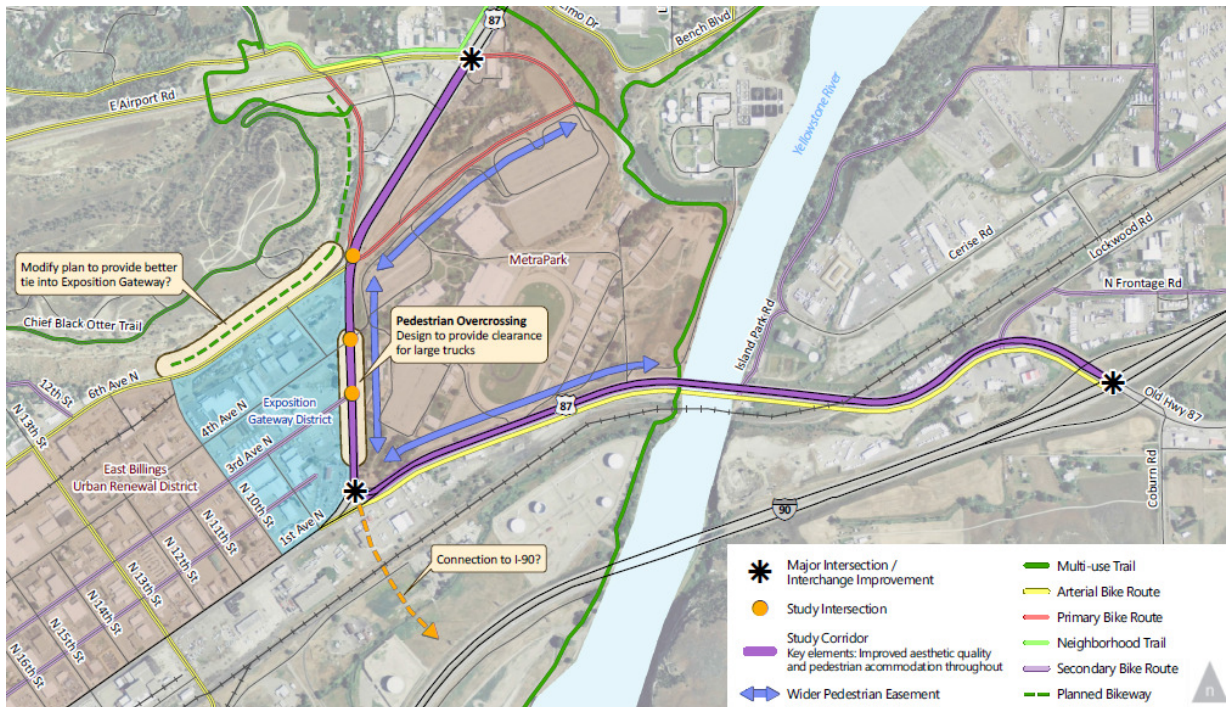


## Planning Context

This study provides the City of Billings, Yellowstone County, and the Montana Department of Transportation (MDT) with a unique opportunity to re-envision the US Highway 87 (Main Street) as a gateway into central Billings. The timing of this study is fortuitous, as it is following on the heels of the Exposition Gateway Master Plan, which is evaluating ways to revitalize the land uses surrounding the corridor, including creating better linkages between the East Billings Urban Renewal District (EBURD) and MetraPark.

This white paper provides the context for the Hospitality Corridor Planning Study, including our knowledge of existing conditions at each of the key intersections along the corridor, as well as what has been proposed in the near term and the long term. The document starts by summarizing our assessment of intersection operations from a vehicular perspective, followed by an assessment of non-motorized connectivity needs. The goal of the Hospitality Corridor Planning Study is to weave these disparate studies together to provide a cohesive vision for the corridor that provides safe and comfortable travel for a variety of modes and supports the City's overall vision of revitalizing the Exposition Gateway District and supporting the uses at MetraPark.

The below figure provides an overview of the corridor (which extends from Airport Road to the Lockwood Interchange), including the surrounding land use context, study intersections, and a few key mobility-related concepts identified by surrounding land owners.



Hospitality Corridor Planning Study – Transportation Concepts



## Airport Road/Main Street



Aerial View (Google Images, 2013); on the ground view of the intersection.

This intersection has a large footprint, with a seven lane north-south cross-section and a sweeping southbound right-turn onto Airport Road. The Airport Road intersection has been analyzed in many related studies, most recently in the *6th Avenue North/Bench Boulevard Traffic Report* (December 2012). Although it wasn't one of the primary study intersections, it was included in all of the operations analyses completed for that project. For this study, we have taken a deeper look at near-term and long-term options to improve intersection operations.

- **Near Term Findings.** In the near term, the Main Street approaches will continue to operate at LOS D or better, while the eastbound and westbound minor approaches operate at LOS F during peak commute times.
- **Long Term Findings.** Over the next few decades, it is anticipated that traffic volumes would grow until the Billings Bypass is constructed. Associated with this growth, delays would increase at this intersection. If the Billings Bypass were not constructed by 2033 (the horizon year of the *6th Avenue North/Bench Boulevard Traffic Report*), this intersection would eventually become over-capacity during the peak commute hours (LOS F). Construction of the Billings Bypass would divert sufficient volumes for this intersection to continue operating very similarly to the conditions seen today.

### Potential Recommendation for Hospitality Corridor Study

Because the Billings Bypass is anticipated to move forward and the intersection is already "built-out" with multiple through lanes on all approaches, there is no reasonable short-term, low-cost solution for this intersection. We recommend that it be left as-is from a capacity standpoint and further evaluated after the Bypass is constructed. If Main Street volumes do continue to increase in the future, the most logical improvement at this intersection will involve grade separation.



However, grade separation would require future study to ensure another more substantial bottleneck is not created. To support the goal of a cohesive Hospitality Corridor, the project team will consider aesthetic improvements to enhance the visual appeal of this intersection and recognize its status as a gateway between Downtown Billings and the Heights.

## 6<sup>th</sup> Avenue/Bench /Main Street and 4<sup>th</sup> Avenue/Exposition Drive



Aerial View (Google Images, 2013); on the ground view of the 4<sup>th</sup> Avenue entrance to MetraPark.

4<sup>th</sup> and 6<sup>th</sup> Avenues create a one-way couplet through the Exposition Gateway District. Given the couplet configuration, these two intersections operate as a system (4<sup>th</sup> Avenue runs eastbound, 6<sup>th</sup> Avenue runs westbound). As arterials, both 4<sup>th</sup> and 6<sup>th</sup> Avenues feature full access, signalized intersections with Exposition Drive. These intersections were a focus in the *6th Avenue North/Bench Boulevard Traffic Report* (December 2012).

- **Near Term Findings.** Eastbound traffic on 4th Avenue carries experiences substantial queuing and delays (LOS F) in the evening peak period. Given the high volumes along Exposition Drive, particularly northbound during the evening commute, there are no simple fixes to provide additional green time to 4th Avenue without creating delays for Exposition Drive. The 6th Avenue/Bench Boulevard intersection operates more smoothly (LOS C or better) during the peak commute period, largely due to the uncontrolled, sweeping movement from southbound Exposition Drive/Main Street to westbound 6<sup>th</sup>



Avenue. By accommodating this movement separately, the signal is able to efficiently control other movements. Despite substantial delays on 4th Avenue, no feasible improvements have been identified in the near term.

- **Long Term Findings.** The 6th Avenue/Bench Boulevard traffic study included a long term recommendation to provide a flyover to connect 4th Avenue to northbound Exposition Drive without conflicting with traffic on Exposition Drive or 6th Avenue. While this improvement would remove the conflict between eastbound and northbound/southbound traffic, it is a very expensive fix and has identified challenges relating to noise, views, and consistency with the Exposition Gateway District Plan.

### **Potential Recommendation for Hospitality Corridor Study**

Because this system of intersections is already “built-out”, there is no reasonable short-term, low-cost solution to address the traffic congestion issues. Our team will be meeting with MDT to discuss future improvements at this intersection, including grade separation.

It should be noted a study of MetraPark access is currently underway. This study is evaluating ways to make ingress/egress from events more efficient. In particular, the study has noted that 4th Avenue (which currently serves as Metra’s front door) might also serve an exit after events, a change that would add a westbound movement to this intersection, which could increase delays and degrade LOS. Findings from this study should be incorporated into any plan addressing the 4th Avenue and 6th Avenue/Bench Boulevard intersections.



## 3<sup>rd</sup> Avenue /Exposition Drive



**Aerial View (Google Images, 2013); On the ground view of 3<sup>rd</sup> Avenue intersection.**

This is a T-intersection, whereby 3<sup>rd</sup> Avenue can only be accessed by southbound Exposition Drive due to the raised median. No crosswalk is provided, as pedestrians are expected to use the signalized crossing at 4<sup>th</sup> Avenue. Our team observed operations at this intersection in December 2012.

- **Near Term Findings.** Limited access and low volumes along 3<sup>rd</sup> Avenue maintain smooth operations at this intersection. Vehicle and pedestrian volumes are not expected to increase substantially until the Exposition Gateway District develops.
- **Long Term Findings.** The *Exposition Gateway Plan* (February 2013) designates 3<sup>rd</sup> Avenue as a signature street, with one-lane of traffic in each direction, bike lanes, and wide sidewalks. Despite these infrastructure enhancements along 3<sup>rd</sup> Avenue, the study recommended that the intersection remain right-in/right-out only with no at-grade pedestrian/bicycle crossing opportunities.

### **Potential Recommendation for Hospitality Corridor Study**

The images on the following page show the Exposition Gateway Plan's vision for 3<sup>rd</sup> Avenue. To be consistent with this enhanced vision for 3<sup>rd</sup> Avenue, this plan will explore treatments to the intersection to increase its aesthetic appeal and function for bicycles and pedestrians.

It is also important to note that the Exposition Gateway Plan identified 3<sup>rd</sup> Avenue as a potential location for a pedestrian overcrossing that would link the signature street and retail uses of the Exposition Gateway with MetraPark.

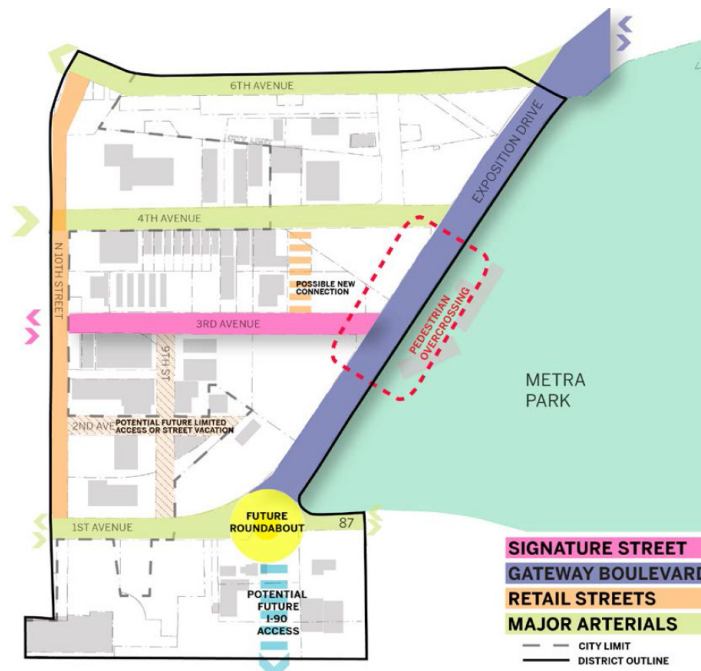
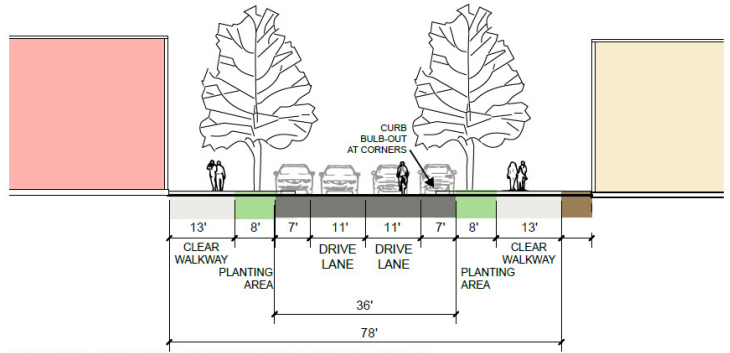
**Excerpt from the Exposition Gateway Plan:**

*“Third Avenue should be completely re-purposed as a special kind of street that serves as the central spine for the Exposition Gateway Area. It would be narrowed to one lane each direction, with bicycle lanes and parallel parking on each side. As is currently the case today, the intersection with Exposition Drive should be right turn in / right turn out. The sidewalks should be expanded in width and fitted with trees and rain gardens. Walking surfaces should be treated with distinctive, textured paving.*

*Additionally, special pedestrian-scale lighting should be installed. Third would serve as a quiet, landscaped promenade, linking the EBURD with MetraPark. Depending on the nature of redevelopment, the eastern end could have branches that connect between buildings and lead to other destinations to the north and south. Third might also incorporate unusual lighting such as catenary lighting overhead, to give it a “festival street” ambiance. (See photo images that depict this idea.)”*



FIGURE 2-21 SPECIAL STREETScape AMENITIES





## 1<sup>st</sup> Avenue/Exposition Drive



Aerial View (Google Images, 2013); On the ground view of 1<sup>st</sup> Avenue intersection

This three-legged intersection serves as the confluence between 1<sup>st</sup> Avenue that connects with downtown, Exposition Drive that connects with MetraPark and the Heights, and US 87's east leg that connects to the I-90 Lockwood interchange. With large sweeping turns, this intersection has a large footprint to accommodate trucks and fast-moving vehicles. While sidewalks are provided, pedestrian crossings are not accommodated at the intersection. At present, the nearest pedestrian crossings are provided at 13<sup>th</sup> Street (to the west) and 4<sup>th</sup> Avenue (to the north). Both of these adjacent crossing locations are more than 2,000 feet away, which would add about 10 minutes of walking time to cross the street. This intersection has been analyzed in many related studies, most recently in the *6th Avenue North/Bench Boulevard Traffic Report* (December 2012). This intersection has also been a focus of the *Exposition Gateway Plan* (February 2013).

- **Near Term Findings.** The 6<sup>th</sup>/Bench study did not identify any near-term need to improve this intersection from an operations standpoint, since peak hour operations are LOS C or better. The study did identify the opportunity to provide a westbound-to-northbound right turn bypass lane, which would only improve vehicular operations. The Exposition Gateway project identifies this intersection as an opportunity site for a “grand roundabout” that would serve as a landmark for the corridor and help attract attention to the Exposition Gateway District and MetraPark.
- **Long Term Findings.** The 6<sup>th</sup>/Bench study identified a roundabout as a potential operational enhancement for this intersection in the future. The Exposition Gateway Plan also identified the potential for a future connection I-90 from this intersection, but the timeline for such a connection is likely 50 years or more.



**Potential Recommendation for Hospitality Corridor Study**

While this intersection would continue to operate acceptably for a number of years, installation of a roundabout provides a number of benefits, from simplifying intersection geometrics and minimizing vehicle idling to providing the corridor with a landmark feature. The roundabout also has long-term viability in terms of maintaining adequate intersection operations and accommodating truck movements. Given these multiple benefits, the project team recommends that installation of a roundabout at this location be considered as a near-term (5-10 year) improvement. The project team will explore this option with MDT.



## I-90 Lockwood Interchange



**Aerial View (Google Images, 2013); on the ground view of the interchange.**

The I-90 Lockwood interchange has a diamond configuration. Both on-ramps have a single lane, as does the westbound off-ramp. The eastbound off-ramp includes two lanes. Existing and future year operations, including improvement concepts, were analyzed as part of the *Lockwood Transportation Study* (2007) and re-examined as a part of this study.

- **Near Term Findings.** Due to the queuing seen today, the Lockwood Transportation Study recommended a redesign of the eastbound off-ramp approach to US 87, including a dedicated left-turn lane, a shared through/left-turn lane, and a dedicated right-turn lane. With these proposed lane configurations in place, there would be significant reserve capacity in the near term. The project team's re-evaluation confirmed this finding.
- **Long Term Findings.** The Lockwood Transportation Study recommended a single point urban interchange (SPUI) as the ultimate configuration for this interchange. It should be noted, however, that the study's future forecasts did not account for the potential volume reductions along US 87 that would be associated with the planned Billings Bypass project. The project team updated this analysis to include consideration of the Billings Bypass. With the bypass assumed, volumes at the interchange could be accommodated with the eastbound off-ramp widening recommended in the near term.

### **Potential Recommendation for Hospitality Corridor Study**

Widening the eastbound off-ramp to three lanes as described above and modifying signal timing and phasing accordingly should be sufficient to accommodate volumes in both the near and long term, assuming the Billings Bypass is constructed.

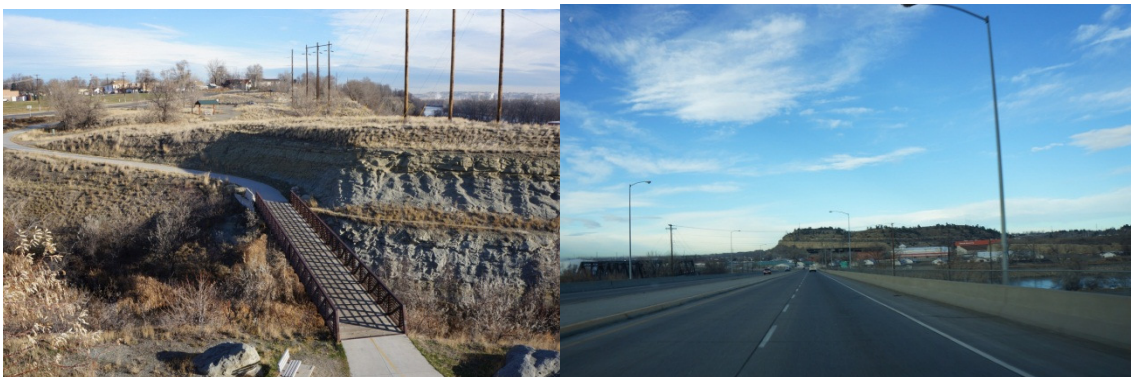
To be supportive of the goal to develop a cohesive Hospitality Corridor, the team will explore aesthetic treatments to enhance the visual appeal of this interchange and recognize its status as a gateway between central Billings and the Lockwood district.



## Bicycle and Pedestrian Concepts



Existing sidewalks between 6<sup>th</sup> Avenue and 1<sup>st</sup> Avenue.



View of the Jim Dutcher Trail behind MetraPark; US-87 crossing the Yellowstone River

As an old highway corridor, there are relatively few bicycle and pedestrian accommodations today. Between Airport Road and 6<sup>th</sup> Avenue, Main Street has a steep grade and no separated bike facilities (a sidewalk is provided on both sides of the road). Between 6<sup>th</sup> and 1<sup>st</sup> Avenues (the section that cuts between MetraPark and Exposition Gateway District), sidewalks are present, but are directly adjacent to the seven-lane, high speed Exposition Drive – something that many pedestrians may find inhospitable. Between Exposition and the Lockwood interchange, bicycle and pedestrian facilities are substandard, with a narrow sidewalk on the north side of the road and shoulders on both sides.



Surrounding the corridor, there are a number of amenities for bicycles and pedestrians. The Heritage Trail system is a regional scenic amenity, a portion of which runs behind MetraPark, adjacent to the Yellowstone River. The recent Bench Boulevard improvements included upgraded sidewalks and trail connections that provide a nice connection with the Hospitality Corridor. Moreover, the City is planning a number of trails, bike lanes, and bike boulevards that crisscross the area, including through the Exposition Gateway district.

This study will identify how amenities like the Heritage Trail system and planned bike facilities can be tied into the corridor plan to provide overall mobility for all modes. Concepts that will be developed further include:

- Developing a multimodal trail around the perimeter of MetraPark to provide connections between the corridor, Exposition Gateway, and the Yellowstone River
- Identify an overcrossing location of Exposition Drive between 2<sup>nd</sup> Avenue and 4<sup>th</sup> Avenue, to facilitate interactions between Exposition Gateway and MetraPark
- Explore providing an improved bicycle/pedestrian facility between Exposition Drive and the Lockwood Interchange along US 87
- Identify a trail route connecting Airport Drive with 6<sup>th</sup> Avenue



## Bringing It All Together: Streetscape

This study will recommend streetscapes that accomplish the following:

- Accommodate the travel modes that currently use the corridor
- Tie sensibly with area bicycle and pedestrian facilities
- Integrate with the near-term and long-term intersection concepts described above
- Provide aesthetic appeal
- Provide landmark/gateway features at key locations

This study will recommend streetscape concepts for the Hospitality Corridor in three main segments:

- **Airport Road to 6<sup>th</sup> Avenue/Bench** – This segment serves as a gateway between the Heights and Central Billings. It has a steep grade as it transitions from the Heights to the valley below with few uses directly accessing the corridor. Minor aesthetic treatments should be considered to provide drivers with visual cues that they are entering a more urban district.
- **6<sup>th</sup> Avenue/Bench to 1<sup>st</sup> Avenue** – This segment traverses the Exposition Gateway/MetraPark District, which expects to see a transition in uses from industrial to hospitality and retail in the coming decades. While the corridor will continue to carry regional traffic volumes between the Heights and Central Billings, this portion of the corridor also needs to accommodate increased cross-movement related to the Exposition Gateway/MetraPark development. It is also envisioned that this segment will incorporate streetscape elements (such as a roundabout, landmarks, or a gateway feature) that provide character for this more urban district.
- **1<sup>st</sup> Avenue to I-90 Lockwood Interchange** – This segment connects MetraPark with the I-90 Lockwood interchange. This segment traverses the Yellowstone River into the more rural Lockwood area. Streetscape elements in this segment are expected to be more modest, but the segment should be upgraded to provide adequate bicycle and pedestrian connectivity.



### MDT Design Standards

Our team evaluated MDT's design standards for urban facilities. This section of Exposition Drive/US 87 is classified as a Principal Arterial. The relevant design details that will affect the design of our corridor are:

- 12 foot outside and 11 foot inside lanes
- 12 foot left turn lane (if identified)
- 4 foot minimum raised median width
- No clear zone requirement for curbed street
- Landscaping is to be considered in all designs reviewed by MDT



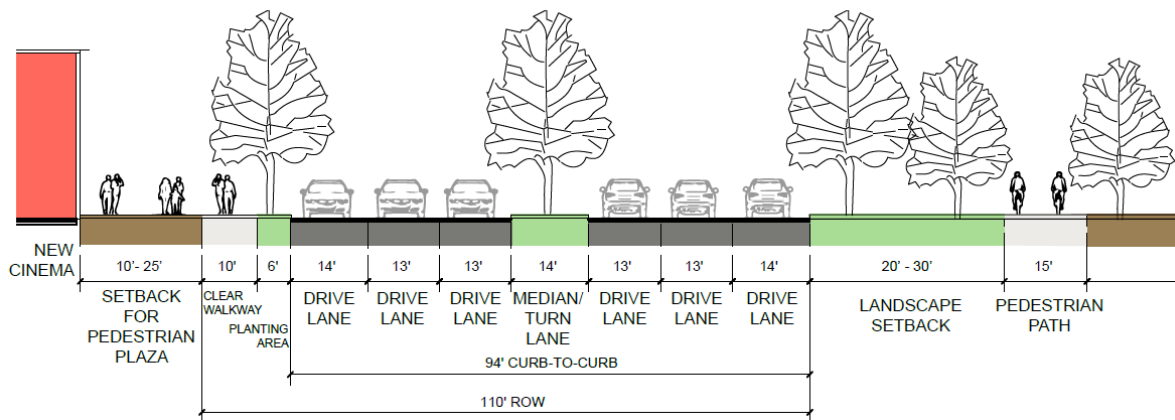
*Example of an urban MDT facility in Helena*

Based on these standards, the following concept for the corridor (between 6<sup>th</sup> Avenue and 1<sup>st</sup> Avenue) developed:

*"The segment of Exposition Drive between 1st and 6th Avenues North has the potential of becoming a unique boulevard with qualities associated with a parkway. Already, the east side is heavily planted with mature trees and lawn area that lines the edge of MetraPark. Currently, this green corridor is cut off from public use because of a tall fence topped with barbed wire. We recommend that this fence be moved 20-30 feet to the east, which will still provide security and admissions control during ticketed events. The resulting wide corridor can then allow for a meandering, multi-purpose trail. The trail would allow people walking and using bicycles to connect from the Exposition Gateway Area to the Yellowstone River or the Rims with only one major street crossing.*

Additionally, the median in the middle of Exposition Drive could be rebuilt to incorporate substantial planting so that a complete boulevard treatment can be created. Given the speeds involved in that corridor, there is sufficient room to install trees within the median, as well as understory. The design of the boulevard could reflect a "Gateway" treatment, with special signage, artwork, and lighting as has been done in similar situations throughout the country.

As development occurs on the west side, the edge along Exposition Drive should include trees, planting and other features to extend and complement the boulevard. Since it is unlikely that the frontage along the State route will allow curb cuts, this edge can be relatively continuous planting. Site and building design guidelines should be adopted to ensure a consistent combination of elements."





## MEMORANDUM

Date: April 4, 2013  
To: Lora Mattox, City of Billings  
From: Kendra Breiland, Jeff Pierson, and Chris Breiland, Fehr & Peers  
**Subject: Hospitality Corridor Options**

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We are providing a status update on our current planning concepts for the Hospitality Corridor. This memo summarizes work performed in the past month. We believe it would be beneficial to have City staff review and provide feedback on the current direction and next steps.

### EXPOSITION GATEWAY ACCESS EVALUATION

We have developed trip generation and distribution assumptions based on the Exposition Gateway Concept Plan. As shown in the table on the following page, the project would generate approximately 12,500 daily trips, including 1,100 trips during the evening peak hour.

Given that this additional traffic should be accommodated by the Hospitality Corridor Plan, Fehr & Peers and Sanderson Stewart tested how Exposition Gateway traffic would influence operations along the Hospitality Corridor, as well as key access points to the Exposition Gateway district. Since the district would evolve over time, potentially adding uses to what is already there, we measured the effect of adding these new trips to existing and long-range forecast traffic volumes.

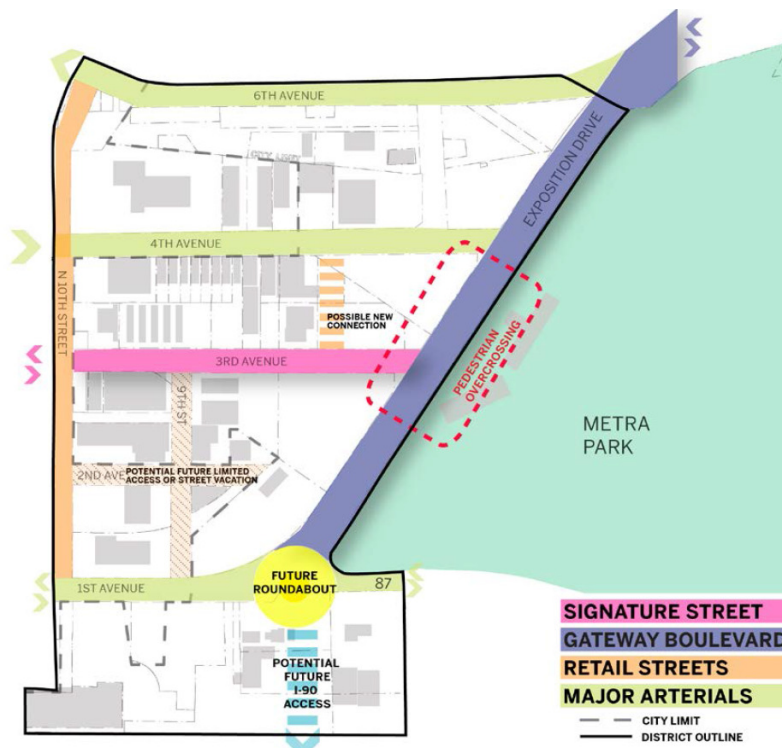
The map on the following page shows how access is envisioned within the Exposition Gateway Concept Plan. Specifically, 6<sup>th</sup> Avenue, 4<sup>th</sup> Avenue, and 10<sup>th</sup> Street would be primary access points. 3<sup>rd</sup> Avenue would provide limited right in/right out access. Additional access would be provided directly to the west – although this would be a more permeable edge, as there are a number of local streets that flow into the remainder of the East Billings Urban Renewal District.



### TRIP GENERATION

Land Use	ITE Code	Amount	AM Peak Hour	PM Peak Hour	Daily
Adaptive Re-Use Retail	820	2 ksf	2	7	85
Adaptive Re-Use Restaurant	931	2 ksf	2	15	180
Hotel	310	180 rooms	101	108	1,606
Outlet Retail	820	200 ksf	200	742	8,540
Movie Theater	445	40 ksf	0	196	1,964
<b>TOTAL TRIPS</b>	-	-	<b>305</b>	<b>1,068</b>	<b>12,375</b>

Source: Fehr & Peers.



Access Concepts from Exposition Gateway Concept Plan (February 2013 Draft)



Our access evaluation yielded the following findings:

- Once trips are dispersed onto the network, trips associated with Exposition Gateway will not have a substantive influence on transportation infrastructure needs outside of the district. Roadway infrastructure improvements within the district (as shown the Concept Plan) and to the intersection of 1<sup>st</sup> Avenue and 10<sup>th</sup> Street (the southern entrance to the district) are the most pressing needs.
- An evaluation of the intersection of 10<sup>th</sup> Street/1<sup>st</sup> Avenue indicates that it would operate acceptably for a decade or more without a traffic signal. We would recommend the following access control at this intersection: left-in and right-in from 1<sup>st</sup> Avenue, but right-out only from 10<sup>th</sup> Street onto first. The 10<sup>th</sup> Street leg could be designed with a raised median to prohibit left egress movements.
- Anticipating a higher level of pedestrian activity, we found that controlled pedestrian movements should be provided at the following locations without substantially impacting vehicular operations:
  - 10<sup>th</sup> Street – provide a HAWK signal<sup>1</sup> for crossing 1<sup>st</sup> Avenue. The pedestrian crossing should be provided on the east side of the intersections to avoid conflicts with left-turning vehicles.
  - 3<sup>rd</sup> Avenue – in the short run, provide a HAWK signal for crossing Exposition Drive. This will facilitate pedestrian connections between Exposition Gateway and METRA. In the long-term, replace this at-grade crossing with a grade-separated pedestrian connection, such as an overcrossing that connects between two buildings on opposing sides of Exposition Drive.
  - Exposition Drive/1<sup>st</sup> Avenue – Consider adding marked crosswalks and actuated pedestrian crossing phases to the existing intersection.
  - US 87 midblock – depending on the selected treatment at Exposition Drive/1<sup>st</sup> Avenue, provide a HAWK signal for crossing US 87 south of METRA.

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<sup>1</sup> A HAWK beacon (High-Intensity Activated crossWalk beacon) is a traffic signal used to stop road traffic and allow pedestrians to cross safely. It is officially known as a "pedestrian hybrid beacon". The purpose of a HAWK beacon is to allow protected pedestrian crossings, stopping road traffic only as needed. Research has shown motorists' compliance with the HAWK beacon at up to 97%, higher than with traditional un-signalized crossings.



**HAWK At-Grade Pedestrian Crossing**



**Signal with Pedestrian Phase**



**Pedestrian Overcrossing**



## 1<sup>ST</sup> AVENUE/EXPOSITION DRIVE INTERSECTION

Given the importance of this intersection in setting the tone for the Hospitality Corridor, we took a hard look at operational needs at this intersection. Our evaluation yielded the following findings:

- Similar to the findings in Sanderson Stewart's 6<sup>th</sup> Avenue/Bench Boulevard study, the intersection could continue to operate acceptably (LOS D or better) for a long time into the future.
- A roundabout would provide an aesthetic benefit to the corridor, but would need to be a very large size (200 foot diameter with bypass lanes on all sides and multiple circulating lanes) to provide similar operations in the future. This size of roundabout would require substantial capital investment and additional right of way. Moreover, providing pedestrian accommodations at the roundabout would not be recommended given the amount and speed of circulating traffic.
- An alternative would be maintaining the current signalized intersection configuration, but adding pedestrian and aesthetic enhancements. These improvements could include adding street trees to buffer sidewalks, adding planting within the triangular median on the south side of the intersection, striping crosswalks, and adding pedestrian push-buttons and phases to the existing signal. We feel this option would achieve a variety objectives related to multimodal accommodation, vehicular operations, and aesthetic appeal, while fitting within financial constraints.

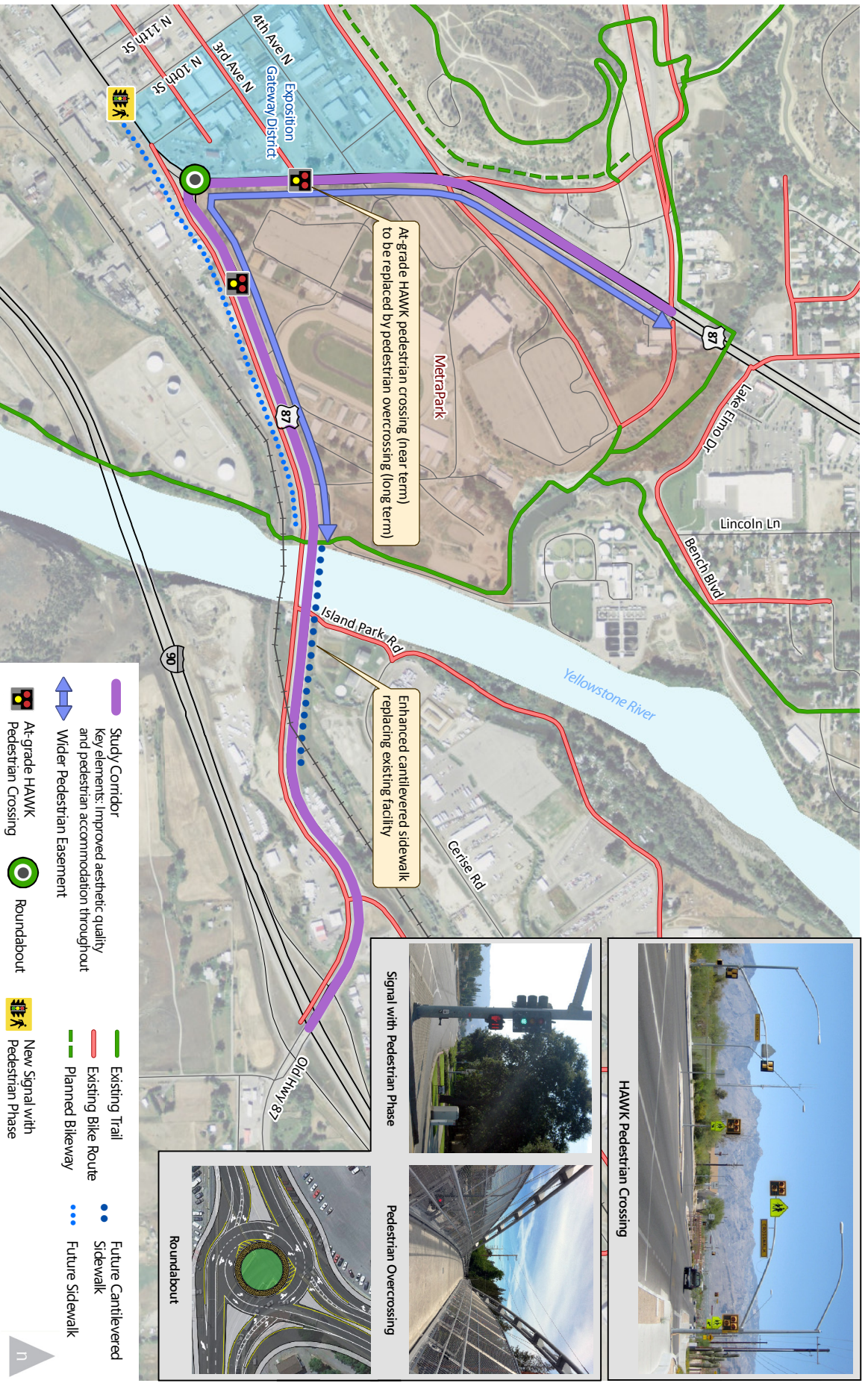
Below, we include an illustration of the necessary geometrics for a roundabout at 1<sup>st</sup> Avenue/Exposition Drive. If the City is interested in considering the more modest upgrades to this intersection, as described above, we can develop a concept.



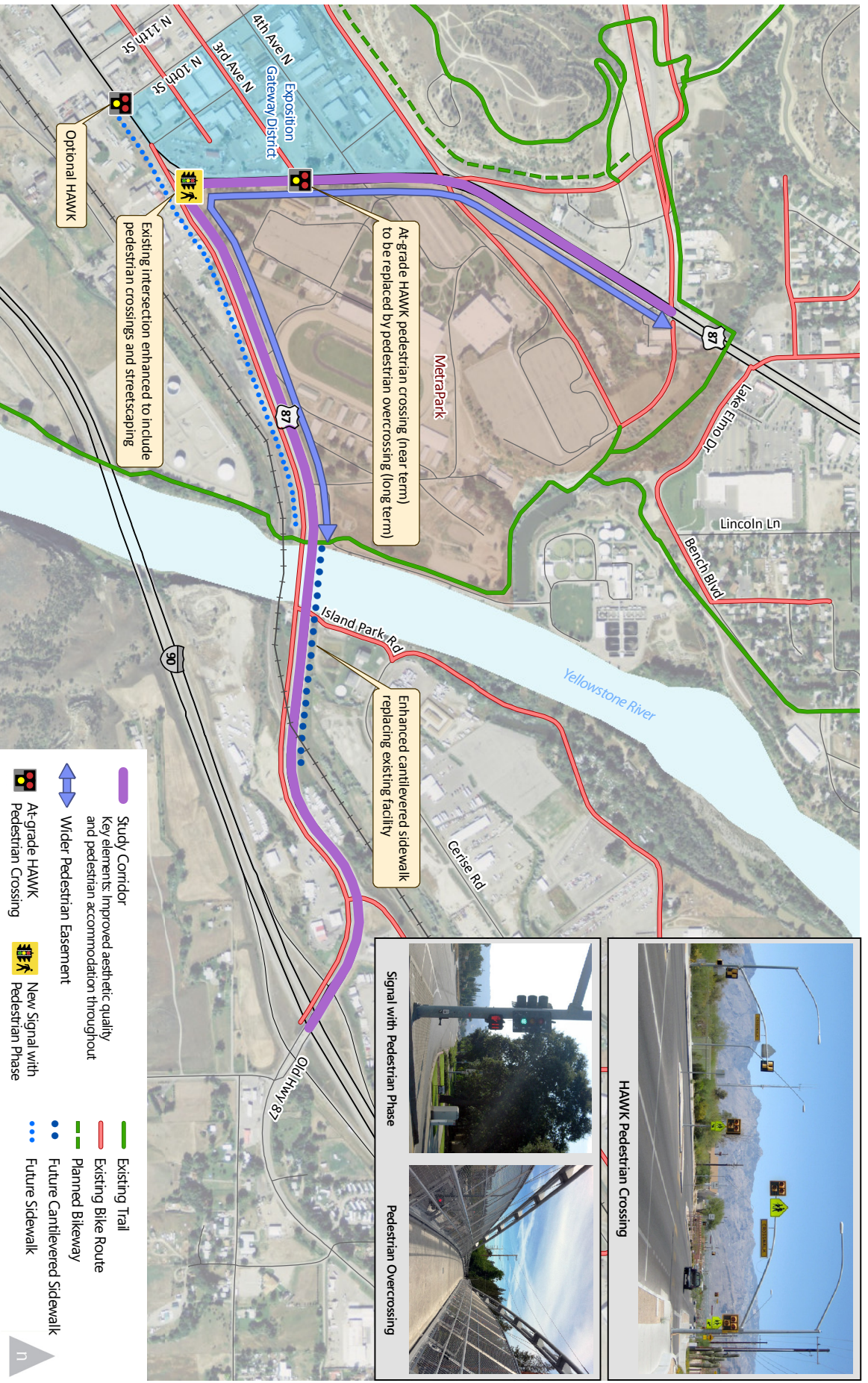
**Roundabout Concept at 1<sup>st</sup> Avenue/Exposition Drive**

## CORRIDOR CONCEPTS

On the following pages, we include two options for Hospitality Corridor concepts. Both concepts focus on enhancing the environment for multimodal travel. The concepts differ primarily in the treatment at 1<sup>st</sup> Street/Exposition Drive.



# Hospitality Corridor Planning Study Pedestrian/Bicycle Amenities - Option A

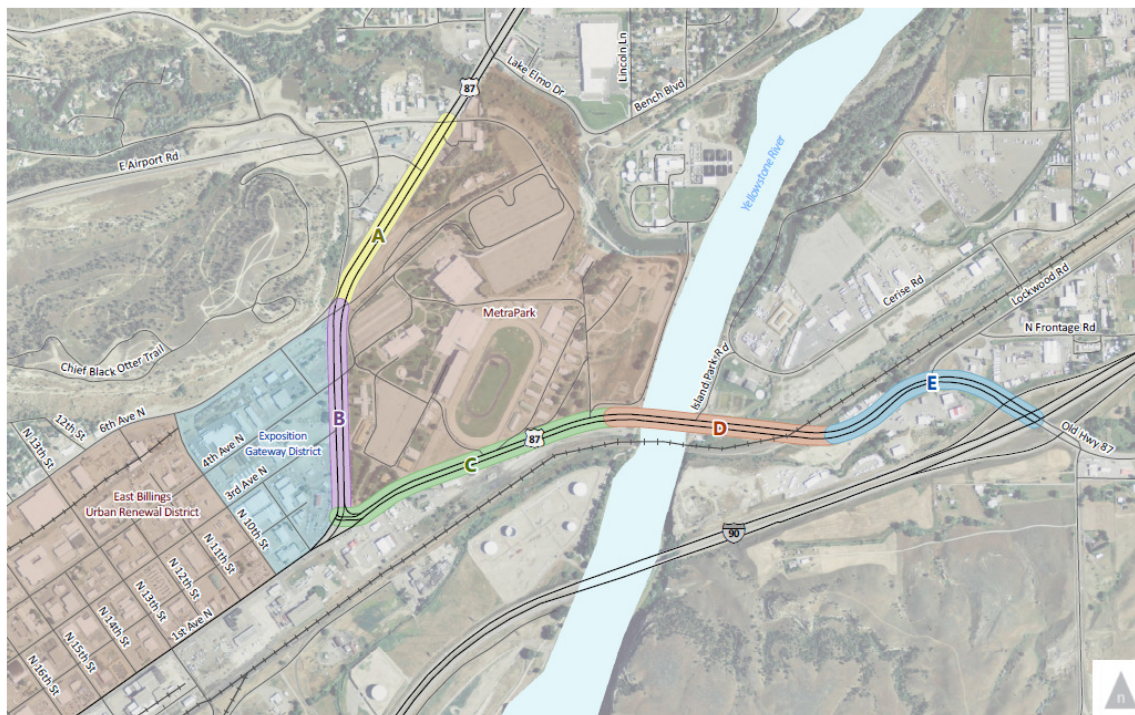


# Hospitality Corridor Planning Study Pedestrian/Bicycle Amenities - Option B

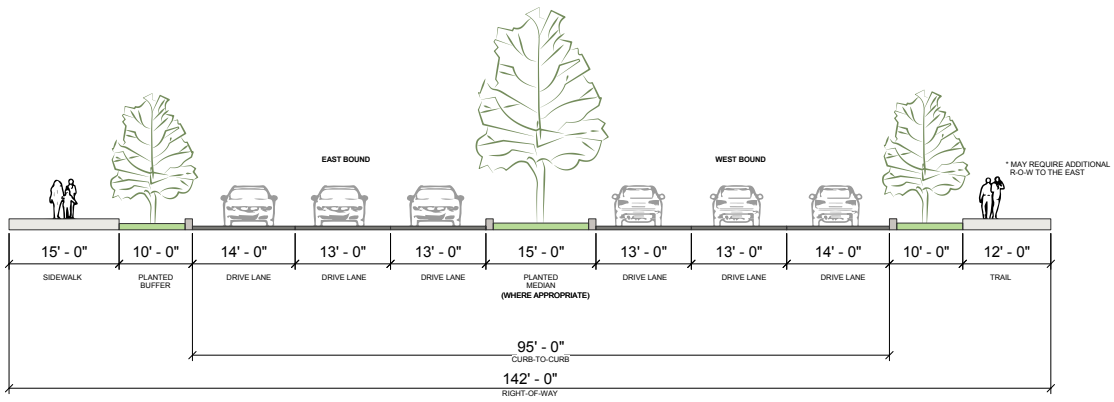
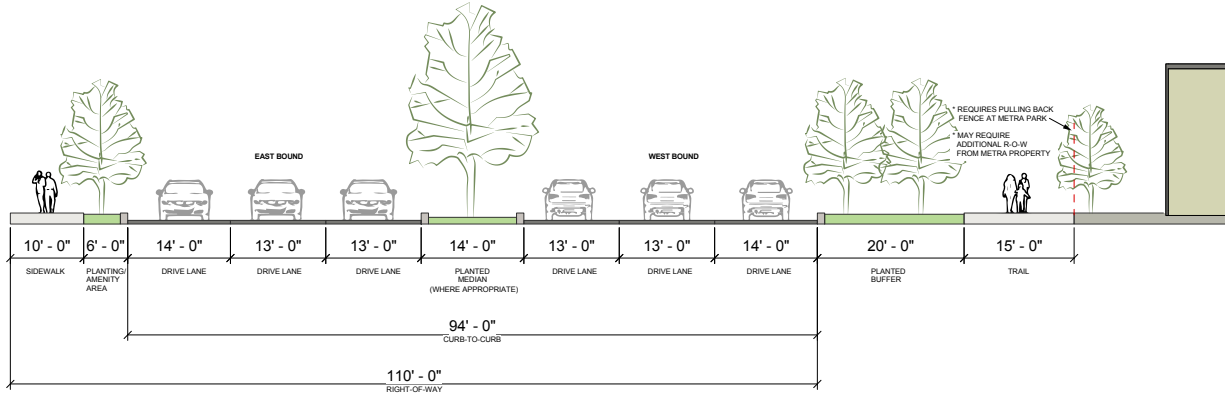
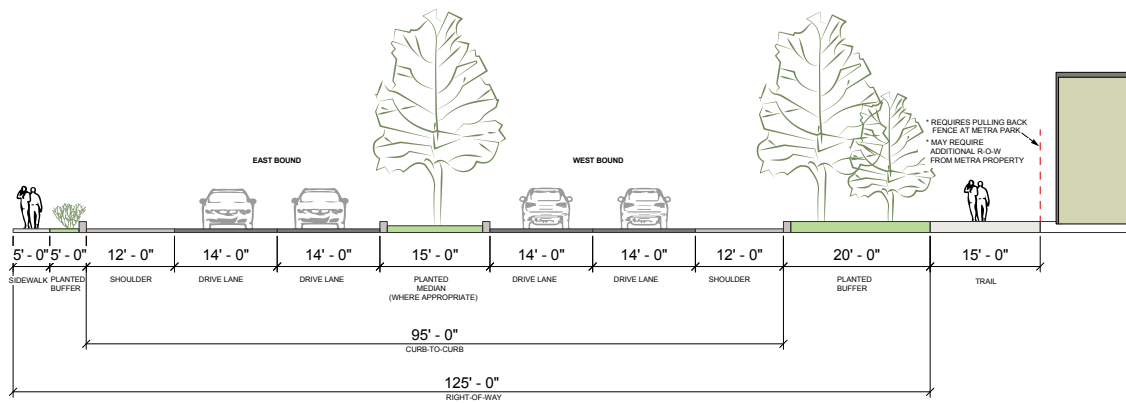
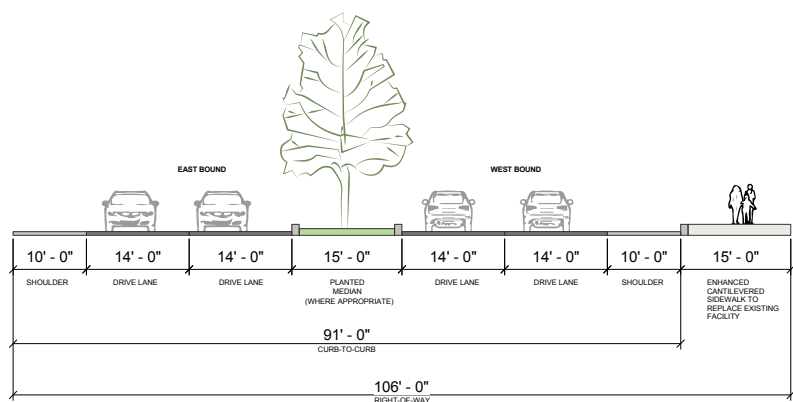
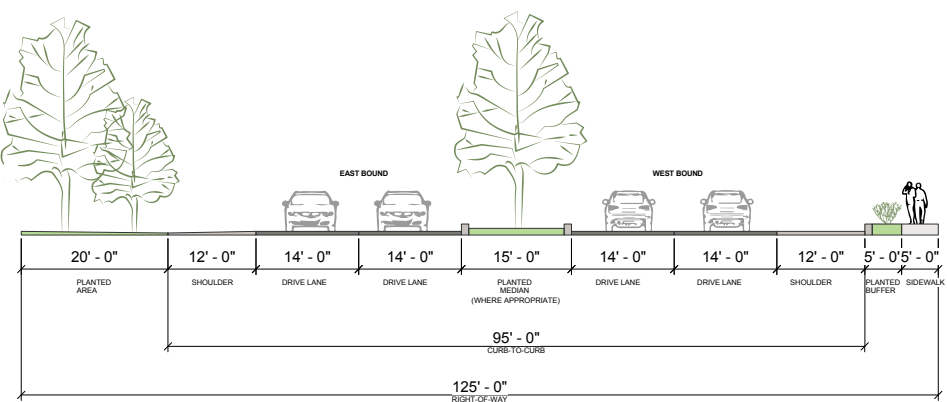


## CROSS-SECTIONS

Tying together the corridor concepts above, Fehr & Peers and LMN staff developed cross-sections appropriate to discrete segments along the Hospitality Corridor. Segments within the corridor were identified based on characteristics such as surrounding land uses and physical constraints. Below, we provide a key to the segments, for which cross-sections are shown on the following page.



**Hospitality Corridor Cross-Section Planning Segments**

**A****B****C****D****E**



## MEMORANDUM

Date: July 9, 2013  
To: Lora Mattox and Scott Walker, City of Billings  
From: Kendra Breiland, Fehr & Peers  
Subject: **Hospitality Corridor - Discussions with MDT**

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As part of the Hospitality Corridor Planning Study, our team has had several touch points with the Montana Department of Transportation (MDT). Below, we describe the contacts that we have had with MDT, as well as the findings from these meetings.

### **Contacts with MDT**

Below is a summary of the contacts with MDT over the course of this project:

- **Advisory Committee Kick Off:** Stan Jonutis of MDT was included on the Hospitality Corridor Advisory Committee. The group's kick off meeting was held on November 20, 2012. During this meeting, participants were given the opportunity to comment on the proposed project scope and work plan.
- **Exposition Gateway Stakeholders Meeting:** Fehr & Peers presented at the December 5, 2012 stakeholders meeting and invited comments on the Hospitality Corridor Planning Study. Stan Jonutis from MDT attended the meeting.
- **Big Picture Concepts Call:** On March 4<sup>th</sup>, 2013, several MDT staff (Gary Neville, Stefan Streeter, Rodney Nelson, and Stan Jonutis) participated in a call with Fehr & Peers and City staff.
- **Advisory Committee Meeting 2:** Stan Jonutis, as a member of the Advisory Committee, was invited to the April 30, 2013 meeting to discuss initial concepts for the corridor. While Stan was not able to join, he did review and provide input on the concepts, which were provided after the meeting.



- **Refined Concepts Call:** On June 3<sup>rd</sup>, 2013, Stan Jonutis participated in a call with Fehr & Peers staff to discuss his comments on corridor concepts developed to date.
- **Plan Open House:** On June 26<sup>th</sup>, 2013, several representatives from MDT, including Carol Strizich and Katie Potts from MDT Planning and Stan Jonutis, participated in an open house that presented the findings of the study and corridor options. Staff were invited to provide feedback to the consultant team, as well as City staff in attendance.

### **Findings to Date**

Through these conversations, we understand that MDT's primary concern is maintaining vehicular operations through the corridor, which includes both US 87 and Business 90. MDT has expressed openness to streetscape enhancements such as bike lanes, trails, breakaway trees, and low plantings so long as they do not pose safety risks to motorists. MDT is not supportive of signage or other fixed objects in medians.

Below, we list the resolutions to date on specific components of the corridor:

- **Airport Road/Main Street -**
  - **Initial Concept:** Minor aesthetic gateway treatments. MDT has expressed that they are very open to streetscape enhancements such as bike lanes, trails, breakaway trees, and low plantings.
  - **Long Term:** MDT does not currently have any plans, but periodically reviews signal timing options. Stan noted that they concur with our analysis that long term fixes for this intersection are limited, aside from major grade-separation efforts, which have upstream and downstream implications. In the long term, construction of the Billings Bypass would reduce volumes through this intersection.
- **4<sup>th</sup> and 6<sup>th</sup>/Exposition Drive-**
  - **Initial Concept:** Work with MetraPark to modify recommendations of recent access study (Marvin and Associates, spring 2013) including revisions to proposed



access at 4<sup>th</sup> Avenue. MDT seems to be fairly open to concepts proposed to date.

- **Long Term:** MDT has previously proposed a flyover at 4<sup>th</sup> Avenue to minimize conflicts at the intersection. This project could substantially improve vehicle operations, but is expensive and may not be fully compatible with the Exposition Gateway District Plan. Stan did not indicate that other solutions are currently being considered.
  
- **3<sup>rd</sup> Avenue/Exposition Drive -**
  - **Initial Concept:** No change.
  - **Long Term:** Provide a grade-separated pedestrian crossing, could be an under or overcrossing. MDT indicated that they preferred an undercrossing, as it doesn't conflict with over height vehicles, but that it would have to be carefully designed to avoid drainage issues.
  
- **1<sup>st</sup> Avenue/Exposition Drive -**
  - **Initial Concept:** We shared with MDT the initial concept of modifying the signal to include pedestrian phasing and marking pedestrian crossings at the intersection. The biggest concern was how these improvements would impact vehicular operations. We have provided MDT with the technical analysis showing that modifying the existing signal would have little impact on vehicular operations. Moreover, these minor impacts could be offset by providing a channelized right-turn lane serving the westbound-to-northbound movement.
  - **Long Term:** We shared the long-term vision of providing a large, truck accommodating, multi-lane roundabout at the intersection. MDT is not opposed to the concept, but would like to see an independent review of the roundabout if this design is to move forward. MDT staff also note that the necessary size of the roundabout makes it both costly and pedestrian hostile. Fehr & Peers staff share the same concerns, but recognize that pedestrian and bicycle movements can be accommodated on other facilities, such as a signal at 1<sup>st</sup>/10<sup>th</sup> and/or a grade-separated crossing at Expo Drive/3<sup>rd</sup>.
  
- **1<sup>st</sup> Avenue/10<sup>th</sup> Street -**
  - **Initial Concept:** No change.



- **Long Term:** We shared the long-term vision of potentially providing a signal in the future, which would be designed to prohibit left-out access from 10<sup>th</sup> Street, recognizing the operational needs of 1<sup>st</sup> Avenue. MDT staff indicated that they would not be very excited about a signal at this location, but would revisit the issue should it become necessary for accessing the Exposition Gateway District. Fehr & Peers' analysis suggested that any need for a signal is very long-term contingent on both implementation of the roundabout at 1<sup>st</sup> and Exposition, as well as substantial development of the Exposition Gateway.
  
- **Lockwood Interchange -**
  - **Initial Concept:** Minor aesthetic gateway treatments. MDT has expressed that they are very open to streetscape enhancements such as bike lanes, trails, breakaway trees, and low plantings.
  - **Long Term:** MDT has reviewed a number of options in past planning efforts. These include reconstructing the eastbound off-ramp to include three lanes and rebuilding the entire interchange as a single point urban interchange (SPUI). MDT notes that the bridge over the Yellowstone River is likely to be a bottleneck that could lessen the effectiveness of major interchange improvements. In the meantime, MDT continues to review signal timing modifications to improve the efficiency of the interchange. Construction of the Billings Bypass would reduce volumes along US 87 between the Lockwood interchange and Exposition Drive. FHWA approval is required for all modifications to existing interchanges.



*Additional project support from:*

**LMN** Architecture  
Urban Design  
Interiors

 **HIGH PLAINS**  
ARCHITECTS

 **Studio  
Cascade**  
Community Planning & Design

**SANDERSON**   
**STEWART**

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Request To Donate Hurst Tool Hoses To Three Forks Fire Department

**PRESENTED BY:** Paul Dextras, Fire Chief

**Department:** Fire

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**Information**

**PROBLEM/ISSUE STATEMENT**

The Fire Department has a mismatched selection of old style Hurst Tool (aka "Jaws of Life") hoses. The Fire Department kept these hoses on hand because the Department still had a couple of the old style Hurst Tools in service. The Fire Department has now retired and/or replaced these units and no longer needs to keep the backup hoses. Recycling or discarding the hoses was considered; however, a member of the Three Forks Volunteer Fire Department contacted the Billings Fire Department looking for old Hurst Tool hoses that would work with their Hurst Tool. The Billings Fire Department is requesting approval to donate the hoses to the Three Forks Volunteer Fire Department.

**ALTERNATIVES ANALYZED**

City Council may:

- Approve the donation of the hoses to the Three Forks Volunteer Fire Department; or
- Not approve the donation of the hoses to the Three Forks Volunteer Fire Department.

**FINANCIAL IMPACT**

There is no fiscal impact. These hoses were systematically retired from service because the hose couplings do not work on the new style Hurst Tools.

**RECOMMENDATION**

Staff recommends that the City Council declare retired Hurst Tool hoses as surplus property and donate them to the Three Forks Fire Department.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

*No file(s) attached.*

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**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Creating an Ad Hoc Council Advisory Committee on Right-of-Way Special Events

**PRESENTED BY:** Tina Volek, City Administrator

**Department:** City Hall Administration

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**Information**

**PROBLEM/ISSUE STATEMENT**

At an Oct. 21, 2013, work session on special events in City rights-of-way (ROWs), the City Council by consensus directed staff to create an ad hoc Council committee to make recommendations on a policy that would balance events in the ROW with the needs of businesses, residents and the public.

BMCC Sec. 2-224 Ad hoc council advisory committees authorizes the Mayor and Council to create ad hoc Council advisory committees by resolution as needed. The resolution must contain, at a minimum, the committee's purpose or charge; the scope of its responsibilities; its composition; and its duration. A draft resolution is attached.

The City Administrator met with Lisa Harmon of the Downtown Billings Alliance and City Engineer Debi Meling of the City Public Works Department, which had asked for Council guidance on a ROW policy. The group recommends a 10-person committee with the following members:

- A City Council member to chair the committee;
- A Chamber of Commerce/Convention & Visitors Bureau representative;
- An events coordinator;
- A veteran Downtown retail business owner;
- A newer Downtown retail business owner;
- A Cultural Partners representative;
- A Downtown Billings Alliance representative;
- A hospital representative;
- A Downtown residential owner; and
- A Downtown non-retail owner.

The City Administrator will staff the committee and bring City departments to the meetings for discussion as needed.

**ALTERNATIVES ANALYZED**

The Council may:

- Approve the resolution establishing the Ad Hoc Council Advisory Committee on Right-of-Way Special Events;
- Amend the resolution to change the purpose, scope of responsibilities, membership or duration of the committee; or
- Take no action, leaving staff to make decisions without a Council policy.

**FINANCIAL IMPACT**

The only anticipated cost of the ad hoc committee would be the staff time involved in its operations.

**RECOMMENDATION**

Staff recommends approval of the resolution creating the ad hoc committee.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

ROW Ad Hoc Resolution

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**RESOLUTION NO. 13-\_\_\_\_\_**

**A RESOLUTION OF THE BILLINGS, MONTANA, CITY COUNCIL, CREATING  
AN AD HOC COUNCIL ADVISORY COMMITTEE  
ON RIGHT-OF-WAY SPECIAL EVENTS**

**WHEREAS**, the City of Billings has received an increasing number of permit applications each year for both public and private events to be held in the public right-of-way (ROW); and

**WHEREAS**, the City staff has sought guidance from the City Council on a policy for permitting such events; and

**WHEREAS**, the City Council has extended permitting operations for existing Right-of-Way Special Events for the next two years; and

**WHEREAS**, the City Council has decided to create an Ad Hoc Council Advisory Committee on Right-of-Way Special Events, in conformance with BMCC 2-224.

***NOW, THEREFORE, BE IT RESOLVED BY THE BILLINGS, MONTANA, CITY COUNCIL, AS FOLLOWS:***

- (1) There is hereby established a 10-member Ad Hoc Council Advisory Committee on Right-of-Way Special Events, to be composed of the following members:
  - (a) A City Council member to chair the committee;
  - (b) A Chamber of Commerce/Convention & Visitors Bureau representative;
  - (c) An events coordinator;
  - (d) A veteran Downtown retail business owner;
  - (e) A newer retail Downtown business owner;
  - (f) A Cultural Partners representative;
  - (g) A Downtown Billings Alliance representative;
  - (h) A hospital representative; and
  - (i) A Downtown non-retail business owner.
- (2) The purpose of the Ad Hoc Committee is to create a policy that retains the vibrancy of Downtown by balancing events in the right-of-way with the needs of businesses, residents and the public.
- (3) The Ad Hoc Committee also shall investigate the costs to the City and the potential impact on infrastructure of permitting such events, and take those costs into account in making its recommendation to the Council.
- (4) To create the policy, the Ad Hoc Committee shall solicit input from those scheduling events, the public, Downtown businesses and residents and City staff members from at

City departments including the Fire and Police Departments; Public Works/Engineering; Parks, Recreation and Public Lands; and the City Attorney's Office.

- (5) The Ad Hoc Committee will begin its review in January 2014 and conclude with a recommendation to the City Council no later than Dec. 31, 2014.

**APPROVED, THIS 9<sup>TH</sup> DAY OF DECEMBER, 2013, BY THE BILLINGS CITY COUNCIL.**

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Thomas W. Hanel, Mayor

**ATTEST:**

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Cari W. Martin, City Clerk

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Shadow Lawn Estates Subdivision -- Preliminary Subsequent Minor Plat

**PRESENTED BY:** Candi Millar, Planning & Community Services Department Director

**Department:** Planning & Community Services

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**Information**

**PROBLEM/ISSUE STATEMENT**

On October 15, 2013, the Planning Division received an application for preliminary plat approval for Shadow Lawn Estates Subdivision, Amended Lot 1-A, O. E. Lee Subdivision. The plat contains 5 lots on approximately 5.63 acres of land on the south side of Poly Drive, west of Virginia Lane. The property is currently vacant. The owner is Aaron Sparboe, and the representing agent is Sanderson Stewart. The City Council was scheduled to act on the preliminary plat at its November 18 meeting. However, the applicant requested a delay until the December 9 Council meeting to clarify some language in the draft Subdivision Improvements Agreement for the subdivision. The Council granted the delay and will reconsider the preliminary plat at this meeting. Since the November 18 meeting, staff and the developer's agents have agreed to some changes to language in the draft Subdivision Improvements Agreement regarding the future improvements to Poly Drive in front of the proposed subdivision (SIA, Pg. 3, Section III, A. 1).

**ALTERNATIVES ANALYZED**

In accordance with state law, the City Council has 35 working days to act upon this preliminary subsequent minor plat; the 35 working day review period for the proposed plat ends on December 4, 2013. However, the applicant requested a delay from the Council to act on this preliminary plat until December 9 and has agreed to an extension beyond the December 4 deadline. State and City subdivision regulations also require that preliminary plats be reviewed using specific criteria, as stated within this report. The City may not unreasonably restrict an owner's ability to develop land if the subdivider provides evidence that any identified adverse effects can be mitigated. Within the 35-day review period or a longer period as agreed to by the developer and City, the City Council is required to:

1. Approve;
2. Conditionally Approve; or
3. Deny the Preliminary Plat

**FINANCIAL IMPACT**

If the City Council approves the preliminary plat, the subject property may further develop under private ownership, resulting in additional tax revenues.

**BACKGROUND**

General location: South side of Poly Drive and west of Virginia Lane.

Legal Description: Shadow Lawn Estates Subdivision, Amended Lot 1-A, O. E. Lee Subdivision

Owner/Subdivider: Aaron Sparboe

Engineer and Surveyor: Sanderson Stewart

Existing Zoning: Residential 9600 (R-96)

Existing land use: Vacant

Proposed land use: Single-family dwellings

Gross/net area: 5.63acres/4.959

Proposed number of lots: 5

Lot size: Max: 2.42 acres

Min.: .64 acres

Parkland requirements: Parkland is not required as this is a minor subdivision.

## **STAKEHOLDERS**

A public hearing is not scheduled for the City Council meeting; however nearby property owners may attend the meeting. The Planning Division has received no public comments or questions regarding the proposed subdivision.

## **CONSISTENCY WITH ADOPTED POLICIES OR PLANS**

Consistency with the Growth Policy, the Transportation Plan 2009 Update, the Billings Area Bikeway and Trail Master Plan, and the Highland Neighborhood Plan are discussed within the Findings of Fact.

## **RECOMMENDATION**

Staff recommends that the City Council conditionally approve the preliminary subsequent minor plat of Shadow Lawn Estates Subdivision, approval of the variance from Section 23-406(B)(6) and adoption of the Findings of Fact as presented in the staff report.

### Recommended Conditions of Approval

1. To ensure the provision of easements, the subdivider shall provide utility easements on the final plat as requested by the private utility companies.

2. To clarify future construction project timing and City responsibilities for improvements, the following modifications to the SIA shall be made before final plat approval:

- Revise paragraph 2 from Section III (A) Streets. (1) of the SIA to read, "The City Public Works Department anticipates improvements to Poly Drive will occur in 2015. This project will include utilizing the additional ten feet of right-of-way to allow for a bike lane and a new five-foot-wide sidewalk. This work will be done by the city at no cost to the subdivider or the adjacent property owners."

- Revise paragraph 3 in Section III (A) Streets. (1) of the SIA to read, "The City will discourage but cannot prevent the construction of overhead utilities on the south side of Poly Drive and the west side of Virginia Lane adjacent to Certificate of Survey No. 3538 and Shadow Lawn Estates Subdivision."
- Revise the second sentence in paragraph 1 of Section III (B) Sidewalks of the SIA to read, "The Poly Drive Sidewalk will be replaced in the future with a 5-foot sidewalk by the City."
- Revise paragraph 2 from Section III (B) Sidewalks of the SIA to read "The 5-foot wide sidewalk along Virginia Lane will be completed by the City at its expense."

3. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Engineering Departments to clarify the documents and bring them into the standard acceptable format.

4. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of City of Billings, and the laws and Administrative Rules of the State of Montana.

## **APPROVED BY CITY ADMINISTRATOR**

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### **Attachments**

Preliminary Plat

Findings of Fact

Variance Request and Evaluation

Applicant's Review Extension Letter

Draft SIA

Site Photos

Mayor Approval Letter

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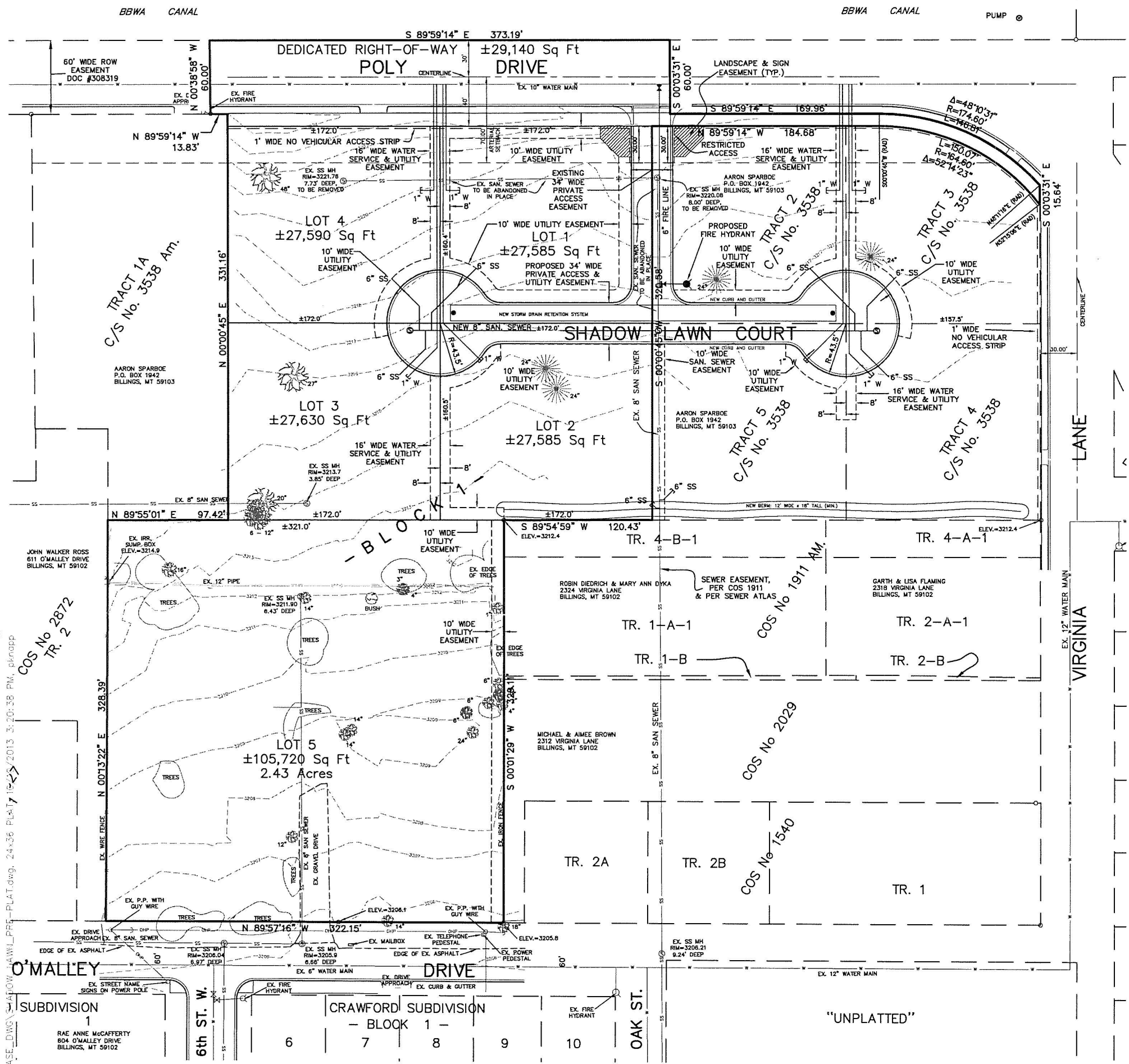
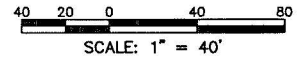
# PRELIMINARY PLAT OF SHADOW LAWN ESTATES SUBDIVISION

BEING LOT 1A OF AMENDED O.E. LEE SUBDIVISION  
SITUATED IN THE NE1/4 OF SECTION 31, T. 1 N., R 26 E.  
IN THE CITY OF BILLINGS, YELLOWSTONE COUNTY, MONTANA

PREPARED FOR : AARON SPARBOE

PREPARED BY : SANDERSON STEWART

OCTOBER 2013



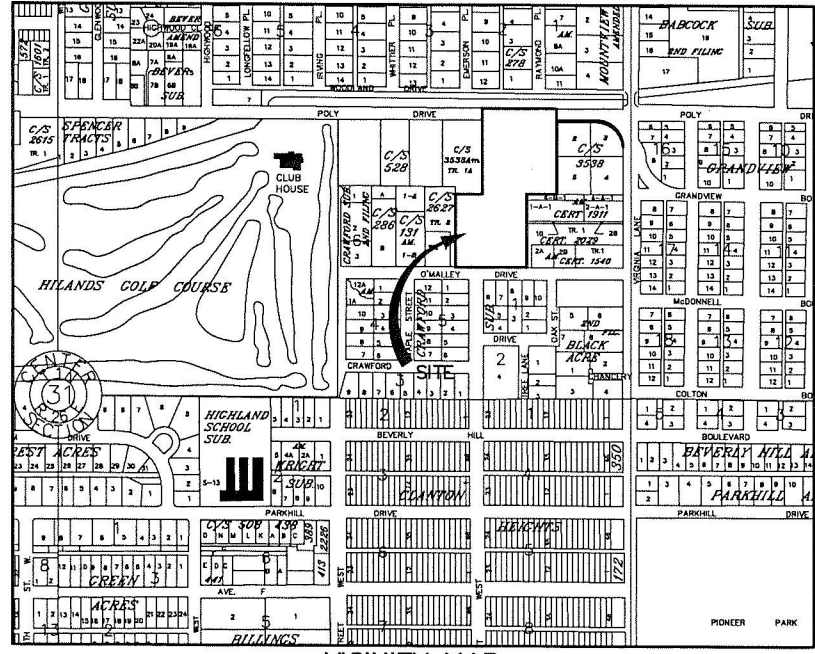
**ADJACENT LAND OWNERS, CRAWFORD SUBDIVISION**

LOT 6, BLOCK 1,  
TIM & PATI LECHNER  
2840 SADDLEBACK DRIVE  
LAUREL, MT 59044

LOT 7, BLOCK 1  
HOLLIE MELLGREN  
540 O'MALLEY DRIVE  
BILLINGS, MT 59102

LOT 8, BLOCK 1,  
LORI WALKER  
526 O'MALLEY DRIVE  
BILLINGS, MT 59102

LOT 9, BLOCK 1,  
MARGARET MARY KUHLMAN ONSTAD  
1615 SMELTER AVE  
BLACK EAGLE, MT 59414



VICINITY MAP  
NOT TO SCALE

PLAT DATA	
GROSS AREA	= 5.630 Acres
NET AREA	= 4.959 Acres
NUMBER OF LOTS	= FIVE
MINIMUM LOT SIZE	= ±27,585 Sq Ft
MAXIMUM LOT SIZE	= ±105,720 Sq Ft
LINEAL FEET OF STREETS	= 0
PARKLAND REQUIREMENT	= NONE REQUIRED
EXISTING ZONING	= R-9600
SURROUNDING ZONING:	
NORTH	= R-9600
SOUTH	= R-9600
EAST	= R-9600
WEST	= R-9600
EXISTING LAND USE	= VACANT RESIDENTIAL PROPERTY
PROPOSED LAND USE	= SINGLE FAMILY RESIDENTIAL

Findings of Fact  
Shadow Lawn Estates Subdivision

Staff is forwarding the recommended Findings of Fact for Shadow Lawn Estates Subdivision for review and approval by the City Council. These findings are based on the preliminary plat application and supplemental documents and address the review criteria required by the Montana Subdivision and Platting Act (76-3-608, MCA) and the Billings Subdivision Regulations (Section 23-303(H), BMCC).

**A. What are the effects on agriculture, local services, the natural environment, wildlife and wildlife habitat and public health, safety and welfare? [MCA 76-3-608 (3)(a) and BMCC 23-303(H)(1)]**

**1. Effect on agriculture and agricultural water user facilities**

The subject property is not used for agriculture, and has no irrigation facilities serving it. It is currently a vacant lot that is in a residential area of Billings. Overall, there is no anticipated effect on irrigation facilities or agriculture from this proposal.

**2. Effect on local services**

- a. **Utilities** – Water services for the proposed Lots 1 through 4 in the subdivision will come from a 10-inch water line in Poly Drive. Lot 5 will receive water service from a 6-inch water line in O’Malley Drive. A 2-inch water line will be run from the 10-inch line in Poly to serve the subdivision. Lot owners will be responsible for extension of water services at the time of lot development.

Sewer services are to be provided from a private sewer main to be located in Shadow Lawn Court for Lots 1 through 4. Lot owners will be responsible for connecting to the services at the time of lot development.

Private utilities such as electric and gas are available to the lots upon development. To ensure the proper utility easements are provided, it is recommended that the developer consult with the utility companies and place the requested easements on the final plat (**Condition #1**).

- b. **Storm water** – Storm water management will be evaluated at the time of lot development. All drainage improvements shall comply with the provisions of the 2011 City of Billings Storm Water Management Manual.
- c. **Solid waste** - The City of Billings will provide solid waste collection and disposal. The City’s landfill has adequate capacity for this waste.
- d. **Streets** – Poly Drive provides access to the proposed lots. A private road, Shadow Lawn Court, is proposed to serve lots one through four as shown on the plat. Access to lot number five will be off of O’Malley Drive. The cul-de-sac ends of Shadow Lawn Court will be built to meet Fire Department needs. Poly Drive currently is a 48 foot wide paved road within a 60 foot right-of-way. This subdivision plat will dedicate an additional 10

feet on the south edge of Poly Drive. This is a variance from Section 23-406(B)(6), BMCC that would require the provision of 50 feet of right of way for half of Poly Drive (a Minor Arterial street) as it fronts the north side of the subject property. The development would normally have dedicated 20 feet to meet the requirement. No improvements are required at this time for Poly Drive, but City Public Works anticipates a widening project of Poly Drive in 2015. The additional 10 feet is in anticipation of a bike lane and a new 5 foot wide sidewalk, the work is to be done by the city at no cost to the subdivider. Staff is supporting the variance request for the right-of-way dedication.

- e. **Emergency services** - The Billings Police and Fire Departments will respond to emergencies within the proposed subdivision. The nearest emergency service station is located at 2305 8th Ave North (Station #1). The subdivision is located within the ambulance service area of American Medical Response.

The subdivider is installing a 6-inch private fire line and a hydrant placed on Shadow Lawn Court to provide fire suppression for the subdivision. The private fire line and hydrant will be maintained by a homeowner's associations.

- f. **Schools** –School children would attend Highland Elementary, Lewis & Clark Middle and Senior High School. Staff received comments from the principal of Senior High School that said they would be glad to have students from this subdivision. School District #2 had no concerns with the proposal. Given there are only four building lots proposed with this subdivision there will be a minimal effect on schools.
- g. **Parks and Recreation** - Parkland dedication is not required for this subdivision, as it is a Minor subdivision.
- h. **Mail Delivery** - The United States Postal Service indicated that a Central Box Unit will be required. The size of the box will depend on the number of deliveries. The location of the Central Box Unit shall be reviewed and approved by the post office.

### **3. Effect on the natural environment**

The proposed subdivision should have only minor effects on the natural environment. There will be short term air and noise pollution associated with construction on the property. Stormwater shall be managed in compliance with an approved plan and the property is outside of the flood plain. New development will need to follow recommendations of the geotechnical analysis to minimize any potential impacts from soil and groundwater conditions.

### **4. Effect on wildlife and wildlife habitat**

The proposed subdivision should not affect wildlife or habitat. There are no known endangered or threatened species on the property. However Montana Fish Wildlife and Parks stated that the area is known to have resident deer, wild turkeys and other wildlife presence, a note informing future land owners of this possibility is found in the 'Conditions that Run with the Land' section of the SIA.

## **5. Effect on the public health, safety and welfare**

The subdivision should not negatively affect public health or safety. The subject property is not within a mapped floodway or flood zone. A geotechnical survey will be required prior to construction to ensure appropriate foundation designs are installed based on the subsurface conditions. There are no obvious threats to public health, safety or welfare.

## **B. Was an Environmental Assessment required? [MCA 76-3-616 and BMCC 23-901]**

The proposed subdivision is exempt from the requirement for an Environmental Assessment pursuant to Section 76-3-616, MCA and 23-901, BMCC.

## **C. Does the subdivision conform to the Yellowstone County-City of Billings 2008 Growth Policy Update, the Urban Area Transportation Plan, 2009 Update, and the Heritage Trail Plan? [BMCC 23-303(H)(3)]**

### **1. Yellowstone County-City of Billings 2008 Growth Policy Update**

The proposed subdivision is consistent with the following goals of the Growth Policy:

- a. **Goal: Predictable land use decisions that are consistent with neighborhood character and preferred land use patterns identified in neighborhood plans (p. 6).**
- b. **Goal: New developments that are sensitive to and compatible with the character of adjacent city neighborhoods and County townsites (p.6).**
- c. **Goal: Contiguous development focused in and around existing population centers separated by open space (p. 6).**
- d. **Goal: More housing and business choices within each neighborhood (p. 6).**

### **2. Urban Area Transportation Plan Update 2009**

The proposed subdivision adheres to the goals and objectives of the 2009 Transportation Plan Update and preserves the street network and street hierarchy specified within the plan.

### **3. Billings Area Bikeway and Trail Master Plan**

The Billings Area Bikeway and Trail Master Plan identifies a proposed bike lane along Poly Drive. The sub-divider is providing 10 feet along the south side of Poly Drive for future construction by the city of a 5 foot wide sidewalk and a bike lane. No new improvements will be required with this subdivision to meet the Trail Plan recommendations.

### **4. Highland Neighborhood Plan**

This proposed subdivision appears not to significantly further but also not to conflict with some of the goals and objectives of the Highland Neighborhood Plan, including improving traffic flow and pedestrian access and circulation at the intersection of Poly Drive and Virginia Lane; maintaining the residential character of the Highland Neighborhood; and encourage infill housing development. The new development will be large lot, single family housing that will fit

within the immediate area of the development in the neighborhood. Dedication of 10 feet of right-of-way on Poly Drive will enable a future improved sidewalk and bike lane along Poly Drive.

**D. Does the subdivision conform to the Montana Subdivision and Platting Act and to local subdivision regulations? [MCA 76-3-608(3)(b), BMCC 23-303(H)(2)]**

The proposed subdivision, with the proposed conditions, satisfies the requirements of the Montana Subdivision and Platting Act and conforms to the design standards specified in the local subdivision regulations. The subdivider and the local government have complied with the subdivision review and approval procedures set forth in the local and state subdivision regulations.

**E. Does the subdivision conform to sanitary requirements? [BMCC 23-408]**

The property is currently served by an existing 8-inch City main. It will be partially abandoned and re-graded to serve the lots. Private sewer mains will be extended east and west under Shadow Lawn Court and lot owner will connect to them when construction takes place. The private sanitary sewer under Shadow Lawn Court will be maintained by the homeowners association. The subdivision will conform to sanitary requirements.

**F. Does the proposed subdivision conform to all requirements of the zoning in effect? [BMCC 23-303(H)(2)(e)]**

The subject property is located in R-96 zoning. All development shall comply with the standards set forth in Section 27-308, BMCC. Final zoning compliance will be determined at the time of the building permit.

**G. Does the proposed plat provide easements for the location and installation of any utilities? [MCA 76-3-608(3)(c) and BMCC 23-303(H)(2)(b)]**

The plat provides easements for utilities throughout the proposed subdivision. It is recommended that the developer work with NWE and MDU to show the needed easements on the final plat (**Condition #1**).

**H. Does the proposed plat provide legal and physical access to each parcel within the subdivision and notation of that access on the plat? [MCA 76-3-608(3)(d) and BMCC 23-303(H)(2)(c)]**

Access to the subdivision shall be from Poly Drive. The proposed private road, Shadow Lawn Court, will provide access to Lots 1 through 4 in the proposed subdivision. Lot 5 will have access off of O'Malley Drive. Easements shown on the plat and described in an easement document will be filed with the final plat.

### **CONCLUSIONS OF FINDING OF FACT**

- The preliminary plat of Shadow Lawn Estates Subdivision, does not create any adverse impacts that warrant denial of the subdivision.
- The proposed subdivision conforms to several goals and policies of the 2008 Growth Policy and does not conflict with the 2009 Transportation Plan Update or the Trail Plan.
- The proposed subdivision complies with state and local subdivision regulations, local zoning, and sanitary requirements and provides legal and physical access to each lot.
- Any potential negative or adverse impacts will be mitigated with the proposed conditions of approval.

Approved by the Billings City Council, November 18, 2013.

---

Thomas W. Hanel, Mayor

## Variance Request and Staff Evaluation



October 10, 2013

Juliette Spalding  
Planning and Community Services Department  
2825 3rd Avenue North, Fourth Floor  
Billings, MT 59101

Re: Variance Request for Shadow Lawn Estates Subdivision  
Project No. 02125.01

Dear Juliette:

Aaron Sparboe, the owner/subdivider of Shadow Lawn Estates Subdivision requests a variance from the provisions of Section 23-406(B)(6) of the City of Billings Subdivision Regulations requiring the dedication of a 50-foot half right-of-way for Poly Drive, a minor arterial street. The City of Billings Public Works Department has approved a 40-foot half right-of-way dedication in order to meet the future right-of-way needs along this portion of Poly Drive. The following are responses to the five criteria outlined in Section 23-1101.A.:

1. **The granting of the variance will not be detrimental to the public health, safety, or general welfare or injurious to other adjoining properties;**

Public Works plans a widening project on Poly Drive to add a bike lane and new five-foot-wide sidewalk. Because of other physical constraints along the south side of Poly Drive, it was determined that the desired widening could be done with ten feet of additional right-of-way, rather than twenty. The additional ten feet of right-of-way will be dedicated across the frontage of Shadow Lawn Estates Subdivision and also along the frontage of Certificate of Survey No. 3538 to Virginia Lane.

2. **Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, an undue hardship to the owner would result if the strict letter of the regulation was enforced;**

As stated in 1. Above, the physical constraints all along the south side of Poly Drive west of Shadow Lawn Estates Subdivision preclude the use of more than ten feet of additional right-of-way for the proposed widening project. Discussions with Public Works came to the conclusion that ten feet along Shadow Lawn Estates Subdivision would be adequate for the bike lane and new five-foot-wide sidewalk.



1300 North Transtech Way  
Billings, Montana 59102  
Phone 406.656.5255  
Fax 406.656.0967  
www.sandersonstewart.com

Juliette Spalding  
October 10, 2013  
Page 2

3. **The variance will not result in an increase in taxpayer burden;**

The Poly Drive widening project had been planned for previously by the Public Works Department. The work will be done at the cost of the City and will not be assessed to the lot owners of Shadow Lawn Estates Subdivision or Certificate of Survey No. 3538. With less right-of-way to be dedicated; however, more taxable property will be left in the adjacent lots.

4. **The variance will not in any manner place the subdivision in nonconformance with any adopted zoning regulations or Growth Policy; and**

The ten foot right-of-way dedication does not change the density of the single family subdivision which are large lots exceeding 25,000 square feet in size. Also, the arterial setback remains the same and the building envelopes have been adjusted accordingly.

5. **The subdivider must prove that the alternative design is equally effective and the objectives of the improvements are satisfied.**

The original intent of the Poly Drive widening, as described by the Public Works Department, was to add a bike lane along the south side and to replace the existing four-foot-wide sidewalk. This widening and the original intent of the design can be accomplished with ten feet of additional right-of-way and the twenty feet as required in the Minor Arterial regulations is not necessary to meet the need.

Sincerely,



Robert L. Sanderson, PE, LS  
Director

RLS/hg  
P:02125\_01\_Shadow\_Lawn\_Variance\_Ltr\_101013\_SC

**City Staff Evaluation:**

The applicant has requested a variance from Section 23-406(B)(6), BMCC that would require the provision of 50 feet of right of way for Poly Drive (a Minor Arterial street) as it fronts the north side of the subject property.

Currently at this location along Poly Drive there has not been a right-of-way (ROW) dedication. This subdivision will be dedicating ROW to the city. The existing road dedication to the west of this parcel of land is 60 feet (30 feet half-width). The current City Subdivision Regulations (Section 23-406(B)(6)) require the dedication of 100 feet (50 feet half-width) at the time of subdivision on minor arterial streets such as Poly Drive. City Public Works anticipates a street widening project on Poly Drive to be completed sometime in the future. The anticipated project is for a 5 foot wide sidewalk and a bike lane. City Public Works felt that the addition of a bike lane and a 5 foot wide sidewalk could be done with the 10 foot addition rather than with 20 feet as required by subdivision regulations.

In reviewing the criteria for granting subdivision variances, granting this variance will not be detrimental to public health and safety or injurious to adjoining properties. The variance will not result in an increase in taxpayer burden, as the design for the future street upgrade only requires 10 feet of additional right-of-way. Lastly, granting the variance will not place the subdivision in violation of any adopted zoning regulations or the 2008 Growth Policy.

Therefore, City staff recommends that City Council approve the requested variance from Section 23-406(B)(6) of the City Subdivision Regulations to allow for the dedication of 10 additional feet of right-of-way for Poly Drive, in lieu of the required 20 feet.

November 19, 2013

Planning & Community Services Department  
Attn: Dave Green Planner I  
2825 3<sup>rd</sup> Avenue North 4<sup>th</sup> Floor  
Billings, MT 59101

RE: Shadow Lawn Estates Subdivision

Dear Mr. Green

Please accept this letter as our official request to the Planning Department for an extension of the preliminary plat approval of Shadow Lawn Estates Subdivision to the December 9, 2013 City Council Meeting. We are requesting this extension to work out some details in the SIA with the City Engineering Department.

If you have any questions, please call me at 698-2020.

Sincerely,

A handwritten signature in black ink, appearing to read "Charlie H. Hamwey", with a long, sweeping flourish extending to the right.

Charlie H. Hamwey  
Agent for Aaron Sparboe

cc: Bob Sanderson, Sanderson Stewart

**DRAFT**

## **SUBDIVISION IMPROVEMENTS AGREEMENT**

### **SHADOW LAWN ESTATES SUBDIVISION**

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## SUBDIVISION IMPROVEMENTS AGREEMENT

### SHADOW LAWN ESTATES SUBDIVISION

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between **AARON L. SPARBOE** whose address for the purpose of this Agreement is P.O. Box 1942, Billings, Montana 59103, hereinafter referred to as "Subdivider," and the **CITY OF BILLINGS**, Billings, Montana, hereinafter referred to as "City."

#### WITNESSETH:

**WHEREAS**, the plat of Shadow Lawn Estates Subdivision, located in the City of Billings, Yellowstone County, Montana, was submitted to the Yellowstone County Board of Planning; and

**WHEREAS**, at a regular meeting conducted on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the City Council conditionally approved a preliminary plat of Shadow Lawn Estates Subdivision; and

**WHEREAS**, a Subdivision Improvements Agreement is required by the City prior to the approval of the final plat.

**WHEREAS**, the provisions of this agreement shall be effective and applicable to Shadow Lawn Estates Subdivision upon the filing of the final plat thereof in the office of the Clerk and Recorder of Yellowstone County, Montana. The Subdivision shall comply with all requirements of the City of Billings Subdivision Regulations, the rules, regulations, policies, and resolutions of the City of Billings, and the laws and administrative rules of the State of Montana.

**THEREFORE, THE PARTIES TO THIS AGREEMENT**, for and in consideration of the mutual promises herein contained and for other good and valuable consideration, do hereby agree as follows:

## **I. VARIANCES**

- A.** Subdivider has requested, and the City hereby grants, the following variances by the City Council from the strict interpretation of the City's Subdivision Regulations:

Variance from the provisions of Section 23-406(B)(6) of the City of Billings Subdivision Regulations requiring the dedication of a 50-foot half right-of-way for Poly Drive, a minor arterial street. The City of Billings Public Works Department has approved a 40-foot half right-of-way dedication in order to meet the future right-of-way needs along this portion of Poly Drive.

## **II. CONDITIONS THAT RUN WITH THE LAND**

- A.** Lot owners should be aware that this subdivision is being built in close proximity to prime deer and turkey habitat and it is likely that homeowners will experience problems with damage to landscaped shrubs, flowers, and gardens. The Montana Fish, Wildlife, and Parks Department does not provide damage assistance unless there is damage to commercial crops and/or a threat to public health and safety.
- B.** Lot owners should be aware that soil characteristics within the area of this subdivision, as described in the 1972 Yellowstone County Soil Survey, indicate that there could be potential limitations for proposed construction on the lots, which may require a geotechnical survey prior to construction. A geotechnical report has been prepared by Rawhide Engineering Inc. for Shadow Lawn Estates Subdivision, Billings, Montana dated August 26, 2013. A copy is available upon request.
- C.** There is attached hereto a Waiver waiving the right to protest the creation of the special improvement district or districts which by this reference is expressly incorporated herein and made as much a part hereof as though fully and completely set forth herein at this point. The Waiver will be filed with the plat, shall run with the land, and shall constitute the guarantee by the Subdivider and property owner or owners of the developments described herein. Said Waiver is effective upon filing and is not conditioned on the completion of the conditions set forth in this Agreement. The Subdivider and owner specifically agree that they are waiving valuable rights and do so voluntarily.
- D.** The Subdivider and subsequent contracts/builders acknowledge that there is a Stormwater Pollution and Prevention Plan (SWPPP) filed with the City and the Montana Department of Environmental Quality (MDEQ).

This SWPPP shall be adhered to during all phases of construction and shall be updated as required by MDEQ under the General Permit for Stormwater Discharges Associated with Construction Activity, Chapter 28, BMCC and the Billings Stormwater Management Manual.

- E. Individual lot owners should be aware that Best Management Practices for stormwater control shall be required for new construction on lots. Best Management Practices are defined within Section 28-201, BMCC and detailed in the Billings Stormwater Management Manual.

### III. TRANSPORTATION

#### A. Streets

1. Poly Drive is an existing minor arterial and currently contains a 48-foot wide street within a 60-foot wide right-of-way. This subdivision plat will dedicate an additional 10-foot wide strip of land along the south side of Poly Drive as shown on the plat. The City and Subdivider agree that no Poly Drive public street improvements are required for this subdivision other than a new street approach for Shadow Lawn Court and relocation of the existing lane sign mast arm and pole.

The City Public Works Department anticipates improvements to Poly Drive will occur in 2015. This project will include utilizing the additional ten feet of right-of-way to allow for a bike lane and a new five-foot-wide sidewalk. This work will be done by the City at no cost to the Subdivider or the adjacent property owners.

The City will discourage, but cannot prevent, the construction of overhead utilities on the south side of Poly Drive and the west side of Virginia Lane adjacent to Certificate of Survey No. 3538 and Shadow Lawn Estates Subdivision.

2. O'Malley Drive is an existing residential local access and currently contains an approximate 20-foot wide street within a 60-foot wide right-of-way. No additional land will be dedicated to O'Malley Drive as part of this plat. The O'Malley Drive improvements associated with this subdivision may include satisfactory sub-base, base course, curb, and gutter, and asphalt surface along the south side of Lot 5. The O'Malley Drive improvements will be constructed through a future SID, a waiver for which is attached.

The City and Subdivider agree that no public street improvements are required as part of this subdivision in order to record the final plat.

3. Shadow Lawn Court will be a private street with standard curb and gutter on both sides. The street will be 34-feet from back of curb to back of curb with asphalt surface over a gravel base. The private street will be maintained by the homeowner's association.

**B. Sidewalks**

A 4-foot wide sidewalk exists along the south side of Poly Drive and the west side of Virginia Lane adjacent to the subdivision. The Poly Drive sidewalk will be replaced in the future with a 5-foot sidewalk by the City.

The 5-foot wide sidewalk along Virginia Lane will be completed by the City at its expense.

A 5-foot wide sidewalk will be installed along the north side of O'Malley Drive adjacent to Lot 5 as part of a future SID, a waiver for which is attached.

The City and Subdivider agree that no sidewalk improvements are required as part of this subdivision in order to record the final plat.

**C. Street Lighting**

The City and Subdivider agree that street lights are not required to be installed as part of this subdivision.

**D. Traffic Control Devices**

The City and Subdivider agree that offsite traffic control devices are not required to be installed as part of this subdivision. Onsite, a stop sign will be installed at Shadow Lawn Court at the approach to Poly Drive.

**E. Access**

Access to Lots 1, 2, 3, and 4 will be from Shadow Lawn Court, a private street located within the easement as shown on the plat. A new driveway approach from O'Malley Drive shall be constructed for Lot 5 at such time that a dwelling is constructed on Lot 5.

**F. Billings Area Bikeway and Trail Master Plan (BABTMP)**

The City and Subdivider agree that no BABTMP improvements are required as part of this subdivision.

**G. Public Transit**

The City and Subdivider agree that no public transit improvements are required as part of this subdivision.

**IV. EMERGENCY SERVICE**

Emergency access to the subdivision is provided via Poly Drive, O'Malley Drive, and Shadow Lawn Court. City and Subdivider agree that no additional emergency access is required as part of this subdivision.

Construction of buildings made of combustible materials shall have adequate fire apparatus access roads and water supply (fire hydrants) in place to allow for fire suppression requirements. Prior to the issuance of a building permit for construction using combustible materials (i.e. lumber, plywood, wood trusses, etc.), fire apparatus access roads and water supply requirements shall be provided in accordance with the International Fire Code as adopted by the City of Billings.

At a minimum, the following is required:

- An unobstructed gravel road or gravel road base must be within the 150 feet of the furthest portion of a building under construction as measured along the approved route.
- The access roads are required to support fire apparatus vehicle loading (40 tons) during all weather conditions and shall be a minimum of twenty (20) feet wide.
- An operational fire hydrant shall be located within 600 feet of the furthest portion of a residence under construction or within 400 feet of the furthest portion of a commercial building under construction as measured along the access roads to the site.
- The above requirements do not alter or effect the current minimum subdivision requirements for fire apparatus access and water supply.

**V. STORM DRAINAGE**

All drainage improvements shall comply with the provisions of the *Stormwater Management Manual* and Chapter 28, BMCC, a stormwater management plan shall be submitted to and approved by the Engineering Division.

There are no public storm drainage facilities in Poly Drive, Virginia Lane, or O'Malley Drive to serve this subdivision. Standard curb inlets and a perforated pipe storage system will be installed under Shadow Lawn Court to meet the City of Billings stormwater management requirements for the street and for Lots 1, 2, 3, and 4. A small berm will be constructed along the south side of Lots 2 and 3 to protect the neighboring lots from any overland runoff. The storm drain system will be maintained by the homeowner's association.

## **VI. UTILITIES**

The Subdivision Improvements Agreement does not constitute an approval for extension of or connection to water mains and sanitary sewers. The property owner shall make application for extension/connection of/to water mains and sanitary sewers to the Public Works Department - Distribution and Collection Division. The extension/connection of/to water mains and sanitary sewers is subject to the approval of the applications and the conditions of approval. Applications shall be submitted for processing prior to the start of any construction and prior to review and approval of any project plans and specifications.

The Developer/Owner acknowledges that the subdivision shall be subject to the applicable system development and franchise fees in effect at the time new water and/or sanitary sewer service connections are made.

The design/installation of sanitary sewers and appurtenances, and water mains and appurtenances (fire hydrants, etc) shall be in accordance with design standards, specifications, rules, regulations of and as approved by the City of Billings Public Works Department, Fire Department and the Montana Department of Environmental Quality.

### **A. Water**

The subdivision is currently served with public water by a 10-inch main located in Poly Drive and a 6-inch main located in O'Malley Drive. Lots 1 thru 4 will be served by 2-inch services extended south from the 10-inch main in Poly Drive. Lot 5 will be served by a water service extending north from the 6-inch main in O'Malley Drive.

In addition, a 6-inch private fire line and hydrant will be placed on Shadow Lawn Court with connection to the 10-inch main in Poly Drive. The fire line and hydrant will be maintained by the homeowner's association.

**B. Sanitary Sewer**

The subdivision is currently served with public sanitary sewer. The existing 8-inch City main located within the subdivision will be partially abandoned and regraded to serve the lots. From a new public manhole in Shadow Lawn Court, private sewer mains will be extended east and west to serve the Shadow Lawn development. The private mains will be maintained by the homeowner's association.

**C. Power, Telephone, Gas, and Cable Television**

All telephone, gas, electrical power, and cable television lines shall be placed in designated easements as shown on the subdivision plat and shall be installed underground prior to surface improvements. The location of all such facilities shall be subject to approval of the City Engineer.

**VII. PARKS/OPEN SPACE**

There is no parkland requirement for this proposed subdivision, as this is a minor subdivision [MCA 76-3-621(3)(d)].

**VIII. SOILS/GEOTECHNICAL STUDY**

A soils/geotechnical study has been prepared and will be submitted to the City with the preliminary plat application.

**IX. FINANCIAL GUARANTEES**

The City and Subdivider agree that because all the public improvements required as part of this subdivision will be constructed by future SID's and/or by the City of Billings no financial guarantees are required as part of this subdivision.

**X. LEGAL PROVISIONS**

- A. Subdivider agrees to guarantee all public improvements for a period of one year from the date of final acceptance by the City of Billings.
- B. The owners of the properties involved in this proposed Subdivision by signature subscribed herein below agree, consent, and shall be bound by the provisions of this Agreement.
- C. The covenants, agreements, and all statements in this Agreement apply to and shall be binding on the heirs, personal representatives, successors, and assigns of the respective parties.

- D. In the event it becomes necessary for either party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to give any notice required herein, then the prevailing party or the party giving notice shall be entitled to reasonable attorney fees and costs.
- E. Any amendments or modifications of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.
- F. Subdivider shall comply with all applicable federal, state, and local statutes, ordinances, and administrative regulations during the performance and discharge of its obligations. Subdivider acknowledges and agrees that nothing contained herein shall relieve or exempt it from such compliance.

DRAFT

IN WINESS WHEREOF, the parties hereto have set their hands and official seals on the date first above written.

“SUBDIVIDER”

AARON L. SPARBOE

DRAFT

STATE OF MONTANA )  
: ss  
County of Yellowstone )

On this \_\_\_\_ day of \_\_\_\_\_, 2013, before me, a Notary Public in and for the State of Montana, personally appeared Aaron L. Sparboe, known to me to be the person who executed the foregoing instrument and who acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year hereinabove written.

\_\_\_\_\_  
Notary Public in and for the State of Montana  
Printed name: \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My commission expires: \_\_\_\_\_





Photos of the Site



Looking East on the north edge of subject property along Poly



Looking south east across subject property

Photos of the Site



Looking south from Poly across subject property



Looking south west from intersection of Virginia Lane and Poly to subject property

## Mayor's Approval Letter

November 18, 2013

Aaron Sparboe  
P.O. Box 1942  
Billings, MT 59103

Sanderson Stewart  
1300 North Transtech Way  
Billings, MT 59102

Dear Applicants:

On December 9, 2013, the Billings City Council conditionally approved the preliminary plat of Shadow Lawn Estates Subdivision and the variance from Section 23-406(B)(6), BMCC subject to the following conditions of approval:

1. To ensure the provision of easements, the subdivider shall provide utility easements on the final plat as requested by the private utility companies.
2. To clarify future construction project timing and City responsibilities for improvements, the following modifications to the SIA shall be made before final plat approval:
  - Revise paragraph 2 from Section III (A) Streets. (1) of the SIA to read, "The City Public Works Department anticipates improvements to Poly Drive will occur in 2015. This project will include utilizing the additional ten feet of right-of-way to allow for a bike lane and a new five-foot-wide sidewalk. This work will be done by the city at no cost to the subdivider or the adjacent property owners."
  - Revise paragraph 3 in Section III (A) Streets. (1) of the SIA to read, "The City will discourage but cannot prevent the construction of overhead utilities on the south side of Poly Drive and the west side of Virginia Lane adjacent to Certificate of Survey No. 3538 and Shadow Lawn Estates Subdivision."
  - Revise the second sentence in paragraph 1 of Section III (B) Sidewalks of the SIA to read, "The Poly Drive Sidewalk will be replaced in the future with a 5-foot sidewalk by the City."
  - Revise paragraph 2 from Section III (B) Sidewalks of the SIA to read, "The 5-foot wide sidewalk along Virginia Lane will be completed by the City at its expense."
3. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Engineering Departments to clarify the documents and bring them into the standard acceptable format.

4. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of City of Billings, and the laws and Administrative Rules of the State of Montana.

Should you have questions please contact the Dave Green at (406) 247-8666 or by email at [greend@ci.billings.mt.us](mailto:greend@ci.billings.mt.us) .

Sincerely,

---

Thomas W. Hanel, Mayor

Pc: Pete Knapp, PE, Sanderson Stewart

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Falcon Ridge Estates Subdivision, 4th Filing -- Preliminary Subsequent Minor Plat

**PRESENTED BY:** Candi Millar, Planning & Community Services Department Director

**Department:** Planning & Community Services

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**Information**

**PROBLEM/ISSUE STATEMENT**

On November 1, 2013, owner, Falcon Ridge, II, Inc., applied for preliminary subsequent minor plat approval for Falcon Ridge Estates Subdivision, 4th Filing. The proposed subdivision creates 5 new lots for residential development from a larger lot originally platted in the Falcon Ridge Estates Subdivision, 2nd Filing. The subject property is generally located on the north side of Rimrock Road, west of Molt Road. The property is zoned Residential-8000 (R-80) and single-family residences are proposed. City Council is being asked to take action on this preliminary plat application at this meeting.

**ALTERNATIVES ANALYZED**

In accordance with state law, the City Council has 35 working days to act upon this minor preliminary plat. The 35 working day review period for the proposed plat ends on December 26, 2013. State and City subdivision regulations also require that preliminary plats be reviewed using specific criteria, as stated within this report. The City may not unreasonably restrict an owner's ability to develop land if the subdivider provides evidence that any identified adverse effects can be mitigated. Within the 35-day review period, the City Council is required to:

1. Approve;
2. Conditionally Approve; or
3. Deny the Preliminary Plat

**FINANCIAL IMPACT**

If the City Council approves the preliminary plat, the subject property may further develop under private ownership, resulting in additional tax revenues.

**BACKGROUND**

- General location: North of Rimrock Road, west of Molt Road
- Legal Description: Lot 1, Block 4, Falcon Ridge Estates Subdivision, 2nd Filing; in the SE1/4 of S25, Township 1N, and Range 24E
- Owner: Falcon Ridge II, Inc. (Dennis Buscher)
- Subdivider: Helgeson Homes (Ryan Helgeson)
- Engineer and Surveyor: Sanderson Stewart
- Zoning: R-80
- Existing land use: Vacant
- Proposed land use: Single-family residential
- Gross and Net area: 72,714 square feet
- Proposed number of lots: 5

- Lot size: Max: 36,142 square feet Min.: 9,000 square feet
- Parkland requirements: Parkland requirements were previously met with the platting of the Falcon Ridge Estates, 2nd Filing.
- Variances requested: No variances have been requested.

## **STAKEHOLDERS**

No public hearing is required for minor subdivisions. However, the public may attend the City Council meeting and provide comments. No comments have been received at the time that this report was drafted.

## **CONSISTENCY WITH ADOPTED POLICIES OR PLANS**

Consistency with the Growth Policy, the Transportation Plan 2009 Update, and Billings Area Bikeways and Trail Master Plan are discussed within the Findings of Fact.

## **RECOMMENDATION**

Planning Division staff recommends conditional approval of the preliminary plat of Falcon Ridge Estates Subdivision, 4th Filing and adoption of the Findings of Fact as presented in the staff report.

Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact:

1. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
2. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

## **APPROVED BY CITY ADMINISTRATOR**

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### **Attachments**

Preliminary Plat

Findings of Fact

Mayor's approval letter

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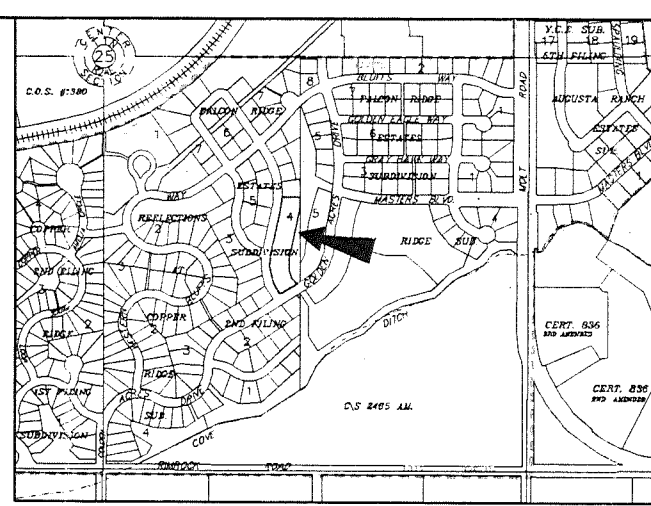
PRELIMINARY PLAT OF  
**FALCON RIDGE ESTATES**  
**SUBDIVISION, FOURTH FILING**

BEING LOT 1, BLOCK 4 OF FALCON RIDGE ESTATES  
 SUBDIVISION, SECOND FILING  
 SITUATED IN THE SE1/4 OF SECTION 25, T. 1 N., R. 24 E., P.M.M.  
 IN THE CITY OF BILLINGS, YELLOWSTONE COUNTY, MONTANA

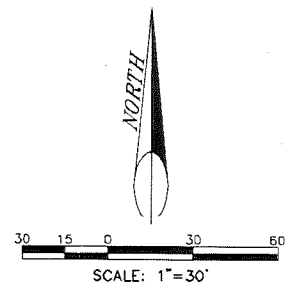
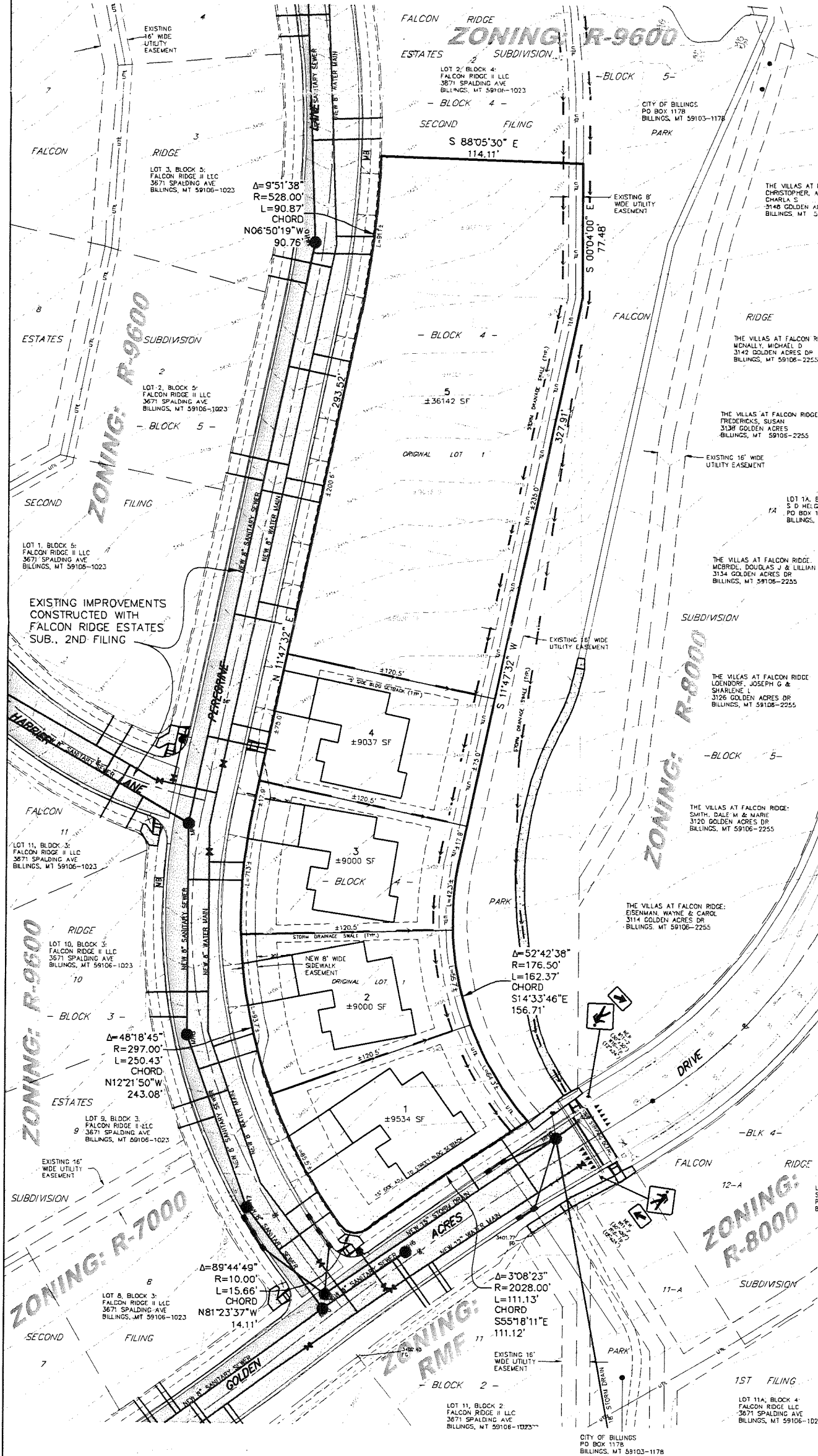
PREPARED FOR : HELGESON HOMES

PREPARED BY : SANDERSON STEWART

OCTOBER, 2013  
 BILLINGS, MONTANA



VICINITY MAP  
 NOT TO SCALE



**PLAT DATA**

GROSS AREA	=	72,714 SF
NET AREA	=	72,714 SF
NUMBER OF LOTS	=	5
MINIMUM LOT SIZE	=	±9,000 SF
MAXIMUM LOT SIZE	=	±36,142 SF
LINEAL FEET OF STREETS	=	NA
PARKLAND REQUIREMENT	=	PREVIOUSLY MET
EXISTING ZONING	=	R-8000
SURROUNDING ZONING:		
NORTH	=	R-9600
SOUTH	=	RMF
EAST	=	R-9600
WEST	=	R-9600
EXISTING LAND USE	=	VACANT
PROPOSED LAND USE	=	RESIDENTIAL DEVELOPMENT

## **FINDINGS OF FACT – Falcon Ridge Estates Subdivision, 4<sup>th</sup> Filing**

The Planning staff has prepared the following Findings of Fact for the preliminary plat of Falcon Ridge Estates Subdivision, 4<sup>th</sup> Filing for adoption by the Billings City Council. These findings are based on the preliminary plat application and supplemental documents and address the review criteria required by the Montana Subdivision and Platting Act (76-3-608, MCA) and the City of Billings Subdivision Regulations (Section 23-303(H), BMCC).

### **A. What are the effects on agriculture, local services, the natural environment, wildlife, wildlife habitat, and public health, safety and welfare? [MCA 76-3-608(3)(a) and BMCC 23-303(H)(1)]**

#### **1. Effect on agriculture and agricultural water user facilities**

The subject property is vacant former cropland located in the City limits that has been slated for urban development since it was originally master planned in 2005 and 2006. The Cove Ditch is south of the property and will not be affected by this minor subdivision. As such, this development should not have a negative effect on the agricultural industry.

#### **2. Effect on local services**

- a. **Utilities** – Water and sewer service will be provided by the City of Billings. The developer has installed new water and sewer mains, fire hydrants, and new individual services to all of the lots during the construction of Golden Acres Drive and Peregrine Lane for the Falcon Ridge Estates Subdivision, 2<sup>nd</sup> Filing improvements. All improvements are in accordance with design standards, specifications, rules and regulations of the City of Billings Public Works Department, Fire Department, and the Montana Department of Environmental Quality (MDEQ).

MDU will provide gas services and Yellowstone Valley Electric Cooperative will provide electric services to the subdivision. Easements have been shown on the face of the plat that are acceptable to these utility providers.

- b. **Storm water** – Storm water drainage for the public streets is proposed to be provided by curb and gutters that discharge into storm water pipes and eventually to a detention pond within the parkland to the south of the property. A Storm Drainage Master Plan was developed with the Falcon Ridge Estates, 2<sup>nd</sup> filing, to which this filing will adhere. These and all other drainage improvements shall also satisfy the criteria set forth by the *City of Billings Stormwater Management Manual* and will be subject to review and approval by the City Engineering Department.
- c. **Solid waste** – The City of Billings will provide solid waste collection and disposal. The City's landfill has adequate capacity for this waste.
- d. **Streets** – The lots within the subdivision will be served by Peregrine Lane, an existing street platted and improved with the Falcon Ridge Estates, 2<sup>nd</sup> Filing. Peregrine Lane is built within a 56-foot right-of-way to City standards with a 34-foot width, curb/gutters, and boulevard sidewalks.

- e. **Emergency services** – The Billings Police and Fire Departments will respond to emergencies within the proposed subdivision. The nearest fire station is located at 54<sup>th</sup> St. West and Grand Ave. (Station #7); this station also typically has a police presence. The Billings Chief of Police noted in comments that “...The PD has reached a point where our ability to respond to calls for service has been affected. Staffing issues have resulted in a temporary vacancy at PD3.” The subdivision is located within the ambulance service area of American Medical Response (AMR).
- f. **Schools** –School District #2 provides educational services to elementary through high school students. Schools serving these students are Boulder Elementary, Lewis and Clark Middle School, and Senior High School. Previous correspondence from the District’s Facilities Manager, Lew Anderson, indicated that there is capacity in all three schools, however Boulder and Lewis and Clark are very close to capacity. The School District is in the process of master planning for growth and will be addressing overcrowding as part of that process.
- g. **Parks and Recreation** – Residential subdivisions creating lots with housing densities less than one dwelling unit per ½-acre are required by State and local laws to dedicate 11% of the net land area (or provide an equivalent cash contribution) for parkland. When the Falcon Ridge Estates Subdivision Master Plan was originally reviewed by the City in 2005, parkland provisions were established as an integral part of the neighborhood. Parkland requirements for the subject property were met during the platting of Falcon Ridge Estates, 2<sup>nd</sup> Filing.
- h. **Mail Delivery** - The United States Postal Service will provide postal service to the subdivision and has indicated that centralized mailbox units will be required as were installed for the previous filings of this subdivision. Mailbox sites are shown on the preliminary plat, and a note in the SIA acknowledges this requirement, and indicates the developer’s intent to coordinate mailbox locations with the postal service.

### **3. Effect on the natural environment**

The subject property is dry grassland slightly sloping to the south toward Rimrock Road from the rimrocks near Phipps Park. The property is not located within any floodplain. During development, stormwater pollution prevention best management practices are required to be used and monitored to prevent erosion on exposed ground. Overall, the effect on the natural environment should be minimal.

### **4. Effect on wildlife and wildlife habitat**

There are no known endangered or threatened species on the property. There is a note in the SIA that warns future lot owners of the presence of deer in the area, which may cause damage to their landscaping. This subdivision should have a minimal effect on wildlife and wildlife habitat.

**5. Effect on the public health, safety and welfare**

Based on the provision for emergency services, as discussed above, there are no anticipated effects on public health, safety and welfare resulting from this subdivision. Individual geotechnical surveys will be completed prior to home construction to ensure that foundations are built to accommodate for expanding soils and any other concerns.

**B. Was an Environmental Assessment required? [(MCA 76-3-616)]**

The proposed subdivision is exempt from the requirement for an Environmental Assessment pursuant to Section 76-3-616, MCA.

**C. Does the subdivision conform to the Yellowstone County-City of Billings 2008 Growth Policy, the Urban Area Transportation Plan 2009 Update and the Billings Area Bikeways and Trail Master Plan? [BMCC 23-303(H)(3)]**

**1. Yellowstone County-City of Billings 2008 Growth Policy**

The proposed subdivision is consistent with the following goals of the Growth Policy:

- a. Goal: More housing and business choices within each neighborhood (p. 6).
- b. Goal: New developments that are sensitive to and compatible with the character of adjacent City neighborhoods and County townsites (p. 6).
- c. Goal: Safe, functional, and attractive streets for all users, including drivers, bicyclists and pedestrians (p. 13).
- d. Goal: Additional bicycle facilities throughout the City and County (p. 12).

**2. Urban Area Transportation Plan 2009 Update**

The proposed subdivision adheres to the goals and objectives of the 2009 Transportation Plan Update and preserves the street network and street hierarchy specified in the plan.

**3. 2011 Billings Area Bikeways and Trail Master Plan**

The proposed subdivision lies within the jurisdiction of the Billings Area Bikeway and Trail Master Plan though no trails are identified within the subject property itself. A trail is identified in the plan along Cove Ditch to the south. This trail will be constructed as the adjacent development builds out, so as to connect to the existing portion within the Falcon Ridge Estates, 1<sup>st</sup> Filing.

**D. Does the subdivision conform to the Montana Subdivision and Platting Act and to local subdivision regulations? [MCA 76-3-608(3)(b) and BMCC 23-303(H)(2)(a)]**

The proposed subdivision satisfies the requirements of the Montana Subdivision and Platting Act and to the design standards specified in the local subdivision regulations. The subdivider and the local government have complied with the subdivision review and approval procedures set forth in the local and state subdivision regulations.

**E. Does the proposed subdivision conform to all requirements of the zoning in effect?  
[BMCC 23-303(H)(2)(e)]**

The subject property is located within the Residential-8000 zone. The lot sizes conform to the requirements of these zones. Further setbacks and structure specific requirements will be reviewed for compliance at the time of building permit review.

**F. Does the proposed plat provide easements for the location and installation of any utilities? [MCA 76-3-608(3)(c) and BMCC 23-303(H)(2)(b)]**

The subdivider has provided utility easements as requested by MDU and YVEC on the face of the plat.

**G. Does the proposed plat provide legal and physical access to each parcel within the subdivision and notation of that access on the plat? [MCA 76-3-608(3)(d) and BMCC 23-303(H)(2)(c)]**

Legal and physical access is provided to the proposed lots from Peregrine Lane.

**CONCLUSIONS OF FINDINGS OF FACT**

- The preliminary plat of Falcon Ridge Estates Subdivision, 4<sup>th</sup> Filing does not create any adverse impacts that warrant denial of the subdivision.
- The proposed subdivision conforms to several of the goals and policies of the 2008 Growth Policy Update and does not conflict with the Transportation or Bikeway/Trail Plans.
- The proposed subdivision complies with state and local subdivision regulations, local zoning, and sanitary requirements and provides legal and physical access to each lot.
- Any potential negative or adverse impacts will be mitigated with the proposed conditions of approval.

Approved by the Billings City Council, December 9, 2013.

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Thomas W. Hanel, Mayor

Mayor's Approval Letter—Falcon Ridge Estates Subdivision, 4<sup>th</sup> Filing

December 10, 2013

Dennis Buscher  
Falcon Ridge II, Inc.  
3671 Spalding Ave.  
Billings, MT 59106

Dear Mr. Buscher:

On December 9, 2013, the Billings City Council conditionally approved the preliminary plat of Falcon Ridge Estates Subdivision, 4<sup>th</sup> Filing, subject to the following conditions of approval:

1. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
2. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

Should you have questions please contact the Juliet Spalding at (406) 247-8684 or by email at [spaldingj@ci.billings.mt.us](mailto:spaldingj@ci.billings.mt.us) .

Sincerely,

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Thomas W. Hanel, Mayor

Pc: Ryan Helgeson, Helgeson Homes  
Michael Bertram, Sanderson Stewart

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013  
**TITLE:** Payment of Claims November 4, 2013  
**PRESENTED BY:** Patrick M. Weber, Finance Director  
**Department:** City Hall Administration

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**Information**

**PROBLEM/ISSUE STATEMENT**

Claims in the amount of \$614,296.49 have been audited and are presented for your approval for payment. A complete listing of the claims dated November 4, 2013 is available in the Finance Department.

**ALTERNATIVES ANALYZED**

No other alternatives were analyzed.

**FINANCIAL IMPACT**

Claims have a varying impact on department budgets, but are submitted by the departments and reviewed by Finance staff before being sent to the Council.

**RECOMMENDATION**

Staff recommends that Council approve the Payment of Claims.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

Council Reports 11-04

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Check Date	Check	Name	Amount	Account	Item Desc
11/04/2013	770442	Balco Uniform Co Inc	\$1,810.50	1500-21120-402260	Item #B296-HG, Blackinton Shield Eagle Badge
11/04/2013	770442	Balco Uniform Co Inc	\$124.20	1500-21120-402260	Item #J98-GLD, Blackinton 1 Star 1/2" Smooth
11/04/2013	770442	Balco Uniform Co Inc	\$170.00	1500-21120-402260	Item #J104-GLD, Blackinton 4 Stars 1/2" Smooth
11/04/2013	770442	Balco Uniform Co Inc	\$119.00	1500-21120-402260	Item #A4887-GP, Blackinton 1/2 Star Insigniz 5 stars connected
11/04/2013	770442	Balco Uniform Co Inc	\$1,105.00	1500-21120-402260	Item #Style 5-GP, Blackinton 1/2" PR Insignia to read: BP
11/04/2013	770442	Balco Uniform Co Inc	\$50.00	1500-21120-402260	Shipping & Handling
11/04/2013	770460	DataProse LLC	\$9,113.00	5020-73110-403110	Monthly statement billing, mailing, and postage
11/04/2013	770460	DataProse LLC	\$3,155.23	5020-73110-403111	Monthly statement billing, mailing, and postage
11/04/2013	770460	DataProse LLC	\$6,075.34	5120-83110-403110	Monthly statement billing, mailing, and postage
11/04/2013	770460	DataProse LLC	\$2,103.49	5120-83110-403111	Monthly statement billing, mailing, and postage
11/04/2013	770483	HDR, Inc.	\$1,747.33	5030-74910-409390	WO 12-45 3 MG Staples Reservoir Liner; Payment #8
11/04/2013	770483	HDR, Inc.	\$6,300.23	5120-82110-403540	WO 12-15 IWPI WWTF Plan; Payment #16
11/04/2013	770483	HDR, Inc.	\$6,700.00	5120-82110-403540	WO 12-15 IWPI WWTF Plan; Mixing Zone Study Update Amendment #1 10/4/13; Payment #16
11/04/2013	770483	HDR, Inc.	\$7,126.72	5120-82110-403540	WO 12-15 IWPI WWTF Plan; Discharge Permit Re-Application Assistance Amendment #1 10/04/13; Payment #16
11/04/2013	770483	HDR, Inc.	\$1,604.12	5030-74910-409390	WO 12-44 WTP High Srvc Pump H2-3; Payment #12
11/04/2013	770483	HDR, Inc.	\$13,851.17	5120-82110-403540	Wastewater Treatment Plant Facility Plan
11/04/2013	770483	HDR, Inc.	\$3,267.21	5030-74910-409390	WO 12-43 WTP Backup Power Phase III; Payment #7
11/04/2013	770489	Iaff	\$4,444.20	9000-00000-209920	Payroll Summary
11/04/2013	770493	Jims Electric Service	\$5,570.00	5020-74000-403660	Rebuild motor
11/04/2013	770495	Knife River (JTL Group Inc.)	\$40.00	2110-31320-404520	rocks used for fill
11/04/2013	770495	Knife River (JTL Group Inc.)	\$2,387.86	2110-31320-404710	asphalt used on McMasters
11/04/2013	770495	Knife River (JTL Group Inc.)	\$296.96	2110-31320-404710	asphalt used on Burlington and Santiago
11/04/2013	770509	Montana CSED	\$3,670.54	9000-00000-209926	Payroll Summary
11/04/2013	770510	Montana Dakota Utilities Co	\$63.44	5020-74000-403440	0104901000 0
11/04/2013	770510	Montana Dakota Utilities Co	\$14.57	5020-74000-403440	1104901000 9
11/04/2013	770510	Montana Dakota Utilities Co	\$69.49	6500-15660-403440	1307331000 8
11/04/2013	770510	Montana Dakota Utilities Co	\$67.80	5020-74000-403440	2104901000 8
11/04/2013	770510	Montana Dakota Utilities Co	\$300.26	1500-22210-403440	4421901000 4
11/04/2013	770510	Montana Dakota Utilities Co	\$1,196.28	5020-74000-403440	5004901000 7
11/04/2013	770510	Montana Dakota Utilities Co	\$11.50	5020-74000-403440	5104901000 5
11/04/2013	770510	Montana Dakota Utilities Co	\$28.20	5020-74000-403440	5669231000 8
11/04/2013	770510	Montana Dakota Utilities Co	\$7.90	5020-74000-403440	6004901000 6
11/04/2013	770510	Montana Dakota Utilities Co	\$7.90	5020-74000-403440	6004901000 6
11/04/2013	770510	Montana Dakota Utilities Co	\$20.76	5020-74000-403440	6669231000 7
11/04/2013	770510	Montana Dakota Utilities Co	\$61.60	5020-74000-403440	7004901000 5
11/04/2013	770510	Montana Dakota Utilities Co	\$1,036.74	6500-15660-403440	7576331000 2
11/04/2013	770510	Montana Dakota Utilities Co	\$10.87	5020-74000-403440	8320011000 1
11/04/2013	770510	Montana Dakota Utilities Co	\$334.11	5020-74000-403440	9004901000 3
11/04/2013	770510	Montana Dakota Utilities Co	\$842.25	6500-15660-403440	9897331000 0
11/04/2013	770510	Montana Dakota Utilities Co	\$281.10	6500-15660-403440	9937331000 4
11/04/2013	770510	Montana Dakota Utilities Co	\$23.04	0100-51260-403440	0619431000 6
11/04/2013	770510	Montana Dakota Utilities Co	\$761.87	1500-21710-403440	1692331000 3
11/04/2013	770510	Montana Dakota Utilities Co	\$1,885.09	5120-84000-403440	2937801000 2
11/04/2013	770510	Montana Dakota Utilities Co	\$3,770.17	5120-84000-403440	2937801000 2
11/04/2013	770510	Montana Dakota Utilities Co	\$1,885.09	5120-84000-403440	2937801000 2
11/04/2013	770510	Montana Dakota Utilities Co	\$669.44	5020-73140-403440	3104901000 7
11/04/2013	770510	Montana Dakota Utilities Co	\$223.15	5120-83140-403440	3104901000 7
11/04/2013	770510	Montana Dakota Utilities Co	\$10.87	1500-21150-403410	51411704789
11/04/2013	770510	Montana Dakota Utilities Co	\$11.56	5020-74000-403440	3735801000 9
11/04/2013	770510	Montana Dakota Utilities Co	\$11.56	5020-74000-403440	3735801000 9
11/04/2013	770510	Montana Dakota Utilities Co	\$195.40	5020-73140-403440	4104901000 6
11/04/2013	770510	Montana Dakota Utilities Co	\$65.13	5120-83140-403440	4104901000 6
11/04/2013	770510	Montana Dakota Utilities Co	\$10.87	1500-21150-403410	06290794947
11/04/2013	770510	Montana Dakota Utilities Co	\$121.86	0100-51270-403440	4377801000 9
11/04/2013	770510	Montana Dakota Utilities Co	\$155.92	1500-22210-403440	5336531000 1
11/04/2013	770510	Montana Dakota Utilities Co	\$12.09	5020-74000-403440	5413801000 1
11/04/2013	770510	Montana Dakota Utilities Co	\$270.92	2600-55120-403440	5797801000 7
11/04/2013	770510	Montana Dakota Utilities Co	\$63.23	6600-31100-403440	5953731000 1
11/04/2013	770510	Montana Dakota Utilities Co	\$94.84	6700-31410-403440	5953731000 1
11/04/2013	770510	Montana Dakota Utilities Co	\$27.93	5120-85000-403440	5967331000 5
11/04/2013	770510	Montana Dakota Utilities Co	\$10.87	5020-74000-403440	6104901000 4
11/04/2013	770510	Montana Dakota Utilities Co	\$12.74	5210-15920-403440	7173531000 6
11/04/2013	770510	Montana Dakota Utilities Co	\$24.91	5120-85000-403440	7354531000 2
11/04/2013	770510	Montana Dakota Utilities Co	\$23.04	5020-74000-403440	8004901000 4
11/04/2013	770510	Montana Dakota Utilities Co	\$473.84	1500-22210-403440	8858801000 4
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11/04/2013	770510	Montana Dakota Utilities Co	\$1,369.87	6500-15670-403440	9297801000 4

Check Date	Check	Name	Amount	Account	Item Desc
11/04/2013	770510	Montana Dakota Utilities Co	\$26.09	5120-85000-403440	9550431000 4
11/04/2013	770510	Montana Dakota Utilities Co	\$1,026.55	5710-71430-403440	9628801000 0
11/04/2013	770513	Montana State Fireman's Assoc	\$3,269.83	9000-00000-209924	Payroll Summary
11/04/2013	770515	Morrison Maierle Inc	\$11,619.00	5030-74910-409390	WO 10-08 WTP Clearwell Baffle; CO#4 10/15/13; Payment #24
11/04/2013	770524	NorthWestern Energy	\$4,030.50	8100-31830-403410	SILMD 013 ACCT# 0721276-4
11/04/2013	770525	NorthWestern Energy	\$3,001.02	1500-22210-403410	FIRE1: 0100476-1 - MONTHLY ELECTRICAL SERVICE FY2014
11/04/2013	770525	NorthWestern Energy	\$63.44	0100-51410-403410	07125396
11/04/2013	770525	NorthWestern Energy	\$189.94	8720-51980-403410	10590933
11/04/2013	770525	NorthWestern Energy	\$17.94	0100-51410-403410	16352890
11/04/2013	770525	NorthWestern Energy	\$228.23	5710-71480-403410	17847567
11/04/2013	770525	NorthWestern Energy	\$305.29	5610-71170-403410	0712792-1. October 2013 IP-7
11/04/2013	770525	NorthWestern Energy	\$1,261.28	5610-71170-403410	0712800-2. October 2013 IP-9
11/04/2013	770525	NorthWestern Energy	\$59.53	5610-71130-403410	0719616-5. October 2013 ARFF Facility Lights
11/04/2013	770525	NorthWestern Energy	\$1,096.12	5020-74000-403410	Airport Rd/17 West/Hwy 3/Waldo
11/04/2013	770525	NorthWestern Energy	\$7,647.71	5020-73140-403410	2251 Belknap Ave
11/04/2013	770525	NorthWestern Energy	\$40,787.78	5020-74000-403410	2251 Belknap Ave
11/04/2013	770525	NorthWestern Energy	\$152,954.21	5020-74000-403410	2251 Belknap Ave
11/04/2013	770525	NorthWestern Energy	\$2,549.24	5120-83140-403410	2251 Belknap Ave
11/04/2013	770525	NorthWestern Energy	\$6,325.16	6500-15670-403410	01005073
11/04/2013	770525	NorthWestern Energy	\$655.26	1500-22210-403410	07125370
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11/04/2013	770525	NorthWestern Energy	\$23.93	5710-71480-403410	07127640
11/04/2013	770525	NorthWestern Energy	\$332.88	5210-15950-403410	07208291
11/04/2013	770525	NorthWestern Energy	\$2,231.58	5210-15920-403410	07208341
11/04/2013	770525	NorthWestern Energy	\$331.38	1500-22210-403410	07208408
11/04/2013	770525	NorthWestern Energy	\$192.58	6070-22350-403410	07215809
11/04/2013	770525	NorthWestern Energy	\$14.29	0100-51120-403410	07222375
11/04/2013	770525	NorthWestern Energy	\$7.40	0100-51120-403410	07222474
11/04/2013	770525	NorthWestern Energy	\$193.72	0100-51120-403410	07222516
11/04/2013	770525	NorthWestern Energy	\$1,425.27	5020-74000-403410	07222524
11/04/2013	770525	NorthWestern Energy	\$0.90	0100-51120-403410	07222540
11/04/2013	770525	NorthWestern Energy	\$92.47	0100-51120-403410	07222557
11/04/2013	770525	NorthWestern Energy	\$338.88	0100-51120-403410	07222573
11/04/2013	770525	NorthWestern Energy	\$217.65	0100-51120-403410	07222607
11/04/2013	770525	NorthWestern Energy	\$4.55	0100-51120-403410	07222615
11/04/2013	770525	NorthWestern Energy	\$6.70	0100-51120-403410	07222623
11/04/2013	770525	NorthWestern Energy	\$36.95	0100-51120-403410	07222631
11/04/2013	770525	NorthWestern Energy	\$32.83	0100-51120-403410	07222656
11/04/2013	770525	NorthWestern Energy	\$34.90	0100-51120-403410	07222664
11/04/2013	770525	NorthWestern Energy	\$3.15	0100-51120-403410	07222680
11/04/2013	770525	NorthWestern Energy	\$12.95	0100-51120-403410	07222698
11/04/2013	770525	NorthWestern Energy	\$11.88	0100-51120-403410	07222920
11/04/2013	770525	NorthWestern Energy	\$65.19	0100-51120-403410	07222938
11/04/2013	770525	NorthWestern Energy	\$8.51	0100-51120-403410	07229057
11/04/2013	770525	NorthWestern Energy	\$0.00	0100-51120-403410	07230279
11/04/2013	770525	NorthWestern Energy	\$110.28	0100-51120-403410	07230352
11/04/2013	770525	NorthWestern Energy	\$9.06	0100-51120-403410	07230360
11/04/2013	770525	NorthWestern Energy	\$189.20	0100-51120-403410	07230378
11/04/2013	770525	NorthWestern Energy	\$24.60	0100-51120-403410	07230386
11/04/2013	770525	NorthWestern Energy	\$38.33	0100-51120-403410	07230428
11/04/2013	770525	NorthWestern Energy	\$2,467.87	5020-74000-403410	07230436
11/04/2013	770525	NorthWestern Energy	\$499.92	0100-51120-403410	07230444
11/04/2013	770525	NorthWestern Energy	\$78.20	0100-51120-403410	07230485
11/04/2013	770525	NorthWestern Energy	\$114.10	0100-51120-403410	07230501
11/04/2013	770525	NorthWestern Energy	\$5.57	0100-51120-403410	07230519
11/04/2013	770525	NorthWestern Energy	\$12.36	0100-51120-403410	07230527
11/04/2013	770525	NorthWestern Energy	\$325.60	0100-51120-403410	07230543
11/04/2013	770525	NorthWestern Energy	\$7.62	0100-51120-403410	07230550
11/04/2013	770525	NorthWestern Energy	\$24.58	0100-51120-403410	07230568
11/04/2013	770525	NorthWestern Energy	\$19.48	0100-51120-403410	07230584
11/04/2013	770525	NorthWestern Energy	\$168.50	0100-51120-403410	07229339
11/04/2013	770525	NorthWestern Energy	\$9.25	0100-51120-403410	07230907
11/04/2013	770525	NorthWestern Energy	\$7.40	0100-51120-403410	07231624
11/04/2013	770525	NorthWestern Energy	\$548.59	0100-51120-403410	07231707
11/04/2013	770525	NorthWestern Energy	\$7.40	0100-51120-403410	07236441
11/04/2013	770525	NorthWestern Energy	\$23.93	0100-51120-403410	07894371
11/04/2013	770525	NorthWestern Energy	\$7.40	0100-51120-403410	08317026
11/04/2013	770525	NorthWestern Energy	\$364.99	0100-51120-403410	09254962
11/04/2013	770525	NorthWestern Energy	\$522.23	6500-15660-403410	09758087
11/04/2013	770525	NorthWestern Energy	\$1,066.78	5210-15910-403410	15942824
11/04/2013	770525	NorthWestern Energy	\$1,369.80	5210-15910-403410	15696362
11/04/2013	770525	NorthWestern Energy	\$407.18	6600-31100-403410	17413147
11/04/2013	770525	NorthWestern Energy	\$610.77	6700-31410-403410	17413147
11/04/2013	770525	NorthWestern Energy	\$241.49	1500-21150-403410	19841501

Check Date	Check	Name	Amount	Account	Item Desc
11/04/2013	770525	NorthWestern Energy	\$275.29	1500-21150-403410	19841550
11/04/2013	770525	NorthWestern Energy	\$165.76	5210-15950-403410	2128319-7
11/04/2013	770540	Shepherd Sandblasting & Painting Inc	\$4,200.00	5020-74000-403660	Sandblast and paint Fox Reservoir
11/04/2013	770541	Simek, Real Estate Appraiser and Consult	\$4,500.00	2250-22320-403590	BFD2013-18, APPRAISAL SERVICE/POSSIBLE LOCATION FOR NEW 911 CENTER
11/04/2013	770552	Town & Country Supply Association	\$12,424.07	6010-00000-141000	112403 PO NUM 294049
11/04/2013	770552	Town & Country Supply Association	\$6,310.54	6010-00000-141000	110042 PO NUM 294050
11/04/2013	770552	Town & Country Supply Association	\$23,289.59	6010-00000-141000	110044 PO NUM 294050
11/04/2013	770552	Town & Country Supply Association	\$90.00	6010-00000-141000	112886 PO NUM 294050
11/04/2013	770552	Town & Country Supply Association	\$37,342.88	6010-00000-141714	BUS MET PO NUM 294048
11/04/2013	770553	Tractor & Equipment Co.	\$6,482.35	6010-00000-141000	B2010301 PO NUM 294088
11/04/2013	770553	Tractor & Equipment Co.	\$40,682.90	5410-31230-402320	BLW00142758
11/04/2013	770553	Tractor & Equipment Co.	\$458.19	5410-31230-402320	BLW00142866
11/04/2013	770553	Tractor & Equipment Co.	\$2,103.78	5410-31230-402320	BLW00142868
11/04/2013	770557	Verizon Wireless	\$200.05	1500-21700-403450	Animal Shelter MDT
11/04/2013	770557	Verizon Wireless	\$494.50	7170-21660-403450	CCSIU Cell/PTT
11/04/2013	770557	Verizon Wireless	\$40.01	7170-21660-403450	CCSIU Air Card
11/04/2013	770557	Verizon Wireless	\$80.02	7170-21660-403450	CCSIU RAVEN
11/04/2013	770557	Verizon Wireless	\$40.01	0100-13130-403450	City Administration 406-839-4295 Bruce McCandless iPad
11/04/2013	770557	Verizon Wireless	\$80.02	0100-43210-403450	Code Enforcement Air Cards
11/04/2013	770557	Verizon Wireless	\$40.01	1500-22210-403450	Fire MiFi 406-839-3253
11/04/2013	770557	Verizon Wireless	\$40.01	2200-22330-402410	Fire HAZMAT MDT 406-670-1284
11/04/2013	770557	Verizon Wireless	\$600.15	1500-22210-403450	Fire MDT
11/04/2013	770557	Verizon Wireless	\$80.02	6200-19110-403450	ITD
11/04/2013	770557	Verizon Wireless	\$120.03	2600-55170-403450	Library Outreach Air Cards
11/04/2013	770557	Verizon Wireless	\$4,077.29	1500-21110-403450	Police MDT Toughbooks
11/04/2013	770557	Verizon Wireless	\$40.00	4120-71640-402925	MET Transit Tablets
11/04/2013	770557	Verizon Wireless	\$543.95	5710-71470-403160	MET Transit Tablets
11/04/2013	770557	Verizon Wireless	\$40.01	1500-21110-403450	Police ICAC 406-690-7347
11/04/2013	770557	Verizon Wireless	\$40.01	1500-21110-403450	Police MiFi 406-633-0820
11/04/2013	770557	Verizon Wireless	\$154.69	1500-21110-403450	Police US Marshall Toughbooks
11/04/2013	770557	Verizon Wireless	\$40.01	0100-51120-403450	PRPL-PARKS PMD Air Card 406-794-6977
11/04/2013	770557	Verizon Wireless	\$240.06	2090-44510-403450	PW-Building Air Cards
11/04/2013	770557	Verizon Wireless	\$192.05	5020-75000-403450	PW-Distribution Collection Tablets 60%/40% 60% 5020-75000-403450 40% 5120-85000-403450
11/04/2013	770557	Verizon Wireless	\$128.03	5120-85000-403450	PW-Distribution Collection Tablets 60%/40% 60% 5020-75000-403450 40% 5120-85000-403450
11/04/2013	770557	Verizon Wireless	\$90.06	6700-31410-403450	PW Engineering
11/04/2013	770557	Verizon Wireless	\$30.02	2110-31320-403450	PW-Streets 406-697-0361 iPad
11/04/2013	770557	Verizon Wireless	\$18.02	5020-75000-403450	PWBELKNAP-AIR 60% 40% 60% 5020-75000-403450 40% 5120-85000-403450
11/04/2013	770557	Verizon Wireless	\$12.00	5120-85000-403450	PWBELKNAP-AIR 60% 40% 60% 5020-75000-403450 40% 5120-85000-403450
11/04/2013	770557	Verizon Wireless	\$87.08	5020-73120-403450	Meter Reader account 442018965-00001
11/04/2013	770557	Verizon Wireless	\$474.07	5610-71100-403450	Airport
11/04/2013	770557	Verizon Wireless	\$148.63	1500-21700-403450	Animal Shelter
11/04/2013	770557	Verizon Wireless	\$88.72	7170-21660-403450	CCSIU
11/04/2013	770557	Verizon Wireless	\$50.47	0100-16110-403450	Legal
11/04/2013	770557	Verizon Wireless	\$52.52	1500-22250-403450	Comm Center 911
11/04/2013	770557	Verizon Wireless	\$68.56	6500-15650-403450	Facilities BOC Plus 70% of 406-672-3027
11/04/2013	770557	Verizon Wireless	\$84.61	6500-15670-403450	Facilities City Hall Plus 30% of 406-672-3027
11/04/2013	770557	Verizon Wireless	\$94.02	0100-15120-403450	Finance Pat Weber
11/04/2013	770557	Verizon Wireless	\$945.69	1500-22210-403450	Fire Department
11/04/2013	770557	Verizon Wireless	\$73.85	0100-17500-403450	Human Resources
11/04/2013	770557	Verizon Wireless	\$13.13	6200-19130-403450	ITD GIS
11/04/2013	770557	Verizon Wireless	\$26.26	6200-19110-403450	ITD
11/04/2013	770557	Verizon Wireless	\$26.28	2600-55170-403450	Library Outreach
11/04/2013	770557	Verizon Wireless	\$187.83	2600-55120-403450	Library
11/04/2013	770557	Verizon Wireless	\$42.80	0100-11000-403450	Mayor
11/04/2013	770557	Verizon Wireless	\$49.21	6010-15500-403450	Motor Pool
11/04/2013	770557	Verizon Wireless	\$112.42	0100-12200-403450	Drug Court
11/04/2013	770557	Verizon Wireless	\$110.64	0100-12120-403450	Municipal Court Judge
11/04/2013	770557	Verizon Wireless	\$13.13	2400-43010-403450	Planning
11/04/2013	770557	Verizon Wireless	\$2,973.58	1500-21110-403450	Police
11/04/2013	770557	Verizon Wireless	\$90.66	2510-21870-403450	Police Forensic 406-794-6880; 406-698-7323
11/04/2013	770557	Verizon Wireless	\$381.67	1500-21110-403450	Police Resource Officers
11/04/2013	770557	Verizon Wireless	\$23.43	2490-21960-403450	Police DV 406-698-1391

Check Date	Check	Name	Amount	Account	Item Desc
11/04/2013	770557	Verizon Wireless	\$72.38	5210-15210-403450	Parking
11/04/2013	770557	Verizon Wireless	\$182.51	0100-51100-403450	PRPL Admin
11/04/2013	770557	Verizon Wireless	\$185.19	0100-51210-403450	PRPL Recreation
11/04/2013	770557	Verizon Wireless	\$167.24	0100-51210-403450	PRPL Seasonal
11/04/2013	770557	Verizon Wireless	\$45.64	0100-51400-403450	Cemetery
11/04/2013	770557	Verizon Wireless	\$43.84	0100-51120-403450	Parks PMD
11/04/2013	770557	Verizon Wireless	\$926.05	0100-51120-403450	Parks
11/04/2013	770557	Verizon Wireless	\$219.63	0100-51120-403450	Parks Irrigation
11/04/2013	770557	Verizon Wireless	\$121.34	6600-31100-403450	Public Works Admin
11/04/2013	770557	Verizon Wireless	\$141.43	2090-44510-403450	Building
11/04/2013	770557	Verizon Wireless	\$398.84	6700-31410-403450	Engineering
11/04/2013	770557	Verizon Wireless	\$116.17	5410-31210-403450	Solid Waste
11/04/2013	770557	Verizon Wireless	\$312.95	2110-31320-403450	Streets
11/04/2013	770557	Verizon Wireless	\$201.92	5410-31230-403450	Solid Waste On Call
11/04/2013	770557	Verizon Wireless	\$458.53	5020-75000-403450	Distribution & Collection 60% 5020-75000-403450
11/04/2013	770557	Verizon Wireless	\$305.68	5120-85000-403450	Distribution & Collection 40\$ 5120-85000-403450
11/04/2013	770557	Verizon Wireless	\$657.13	5120-85000-403450	Distribution & Collection 60% 5020-75000-403450
11/04/2013	770557	Verizon Wireless	\$441.54	5020-74000-403450	Water Treatment
11/04/2013	770557	Verizon Wireless	\$69.58	5020-73120-403450	PWBelknap-WT
11/04/2013	770557	Verizon Wireless	\$46.39	5020-73110-403450	PWBLKNP MTRSHOP
11/04/2013	770557	Verizon Wireless	\$86.96	5020-73110-403450	Belknap Office 60% 5020-73110-403450
11/04/2013	770557	Verizon Wireless	\$28.99	5120-83110-403450	Belknap Office 40\$ 5120-83110-403450
11/04/2013	770557	Verizon Wireless	\$872.44	5120-83110-403450	Belknap Office 60% 5020-73110-403450
11/04/2013	770557	Verizon Wireless	\$25.46	5120-83110-403450	Belknap Office 40\$ 5120-83110-403450
11/04/2013	770557	Verizon Wireless	\$92.19	5020-73140-403450	PWBLKNP STORES 75% 5020-73140-403450
11/04/2013	770557	Verizon Wireless	\$38.46	5020-73140-403450	PWBLKNP STORES 25% 5120-83140-403450
11/04/2013	770557	Verizon Wireless	\$91.24	5120-83140-403450	PWBLKNP STORES 75% 5020-73140-403450
11/04/2013	770557	Verizon Wireless	\$164.49	5120-83140-403450	PWBLKNP STORES 25% 5120-83140-403450
11/04/2013	770557	Verizon Wireless	\$870.72	5120-84000-403450	Wastewater Treatment Plant
11/04/2013	770557	Verizon Wireless	\$181.58	6060-19310-403450	TeleComm Manager
11/04/2013	770557	Verizon Wireless	\$181.57	5710-71420-403160	On Call MET
11/04/2013	770558	Wastequip Manufacturing	\$31,712.00	5710-71410-403450	MET Transit
11/04/2013	770559	Water Control Corporation	\$3,374.55	0100-43210-403450	Code Enforcement
11/04/2013	770564	Zootist Hospitality, LLC	\$24,583.34	5710-71470-403160	MET Transit AVL Account 770599076-00001
				0100-51120-403450	Parks Seasonal
				5020-74000-403450	PWBLKNP ELECTRICIANS
				5120-84300-403450	PWBLKNP ELECTRICIANS
				5410-31220-404270	9 - 8 yd FEL; 9 - 6 yd FEL; 9 - 4 yd FEL; 10 - 4 yd RL
				5120-84000-402450	UV Lamp bulbs
				2030-15130-409224	Valet Parking - Northern Hotel

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Payment of Claims November 12, 2013

**PRESENTED BY:** Patrick M. Weber, Finance Director

**Department:** City Hall Administration

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**Information**

**PROBLEM/ISSUE STATEMENT**

Claims in the amount of \$984,855.09 have been audited and are presented for your approval for payment. A complete listing of the claims dated November 12, 2013 is available in the Finance Department.

**ALTERNATIVES ANALYZED**

No other alternatives were analyzed.

**FINANCIAL IMPACT**

Claims have a varying impact on department budgets, but are submitted by the departments and reviewed by Finance staff before being sent to the Council.

**RECOMMENDATION**

Staff recommends that Council approve the Payment of Claims.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

Council Reports 11-12

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Check Date	Check	Name	Amount	Account	Item Desc
11/12/2013	770566	360 Office Solutions Inc	\$11,520.00	2400-43010-403900	inv 680643
11/12/2013	770566	360 Office Solutions Inc	\$497.67	5020-00000-141000	WATER PARTS AND SUPPLIES PO NUM 294028
11/12/2013	770567	A & E Architects, PC	\$8,376.40	4980-55360-409390	New Library Building - Construction Management Services
11/12/2013	770570	Alpine Plumbing, Heating & Cooling	\$1,625.00	4120-71550-409250	Locate blockage,pump and clean lift station, replace grinder pump
11/12/2013	770570	Alpine Plumbing, Heating & Cooling	\$2,762.75	5710-71430-403660	Locate blockage,pump and clean lift station, replace grinder pump
11/12/2013	770575	Apple Creek Propagators	\$7,685.26	7750-51830-407249	Trees for the South Park project.
11/12/2013	770576	Archie Cochrane	-\$50.76	5710-71470-402320	5113044
11/12/2013	770576	Archie Cochrane	\$5,833.17	6300-17530-407310	Planning/Community Development Car #1954
11/12/2013	770577	Automated Office Inc	\$20.33	0100-51100-402190	Toner for copier.
11/12/2013	770577	Automated Office Inc	\$20.33	0100-51120-402190	Toner for copier.
11/12/2013	770577	Automated Office Inc	\$20.34	0100-51210-402190	Toner for copier.
11/12/2013	770577	Automated Office Inc	\$52.50	0100-51100-402190	Ink
11/12/2013	770577	Automated Office Inc	\$52.75	0100-51120-402190	Ink
11/12/2013	770577	Automated Office Inc	\$52.75	0100-51210-403240	Ink
11/12/2013	770577	Automated Office Inc	\$52.50	8730-51990-402190	Ink
11/12/2013	770577	Automated Office Inc	\$81.00	1500-21500-405333	26991 PD
11/12/2013	770577	Automated Office Inc	\$51.00	1500-21500-405333	27183 PD
11/12/2013	770577	Automated Office Inc	\$39.19	6050-15160-403690	26939 Court
11/12/2013	770577	Automated Office Inc	\$80.40	6050-15160-403690	26940 Court
11/12/2013	770577	Automated Office Inc	\$35.70	6050-15160-403690	26943 Building
11/12/2013	770577	Automated Office Inc	\$30.17	6050-15160-403690	26997
11/12/2013	770577	Automated Office Inc	\$4,510.00	6050-15160-403690	27053 PD
11/12/2013	770577	Automated Office Inc	\$2,255.00	6050-15160-403690	27054 PD
11/12/2013	770577	Automated Office Inc	\$11.22	6050-15160-403690	27057 Fleet
11/12/2013	770577	Automated Office Inc	\$162.84	6050-15160-403690	27058
11/12/2013	770577	Automated Office Inc	\$1.13	6050-15160-403690	27059 PD
11/12/2013	770577	Automated Office Inc	\$624.50	0100-51100-402190	Repairs to main printer.
11/12/2013	770577	Automated Office Inc	\$624.50	0100-51120-402190	Repairs to main printer.
11/12/2013	770577	Automated Office Inc	\$624.50	0100-51210-403240	Repairs to main printer.
11/12/2013	770577	Automated Office Inc	\$624.50	8730-51990-402190	Repairs to main printer.
11/12/2013	770583	Billings Depot Inc	\$5,295.87	6600-31100-405310	November rent
11/12/2013	770583	Billings Depot Inc	\$7,943.80	6700-31410-405310	November rent
11/12/2013	770596	Cmg Construction, Inc.	\$128,684.05	8400-31840-409310	WO 12-18 Canyon Creek Drain Phase 1 - King Ave West; Payment #3
11/12/2013	770602	Dana Safety Supply Inc	\$412.80	1500-21120-402260	5.11 #74326 Midnight Navy Pants, 32" waist
11/12/2013	770602	Dana Safety Supply Inc	\$412.80	1500-21120-402260	5.11 #74326 Midnight Navy Pants, 34" Waist
11/12/2013	770602	Dana Safety Supply Inc	\$412.80	1500-21120-402260	5.11 #74326 Midnight Navy Pants, 36" Waist
11/12/2013	770602	Dana Safety Supply Inc	\$28.17	1500-21120-402260	Freight
11/12/2013	770602	Dana Safety Supply Inc	\$61.44	1500-21120-402260	Freight.
11/12/2013	770602	Dana Safety Supply Inc	\$1,724.14	1500-21120-402260	Holsters
11/12/2013	770603	Davey Tree Surgery Company	\$2,800.00	0100-51140-403990	Tree service-deadwood trees.
11/12/2013	770607	Dorsey & Whitney Llp	\$4,000.00	4690-31610-405510	1905813 - SID #1394, series 2013
11/12/2013	770607	Dorsey & Whitney Llp	\$7,881.70	4420-31610-405510	1905811 - Pooled Special Sidewalk, Curb, Gutter and Alley approach bonds, series 2013
11/12/2013	770607	Dorsey & Whitney Llp	\$618.30	4430-31610-405510	1905811 - Pooled Special Sidewalk, Curb, Gutter and Alley approach bonds, series 2013
11/12/2013	770608	Dvorak	\$2,790.00	1500-22250-403810	TUITION: PHY102 PHYSICAL SCIENCE; MGT240 INTRO TO MGMT; JUS104 JUSTICE STUDIES
11/12/2013	770608	Dvorak	\$127.50	1500-22250-403810	LAB/TECH FEE: CANYON CONNECT FEES (3-CLASSES @ \$85.00 PER CLASS)
11/12/2013	770609	Ed Bartlett, LLC	\$3,410.13	0100-14110-403950	Lobbyist service October 2013, MLCT Convention Expenses, Liability Insurance
11/12/2013	770617	First Montana Title Co	\$10,000.00	2820-65810-407277	FTHB JoAnn Montez 4217 Bruce Avenue,Billings, MT
11/12/2013	770628	Harvest Church	\$3,897.00	0100-51240-402250	Reimbursement for supplies used for Compassion Weekend by Harvest Church.
11/12/2013	770628	Harvest Church	\$2,778.91	0100-51410-402450	Reimbursement for supplies used for Compassion Weekend by Harvest Church.
11/12/2013	770628	Harvest Church	\$2,305.50	8730-51990-402290	Reimbursement for supplies used for Compassion Weekend by Harvest Church.
11/12/2013	770629	HDR, Inc.	\$24,709.68	4160-74930-409340	WO 09-19 Zone 3 East Fox Reservoir; Payment #18
11/12/2013	770630	Homeward, Inc.	\$25,894.57	2890-65810-407224	Homeward Project Pheasant Home Grant Reimbursement request #8
11/12/2013	770632	I-State Truck, Inc.	\$141.30	2110-31320-402320	C251143728.01
11/12/2013	770632	I-State Truck, Inc.	\$46.60	2110-31320-402320	C251143763.01
11/12/2013	770632	I-State Truck, Inc.	\$5,170.00	2110-31320-409420	5 year engine/transmission warranty
11/12/2013	770635	Ingram Library Services Inc.	\$56.74	2600-55190-403226	Inv 74350008
11/12/2013	770635	Ingram Library Services Inc.	\$31.21	2600-55190-403333	Inv 74350008
11/12/2013	770635	Ingram Library Services Inc.	\$19.24	2600-55190-403222	Inv 74350009
11/12/2013	770635	Ingram Library Services Inc.	\$63.03	2600-55190-403226	Inv 74350009
11/12/2013	770635	Ingram Library Services Inc.	\$44.43	2600-55190-403227	Inv 74350009
11/12/2013	770635	Ingram Library Services Inc.	\$261.43	2600-55190-403227	Inv 74350010
11/12/2013	770635	Ingram Library Services Inc.	\$170.90	2600-55190-403241	Inv 74350010

Check Date	Check	Name	Amount	Account	Item Desc
11/12/2013	770635	Ingram Library Services Inc.	\$60.41	2600-55190-403255	Inv 74350010
11/12/2013	770635	Ingram Library Services Inc.	\$221.19	2600-55190-403333	Inv 74350010
11/12/2013	770635	Ingram Library Services Inc.	\$44.98	2600-55190-403227	Inv 74350011
11/12/2013	770635	Ingram Library Services Inc.	\$20.34	2600-55190-403222	Inv 74350012
11/12/2013	770635	Ingram Library Services Inc.	\$51.33	2600-55190-403333	Inv 74350012
11/12/2013	770635	Ingram Library Services Inc.	\$15.33	2600-55190-403226	Inv 74350013
11/12/2013	770635	Ingram Library Services Inc.	\$11.79	2600-55190-403255	Inv 74350013
11/12/2013	770635	Ingram Library Services Inc.	\$15.34	2600-55190-403227	Inv 74350014
11/12/2013	770635	Ingram Library Services Inc.	\$15.33	2600-55190-403227	Inv 74350015
11/12/2013	770635	Ingram Library Services Inc.	\$31.26	2600-55190-403226	Inv 74350016
11/12/2013	770635	Ingram Library Services Inc.	\$11.79	2600-55190-403255	Inv 74350016
11/12/2013	770635	Ingram Library Services Inc.	\$12.56	2600-55190-403227	Inv 74350017
11/12/2013	770635	Ingram Library Services Inc.	\$65.96	2600-55190-403226	Inv 74350018
11/12/2013	770635	Ingram Library Services Inc.	\$10.02	2600-55190-403333	Inv 74350018
11/12/2013	770635	Ingram Library Services Inc.	\$15.33	2600-55190-403227	Inv 74350019
11/12/2013	770635	Ingram Library Services Inc.	\$89.04	2600-55190-403242	Inv 74350020
11/12/2013	770635	Ingram Library Services Inc.	\$30.08	2600-55190-403226	Inv 74350021
11/12/2013	770635	Ingram Library Services Inc.	\$18.88	2600-55190-403227	Inv 74350021
11/12/2013	770635	Ingram Library Services Inc.	\$30.08	2600-55190-403226	Inv 74350022
11/12/2013	770635	Ingram Library Services Inc.	\$10.00	2600-55190-403333	Inv 74350022
11/12/2013	770635	Ingram Library Services Inc.	\$74.09	2600-55190-403227	Inv 74350023
11/12/2013	770635	Ingram Library Services Inc.	\$8.99	2600-55190-403226	Inv 74350024
11/12/2013	770635	Ingram Library Services Inc.	\$15.31	2600-55190-403226	Inv 74454846
11/12/2013	770635	Ingram Library Services Inc.	\$10.60	2600-55190-403333	Inv 74454846
11/12/2013	770635	Ingram Library Services Inc.	\$22.00	2600-55190-403222	Inv 74454847
11/12/2013	770635	Ingram Library Services Inc.	\$63.88	2600-55190-403226	Inv 74454847
11/12/2013	770635	Ingram Library Services Inc.	\$133.66	2600-55190-403227	Inv 74454847
11/12/2013	770635	Ingram Library Services Inc.	\$44.20	2600-55190-403333	Inv 74454847
11/12/2013	770635	Ingram Library Services Inc.	\$73.69	2600-55190-403222	Inv 74454848
11/12/2013	770635	Ingram Library Services Inc.	\$318.19	2600-55190-403226	Inv 74454848
11/12/2013	770635	Ingram Library Services Inc.	\$595.59	2600-55190-403227	Inv 74454848
11/12/2013	770635	Ingram Library Services Inc.	\$55.00	2600-55190-403241	Inv 74454848
11/12/2013	770635	Ingram Library Services Inc.	\$105.04	2600-55190-403255	Inv 74454848
11/12/2013	770635	Ingram Library Services Inc.	\$135.16	2600-55190-403333	Inv 74454848
11/12/2013	770635	Ingram Library Services Inc.	\$9.60	2600-55190-403226	Inv 74454849
11/12/2013	770635	Ingram Library Services Inc.	\$80.00	2600-55190-403227	Inv 74454850
11/12/2013	770635	Ingram Library Services Inc.	\$9.56	2600-55190-403333	Inv 74454850
11/12/2013	770635	Ingram Library Services Inc.	\$40.12	2600-55190-403227	Inv 74454851
11/12/2013	770635	Ingram Library Services Inc.	\$31.80	2600-55190-403226	Inv 74454852
11/12/2013	770635	Ingram Library Services Inc.	\$17.97	2600-55190-403227	Inv 74454852
11/12/2013	770635	Ingram Library Services Inc.	\$17.97	2600-55190-403226	Inv 74454853
11/12/2013	770635	Ingram Library Services Inc.	\$10.02	2600-55190-403241	Inv 74454853
11/12/2013	770635	Ingram Library Services Inc.	\$21.22	2600-55190-403333	Inv 74454854
11/12/2013	770635	Ingram Library Services Inc.	\$63.24	2600-55190-403242	Inv 74454855
11/12/2013	770635	Ingram Library Services Inc.	\$30.64	2600-55190-403226	Inv 74454856
11/12/2013	770635	Ingram Library Services Inc.	\$57.91	2600-55190-403226	Inv 74454857
11/12/2013	770635	Ingram Library Services Inc.	\$33.01	2600-55190-403227	Inv 74454857
11/12/2013	770635	Ingram Library Services Inc.	\$19.45	2600-55190-403333	Inv 74576968
11/12/2013	770635	Ingram Library Services Inc.	\$19.25	2600-55190-403222	Inv 74576969
11/12/2013	770635	Ingram Library Services Inc.	\$47.17	2600-55190-403226	Inv 74576969
11/12/2013	770635	Ingram Library Services Inc.	\$53.96	2600-55190-403227	Inv 74576969
11/12/2013	770635	Ingram Library Services Inc.	\$11.79	2600-55190-403255	Inv 74576969
11/12/2013	770635	Ingram Library Services Inc.	\$43.14	2600-55190-403333	Inv 74576969
11/12/2013	770635	Ingram Library Services Inc.	\$15.34	2600-55190-403227	Inv 74576970
11/12/2013	770635	Ingram Library Services Inc.	\$10.02	2600-55190-403333	Inv 74576970
11/12/2013	770635	Ingram Library Services Inc.	\$11.98	2600-55190-403333	Inv 74576971
11/12/2013	770635	Ingram Library Services Inc.	\$24.81	2600-55190-403333	Inv 74576972
11/12/2013	770635	Ingram Library Services Inc.	\$38.59	2600-55190-403227	Inv 74576973
11/12/2013	770635	Ingram Library Services Inc.	\$15.31	2600-55190-403226	Inv 74576974
11/12/2013	770635	Ingram Library Services Inc.	\$33.02	2600-55190-403241	Inv 74576974
11/12/2013	770635	Ingram Library Services Inc.	\$21.81	2600-55190-403255	Inv 74576974
11/12/2013	770635	Ingram Library Services Inc.	\$31.24	2600-55190-403333	Inv 74576975
11/12/2013	770635	Ingram Library Services Inc.	\$24.75	2600-55190-403222	Inv 74576976
11/12/2013	770635	Ingram Library Services Inc.	\$68.32	2600-55190-403226	Inv 74576976
11/12/2013	770635	Ingram Library Services Inc.	\$65.99	2600-55190-403242	Inv 74576977
11/12/2013	770635	Ingram Library Services Inc.	\$24.75	2600-55190-403222	Inv 74576978
11/12/2013	770635	Ingram Library Services Inc.	\$47.78	2600-55190-403226	Inv 74576978
11/12/2013	770635	Ingram Library Services Inc.	\$10.99	2600-55190-403222	Inv 74576979
11/12/2013	770635	Ingram Library Services Inc.	\$11.20	2600-55190-403255	Inv 74576979
11/12/2013	770635	Ingram Library Services Inc.	\$57.71	2600-55190-403222	Inv 74576980
11/12/2013	770635	Ingram Library Services Inc.	\$363.11	2600-55190-403226	Inv 74576980
11/12/2013	770635	Ingram Library Services Inc.	\$647.71	2600-55190-403227	Inv 74576980
11/12/2013	770635	Ingram Library Services Inc.	\$276.56	2600-55190-403333	Inv 74576980
11/12/2013	770635	Ingram Library Services Inc.	\$231.11	2600-55190-403382	Inv 74576980
11/12/2013	770639	Johnson Controls Inc.	\$4,920.00	5610-71140-402290	Invoice #1310317085. Access Control Cards

Check Date	Check	Name	Amount	Account	Item Desc
11/12/2013	770642	Knife River (JTL Group Inc.)	\$2,234.74	2110-31320-404710	asphalt used at 20th and Burlington and also at 4th and Custer
11/12/2013	770642	Knife River (JTL Group Inc.)	\$3,515.38	2110-31320-404710	asphalt used on Mcmasters
11/12/2013	770642	Knife River (JTL Group Inc.)	\$586.38	2110-31320-404710	asphalt used on 20th and burlington
11/12/2013	770643	Kois Brothers Equipment Co	\$565.18	6010-00000-141000	98409 PO NUM 293797
11/12/2013	770643	Kois Brothers Equipment Co	\$684.00	2110-31320-402320	98529
11/12/2013	770643	Kois Brothers Equipment Co	\$236.38	2110-31320-402320	98529
11/12/2013	770643	Kois Brothers Equipment Co	-\$399.00	5710-71440-402320	8171
11/12/2013	770643	Kois Brothers Equipment Co	\$546.00	5710-71440-402320	98443
11/12/2013	770643	Kois Brothers Equipment Co	\$48.09	5710-71440-402320	98443
11/12/2013	770643	Kois Brothers Equipment Co	\$499.00	5710-71440-402320	98651
11/12/2013	770643	Kois Brothers Equipment Co	\$74.28	5410-31220-402320	98251
11/12/2013	770643	Kois Brothers Equipment Co	\$20.90	5410-31220-402320	98251
11/12/2013	770643	Kois Brothers Equipment Co	\$1,491.52	5410-31220-402320	98276
11/12/2013	770657	Mes-Nw	\$6,525.00	1500-22290-402490	5" STORZ REPLACEMENT LOCKING COUPLER SET.
11/12/2013	770659	Montana Civil Contractors Inc	\$3,500.00	5410-31230-402290	500 cy crushed road gravel for landfill
11/12/2013	770664	Mountain West Holding Company	\$9,747.00	4050-71250-409697	Federal Share - 20 New Concrete Jersey Barriers for Identifying the Edge/Drop Off of the New Slot #4 Cargo Ramp
11/12/2013	770664	Mountain West Holding Company	\$1,083.00	4050-71250-409698	Local Share - 20 New Concrete Jersey Barriers for Identifying the Edge/Drop Off of the New Slot #4 Cargo Ramp
11/12/2013	770665	MT Waterworks	\$3,647.88	5020-00000-141000	SYSTEMS PO NUM 294029
11/12/2013	770665	MT Waterworks	\$50.80	5020-00000-141000	WATER PARTS AND SUPPLIES PO NUM 294030
11/12/2013	770665	MT Waterworks	\$2,290.12	5020-00000-141000	SYSTEMS PO NUM 294030
11/12/2013	770666	Natgun Corporation	\$15,454.32	4160-74930-409340	WO 09-19 Zone 3 East Fox Reservoir Expansion; Payment #6
11/12/2013	770666	Natgun Corporation	\$14,054.73	4160-74930-409340	WO 09-19 Zone 3 East Fox Reservoir Expansion; CO#2 03/28/13; CO#3 04/24/13; Payment #6
11/12/2013	770666	Natgun Corporation	\$1,277.97	4160-74930-409340	WO 09-19 Zone 3 Fox Reservoir Expansion; CO#4 06/11/13; Payment #6
11/12/2013	770666	Natgun Corporation	\$7,464.60	4160-74930-409340	WO 09-19 Zone 3 Fox Reservoir Expansion; CO#5 10/16/13; Payment #6
11/12/2013	770669	North West Floors	\$154.00	6500-15670-403690	Inv. 7731 Finance Division
11/12/2013	770669	North West Floors	\$3,377.00	6500-15670-403690	Inv. 7766 Police Lobby/Hallway
11/12/2013	770669	North West Floors	\$4,204.00	5610-71120-402450	Invoice #7744. Carpet for Jet Bridge B-4
11/12/2013	770670	Northern Industrial Hygiene, Inc.	\$4,750.00	4980-55110-409220	Asbestos Abatement Design - Task II Construction Related Services
11/12/2013	770672	Northwest Fuel Systems, Inc.	\$3,223.80	4120-71550-409250	Install Fuel Master Card Reader System and install new Electronic Register
11/12/2013	770673	NorthWestern Energy	\$371.85	5020-74000-403410	1699 High Sierra Blvd
11/12/2013	770673	NorthWestern Energy	\$214.21	5020-74000-403410	805 Constitution
11/12/2013	770673	NorthWestern Energy	\$28.62	5610-71170-403410	2114868-9. October 2013 Runway Weather System
11/12/2013	770673	NorthWestern Energy	\$1,327.77	0100-51270-403410	Monthly electrical charges.
11/12/2013	770673	NorthWestern Energy	\$107.03	5610-71130-403410	07125339
11/12/2013	770673	NorthWestern Energy	\$15.83	5610-71130-403410	07125347
11/12/2013	770673	NorthWestern Energy	\$292.98	5610-71130-403410	07125354
11/12/2013	770673	NorthWestern Energy	\$27.80	5610-71130-403410	07127913
11/12/2013	770673	NorthWestern Energy	\$29.12	5610-71130-403410	07127954
11/12/2013	770673	NorthWestern Energy	\$8.96	5610-71130-403410	07127970
11/12/2013	770673	NorthWestern Energy	\$7.51	5610-71170-403410	07128051
11/12/2013	770673	NorthWestern Energy	\$8.39	5610-71130-403410	07128135
11/12/2013	770673	NorthWestern Energy	\$26.24	5610-71130-403410	07197593
11/12/2013	770673	NorthWestern Energy	\$26.91	5610-71130-403410	07197601
11/12/2013	770673	NorthWestern Energy	\$33.67	5610-71130-403410	07197619
11/12/2013	770673	NorthWestern Energy	\$25.47	5610-71130-403410	07197627
11/12/2013	770673	NorthWestern Energy	\$26.69	5610-71130-403410	07202963
11/12/2013	770673	NorthWestern Energy	\$8,636.02	2600-55120-403410	Electric Usage 9/17/13-10/18/13
11/12/2013	770673	NorthWestern Energy	\$20,301.40	5610-71120-403410	0100482-9. October 2013 Main Vault
11/12/2013	770673	NorthWestern Energy	\$14.62	5610-71170-403410	0712799-6. October 2013 IP-8
11/12/2013	770673	NorthWestern Energy	\$366.24	1500-22210-403410	FIRE6: 0100477-9 - ELECTRICAL SERVICE FY2014
11/12/2013	770676	Ostlund's Fire Protection Inc	\$3,647.93	5620-71200-402450	Invoice #9192 DW. Rerouted fire sprinkler piping for new ceiling heights in lower conference room
11/12/2013	770679	Petty Cash CCSIU	\$3,814.76	7180-21600-407910	Reimbursement of PE-PI Money for CCSIU.
11/12/2013	770685	Qwest Communications	\$31.00	5610-71100-403450	Qwest 406-245-1044 Airport Terminal Power M
11/12/2013	770685	Qwest Communications	\$46.91	5710-71470-403450	Qwest 406-245-1789 Transit STS
11/12/2013	770685	Qwest Communications	\$55.62	5410-31230-403450	Qwest 406-245-7193 Solid Waste Landfill
11/12/2013	770685	Qwest Communications	\$96.91	5410-31230-403450	Qwest 406-245-9820 Solid Waste Landfil
11/12/2013	770685	Qwest Communications	\$31.00	2110-31320-403450	Qwest 406-245-9906 PW Traffic Signal 4th 27
11/12/2013	770685	Qwest Communications	\$45.62	5610-71100-403450	Qwest 406-248-3068 Airport Ind Park Gate 9
11/12/2013	770685	Qwest Communications	\$45.62	5210-15920-403450	Qwest 406-252-2041 Park 2 Elevator Phone
11/12/2013	770685	Qwest Communications	\$91.24	5610-71100-403450	Qwest 406-252-9412 Airport
11/12/2013	770685	Qwest Communications	\$46.91	5710-71410-403450	Qwest 406-254-7038 MET Transit
11/12/2013	770685	Qwest Communications	\$7,298.73	2250-22320-403450	Qwest 406-255-9700 E911
11/12/2013	770685	Qwest Communications	\$45.62	0100-51400-403450	Qwest 406-652-0269 Cemetery FAX Line

Check Date	Check	Name	Amount	Account	Item Desc
11/12/2013	770685	Qwest Communications	\$45.43	0100-51120-403450	Qwest 406-652-5507 Parks
11/12/2013	770685	Qwest Communications	\$31.87	2110-31320-403450	Qwest 406-652-8104 PW Traffice Signal 24 Central
11/12/2013	770685	Qwest Communications	\$34.30	0100-51210-403450	Qwest 406-652-8403 Stewart Park Batting Cages
11/12/2013	770685	Qwest Communications	\$45.62	1500-22250-403450	Qwest 406-655-0728 Fire Maintenance Shop
11/12/2013	770685	Qwest Communications	\$31.00	0100-51120-403450	Qwest 406-657-3014 Parks 3890 Stillwater
11/12/2013	770685	Qwest Communications	\$3,272.13	6060-19310-403450	Qwest 406-657-8377 Main System Centrex
11/12/2013	770685	Qwest Communications	\$50.00	5610-71170-403450	Qwest 406-252-0721 Airport 1FB Line
11/12/2013	770685	Qwest Communications	\$66.91	6060-19310-403450	Qwest 406-248-9124 Met Measured Lines 406-248-9124 406-248-9179
11/12/2013	770685	Qwest Communications	\$63.82	6060-19310-403450	Qwest 406-248-3329 Airport Measured Lines 406-248-3329 406-248-9989
11/12/2013	770685	Qwest Communications	\$96.00	6060-19310-403450	Qwest 406-657-3009 PUD Measured Lines 406-657-3009 406-247-8579
11/12/2013	770685	Qwest Communications	\$31.12	1500-21110-403450	Qwest 406-245-6600 Crime Prevention Alarm
11/12/2013	770685	Qwest Communications	\$31.00	5210-15920-403450	Qwest 406-657-3054 Park 1 Elevator Phone
11/12/2013	770685	Qwest Communications	\$65.00	6060-19310-403450	Qwest BOC Measured Lines 406-252-3774 406-252-3789
11/12/2013	770685	Qwest Communications	\$42.34	5610-71190-403450	Bill Date Oct 28, 2013. QTA Phone
11/12/2013	770686	RDO Equipment Co.	\$48,500.00	5410-31230-409450	GPS for landfill compactor
11/12/2013	770693	St Vincent Occupational Health	\$920.00	0100-17500-403572	Drug Testing/On-site Nursing/DOT Physicals
11/12/2013	770693	St Vincent Occupational Health	\$70.00	0100-51120-403510	Drug Testing/On-site Nursing/DOT Physicals
11/12/2013	770693	St Vincent Occupational Health	\$140.00	5410-31230-403510	Drug Testing/On-site Nursing/DOT Physicals
11/12/2013	770693	St Vincent Occupational Health	\$70.00	5710-71420-403510	Drug Testing/On-site Nursing/DOT Physicals
11/12/2013	770693	St Vincent Occupational Health	\$70.00	5710-71470-403510	Drug Testing/On-site Nursing/DOT Physicals
11/12/2013	770693	St Vincent Occupational Health	\$70.00	6010-15530-403510	Drug Testing/On-site Nursing/DOT Physicals
11/12/2013	770693	St Vincent Occupational Health	\$3,875.00	6270-17520-405160	Drug Testing/On-site Nursing/DOT Physicals
11/12/2013	770693	St Vincent Occupational Health	\$1,230.00	0100-17500-403572	Drug Testing/On-site Nursing/DOT Physicals
11/12/2013	770693	St Vincent Occupational Health	\$105.00	1500-21710-403510	Drug Testing/On-site Nursing/DOT Physicals
11/12/2013	770693	St Vincent Occupational Health	\$70.00	2110-31320-403510	Drug Testing/On-site Nursing/DOT Physicals
11/12/2013	770693	St Vincent Occupational Health	\$550.50	5020-75000-403510	Drug Testing/On-site Nursing/DOT Physicals
11/12/2013	770693	St Vincent Occupational Health	\$367.00	5120-85000-403510	Drug Testing/On-site Nursing/DOT Physicals
11/12/2013	770693	St Vincent Occupational Health	\$70.00	5610-71130-403510	Drug Testing/On-site Nursing/DOT Physicals
11/12/2013	770693	St Vincent Occupational Health	\$188.75	6010-15530-403510	Drug Testing/On-site Nursing/DOT Physicals
11/12/2013	770693	St Vincent Occupational Health	\$420.00	6270-17520-405160	Drug Testing/On-site Nursing/DOT Physicals
11/12/2013	770694	Stalker Radar	\$8,878.65	2500-21350-402120	In Car Radar Units. 2011 JAG.
11/12/2013	770694	Stalker Radar	\$4,790.00	2500-21380-402120	2013 JAG.
11/12/2013	770694	Stalker Radar	\$1,301.35	1500-21120-402441	2014 Budget.
11/12/2013	770698	Tank Management Services Inc	\$4,323.00	5610-71130-403660	Invoice #5234. Underground storage tand compliance at Airport Operations
11/12/2013	770702	TFR Construction	\$4,000.00	8730-51990-403990	Parking barrier stones.
11/12/2013	770705	Town & Country Supply Association	\$16,472.15	5020-00000-141000	WATER PARTS AND SUPPLIES PO NUM 294074
11/12/2013	770705	Town & Country Supply Association	\$8,827.85	6010-00000-141000	111904 PO NUM 294116
11/12/2013	770705	Town & Country Supply Association	\$17,378.85	6010-00000-141000	111905 PO NUM 294116
11/12/2013	770705	Town & Country Supply Association	\$22,334.39	5610-71180-402313	Invoice #110062. QTA Car Rental Fuel
11/12/2013	770706	Tractor & Equipment Co.	\$73.95	5410-31230-402320	parts for equipment unit#246 pins for dozer at landfill
11/12/2013	770706	Tractor & Equipment Co.	\$3,627.52	5410-31220-402320	BLW00142880
11/12/2013	770706	Tractor & Equipment Co.	\$1,554.80	5410-31230-402320	BLW00143003
11/12/2013	770706	Tractor & Equipment Co.	\$1,847.30	5410-31230-402320	BLW00143045
11/12/2013	15	U.S. Bank PCards	\$28.19	5120-83140-403660	PCard Transaction Description: PUD IVR
11/12/2013	15	U.S. Bank PCards	\$84.58	5020-73140-403660	PCard Transaction Description: PUD IVR
11/12/2013	15	U.S. Bank PCards	\$45.11	5120-85000-403660	PCard Transaction Description: PUD IVR
11/12/2013	15	U.S. Bank PCards	\$67.66	5020-75000-403660	PCard Transaction Description: PUD IVR
11/12/2013	15	U.S. Bank PCards	\$112.77	5020-74000-403660	PCard Transaction Description: PUD IVR
11/12/2013	15	U.S. Bank PCards	\$33.92	5020-74000-403660	PCard Transaction Description: PUD IVR
11/12/2013	15	U.S. Bank PCards	\$123.29	5020-74000-402220	PCard Transaction Description: TFS*COLEPARMERINSTRMNT
11/12/2013	15	U.S. Bank PCards	\$24.13	1500-21120-402290	PCard Transaction Description: STREAMLIGHT - ECOMM
11/12/2013	15	U.S. Bank PCards	\$850.65	1500-21120-402120	PCard Transaction Description: STAGE STOP INN
11/12/2013	15	U.S. Bank PCards	\$62.70	8730-51990-402260	PCard Transaction Description: PATAGONIA #00015
11/12/2013	15	U.S. Bank PCards	\$195.60	0100-51140-402260	PCard Transaction Description: PATAGONIA #00015
11/12/2013	15	U.S. Bank PCards	\$124.25	0100-51210-403240	PCard Transaction Description: WWW.LINKEDIN.COM
11/12/2013	15	U.S. Bank PCards	\$195.00	0100-51210-403240	PCard Transaction Description: WWW.LINKEDIN.COM
11/12/2013	15	U.S. Bank PCards	\$75.75	0100-51210-403240	PCard Transaction Description: LINKEDIN
11/12/2013	15	U.S. Bank PCards	\$180.63	5120-85000-404220	PCard Transaction Description: LEE SUPPLY COMPANY INC
11/12/2013	15	U.S. Bank PCards	\$198.02	1500-22260-402320	PCard Transaction Description: KRIHA FLUID POWER CO I
11/12/2013	15	U.S. Bank PCards	\$164.90	2110-31320-402410	PCard Transaction Description: SEARS ROEBUCK 2242
11/12/2013	15	U.S. Bank PCards	\$690.99	2110-31320-402320	PCard Transaction Description: SEARS.COM 9300
11/12/2013	15	U.S. Bank PCards	\$97.44	5610-71150-402320	PCard Transaction Description: E-ONE
11/12/2013	15	U.S. Bank PCards	\$22.00	0100-11100-407970	PCard Transaction Description: ALLEGRA
11/12/2013	15	U.S. Bank PCards	\$148.29	0100-14110-403325	PCard Transaction Description: ALLEGRA
11/12/2013	15	U.S. Bank PCards	\$8.99	0100-51120-402290	PCard Transaction Description: RDO EQUIPMENT CO

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11/12/2013	15	U.S. Bank PCards	\$44.95	0100-51120-402290	PCard Transaction Description: RDO EQUIPMENT CO
11/12/2013	15	U.S. Bank PCards	\$1,220.34	5710-71440-403690	PCard Transaction Description: INTERSTATE PWR SYS 7
11/12/2013	15	U.S. Bank PCards	\$64.35	0100-12530-403575	PCard Transaction Description: THE SOUP PLACE
11/12/2013	15	U.S. Bank PCards	\$29.98	7380-12660-402290	PCard Transaction Description: CITY BREW COFFEE #7
11/12/2013	15	U.S. Bank PCards	\$29.98	7380-12660-402290	PCard Transaction Description: CITY BREW COFFEE #7
11/12/2013	15	U.S. Bank PCards	\$344.00	0100-51210-403240	PCard Transaction Description: BOXWOOD TECH
11/12/2013	15	U.S. Bank PCards	\$45.23	2400-43010-402120	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$17.98	2600-55190-403226	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$11.51	2600-55190-403222	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$99.14	2600-55190-403225	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$18.16	2600-55190-403227	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$33.94	2600-55190-403226	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	-\$14.08	2600-55190-403227	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$13.49	2600-55190-403225	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$13.77	2600-55190-403227	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$66.95	2600-55190-403222	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$9.98	2600-55190-403226	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$7.36	2600-55190-403241	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$26.22	2600-55190-403222	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$7.19	2600-55190-403241	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$5.69	2600-55190-403222	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$56.86	2600-55190-403225	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$11.83	2600-55190-403226	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$10.00	2600-55190-403227	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$11.05	2600-55190-403241	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$27.54	2600-55190-403225	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$32.84	2600-55190-403225	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$30.98	2600-55190-403222	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$399.00	2600-55180-402290	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$1,199.94	6200-19110-405370	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$20.27	6200-19110-402290	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$29.85	8730-51990-403360	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$34.79	8730-51990-403360	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$211.25	5610-71190-402450	PCard Transaction Description: AMAZON MKTPLACE PMTS
11/12/2013	15	U.S. Bank PCards	\$33.42	5120-84000-402290	PCard Transaction Description: F-M FORKLIFT SALES & SVCS
11/12/2013	15	U.S. Bank PCards	\$39.00	2990-65010-403110	PCard Transaction Description: THE UPS STORE 2594
11/12/2013	15	U.S. Bank PCards	\$60.50	7380-12660-402190	PCard Transaction Description: THE UPS STORE 4741
11/12/2013	15	U.S. Bank PCards	\$196.00	7380-12660-402190	PCard Transaction Description: THE UPS STORE 4741
11/12/2013	15	U.S. Bank PCards	\$7.99	5210-15230-402310	PCard Transaction Description: OREILLY AUTO 00015487
11/12/2013	15	U.S. Bank PCards	\$5.00	0100-51420-402290	PCard Transaction Description: OREILLY AUTO 00015511

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11/12/2013	15	U.S. Bank PCards	\$594.61	5610-71130-402320	PCard Transaction Description: OREILLY AUTO 00015511
11/12/2013	15	U.S. Bank PCards	\$189.90	5710-71440-403822	PCard Transaction Description: OREILLY AUTO 00015511
11/12/2013	15	U.S. Bank PCards	\$189.90	6010-15530-403822	PCard Transaction Description: OREILLY AUTO 00015511
11/12/2013	15	U.S. Bank PCards	\$39.96	0100-51420-402310	PCard Transaction Description: OREILLY AUTO 00015511
11/12/2013	15	U.S. Bank PCards	\$1.38	5410-31220-402290	PCard Transaction Description: OREILLY AUTO 00017517
11/12/2013	15	U.S. Bank PCards	\$445.00	5610-71130-402320	PCard Transaction Description: WARNER PLASTICS & LINERS,
11/12/2013	15	U.S. Bank PCards	\$692.69	1500-21710-402220	PCard Transaction Description: VORTECH PHARMACEUTICALS
11/12/2013	15	U.S. Bank PCards	\$48.60	2600-55140-402280	PCard Transaction Description: MICHAELS STORES 9916
11/12/2013	15	U.S. Bank PCards	\$115.00	5210-15950-402450	PCard Transaction Description: STANLEY STEEMER/BLLNGS
11/12/2013	15	U.S. Bank PCards	\$360.00	6500-15660-403660	PCard Transaction Description: STANLEY STEEMER/BLLNGS
11/12/2013	15	U.S. Bank PCards	\$400.00	6500-15670-403690	PCard Transaction Description: STANLEY STEEMER/BLLNGS
11/12/2013	15	U.S. Bank PCards	\$63.00	0100-43210-402190	PCard Transaction Description: CARTRIDGE WORLD RMT213
11/12/2013	15	U.S. Bank PCards	\$19.25	1500-22260-402320	PCard Transaction Description: ROM ACQUISITION CORP
11/12/2013	15	U.S. Bank PCards	\$19.69	5610-71120-402450	PCard Transaction Description: COLUMBIA PAINTS #1710
11/12/2013	15	U.S. Bank PCards	\$34.95	2600-55140-402280	PCard Transaction Description: AMZ*MAGAZINE EXPRESS
11/12/2013	15	U.S. Bank PCards	-\$55.00	2600-55110-403822	PCard Transaction Description: PAYPAL *MONTANASTAT
11/12/2013	15	U.S. Bank PCards	\$1,050.97	2600-55160-402190	PCard Transaction Description: NATIONALAUD
11/12/2013	15	U.S. Bank PCards	\$20.00	2600-55110-403822	PCard Transaction Description: PAYPAL *MTSTATEREAD
11/12/2013	15	U.S. Bank PCards	\$39.95	5610-71130-403660	PCard Transaction Description: USA COMMUNICATIONS
11/12/2013	15	U.S. Bank PCards	\$87.46	5610-71120-403660	PCard Transaction Description: USA COMMUNICATIONS
11/12/2013	15	U.S. Bank PCards	\$154.08	5610-71130-403650	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$8.22	5610-71150-402320	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$90.70	5020-74000-402410	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$31.77	5120-84300-402410	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$31.77	5020-74000-402410	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$70.88	5410-31230-402290	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$88.84	5610-71120-402450	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$300.76	5710-71430-402450	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$46.44	5020-74000-402290	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$46.44	5120-84300-402290	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$88.44	5020-74000-402290	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$88.44	5120-84300-402290	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$208.00	5020-74000-402290	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$208.00	5120-84300-402290	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$195.72	6500-15660-402450	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$89.17	5610-71170-402450	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$80.88	5610-71190-402450	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$10.82	5120-85000-402360	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$175.68	5020-74000-402450	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$200.40	1500-22260-402450	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$406.08	1500-22260-402360	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$780.18	5410-31230-402290	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$512.55	5410-31230-402410	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$126.75	5410-31230-402410	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$11.94	0100-51120-402290	PCard Transaction Description: WW GRAINGER
11/12/2013	15	U.S. Bank PCards	\$26.77	5120-84000-403823	PCard Transaction Description: MT GOV ONLINE TRNS
11/12/2013	15	U.S. Bank PCards	\$132.00	5120-84000-402450	PCard Transaction Description: MT GOV ONLINE TRNS
11/12/2013	15	U.S. Bank PCards	\$204.00	5020-72110-403310	PCard Transaction Description: MT GOV ONLINE TRNS
11/12/2013	15	U.S. Bank PCards	\$136.00	5120-82110-403310	PCard Transaction Description: MT GOV ONLINE TRNS
11/12/2013	15	U.S. Bank PCards	\$66.00	5120-84000-402450	PCard Transaction Description: MT GOV ONLINE TRNS
11/12/2013	15	U.S. Bank PCards	\$13.97	1500-22230-402280	PCard Transaction Description: FEDEXOFFICE 00016089
11/12/2013	15	U.S. Bank PCards	\$6.93	0100-51120-403240	PCard Transaction Description: FEDEXOFFICE 00016089
11/12/2013	15	U.S. Bank PCards	\$23.88	7690-51820-403650	PCard Transaction Description: FEDEXOFFICE 00016089

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11/12/2013	15	U.S. Bank PCards	\$2.74	7690-51820-403650	PCard Transaction Description: FEDEXOFFICE 00016089
11/12/2013	15	U.S. Bank PCards	\$382.20	1500-21580-403870	PCard Transaction Description: ALASKA AIR 0277312569180
11/12/2013	15	U.S. Bank PCards	\$24.95	1500-22230-402290	PCard Transaction Description: WWW.NEWEGG.COM
11/12/2013	15	U.S. Bank PCards	\$461.34	1500-21200-402610	PCard Transaction Description: WWW.NEWEGG.COM
11/12/2013	15	U.S. Bank PCards	\$14.04	5410-31220-402290	PCard Transaction Description: BRIDGER STEEL- BILLINGS
11/12/2013	15	U.S. Bank PCards	\$540.00	5610-71100-403824	PCard Transaction Description: MONTANA SOCIETY OF CER
11/12/2013	15	U.S. Bank PCards	\$478.40	1500-21400-403822	PCard Transaction Description: HOLIDAY INN EAST HARTFORD
11/12/2013	15	U.S. Bank PCards	\$639.40	1500-21400-403822	PCard Transaction Description: HOLIDAY INN EAST HARTFORD
11/12/2013	15	U.S. Bank PCards	\$41.40	1500-22210-403824	PCard Transaction Description: EXXONMOBIL 45907664
11/12/2013	15	U.S. Bank PCards	\$38.03	5710-71410-403822	PCard Transaction Description: EXXONMOBIL 45940327
11/12/2013	15	U.S. Bank PCards	\$52.76	6600-31100-403824	PCard Transaction Description: EXXONMOBIL 45943479
11/12/2013	15	U.S. Bank PCards	\$20.24	1500-21150-402285	PCard Transaction Description: EXXONMOBIL 45943479
11/12/2013	15	U.S. Bank PCards	\$17.01	0100-51140-403360	PCard Transaction Description: EXXONMOBIL 45459765
11/12/2013	15	U.S. Bank PCards	\$34.35	1500-22210-403824	PCard Transaction Description: EXXONMOBIL 47670591
11/12/2013	15	U.S. Bank PCards	\$1,503.45	5610-71150-402320	PCard Transaction Description: GENERAL SAFETY EQUIPMENT
11/12/2013	15	U.S. Bank PCards	\$731.46	5610-71150-402320	PCard Transaction Description: GENERAL SAFETY EQUIPMENT
11/12/2013	15	U.S. Bank PCards	\$42.49	0100-51120-402260	PCard Transaction Description: FAMOUS FOOTWEAR #142195
11/12/2013	15	U.S. Bank PCards	\$411.52	5020-74000-402220	PCard Transaction Description: FISHER SCI ATL
11/12/2013	15	U.S. Bank PCards	\$77.98	5410-31210-402190	PCard Transaction Description: OFFICE MAX
11/12/2013	15	U.S. Bank PCards	\$34.28	1500-21720-402290	PCard Transaction Description: OFFICE MAX
11/12/2013	15	U.S. Bank PCards	\$18.87	1500-21720-402290	PCard Transaction Description: OFFICE MAX
11/12/2013	15	U.S. Bank PCards	\$96.23	1500-21400-403822	PCard Transaction Description: COMFORT SUITES HELENA
11/12/2013	15	U.S. Bank PCards	\$190.32	0100-15120-403824	PCard Transaction Description: HAMPTON INNS HELENA
11/12/2013	15	U.S. Bank PCards	\$113.50	5410-31230-403420	PCard Transaction Description: AMERICAN WATER TECHNOL
11/12/2013	15	U.S. Bank PCards	\$179.62	0100-11000-403740	PCard Transaction Description: JORGENSONS
11/12/2013	15	U.S. Bank PCards	\$179.62	0100-13130-403824	PCard Transaction Description: JORGENSONS
11/12/2013	15	U.S. Bank PCards	\$179.62	0100-11000-403824	PCard Transaction Description: JORGENSONS
11/12/2013	15	U.S. Bank PCards	\$179.62	0100-11000-403824	PCard Transaction Description: JORGENSONS
11/12/2013	15	U.S. Bank PCards	\$179.62	0100-11000-403824	PCard Transaction Description: JORGENSONS
11/12/2013	15	U.S. Bank PCards	\$179.62	0100-11000-403824	PCard Transaction Description: JORGENSONS
11/12/2013	15	U.S. Bank PCards	\$269.43	5710-71410-403822	PCard Transaction Description: JORGENSONS
11/12/2013	15	U.S. Bank PCards	\$5.00	1500-22250-402190	PCard Transaction Description: DOLRTREE 2828 00028282
11/12/2013	15	U.S. Bank PCards	\$6.00	2600-55140-402280	PCard Transaction Description: DOLRTREE 3026 00030262
11/12/2013	15	U.S. Bank PCards	\$31.00	0100-51250-402250	PCard Transaction Description: DOLRTREE 3799 00037994
11/12/2013	15	U.S. Bank PCards	\$499.00	6200-19110-405315	PCard Transaction Description: BARRACUDA NETWORKS INC
11/12/2013	15	U.S. Bank PCards	\$327.62	5020-74000-402360	PCard Transaction Description: EATON ELECTRICAL
11/12/2013	15	U.S. Bank PCards	\$844.00	2600-55180-409490	PCard Transaction Description: SHI CORP
11/12/2013	15	U.S. Bank PCards	\$73.50	5410-31220-403824	PCard Transaction Description: TOWN PUMP 5600 ROCKR
11/12/2013	15	U.S. Bank PCards	\$53.32	6600-31100-403824	PCard Transaction Description: TOWN PUMP HELENA 5
11/12/2013	15	U.S. Bank PCards	\$49.00	5710-71410-403822	PCard Transaction Description: TOWN PUMP HELENA 4
11/12/2013	15	U.S. Bank PCards	\$185.00	1500-22230-403350	PCard Transaction Description: NCS*ITL CDE COUNCIL EX
11/12/2013	15	U.S. Bank PCards	\$146.15	1500-22250-402410	PCard Transaction Description: FOUNDERS TEL. HEADSETS
11/12/2013	15	U.S. Bank PCards	\$14.93	6270-17520-403210	PCard Transaction Description: OFFICE WORLD, INC.
11/12/2013	15	U.S. Bank PCards	\$57.60	0100-51420-402290	PCard Transaction Description: DXPE - PRECISION
11/12/2013	15	U.S. Bank PCards	\$202.16	5120-84300-402360	PCard Transaction Description: DXPE - PRECISION
11/12/2013	15	U.S. Bank PCards	\$60.00	5410-31220-402260	PCard Transaction Description: DXPE - PRECISION
11/12/2013	15	U.S. Bank PCards	\$156.00	2110-31320-402630	PCard Transaction Description: DXPE - PRECISION
11/12/2013	15	U.S. Bank PCards	\$236.61	2480-12620-403824	PCard Transaction Description: COMFORT INN

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11/12/2013	15	U.S. Bank PCards	\$94.70	2480-12620-403824	PCard Transaction Description: COMFORT INN
11/12/2013	15	U.S. Bank PCards	\$141.91	0100-12120-403824	PCard Transaction Description: COMFORT INN
11/12/2013	15	U.S. Bank PCards	\$315.48	2480-12620-403824	PCard Transaction Description: COMFORT INN
11/12/2013	15	U.S. Bank PCards	\$315.48	2480-12620-403824	PCard Transaction Description: COMFORT INN
11/12/2013	15	U.S. Bank PCards	\$315.48	2480-12620-403824	PCard Transaction Description: COMFORT INN
11/12/2013	15	U.S. Bank PCards	\$340.00	2110-31320-402260	PCard Transaction Description: LACROSSE - VIRTUAL
11/12/2013	15	U.S. Bank PCards	\$131.96	2600-55120-403450	PCard Transaction Description: ACCUCONFERENCE
11/12/2013	15	U.S. Bank PCards	\$179.00	1500-22210-403824	PCard Transaction Description: MT CHIEFS
11/12/2013	15	U.S. Bank PCards	\$615.29	5610-71120-402450	PCard Transaction Description: EASY CLOCKING
11/12/2013	15	U.S. Bank PCards	\$155.50	5710-71430-402630	PCard Transaction Description: ZEE MEDICAL 00022012
11/12/2013	15	U.S. Bank PCards	\$150.00	1500-21110-403170	PCard Transaction Description: PAYPAL *MAXIMUMAGAV
11/12/2013	15	U.S. Bank PCards	\$295.00	5610-71120-403660	PCard Transaction Description: OSTLUND'S FIRE PROTECTI
11/12/2013	15	U.S. Bank PCards	\$2,200.93	5610-71120-402450	PCard Transaction Description: HOBART/TRILECTRON
11/12/2013	15	U.S. Bank PCards	\$802.15	5610-71120-402450	PCard Transaction Description: HOBART/TRILECTRON
11/12/2013	15	U.S. Bank PCards	\$2,241.04	5610-71120-402450	PCard Transaction Description: HOBART/TRILECTRON
11/12/2013	15	U.S. Bank PCards	\$39.15	0100-51120-402290	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$4.72	0100-51120-402290	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$7.48	0100-51120-402290	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$5.98	5710-71430-403660	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$188.76	2110-31320-402290	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$382.82	6500-15660-402450	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$34.98	6500-15660-402450	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$11.45	6500-15660-402450	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$39.02	6500-15660-402450	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$454.74	6500-15660-402450	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$349.80	6500-15660-402450	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$120.94	6500-15660-402120	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$50.91	2110-31320-402360	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$7.52	0100-51220-402250	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$94.24	1500-22310-402310	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$14.65	0100-51120-402290	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$41.55	0100-51120-402290	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$44.21	0100-51120-402290	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$122.97	1500-21500-402271	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$473.96	1500-21500-402271	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	-\$123.84	1500-21500-402271	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$8.98	2110-31320-402410	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$24.50	5410-31220-402290	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$130.04	5410-31220-402290	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$59.99	5410-31230-402290	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	\$37.95	5410-31230-402630	PCard Transaction Description: LOWES #00319*
11/12/2013	15	U.S. Bank PCards	-\$294.00	5610-71120-402410	PCard Transaction Description: EDGE CONSTRUCTION SUPPLY
11/12/2013	15	U.S. Bank PCards	\$107.93	5020-74000-402290	PCard Transaction Description: EDGE CONSTRUCTION SUPPLY
11/12/2013	15	U.S. Bank PCards	\$107.92	5120-84300-402290	PCard Transaction Description: EDGE CONSTRUCTION SUPPLY
11/12/2013	15	U.S. Bank PCards	\$30.00	5020-74000-402410	PCard Transaction Description: EDGE CONSTRUCTION SUPPLY
11/12/2013	15	U.S. Bank PCards	\$30.00	5120-84300-402410	PCard Transaction Description: EDGE CONSTRUCTION SUPPLY
11/12/2013	15	U.S. Bank PCards	\$32.00	6500-15660-402450	PCard Transaction Description: EDGE CONSTRUCTION SUPPLY
11/12/2013	15	U.S. Bank PCards	\$87.68	6500-15660-402450	PCard Transaction Description: EDGE CONSTRUCTION SUPPLY
11/12/2013	15	U.S. Bank PCards	\$199.50	5020-74000-402410	PCard Transaction Description: EDGE CONSTRUCTION SUPPLY
11/12/2013	15	U.S. Bank PCards	\$199.50	5120-84300-402410	PCard Transaction Description: EDGE CONSTRUCTION SUPPLY
11/12/2013	15	U.S. Bank PCards	\$41.50	5020-75000-403660	PCard Transaction Description: EDGE CONSTRUCTION SUPPLY
11/12/2013	15	U.S. Bank PCards	\$27.67	5120-85000-403660	PCard Transaction Description: EDGE CONSTRUCTION SUPPLY
11/12/2013	15	U.S. Bank PCards	\$654.25	5120-85000-402410	PCard Transaction Description: EDGE CONSTRUCTION SUPPLY
11/12/2013	15	U.S. Bank PCards	\$30.36	5120-85000-402410	PCard Transaction Description: EDGE CONSTRUCTION SUPPLY
11/12/2013	15	U.S. Bank PCards	\$140.00	5610-71190-403660	PCard Transaction Description: NORTHWEST FUELS SYSTEMS
11/12/2013	15	U.S. Bank PCards	\$28.94	0100-17500-403730	PCard Transaction Description: GRANTREE CONOCO

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11/12/2013	15	U.S. Bank PCards	\$45.00	1500-21150-402975	PCard Transaction Description: NORTH AMERICAN POLICE
11/12/2013	15	U.S. Bank PCards	\$45.00	1500-21150-402975	PCard Transaction Description: NORTH AMERICAN POLICE
11/12/2013	15	U.S. Bank PCards	\$597.00	5020-73110-403553	PCard Transaction Description: SYM*SECURE SITE SSL
11/12/2013	15	U.S. Bank PCards	\$398.00	5120-83110-403553	PCard Transaction Description: SYM*SECURE SITE SSL
11/12/2013	15	U.S. Bank PCards	\$736.00	7750-51540-407249	PCard Transaction Description: INTL BRONZEMFRG & DSGNRS
11/12/2013	15	U.S. Bank PCards	\$81.06	7750-51540-407249	PCard Transaction Description: INTL BRONZEMFRG & DSGNRS
11/12/2013	15	U.S. Bank PCards	\$531.50	0100-16110-403310	PCard Transaction Description: STRAFFORD PUBLICATIONS
11/12/2013	15	U.S. Bank PCards	\$190.18	1500-22210-403824	PCard Transaction Description: HILTON GARDEN INN
11/12/2013	15	U.S. Bank PCards	\$8.00	8730-51990-402260	PCard Transaction Description: CABELAS RETAIL BILLINGS
11/12/2013	15	U.S. Bank PCards	\$1,359.32	2500-21350-402270	PCard Transaction Description: CABELAS RETAIL BILLINGS
11/12/2013	15	U.S. Bank PCards	\$134.85	2500-21350-402270	PCard Transaction Description: CABELAS RETAIL BILLINGS
11/12/2013	15	U.S. Bank PCards	\$149.94	1500-21150-402120	PCard Transaction Description: CABELAS RETAIL BILLINGS
11/12/2013	15	U.S. Bank PCards	\$115.00	0100-51140-402260	PCard Transaction Description: CABELAS RETAIL BILLINGS
11/12/2013	15	U.S. Bank PCards	\$55.19	0100-51120-408199	PCard Transaction Description: FEDEX 441385145
11/12/2013	15	U.S. Bank PCards	\$46.48	6700-31410-403110	PCard Transaction Description: FEDEX 441976214
11/12/2013	15	U.S. Bank PCards	\$3.20	6700-31410-403110	PCard Transaction Description: FEDEX 443008601
11/12/2013	15	U.S. Bank PCards	\$38.63	1500-21110-403110	PCard Transaction Description: FEDEX 90221864
11/12/2013	15	U.S. Bank PCards	\$80.33	6200-19110-403120	PCard Transaction Description: FEDEX 90221864
11/12/2013	15	U.S. Bank PCards	\$62.97	0100-51120-402260	PCard Transaction Description: KOHL'S #1265
11/12/2013	15	U.S. Bank PCards	\$62.10	6600-31100-403824	PCard Transaction Description: ZIP TRIP 55 07048697
11/12/2013	15	U.S. Bank PCards	\$70.55	0100-16110-403821	PCard Transaction Description: SUPER 8 HELENA
11/12/2013	15	U.S. Bank PCards	\$42.15	0100-17500-403730	PCard Transaction Description: CONOMART #IV
11/12/2013	15	U.S. Bank PCards	\$85.25	5410-31220-403824	PCard Transaction Description: ARGONNE
11/12/2013	15	U.S. Bank PCards	\$242.88	5610-71130-403655	PCard Transaction Description: PROBUILD N #409
11/12/2013	15	U.S. Bank PCards	-\$20.00	5610-71130-403650	PCard Transaction Description: PROBUILD N #409
11/12/2013	15	U.S. Bank PCards	\$179.20	8730-51990-402290	PCard Transaction Description: PROBUILD N #409
11/12/2013	15	U.S. Bank PCards	\$114.75	5610-71120-402450	PCard Transaction Description: PROBUILD N #409
11/12/2013	15	U.S. Bank PCards	\$5.00	1500-22250-403350	PCard Transaction Description: BILLINGS CLINIC
11/12/2013	15	U.S. Bank PCards	\$17.00	5610-71150-402220	PCard Transaction Description: BILLINGS CLINIC
11/12/2013	15	U.S. Bank PCards	\$17.00	5610-71150-402220	PCard Transaction Description: BILLINGS CLINIC
11/12/2013	15	U.S. Bank PCards	\$1,800.00	1500-21200-407910	PCard Transaction Description: BILLINGS CLINIC
11/12/2013	15	U.S. Bank PCards	\$15.00	0100-51120-403665	PCard Transaction Description: PLUG N PAY INC
11/12/2013	15	U.S. Bank PCards	\$130.40	5410-31230-402320	PCard Transaction Description: TITAN MACHINERY - BILLIN
11/12/2013	15	U.S. Bank PCards	\$83.61	5710-71410-403990	PCard Transaction Description: GARDA CL
11/12/2013	15	U.S. Bank PCards	\$73.07	1500-21200-407910	PCard Transaction Description: HEALTH PORT
11/12/2013	15	U.S. Bank PCards	\$39.40	1500-22210-403824	PCard Transaction Description: MOUNTAIN WEST 07000672
11/12/2013	15	U.S. Bank PCards	\$75.76	0100-51140-403360	PCard Transaction Description: ZIP TRIP 46 07048622
11/12/2013	15	U.S. Bank PCards	\$18.35	5020-75000-403823	PCard Transaction Description: ZIP TRIP 46 07048622
11/12/2013	15	U.S. Bank PCards	\$12.23	5120-85000-403823	PCard Transaction Description: ZIP TRIP 46 07048622
11/12/2013	15	U.S. Bank PCards	\$148.30	0100-51120-402260	PCard Transaction Description: SNAPPYDUDS
11/12/2013	15	U.S. Bank PCards	\$40.98	0100-51120-402260	PCard Transaction Description: SNAPPYDUDS
11/12/2013	15	U.S. Bank PCards	\$166.98	0100-51120-402260	PCard Transaction Description: SNAPPYDUDS
11/12/2013	15	U.S. Bank PCards	\$197.84	0100-51120-402260	PCard Transaction Description: SNAPPYDUDS
11/12/2013	15	U.S. Bank PCards	\$90.88	0100-51140-402260	PCard Transaction Description: SNAPPYDUDS
11/12/2013	15	U.S. Bank PCards	\$39.95	2990-65010-402190	PCard Transaction Description: WWW.REALTIMESOFT.COM
11/12/2013	15	U.S. Bank PCards	\$84.66	5020-75000-403823	PCard Transaction Description: COMFORT INN BOZEMAN
11/12/2013	15	U.S. Bank PCards	\$56.44	5120-85000-403823	PCard Transaction Description: COMFORT INN BOZEMAN
11/12/2013	15	U.S. Bank PCards	\$84.66	5020-75000-403823	PCard Transaction Description: COMFORT INN BOZEMAN
11/12/2013	15	U.S. Bank PCards	\$56.44	5120-85000-403823	PCard Transaction Description: COMFORT INN BOZEMAN
11/12/2013	15	U.S. Bank PCards	\$141.10	5120-84000-403823	PCard Transaction Description: COMFORT INN BOZEMAN
11/12/2013	15	U.S. Bank PCards	\$141.10	5120-84000-403823	PCard Transaction Description: COMFORT INN BOZEMAN
11/12/2013	15	U.S. Bank PCards	\$95.01	5120-84000-403823	PCard Transaction Description: EXPRESSWAY
11/12/2013	15	U.S. Bank PCards	\$776.91	1500-22250-403590	PCard Transaction Description: ORKIN #854

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11/12/2013	15	U.S. Bank PCards	\$24.82	5710-71440-402450	PCard Transaction Description: AMERICAN WELDI12035754
11/12/2013	15	U.S. Bank PCards	\$54.60	5410-31220-402290	PCard Transaction Description: AMERICAN WELDI12035754
11/12/2013	15	U.S. Bank PCards	\$31.20	2110-31320-402420	PCard Transaction Description: AMERICAN WELDI12035754
11/12/2013	15	U.S. Bank PCards	\$15.60	0100-51120-403990	PCard Transaction Description: AMERICAN WELDI12035754
11/12/2013	15	U.S. Bank PCards	\$83.12	5410-31230-402290	PCard Transaction Description: AMERICAN WELDI12035754
11/12/2013	15	U.S. Bank PCards	\$44.88	5410-31220-402290	PCard Transaction Description: AMERICAN WELDI12035754
11/12/2013	15	U.S. Bank PCards	\$115.52	5410-31230-402290	PCard Transaction Description: AMERICAN WELDI12035754
11/12/2013	15	U.S. Bank PCards	\$51.43	5410-31220-402290	PCard Transaction Description: AMERICAN WELDI12035754
11/12/2013	15	U.S. Bank PCards	\$83.72	5410-31220-402290	PCard Transaction Description: AMERICAN WELDI12035754
11/12/2013	15	U.S. Bank PCards	\$63.00	0100-12200-402190	PCard Transaction Description: AQUA SYSTEMS OF MONTANA
11/12/2013	15	U.S. Bank PCards	\$12.52	2600-55110-403360	PCard Transaction Description: FACEBK *X8SD85WFK2
11/12/2013	15	U.S. Bank PCards	\$79.65	2090-44510-403821	PCard Transaction Description: NATIONAL I T C CORP
11/12/2013	15	U.S. Bank PCards	\$179.62	5710-71410-403822	PCard Transaction Description: LA QUINTA INN & SUITES
11/12/2013	15	U.S. Bank PCards	\$16.25	5610-71150-402290	PCard Transaction Description: SCHNITZER STEEL BILLINGS
11/12/2013	15	U.S. Bank PCards	\$130.00	0100-12530-403575	PCard Transaction Description: BLUES BAR-B-Q
11/12/2013	15	U.S. Bank PCards	-\$125.00	5610-71120-402450	PCard Transaction Description: PSC, LLC
11/12/2013	15	U.S. Bank PCards	-\$543.00	5610-71120-402450	PCard Transaction Description: PSC, LLC
11/12/2013	15	U.S. Bank PCards	\$12.99	2510-21270-402190	PCard Transaction Description: GNI*GIGANEWS
11/12/2013	15	U.S. Bank PCards	\$24.99	2990-65010-402120	PCard Transaction Description: BED BATH & BEYOND #1310
11/12/2013	15	U.S. Bank PCards	\$902.64	6200-19110-402290	PCard Transaction Description: METRO FORMS, INC
11/12/2013	15	U.S. Bank PCards	\$92.94	2110-31320-402420	PCard Transaction Description: MONTANA MOULDING AND S
11/12/2013	15	U.S. Bank PCards	\$164.83	1500-21150-402975	PCard Transaction Description: ELITE K-9 INC.
11/12/2013	15	U.S. Bank PCards	\$202.11	1500-21150-402975	PCard Transaction Description: ELITE K-9 INC.
11/12/2013	15	U.S. Bank PCards	\$130.00	5020-73120-402410	PCard Transaction Description: NORCO INC
11/12/2013	15	U.S. Bank PCards	\$112.22	5610-71130-402370	PCard Transaction Description: NORCO INC
11/12/2013	15	U.S. Bank PCards	\$396.19	5120-84300-402360	PCard Transaction Description: BOLEN'S CONTROL HOUS
11/12/2013	15	U.S. Bank PCards	\$50.00	7180-21600-402290	PCard Transaction Description: COVERT TRACK GROUP INC
11/12/2013	15	U.S. Bank PCards	\$12.50	2110-31320-402290	PCard Transaction Description: GENERAL SHALE-BILLINGS
11/12/2013	15	U.S. Bank PCards	\$253.40	2110-31320-402290	PCard Transaction Description: GENERAL SHALE-BILLINGS
11/12/2013	15	U.S. Bank PCards	\$166.00	1500-21200-402631	PCard Transaction Description: FILEONQ
11/12/2013	15	U.S. Bank PCards	\$52.10	8730-51990-403360	PCard Transaction Description: JIMMY JOHNS - 1646 - E
11/12/2013	15	U.S. Bank PCards	\$92.35	2400-43010-403920	PCard Transaction Description: JIMMY JOHNS - 1646 - M
11/12/2013	15	U.S. Bank PCards	-\$28.90	5610-71130-402320	PCard Transaction Description: APPLIED IND TECH 0422
11/12/2013	15	U.S. Bank PCards	\$30.03	1500-22230-402280	PCard Transaction Description: BMI KARTS
11/12/2013	15	U.S. Bank PCards	\$458.00	2400-43010-403900	PCard Transaction Description: HOMEDEPOT.COM
11/12/2013	15	U.S. Bank PCards	\$47.48	6010-15500-402120	PCard Transaction Description: HOMEDEPOT.COM
11/12/2013	15	U.S. Bank PCards	\$124.80	5610-71120-402450	PCard Transaction Description: HOMEDEPOT.COM
11/12/2013	15	U.S. Bank PCards	\$97.00	6500-15650-403450	PCard Transaction Description: AT&T SMD7 15579
11/12/2013	15	U.S. Bank PCards	\$149.90	6500-15660-402450	PCard Transaction Description: SCOTTS LAWN SERVICE OF
11/12/2013	15	U.S. Bank PCards	\$11.98	2400-43010-403824	PCard Transaction Description: ALBERTSONS #2038
11/12/2013	15	U.S. Bank PCards	\$8.98	2110-31320-402230	PCard Transaction Description: ALBERTSONS #2047
11/12/2013	15	U.S. Bank PCards	\$59.38	5710-71430-402260	PCard Transaction Description: ALSCO SLBIL
11/12/2013	15	U.S. Bank PCards	\$356.80	5710-71430-402450	PCard Transaction Description: ALSCO SLBIL
11/12/2013	15	U.S. Bank PCards	\$71.76	5710-71430-403660	PCard Transaction Description: ALSCO SLBIL
11/12/2013	15	U.S. Bank PCards	\$216.10	5710-71440-402260	PCard Transaction Description: ALSCO SLBIL
11/12/2013	15	U.S. Bank PCards	\$56.88	5710-71480-402450	PCard Transaction Description: ALSCO SLBIL
11/12/2013	15	U.S. Bank PCards	\$155.50	6500-15670-403690	PCard Transaction Description: ECOLAB, INC
11/12/2013	15	U.S. Bank PCards	\$130.50	6500-15660-403660	PCard Transaction Description: ECOLAB, INC
11/12/2013	15	U.S. Bank PCards	\$139.50	6500-15660-403660	PCard Transaction Description: ECOLAB, INC
11/12/2013	15	U.S. Bank PCards	\$494.94	2510-21270-403822	PCard Transaction Description: HYATT HOTELS CRYSTAL CITY
11/12/2013	15	U.S. Bank PCards	\$69.16	1500-21150-402290	PCard Transaction Description: B & H PHOTO-VIDEO.COM

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11/12/2013	15	U.S. Bank PCards	\$1,938.07	1500-21200-402610	PCard Transaction Description: B & H PHOTO-VIDEO.COM
11/12/2013	15	U.S. Bank PCards	\$42.00	2510-21270-403822	PCard Transaction Description: BILLINGS LN AIRPORT PARK
11/12/2013	15	U.S. Bank PCards	\$207.85	2720-67910-402290	PCard Transaction Description: WRIST-BAND COM
11/12/2013	15	U.S. Bank PCards	\$192.70	1500-21500-402271	PCard Transaction Description: DASH MEDICAL GLOVES
11/12/2013	15	U.S. Bank PCards	\$230.62	5610-71100-402190	PCard Transaction Description: THE GALLERY COLLECTION
11/12/2013	15	U.S. Bank PCards	\$164.78	2110-31320-403823	PCard Transaction Description: COMFORT INN OF DILLON
11/12/2013	15	U.S. Bank PCards	\$268.57	0100-51140-403360	PCard Transaction Description: COMFORT INN OF DILLON
11/12/2013	15	U.S. Bank PCards	\$245.92	2200-22330-403590	PCard Transaction Description: COMFORT INN KALISPELL
11/12/2013	15	U.S. Bank PCards	\$245.92	2200-22330-403590	PCard Transaction Description: COMFORT INN KALISPELL
11/12/2013	15	U.S. Bank PCards	\$360.00	0100-51270-402250	PCard Transaction Description: DRI*FARONICS
11/12/2013	15	U.S. Bank PCards	\$1,001.93	5020-74000-402360	PCard Transaction Description: EXOR
11/12/2013	15	U.S. Bank PCards	\$626.90	5020-73110-402120	PCard Transaction Description: HEADSET EXPERTS
11/12/2013	15	U.S. Bank PCards	\$417.93	5120-83110-402120	PCard Transaction Description: HEADSET EXPERTS
11/12/2013	15	U.S. Bank PCards	\$1,788.04	6200-19110-405370	PCard Transaction Description: IBM PRO*7572090
11/12/2013	15	U.S. Bank PCards	\$314.64	2600-55180-402925	PCard Transaction Description: IBM PRO*7579149
11/12/2013	15	U.S. Bank PCards	\$2,010.00	2600-55180-402925	PCard Transaction Description: IBM PRO*7579150
11/12/2013	15	U.S. Bank PCards	\$1,224.00	7180-21600-402290	PCard Transaction Description: IBM US *9781481
11/12/2013	15	U.S. Bank PCards	\$172.00	2600-55110-403360	PCard Transaction Description: JANWAY COMPANY USA INC
11/12/2013	15	U.S. Bank PCards	\$2,041.62	1500-22230-402280	PCard Transaction Description: JANWAY COMPANY USA INC
11/12/2013	15	U.S. Bank PCards	\$95.00	1500-21110-403170	PCard Transaction Description: MOUNTAINSIDE AUTO & RECOV
11/12/2013	15	U.S. Bank PCards	\$95.00	1500-21110-403170	PCard Transaction Description: MOUNTAINSIDE AUTO & RECOV
11/12/2013	15	U.S. Bank PCards	\$130.95	2990-65010-402190	PCard Transaction Description: STAPLES DIRECT
11/12/2013	15	U.S. Bank PCards	-\$55.98	2110-31320-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS
11/12/2013	15	U.S. Bank PCards	\$371.82	5710-71410-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$54.21	5710-71410-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$22.68	5710-71470-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$14.79	5710-71410-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$38.58	0100-13140-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$134.42	5410-31210-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$267.49	5410-31210-402120	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$49.56	5410-31210-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$68.16	5410-31210-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$114.09	5410-31210-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$81.15	5410-31210-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$29.60	5410-31210-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$12.49	1500-22210-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$32.17	1500-22210-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$57.91	6010-15500-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$51.98	6010-15500-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$82.29	6010-15500-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$22.89	6010-15500-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$23.26	0100-16110-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC

Check Date	Check	Name	Amount	Account	Item Desc
11/12/2013	15	U.S. Bank PCards	\$91.22	0100-16110-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$359.00	5610-71100-403210	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$141.25	5610-71100-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$96.70	5610-71100-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$294.33	5610-71100-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$1,100.31	2600-55130-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$7.19	2600-55150-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$29.58	2600-55110-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$13.19	5020-73110-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$8.80	5120-83110-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$83.97	2110-31320-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$37.18	2110-31320-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$83.62	2110-31320-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$309.53	2400-43010-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$99.00	2400-43010-402120	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$395.47	2400-43010-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$13.69	2400-43010-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$272.00	2400-43010-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$789.73	2400-43010-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$46.55	2400-43010-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$1,082.00	2400-43010-403900	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$360.00	2400-43010-403900	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$125.98	0100-15120-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$89.90	0100-17500-402110	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$30.97	0100-13130-402110	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$15.38	6500-15670-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$110.45	0100-13140-402110	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$33.24	0100-17500-402110	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$11.96	0100-13130-402110	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$124.58	0100-17500-402110	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$8.49	0100-13130-402110	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$27.51	0100-51100-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$18.93	0100-51120-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$18.93	0100-51210-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$7.49	0100-51210-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$7.49	0100-51100-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$7.72	0100-51120-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC

Check Date	Check	Name	Amount	Account	Item Desc
11/12/2013	15	U.S. Bank PCards	\$99.93	2550-21430-402290	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$83.98	5020-74000-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$82.46	5020-73110-403630	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$54.97	5120-83110-403630	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$19.98	0100-51270-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$17.75	0100-51270-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$210.00	5210-15920-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$12.95	5210-15210-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$32.90	2990-65010-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$111.80	2920-65010-408199	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$332.10	6050-15160-402160	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$131.60	6050-15160-402160	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$173.50	6050-15160-402160	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$7.35	0100-15120-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$30.98	0100-15120-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$173.50	6050-15160-402160	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$98.70	6050-15160-402160	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$78.96	6700-31410-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$52.64	6600-31100-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$18.35	6600-31100-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$46.20	6600-31100-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$15.26	6600-31100-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$7.35	6600-31100-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$75.98	6600-31100-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$107.72	1500-21150-402285	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$460.00	7180-21600-402270	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$410.43	1500-21200-402290	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$76.47	1500-21500-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$289.93	1500-21500-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$190.44	1500-21200-402290	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$51.99	1500-21150-402285	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$32.90	1500-21150-402285	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$172.93	1500-21200-402631	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$176.45	1500-21500-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$24.99	2510-21270-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$197.88	1500-21500-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$18.99	2510-21270-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC

Check Date	Check	Name	Amount	Account	Item Desc
11/12/2013	15	U.S. Bank PCards	\$1,268.07	0100-12200-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$212.23	6200-19110-402290	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$47.23	6200-19110-402290	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$82.54	6200-19110-402290	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$62.73	6200-19130-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$99.00	6200-19110-402290	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$135.20	6200-19110-402290	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$17.39	6200-19130-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$16.89	6200-19110-402290	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$60.00	2090-44510-403900	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$90.33	2090-44510-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$34.98	2090-44510-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$105.32	8730-51990-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$259.22	0100-51210-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$131.06	0100-51120-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$65.98	0100-51210-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$38.26	8730-51990-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$2.58	0100-51120-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$2.57	0100-51210-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$2.65	0100-51100-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$99.63	0100-51140-403360	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$57.12	0100-51120-402190	PCard Transaction Description: 360 OFFICE SOLUTIONS INC
11/12/2013	15	U.S. Bank PCards	\$900.00	1500-22290-402690	PCard Transaction Description: PH & S PRODUCTS LLC
11/12/2013	15	U.S. Bank PCards	\$28.06	5410-31230-403824	PCard Transaction Description: HIGH COUNTRY TRAVEL PLAZA
11/12/2013	15	U.S. Bank PCards	\$455.22	5210-15910-402925	PCard Transaction Description: HEARTLAND PAPER COMPANY
11/12/2013	15	U.S. Bank PCards	\$455.22	5210-15920-402925	PCard Transaction Description: HEARTLAND PAPER COMPANY
11/12/2013	15	U.S. Bank PCards	\$455.36	5210-15930-402925	PCard Transaction Description: HEARTLAND PAPER COMPANY
11/12/2013	15	U.S. Bank PCards	\$59.82	6500-15660-402240	PCard Transaction Description: HEARTLAND PAPER COMPANY
11/12/2013	15	U.S. Bank PCards	\$682.90	6500-15660-402120	PCard Transaction Description: HEARTLAND PAPER COMPANY
11/12/2013	15	U.S. Bank PCards	\$1,849.18	5410-31220-402290	PCard Transaction Description: ROBMAR PLASTICS INC
11/12/2013	15	U.S. Bank PCards	\$76.00	1500-21120-402442	PCard Transaction Description: WATCHGUARD VIDEO
11/12/2013	15	U.S. Bank PCards	\$1,974.00	5120-84300-402360	PCard Transaction Description: OI CORPORATION
11/12/2013	15	U.S. Bank PCards	\$1,351.07	5120-84300-402360	PCard Transaction Description: OI CORPORATION
11/12/2013	15	U.S. Bank PCards	\$54.00	5410-31220-403824	PCard Transaction Description: THRIFTWAY #4
11/12/2013	15	U.S. Bank PCards	\$94.18	5020-74000-402220	PCard Transaction Description: ENVIRONMENTAL EXPRESS
11/12/2013	15	U.S. Bank PCards	\$95.00	1500-21110-403170	PCard Transaction Description: RED WRECKER RECOVERY
11/12/2013	15	U.S. Bank PCards	\$944.00	2110-31320-402380	PCard Transaction Description: TRUENORTH STEEL BILLINGS
11/12/2013	15	U.S. Bank PCards	\$2,130.00	2600-55180-403590	PCard Transaction Description: HIGH POINT NETWORKS, INC.
11/12/2013	15	U.S. Bank PCards	-\$628.65	6500-15660-402210	PCard Transaction Description: INTERSTATE BATTERY OF
11/12/2013	15	U.S. Bank PCards	\$120.00	1500-21110-403170	PCard Transaction Description: SPENCERS TOWING

Check Date	Check	Name	Amount	Account	Item Desc
11/12/2013	15	U.S. Bank PCards	\$854.28	2990-65200-407275	PCard Transaction Description: CORP FOR NAT'L COMM SERV
11/12/2013	15	U.S. Bank PCards	\$77.49	5210-15230-402260	PCard Transaction Description: GALLS INTERN*
11/12/2013	15	U.S. Bank PCards	\$57.47	1500-21720-402260	PCard Transaction Description: GALLS INTERN*
11/12/2013	15	U.S. Bank PCards	\$57.47	1500-21720-402260	PCard Transaction Description: GALLS INTERN*
11/12/2013	15	U.S. Bank PCards	\$505.62	0100-12200-402190	PCard Transaction Description: I BUY OFFICE SUPPLY.COM
11/12/2013	15	U.S. Bank PCards	\$551.96	6200-19110-402290	PCard Transaction Description: BLUEDOG INK.COM
11/12/2013	15	U.S. Bank PCards	\$95.00	1500-21110-403170	PCard Transaction Description: BUDGET TOWING
11/12/2013	15	U.S. Bank PCards	\$120.00	1500-21110-403170	PCard Transaction Description: BUDGET TOWING
11/12/2013	15	U.S. Bank PCards	\$123.87	1500-22240-402690	PCard Transaction Description: LAUREL ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$11.25	2510-21270-402190	PCard Transaction Description: TLO
11/12/2013	15	U.S. Bank PCards	\$1,650.00	5610-71130-402320	PCard Transaction Description: FORCE AMERICA DISTRIB LLC
11/12/2013	15	U.S. Bank PCards	\$1,650.00	5610-71130-402320	PCard Transaction Description: FORCE AMERICA DISTRIB LLC
11/12/2013	15	U.S. Bank PCards	\$29.37	1500-21400-403822	PCard Transaction Description: SUNSET STN/ADV ROOM DEP
11/12/2013	15	U.S. Bank PCards	\$660.00	6500-15670-403690	PCard Transaction Description: SQ *SKYLINE SERVICES, INC
11/12/2013	15	U.S. Bank PCards	\$33.98	0100-15120-402190	PCard Transaction Description: ACCO BRANDS DIRECT
11/12/2013	15	U.S. Bank PCards	\$21.14	1500-21400-402280	PCard Transaction Description: CHARTER COMM
11/12/2013	15	U.S. Bank PCards	\$2,365.90	2600-55190-403333	PCard Transaction Description: ABDO PUBLISHING COMP
11/12/2013	15	U.S. Bank PCards	\$44.95	0100-51120-403290	PCard Transaction Description: AMERICAN SPORTS BUILDERS
11/12/2013	15	U.S. Bank PCards	\$2,034.80	5120-84300-403660	PCard Transaction Description: INSTRUMENT & VALVE SVCS.
11/12/2013	15	U.S. Bank PCards	\$125.00	1500-21110-403350	PCard Transaction Description: INTERNATIONAL CONFEREN
11/12/2013	15	U.S. Bank PCards	\$90.97	5610-71150-402290	PCard Transaction Description: SEARS ROEBUCK 2242
11/12/2013	15	U.S. Bank PCards	\$519.99	5610-71130-402450	PCard Transaction Description: SEARS ROEBUCK 2242
11/12/2013	15	U.S. Bank PCards	\$639.00	1500-21120-402120	PCard Transaction Description: CMI INC MOTO
11/12/2013	15	U.S. Bank PCards	\$99.50	1500-22230-402520	PCard Transaction Description: INT'L CODE COUNCIL INC
11/12/2013	15	U.S. Bank PCards	\$95.00	2090-44510-403821	PCard Transaction Description: INT'L CODE COUNCIL INC
11/12/2013	15	U.S. Bank PCards	\$2,155.00	2110-31320-402380	PCard Transaction Description: CRETEX CONCRETE PROD W
11/12/2013	15	U.S. Bank PCards	\$240.00	2110-31320-402380	PCard Transaction Description: CRETEX CONCRETE PROD W
11/12/2013	15	U.S. Bank PCards	\$6.19	5020-74000-402450	PCard Transaction Description: FASTENAL COMPANY01
11/12/2013	15	U.S. Bank PCards	\$396.00	2110-31320-402420	PCard Transaction Description: 3MSTPAU SS36000 VERBAL
11/12/2013	15	U.S. Bank PCards	\$1,001.16	0100-43210-403900	PCard Transaction Description: PETERSON QUALITY OFFICE
11/12/2013	15	U.S. Bank PCards	\$45.50	0100-13130-403360	PCard Transaction Description: THE BACK PORCH DELI
11/12/2013	15	U.S. Bank PCards	\$45.81	1500-21120-402450	PCard Transaction Description: TARGET 00001719
11/12/2013	15	U.S. Bank PCards	\$74.35	1500-21200-402610	PCard Transaction Description: TARGET 00001719
11/12/2013	15	U.S. Bank PCards	\$3.99	0100-51120-403650	PCard Transaction Description: TARGET 00001719
11/12/2013	15	U.S. Bank PCards	\$19.48	1500-22230-402290	PCard Transaction Description: TARGET 00001719
11/12/2013	15	U.S. Bank PCards	\$48.65	7380-12640-402190	PCard Transaction Description: TARGET 00001719
11/12/2013	15	U.S. Bank PCards	\$89.11	5020-73120-402410	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP
11/12/2013	15	U.S. Bank PCards	\$8.55	5020-75000-402410	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP
11/12/2013	15	U.S. Bank PCards	\$5.70	5120-85000-402410	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP
11/12/2013	15	U.S. Bank PCards	\$47.82	5020-73120-404220	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP
11/12/2013	15	U.S. Bank PCards	\$7.66	5020-75000-402410	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP
11/12/2013	15	U.S. Bank PCards	\$5.11	5120-85000-402410	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP
11/12/2013	15	U.S. Bank PCards	\$3.18	5020-75000-402410	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP
11/12/2013	15	U.S. Bank PCards	\$2.12	5120-85000-402410	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP
11/12/2013	15	U.S. Bank PCards	\$7.48	5120-85000-402410	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP

Check Date	Check	Name	Amount	Account	Item Desc
11/12/2013	15	U.S. Bank PCards	\$4.99	5020-75000-402410	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP
11/12/2013	15	U.S. Bank PCards	\$345.07	5120-85000-402410	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP
11/12/2013	15	U.S. Bank PCards	\$230.04	5020-75000-402410	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP
11/12/2013	15	U.S. Bank PCards	\$9.60	5120-85000-402410	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP
11/12/2013	15	U.S. Bank PCards	\$68.37	5020-73120-402410	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP
11/12/2013	15	U.S. Bank PCards	\$181.88	5020-73120-402410	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP
11/12/2013	15	U.S. Bank PCards	\$83.00	5020-73120-402410	PCard Transaction Description: NORTHWEST INDUSTRIAL SUPP
11/12/2013	15	U.S. Bank PCards	\$20.40	0100-51120-402290	PCard Transaction Description: NORTHWEST PIPE FITTINGS
11/12/2013	15	U.S. Bank PCards	\$27.48	1500-21710-402220	PCard Transaction Description: NORTHWEST PIPE FITTINGS
11/12/2013	15	U.S. Bank PCards	\$322.08	5610-71170-402450	PCard Transaction Description: NORTHWEST PIPE FITTINGS
11/12/2013	15	U.S. Bank PCards	\$32.43	5610-71120-402450	PCard Transaction Description: NORTHWEST PIPE FITTINGS
11/12/2013	15	U.S. Bank PCards	\$12.81	0100-51120-402290	PCard Transaction Description: NORTHWEST PIPE FITTINGS
11/12/2013	15	U.S. Bank PCards	\$359.10	2600-55120-402350	PCard Transaction Description: NORTHWEST PIPE FITTINGS
11/12/2013	15	U.S. Bank PCards	\$40.10	0100-51420-402330	PCard Transaction Description: ORIGINAL EQUIPMENT INC
11/12/2013	15	U.S. Bank PCards	\$89.24	0100-51120-402330	PCard Transaction Description: ORIGINAL EQUIPMENT INC
11/12/2013	15	U.S. Bank PCards	\$36.51	5710-71470-402320	PCard Transaction Description: PACIFIC STEEL #02
11/12/2013	15	U.S. Bank PCards	\$132.58	5020-73120-404220	PCard Transaction Description: PACIFIC STEEL #02
11/12/2013	15	U.S. Bank PCards	\$43.05	5020-73120-404220	PCard Transaction Description: PACIFIC STEEL #02
11/12/2013	15	U.S. Bank PCards	\$32.00	1500-21500-402271	PCard Transaction Description: PACIFIC STEEL #02
11/12/2013	15	U.S. Bank PCards	\$273.89	2110-31320-402360	PCard Transaction Description: PACIFIC STEEL #02
11/12/2013	15	U.S. Bank PCards	\$160.60	5410-31220-402290	PCard Transaction Description: PACIFIC STEEL #02
11/12/2013	15	U.S. Bank PCards	\$111.56	5410-31230-402290	PCard Transaction Description: PACIFIC STEEL #02
11/12/2013	15	U.S. Bank PCards	\$165.00	0100-51280-402290	PCard Transaction Description: PEPSI-COLA BOTTLING CO
11/12/2013	15	U.S. Bank PCards	\$48.00	5210-15910-402450	PCard Transaction Description: PERMALETTER SIGN COMP
11/12/2013	15	U.S. Bank PCards	\$250.00	5210-15230-402460	PCard Transaction Description: PERMALETTER SIGN COMP
11/12/2013	15	U.S. Bank PCards	\$1,585.59	2980-65010-407270	PCard Transaction Description: PIERCE FLOORING AND DESIG
11/12/2013	15	U.S. Bank PCards	\$104.97	5610-71120-402450	PCard Transaction Description: RADIOSHACK DEA00030676
11/12/2013	15	U.S. Bank PCards	\$48.97	2110-31320-402320	PCard Transaction Description: RATCO TRAILER AND HITCH
11/12/2013	15	U.S. Bank PCards	\$562.97	6010-15530-402260	PCard Transaction Description: RED WING SHOE STORE 2
11/12/2013	15	U.S. Bank PCards	\$1,065.00	5610-71130-402320	PCard Transaction Description: RELIABLE TENT & AWNING C
11/12/2013	15	U.S. Bank PCards	\$262.50	5410-31230-402290	PCard Transaction Description: RELIABLE TENT & AWNING C
11/12/2013	15	U.S. Bank PCards	\$17.81	0100-16110-402190	PCard Transaction Description: THE RUBBER STAMP SHOP, IN
11/12/2013	15	U.S. Bank PCards	\$43.50	1500-21200-402290	PCard Transaction Description: THE RUBBER STAMP SHOP, IN
11/12/2013	15	U.S. Bank PCards	\$72.00	0100-12200-402190	PCard Transaction Description: THE RUBBER STAMP SHOP, IN
11/12/2013	15	U.S. Bank PCards	\$27.49	0100-51120-402290	PCard Transaction Description: SHERWIN WILLIAMS #3203
11/12/2013	15	U.S. Bank PCards	\$97.79	0100-51120-402290	PCard Transaction Description: SHERWIN WILLIAMS #3203
11/12/2013	15	U.S. Bank PCards	\$20.40	2110-31320-402410	PCard Transaction Description: SHERWIN WILLIAMS #3203
11/12/2013	15	U.S. Bank PCards	\$66.50	1500-22260-402340	PCard Transaction Description: SHERWIN WILLIAMS #3429
11/12/2013	15	U.S. Bank PCards	\$113.97	0100-51120-402290	PCard Transaction Description: SHERWIN WILLIAMS #3429
11/12/2013	15	U.S. Bank PCards	\$139.97	1500-22240-402280	PCard Transaction Description: SHIPTON'S BIG R-EAST
11/12/2013	15	U.S. Bank PCards	\$62.21	5610-71130-402320	PCard Transaction Description: SHIPTON'S BIG R-EAST
11/12/2013	15	U.S. Bank PCards	\$99.98	1500-22260-402450	PCard Transaction Description: SHIPTON'S BIG R-EAST
11/12/2013	15	U.S. Bank PCards	\$35.98	0100-51270-402450	PCard Transaction Description: SHIPTON'S BIG R-EAST

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11/12/2013	15	U.S. Bank PCards	\$3.56	5020-75000-402410	PCard Transaction Description: SHIPTON'S BIG R-EAST
11/12/2013	15	U.S. Bank PCards	\$2.38	5120-85000-402410	PCard Transaction Description: SHIPTON'S BIG R-EAST
11/12/2013	15	U.S. Bank PCards	\$59.98	5120-85000-402410	PCard Transaction Description: SHIPTON'S BIG R-EAST
11/12/2013	15	U.S. Bank PCards	\$119.99	5210-15230-402260	PCard Transaction Description: SHIPTON'S BIG R-EAST
11/12/2013	15	U.S. Bank PCards	\$211.96	5210-15920-402260	PCard Transaction Description: SHIPTON'S BIG R-EAST
11/12/2013	15	U.S. Bank PCards	\$29.95	1500-21150-402120	PCard Transaction Description: SHIPTON'S BIG R-EAST
11/12/2013	15	U.S. Bank PCards	\$29.95	1500-21150-402120	PCard Transaction Description: SHIPTON'S BIG R-EAST
11/12/2013	15	U.S. Bank PCards	\$15.57	2110-31320-402290	PCard Transaction Description: SHIPTON'S BIG R-EAST
11/12/2013	15	U.S. Bank PCards	\$94.99	0100-51120-402260	PCard Transaction Description: SHIPTON'S BIG R-WEST
11/12/2013	15	U.S. Bank PCards	\$13.99	8730-51990-402260	PCard Transaction Description: SHIPTON'S BIG R-WEST
11/12/2013	15	U.S. Bank PCards	\$29.96	0100-51120-402290	PCard Transaction Description: SHIPTON'S BIG R-WEST
11/12/2013	15	U.S. Bank PCards	\$318.86	5610-71120-402450	PCard Transaction Description: SIP*STATEINDUSTRIAL US
11/12/2013	15	U.S. Bank PCards	\$185.11	1500-21710-402220	PCard Transaction Description: SIP*STATEINDUSTRIAL US
11/12/2013	15	U.S. Bank PCards	\$1,418.25	5610-71100-403581	PCard Transaction Description: SUNDOWN SECURITY
11/12/2013	15	U.S. Bank PCards	\$1,379.50	5610-71100-403581	PCard Transaction Description: SUNDOWN SECURITY
11/12/2013	15	U.S. Bank PCards	\$1,371.75	5610-71100-403581	PCard Transaction Description: SUNDOWN SECURITY
11/12/2013	15	U.S. Bank PCards	\$1,356.25	5610-71100-403581	PCard Transaction Description: SUNDOWN SECURITY
11/12/2013	15	U.S. Bank PCards	\$666.60	5210-15910-403970	PCard Transaction Description: SUNDOWN SECURITY
11/12/2013	15	U.S. Bank PCards	\$666.80	5210-15920-403970	PCard Transaction Description: SUNDOWN SECURITY
11/12/2013	15	U.S. Bank PCards	\$666.60	5210-15930-403970	PCard Transaction Description: SUNDOWN SECURITY
11/12/2013	15	U.S. Bank PCards	\$613.20	5610-71130-402310	PCard Transaction Description: TEXAS REFINERY CORP
11/12/2013	15	U.S. Bank PCards	\$360.00	5610-71130-405333	PCard Transaction Description: TOTAL RENTAL INC
11/12/2013	15	U.S. Bank PCards	-\$55.00	2110-31320-405333	PCard Transaction Description: TOTAL RENTAL INC
11/12/2013	15	U.S. Bank PCards	\$148.50	2110-31320-405333	PCard Transaction Description: TOTAL RENTAL INC
11/12/2013	15	U.S. Bank PCards	\$40.00	0100-51120-402330	PCard Transaction Description: TOTAL RENTAL INC
11/12/2013	15	U.S. Bank PCards	\$110.50	5610-71130-402320	PCard Transaction Description: TRACTOR & EQUIPMENT
11/12/2013	15	U.S. Bank PCards	\$738.78	5610-71130-402320	PCard Transaction Description: TRACTOR & EQUIPMENT
11/12/2013	15	U.S. Bank PCards	\$57.88	5610-71120-402450	PCard Transaction Description: TRACTOR-SUPPLY-CO #0303
11/12/2013	15	U.S. Bank PCards	\$48.14	5610-71120-402450	PCard Transaction Description: TRACTOR-SUPPLY-CO #0303
11/12/2013	15	U.S. Bank PCards	\$709.94	7690-51820-403650	PCard Transaction Description: TRACTOR-SUPPLY-CO #0303
11/12/2013	15	U.S. Bank PCards	\$78.98	0100-51120-402410	PCard Transaction Description: TRACTOR-SUPPLY-CO #0303
11/12/2013	15	U.S. Bank PCards	\$139.99	1500-22260-402310	PCard Transaction Description: TRACTOR-SUPPLY-CO #0303
11/12/2013	15	U.S. Bank PCards	\$76.89	8730-51990-403650	PCard Transaction Description: TRACTOR-SUPPLY-CO #0303
11/12/2013	15	U.S. Bank PCards	\$7.60	5020-75000-402380	PCard Transaction Description: TVETENE TURF
11/12/2013	15	U.S. Bank PCards	\$26.24	0100-51120-402290	PCard Transaction Description: 2M COMPANY WAREHOUSE
11/12/2013	15	U.S. Bank PCards	\$32.85	1500-22240-402260	PCard Transaction Description: UNIVERSAL AWARDS
11/12/2013	15	U.S. Bank PCards	\$64.50	1500-21400-403822	PCard Transaction Description: UNIVERSAL AWARDS
11/12/2013	15	U.S. Bank PCards	\$10.95	1500-22230-402260	PCard Transaction Description: UNIVERSAL AWARDS
11/12/2013	15	U.S. Bank PCards	\$39.99	5610-71150-402320	PCard Transaction Description: CARQUEST 01031038
11/12/2013	15	U.S. Bank PCards	\$1,913.21	5610-71130-402320	PCard Transaction Description: CARQUEST 01031038
11/12/2013	15	U.S. Bank PCards	\$7.68	5020-74000-402410	PCard Transaction Description: CARQUEST 01031038
11/12/2013	15	U.S. Bank PCards	\$7.67	5120-84300-402410	PCard Transaction Description: CARQUEST 01031038
11/12/2013	15	U.S. Bank PCards	\$9.67	0100-51120-402410	PCard Transaction Description: CARQUEST 01031533
11/12/2013	15	U.S. Bank PCards	\$1.69	0100-51120-402330	PCard Transaction Description: CARQUEST 01031533
11/12/2013	15	U.S. Bank PCards	\$163.51	0100-51140-403690	PCard Transaction Description: VERMEER ROCKY MOUNTAIN IN
11/12/2013	15	U.S. Bank PCards	\$300.00	0100-51140-403990	PCard Transaction Description: VERMEER ROCKY MOUNTAIN IN
11/12/2013	15	U.S. Bank PCards	\$1,267.76	0100-51140-402330	PCard Transaction Description: VERMEER ROCKY MOUNTAIN IN
11/12/2013	15	U.S. Bank PCards	\$204.00	2110-31320-402320	PCard Transaction Description: VERMEER ROCKY MOUNTAIN IN
11/12/2013	15	U.S. Bank PCards	-\$249.95	5120-84300-402360	PCard Transaction Description: WESCO - # 6668
11/12/2013	15	U.S. Bank PCards	\$1,956.38	0100-16110-403220	PCard Transaction Description: THOMSON WEST*TCD

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11/12/2013	15	U.S. Bank PCards	\$475.13	0100-12120-403390	PCard Transaction Description: THOMSON WEST*TCD
11/12/2013	15	U.S. Bank PCards	\$75.50	2400-43010-403210	PCard Transaction Description: WESTERN AWARDS & ENGRAVIN
11/12/2013	15	U.S. Bank PCards	\$122.50	2380-43660-407290	PCard Transaction Description: WESTERN AWARDS & ENGRAVIN
11/12/2013	15	U.S. Bank PCards	\$31.80	0100-43210-403900	PCard Transaction Description: WESTERN AWARDS & ENGRAVIN
11/12/2013	15	U.S. Bank PCards	\$10.00	5710-71420-403823	PCard Transaction Description: WESTERN AWARDS & ENGRAVIN
11/12/2013	15	U.S. Bank PCards	\$133.75	2400-43010-403210	PCard Transaction Description: WESTERN AWARDS & ENGRAVIN
11/12/2013	15	U.S. Bank PCards	\$87.40	2090-44510-403900	PCard Transaction Description: WESTERN AWARDS & ENGRAVIN
11/12/2013	15	U.S. Bank PCards	\$2,160.00	8730-51990-403650	PCard Transaction Description: WILBUR ELLIS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$1,530.00	0100-51420-403650	PCard Transaction Description: WILBUR ELLIS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$1,530.00	0100-51420-403650	PCard Transaction Description: WILBUR ELLIS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$315.00	8730-51990-403650	PCard Transaction Description: WILBUR ELLIS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$2,160.00	8730-51990-403650	PCard Transaction Description: WILBUR ELLIS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$2,160.00	8730-51990-403650	PCard Transaction Description: WILBUR ELLIS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$2,290.04	8730-51990-403650	PCard Transaction Description: WILBUR ELLIS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$1,100.00	2110-31320-402475	PCard Transaction Description: WILBUR ELLIS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$986.21	0100-51120-402330	PCard Transaction Description: YELLOWSTONE COUNTY IMPLEM
11/12/2013	15	U.S. Bank PCards	\$34.74	0100-51120-402330	PCard Transaction Description: YELLOWSTONE COUNTY IMPLEM
11/12/2013	15	U.S. Bank PCards	\$262.76	0100-51120-402330	PCard Transaction Description: YELLOWSTONE COUNTY IMPLEM
11/12/2013	15	U.S. Bank PCards	\$345.64	0100-51120-402330	PCard Transaction Description: YELLOWSTONE COUNTY IMPLEM
11/12/2013	15	U.S. Bank PCards	\$150.07	5120-85000-403410	PCard Transaction Description: YELLOWSTONE VALLEY ELEC
11/12/2013	15	U.S. Bank PCards	\$1,376.17	5120-84000-403410	PCard Transaction Description: YELLOWSTONE VALLEY ELEC
11/12/2013	15	U.S. Bank PCards	\$124.75	5120-85000-403410	PCard Transaction Description: YELLOWSTONE VALLEY ELEC
11/12/2013	15	U.S. Bank PCards	\$19.00	5120-85000-403410	PCard Transaction Description: YELLOWSTONE VALLEY ELEC
11/12/2013	15	U.S. Bank PCards	\$240.94	5120-85000-403410	PCard Transaction Description: YELLOWSTONE VALLEY ELEC
11/12/2013	15	U.S. Bank PCards	\$27.87	5020-74000-403410	PCard Transaction Description: YELLOWSTONE VALLEY ELEC
11/12/2013	15	U.S. Bank PCards	\$26.64	2110-31320-403410	PCard Transaction Description: YELLOWSTONE VALLEY ELECT
11/12/2013	15	U.S. Bank PCards	\$221.23	8720-51980-403410	PCard Transaction Description: YELLOWSTONE VALLEY ELECT
11/12/2013	15	U.S. Bank PCards	\$190.04	8720-51980-403410	PCard Transaction Description: YELLOWSTONE VALLEY ELECT
11/12/2013	15	U.S. Bank PCards	\$68.77	8720-51980-403410	PCard Transaction Description: YELLOWSTONE VALLEY ELECT
11/12/2013	15	U.S. Bank PCards	\$19.67	8720-51980-403410	PCard Transaction Description: YELLOWSTONE VALLEY ELECT
11/12/2013	15	U.S. Bank PCards	\$143.75	0100-51410-402450	PCard Transaction Description: ZENTZ LUMBER CO
11/12/2013	15	U.S. Bank PCards	\$285.75	1500-21720-402120	PCard Transaction Description: ANIMAL CARE EQUIP ONLINE
11/12/2013	15	U.S. Bank PCards	\$700.00	5610-71130-405333	PCard Transaction Description: FRONTIER FENCE COMPANY
11/12/2013	15	U.S. Bank PCards	\$237.40	0100-17500-403740	PCard Transaction Description: BEST WESTERN GRANTREE INN
11/12/2013	15	U.S. Bank PCards	\$129.00	0100-51420-402260	PCard Transaction Description: BIG HORN BOOT COMPANY
11/12/2013	15	U.S. Bank PCards	\$1,180.00	6010-15530-402260	PCard Transaction Description: BIG HORN BOOT COMPANY
11/12/2013	15	U.S. Bank PCards	\$132.00	5610-71130-403650	PCard Transaction Description: REDDS PRINTS AND SIGNS IN
11/12/2013	15	U.S. Bank PCards	\$81.25	0100-51410-402450	PCard Transaction Description: ZIGS BUILDING MATERIALS 2

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11/12/2013	15	U.S. Bank PCards	\$102.63	1500-22260-402450	PCard Transaction Description: ZIGS BUILDING MATERIALS 2
11/12/2013	15	U.S. Bank PCards	\$508.00	0100-51120-403350	PCard Transaction Description: ARBOR DAY FOUNDATION
11/12/2013	15	U.S. Bank PCards	\$219.00	0100-17500-403820	PCard Transaction Description: BUSINESS & LEGAL RESOURCE
11/12/2013	15	U.S. Bank PCards	\$45.50	2600-55190-403222	PCard Transaction Description: AUDIO EDITIONS
11/12/2013	15	U.S. Bank PCards	\$70.20	5610-71120-402450	PCard Transaction Description: WESTERN FLAG AND BANNER
11/12/2013	15	U.S. Bank PCards	\$20.95	2400-43010-403824	PCard Transaction Description: SHOPKO 00401067
11/12/2013	15	U.S. Bank PCards	\$19.99	5410-31210-402120	PCard Transaction Description: SHOPKO 00401067
11/12/2013	15	U.S. Bank PCards	\$200.74	5610-71120-402240	PCard Transaction Description: HOUSE OF CLEAN
11/12/2013	15	U.S. Bank PCards	\$5.99	2110-31320-402430	PCard Transaction Description: HARBOR FREIGHT TOOLS 207
11/12/2013	15	U.S. Bank PCards	\$31.98	0100-51420-402290	PCard Transaction Description: HARBOR FREIGHT TOOLS 207
11/12/2013	15	U.S. Bank PCards	\$19.98	5410-31220-402290	PCard Transaction Description: HARBOR FREIGHT TOOLS 207
11/12/2013	15	U.S. Bank PCards	\$44.96	1500-22230-402280	PCard Transaction Description: HARBOR FREIGHT TOOLS 207
11/12/2013	15	U.S. Bank PCards	\$191.95	5410-31230-402290	PCard Transaction Description: HARBOR FREIGHT TOOLS 207
11/12/2013	15	U.S. Bank PCards	\$85.89	0100-51120-402290	PCard Transaction Description: HARBOR FREIGHT TOOLS 207
11/12/2013	15	U.S. Bank PCards	\$12.58	0100-51120-402330	PCard Transaction Description: HARBOR FREIGHT TOOLS 207
11/12/2013	15	U.S. Bank PCards	\$37.97	1500-21120-402260	PCard Transaction Description: JCPENNEY 2810
11/12/2013	15	U.S. Bank PCards	-\$443.50	5410-31230-402320	PCard Transaction Description: CRITELLI GLASS
11/12/2013	15	U.S. Bank PCards	\$726.50	5410-31230-402320	PCard Transaction Description: CRITELLI GLASS
11/12/2013	15	U.S. Bank PCards	\$187.50	5410-31230-403620	PCard Transaction Description: CRITELLI GLASS
11/12/2013	15	U.S. Bank PCards	\$443.50	5410-31230-402320	PCard Transaction Description: CRITELLI GLASS
11/12/2013	15	U.S. Bank PCards	\$95.00	5020-74000-402450	PCard Transaction Description: AUTO TRIM DESIGN
11/12/2013	15	U.S. Bank PCards	\$939.53	2500-21350-402270	PCard Transaction Description: SCHEELS-RIMROCK
11/12/2013	15	U.S. Bank PCards	\$65.90	0100-15120-402190	PCard Transaction Description: FRANKLINCOVEYPRODUCTS
11/12/2013	15	U.S. Bank PCards	\$590.00	6500-15670-403690	PCard Transaction Description: HVAC TECHNOLOGY
11/12/2013	15	U.S. Bank PCards	\$1,198.56	5610-71140-402290	PCard Transaction Description: BAUDVILLE INC.
11/12/2013	15	U.S. Bank PCards	\$168.50	1500-21400-403822	PCard Transaction Description: DELTA AIR 0062175050751
11/12/2013	15	U.S. Bank PCards	\$365.10	0100-51140-403823	PCard Transaction Description: DELTA AIR 0067311122185
11/12/2013	15	U.S. Bank PCards	\$130.97	2600-55190-403226	PCard Transaction Description: BLACKSTONE AUDIOBOOKS
11/12/2013	15	U.S. Bank PCards	\$329.00	1500-22260-402120	PCard Transaction Description: MATTRESS KING
11/12/2013	15	U.S. Bank PCards	\$9.43	0100-51120-402290	PCard Transaction Description: INT*THOMPSON POOLS
11/12/2013	15	U.S. Bank PCards	\$24.92	0100-51120-402290	PCard Transaction Description: INT*THOMPSON POOLS
11/12/2013	15	U.S. Bank PCards	\$4.72	0100-51120-402290	PCard Transaction Description: INT*THOMPSON POOLS
11/12/2013	15	U.S. Bank PCards	\$318.05	5020-74000-402220	PCard Transaction Description: CPI
11/12/2013	15	U.S. Bank PCards	\$18.00	2400-43010-403350	PCard Transaction Description: RAILS TO TRAILS CONS
11/12/2013	15	U.S. Bank PCards	\$40.00	6600-31100-401170	PCard Transaction Description: THE REX
11/12/2013	15	U.S. Bank PCards	\$136.39	0100-51120-402390	PCard Transaction Description: FIRESTONE 00270306
11/12/2013	15	U.S. Bank PCards	\$385.74	5020-77000-402925	PCard Transaction Description: CDW GOVERNMENT
11/12/2013	15	U.S. Bank PCards	\$385.74	5120-87000-402925	PCard Transaction Description: CDW GOVERNMENT
11/12/2013	15	U.S. Bank PCards	\$59.38	5020-77000-402925	PCard Transaction Description: CDW GOVERNMENT
11/12/2013	15	U.S. Bank PCards	\$59.38	5120-87000-402925	PCard Transaction Description: CDW GOVERNMENT
11/12/2013	15	U.S. Bank PCards	\$238.00	6200-19110-405370	PCard Transaction Description: CDW GOVERNMENT
11/12/2013	15	U.S. Bank PCards	\$658.49	6200-19110-405370	PCard Transaction Description: CDW GOVERNMENT
11/12/2013	15	U.S. Bank PCards	\$23.64	6200-19110-405370	PCard Transaction Description: CDW GOVERNMENT
11/12/2013	15	U.S. Bank PCards	\$10.70	2600-55190-403380	PCard Transaction Description: THE BOOK HOUSE
11/12/2013	15	U.S. Bank PCards	\$920.00	0100-51120-402330	PCard Transaction Description: INDUSTRIAL COMMUNICATION
11/12/2013	15	U.S. Bank PCards	\$575.00	5610-71150-402450	PCard Transaction Description: INDUSTRIAL COMMUNICATION
11/12/2013	15	U.S. Bank PCards	\$172.50	5610-71150-402440	PCard Transaction Description: INDUSTRIAL COMMUNICATION
11/12/2013	15	U.S. Bank PCards	\$373.13	5020-74000-402360	PCard Transaction Description: INDUSTRIAL COMMUNICATION
11/12/2013	15	U.S. Bank PCards	\$373.12	5120-84300-402360	PCard Transaction Description: INDUSTRIAL COMMUNICATION

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11/12/2013	15	U.S. Bank PCards	\$264.00	5020-74000-402360	PCard Transaction Description: INDUSTRIAL COMMUNICATION
11/12/2013	15	U.S. Bank PCards	-\$460.00	5610-71150-402440	PCard Transaction Description: INDUSTRIAL COMMUNICATION
11/12/2013	15	U.S. Bank PCards	\$597.20	5410-31210-403581	PCard Transaction Description: EXPRESS EMPLOYMENT PROFES
11/12/2013	15	U.S. Bank PCards	\$477.76	5410-31210-403581	PCard Transaction Description: EXPRESS EMPLOYMENT PROFES
11/12/2013	15	U.S. Bank PCards	\$597.20	5410-31210-403581	PCard Transaction Description: EXPRESS EMPLOYMENT PROFES
11/12/2013	15	U.S. Bank PCards	\$589.74	5410-31210-403581	PCard Transaction Description: EXPRESS EMPLOYMENT PROFES
11/12/2013	15	U.S. Bank PCards	\$700.00	5410-31220-403824	PCard Transaction Description: SOLID WASTE SYSTEMS, INC.
11/12/2013	15	U.S. Bank PCards	\$1,134.97	0100-51250-402250	PCard Transaction Description: STAYWELL - KRAMES
11/12/2013	15	U.S. Bank PCards	\$320.00	2600-55120-403660	PCard Transaction Description: THYSSENKRUPP ELEV ORACLE
11/12/2013	15	U.S. Bank PCards	\$700.05	2600-55120-403660	PCard Transaction Description: THYSSENKRUPP ELEV ORACLE
11/12/2013	15	U.S. Bank PCards	\$920.00	5210-15910-402450	PCard Transaction Description: THYSSENKRUPP ELEV ORACLE
11/12/2013	15	U.S. Bank PCards	\$286.26	5210-15930-403660	PCard Transaction Description: THYSSENKRUPP ELEV ORACLE
11/12/2013	15	U.S. Bank PCards	\$133.62	5210-15910-403660	PCard Transaction Description: THYSSENKRUPP ELEV ORACLE
11/12/2013	15	U.S. Bank PCards	\$911.12	5210-15920-403660	PCard Transaction Description: THYSSENKRUPP ELEV ORACLE
11/12/2013	15	U.S. Bank PCards	\$417.50	5610-71120-403660	PCard Transaction Description: THYSSENKRUPP ELEV ORACLE
11/12/2013	15	U.S. Bank PCards	\$583.59	6500-15670-403690	PCard Transaction Description: THYSSENKRUPP ELEV ORACLE
11/12/2013	15	U.S. Bank PCards	\$47.25	0100-13130-403360	PCard Transaction Description: PIZZA HUT #1714
11/12/2013	15	U.S. Bank PCards	\$37.00	0100-13130-403360	PCard Transaction Description: PIZZA HUT #1714
11/12/2013	15	U.S. Bank PCards	\$64.00	6500-15670-403690	PCard Transaction Description: INDEPENDENT LOCK AND PART
11/12/2013	15	U.S. Bank PCards	\$20.97	1500-22260-402450	PCard Transaction Description: BILLINGS HARDWARE
11/12/2013	15	U.S. Bank PCards	\$146.97	1500-22260-402120	PCard Transaction Description: BILLINGS HARDWARE
11/12/2013	15	U.S. Bank PCards	\$20.48	0100-51120-402410	PCard Transaction Description: BILLINGS HARDWARE
11/12/2013	15	U.S. Bank PCards	\$44.93	5610-71120-402450	PCard Transaction Description: BILLINGS HARDWARE
11/12/2013	15	U.S. Bank PCards	\$12.77	0100-51120-402290	PCard Transaction Description: BILLINGS HARDWARE
11/12/2013	15	U.S. Bank PCards	\$19.47	0100-51120-402290	PCard Transaction Description: BILLINGS HARDWARE
11/12/2013	15	U.S. Bank PCards	\$11.97	5410-31220-402290	PCard Transaction Description: BILLINGS HARDWARE
11/12/2013	15	U.S. Bank PCards	\$1,011.90	1500-21400-403822	PCard Transaction Description: UNITED 0162381968919
11/12/2013	15	U.S. Bank PCards	\$1,011.90	1500-21400-403822	PCard Transaction Description: UNITED 0162381968921
11/12/2013	15	U.S. Bank PCards	\$1,011.90	1500-21400-403822	PCard Transaction Description: UNITED 0162381997858
11/12/2013	15	U.S. Bank PCards	\$25.00	7380-12640-403824	PCard Transaction Description: UNITED 0162606292222
11/12/2013	15	U.S. Bank PCards	\$35.00	1500-21400-403822	PCard Transaction Description: UNITED 0162926416234
11/12/2013	15	U.S. Bank PCards	\$37.00	1500-21400-403822	PCard Transaction Description: UNITED 0162926416235
11/12/2013	15	U.S. Bank PCards	\$30.00	1500-21400-403822	PCard Transaction Description: UNITED 0162926437441
11/12/2013	15	U.S. Bank PCards	\$40.00	1500-21400-403822	PCard Transaction Description: UNITED 0162926437442
11/12/2013	15	U.S. Bank PCards	\$29.00	1500-21400-403822	PCard Transaction Description: UNITED 0162926437443
11/12/2013	15	U.S. Bank PCards	\$49.00	1500-21400-403822	PCard Transaction Description: UNITED 0162926437444
11/12/2013	15	U.S. Bank PCards	\$56.00	1500-21400-403822	PCard Transaction Description: UNITED 0162926437445
11/12/2013	15	U.S. Bank PCards	\$37.00	1500-21400-403822	PCard Transaction Description: UNITED 0162926437447
11/12/2013	15	U.S. Bank PCards	\$157.74	0100-51120-402290	PCard Transaction Description: COLONIAL RESEARCH CHEM
11/12/2013	15	U.S. Bank PCards	\$675.44	5610-71150-402320	PCard Transaction Description: RIMROCK GMC CADILLAC
11/12/2013	15	U.S. Bank PCards	\$136.00	2600-55190-403380	PCard Transaction Description: LIBRARY JOURNAL
11/12/2013	15	U.S. Bank PCards	\$39.00	2600-55190-403380	PCard Transaction Description: THE HORN BOOK INC
11/12/2013	15	U.S. Bank PCards	\$97.26	0100-12200-403210	PCard Transaction Description: ALPHAGRAPHICS #387
11/12/2013	15	U.S. Bank PCards	\$370.00	6700-31410-403660	PCard Transaction Description: LASER CYCLE OF MT

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11/12/2013	15	U.S. Bank PCards	\$66.00	5020-75000-403823	PCard Transaction Description: MSU NORTHERN - TUITION
11/12/2013	15	U.S. Bank PCards	\$44.00	5120-85000-403823	PCard Transaction Description: MSU NORTHERN - TUITION
11/12/2013	15	U.S. Bank PCards	\$550.00	5020-74000-403823	PCard Transaction Description: MSU NORTHERN - TUITION
11/12/2013	15	U.S. Bank PCards	\$840.00	5020-74000-403823	PCard Transaction Description: MSU NORTHERN - TUITION
11/12/2013	15	U.S. Bank PCards	\$840.00	5020-74000-403823	PCard Transaction Description: MSU NORTHERN - TUITION
11/12/2013	15	U.S. Bank PCards	\$303.00	5020-75000-403823	PCard Transaction Description: MSU NORTHERN - TUITION
11/12/2013	15	U.S. Bank PCards	\$202.00	5120-85000-403823	PCard Transaction Description: MSU NORTHERN - TUITION
11/12/2013	15	U.S. Bank PCards	\$3.00	5610-71130-402320	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$26.05	0100-51120-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$72.03	1500-22260-402450	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$22.49	1500-22260-402240	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$14.38	1500-22260-402240	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$36.36	1500-22260-402340	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$71.98	1500-22260-402450	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$4.04	1500-22260-402120	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$10.79	1500-22260-402450	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$82.49	0100-51420-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$13.48	0100-51420-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$14.66	0100-51420-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$62.84	0100-51420-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$4.31	6500-15660-402450	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$40.00	6500-15660-402450	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$47.88	6500-15660-402450	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$20.23	0100-51140-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$33.98	8730-51990-403650	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$14.49	0100-51140-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$17.99	0100-51120-402410	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$111.84	0100-51120-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$63.77	0100-51120-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$46.26	5020-74000-402450	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$12.84	5020-74000-402450	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$1.89	1500-22260-402310	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$1.79	1500-22260-402310	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$14.99	1500-22260-402360	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$34.97	1500-22310-402690	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$25.37	5020-75000-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$16.91	5120-85000-402290	PCard Transaction Description: KINGS ACE HARDWARE

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11/12/2013	15	U.S. Bank PCards	\$17.52	5020-75000-402380	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$2.85	5020-73120-404220	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$21.57	5020-74000-402410	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$3.80	0100-51120-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$22.45	0100-51120-403650	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$9.98	0100-51120-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$34.99	0100-51120-402410	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$13.58	5210-15920-402450	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$34.44	5210-15920-402190	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$14.99	5210-15910-402450	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$27.97	5210-15230-402120	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$9.99	5210-15230-402120	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$0.60	5210-15230-402120	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$6.60	5210-15920-402450	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$8.83	5210-15920-402450	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$58.96	5410-31230-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$29.98	2110-31320-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$35.97	2110-31320-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$25.25	0100-51120-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$37.35	8730-51990-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$104.91	8730-51990-402410	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$26.98	2110-31320-402410	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$67.86	2110-31320-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$197.48	2110-31320-402310	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$32.96	5410-31230-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$44.98	5410-31220-402290	PCard Transaction Description: KINGS ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$342.00	5610-71130-402320	PCard Transaction Description: SPROCKET'S MACH. & WELD
11/12/2013	15	U.S. Bank PCards	\$26.48	0100-51120-402290	PCard Transaction Description: ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$52.91	5610-71120-402450	PCard Transaction Description: ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$6.99	1500-22230-402280	PCard Transaction Description: ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$185.95	1500-22260-402120	PCard Transaction Description: ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$74.94	1500-22260-402450	PCard Transaction Description: ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$6.99	5120-85000-402410	PCard Transaction Description: ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$11.99	5020-75000-402410	PCard Transaction Description: ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$6.99	5020-75000-402410	PCard Transaction Description: ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$27.99	5610-71170-402450	PCard Transaction Description: ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$18.09	0100-51120-402290	PCard Transaction Description: ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$14.99	0100-51120-402290	PCard Transaction Description: ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$77.43	5410-31220-402290	PCard Transaction Description: ACE HARDWARE
11/12/2013	15	U.S. Bank PCards	\$16.23	6500-15660-402450	PCard Transaction Description: FEI INC ND
11/12/2013	15	U.S. Bank PCards	\$986.11	5610-71120-403660	PCard Transaction Description: TW ENTERPRISES INC
11/12/2013	15	U.S. Bank PCards	\$986.11	5610-71120-403660	PCard Transaction Description: TW ENTERPRISES INC
11/12/2013	15	U.S. Bank PCards	\$170.00	5410-31230-403660	PCard Transaction Description: SUPERIOR WATER SOLUTIONS
11/12/2013	15	U.S. Bank PCards	\$27.00	6500-15660-402450	PCard Transaction Description: SUPERIOR WATER SOLUTIONS
11/12/2013	15	U.S. Bank PCards	\$11.83	5020-75000-402410	PCard Transaction Description: SUPERIOR WATER SOLUTIONS

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11/12/2013	15	U.S. Bank PCards	\$7.89	5120-85000-402410	PCard Transaction Description: SUPERIOR WATER SOLUTIONS
11/12/2013	15	U.S. Bank PCards	\$52.98	2400-43010-402190	PCard Transaction Description: OFFICE MAX
11/12/2013	15	U.S. Bank PCards	-\$375.00	5120-84000-403823	PCard Transaction Description: ASSOCIATEEMPLOYERS
11/12/2013	15	U.S. Bank PCards	\$45.00	0100-17500-403870	PCard Transaction Description: ASSOCIATEEMPLOYERS
11/12/2013	15	U.S. Bank PCards	\$380.00	5120-84000-403820	PCard Transaction Description: ASSOCIATEEMPLOYERS
11/12/2013	15	U.S. Bank PCards	\$1,011.03	5610-71120-402240	PCard Transaction Description: MONTANA BROOM & BRUSH COM
11/12/2013	15	U.S. Bank PCards	\$937.03	5610-71120-402240	PCard Transaction Description: MONTANA BROOM & BRUSH COM
11/12/2013	15	U.S. Bank PCards	\$527.75	5610-71130-402240	PCard Transaction Description: MONTANA BROOM & BRUSH COM
11/12/2013	15	U.S. Bank PCards	\$66.00	6500-15670-402240	PCard Transaction Description: MONTANA BROOM & BRUSH COM
11/12/2013	15	U.S. Bank PCards	\$140.25	5610-71140-402260	PCard Transaction Description: SPIC AND SPAN CLEANERS
11/12/2013	15	U.S. Bank PCards	\$1,861.00	1500-22290-402690	PCard Transaction Description: EMERGENCY MEDICAL PRODUC
11/12/2013	15	U.S. Bank PCards	\$321.39	2600-55130-402190	PCard Transaction Description: BIG SKY FIRE EQUIPMENT
11/12/2013	15	U.S. Bank PCards	\$73.55	1500-21700-402190	PCard Transaction Description: BIG SKY FIRE EQUIPMENT
11/12/2013	15	U.S. Bank PCards	\$114.90	5610-71150-402220	PCard Transaction Description: BIG SKY FIRE EQUIPMENT
11/12/2013	15	U.S. Bank PCards	\$181.40	0100-51120-402290	PCard Transaction Description: BIG SKY FIRE EQUIPMENT
11/12/2013	15	U.S. Bank PCards	\$134.91	2400-43010-403824	PCard Transaction Description: ALBERTSONS #2025
11/12/2013	15	U.S. Bank PCards	\$7.88	5610-71120-402450	PCard Transaction Description: ALBERTSONS #2025
11/12/2013	15	U.S. Bank PCards	\$12.99	5210-15920-402190	PCard Transaction Description: ALBERTSONS #2025
11/12/2013	15	U.S. Bank PCards	\$18.52	1500-21150-402285	PCard Transaction Description: ALBERTSONS #2025
11/12/2013	15	U.S. Bank PCards	\$52.95	1500-21110-401170	PCard Transaction Description: ALBERTSONS #2025
11/12/2013	15	U.S. Bank PCards	\$491.98	0100-16110-403240	PCard Transaction Description: DELL SALES & SERVICE
11/12/2013	15	U.S. Bank PCards	\$159.98	1500-21500-405333	PCard Transaction Description: DMI* DELL BUS ONLINE
11/12/2013	15	U.S. Bank PCards	\$1,424.87	1500-21500-405333	PCard Transaction Description: DMI* DELL BUS ONLINE
11/12/2013	15	U.S. Bank PCards	\$2,413.35	5610-71130-403650	PCard Transaction Description: CRYOTECH DEICING TECH
11/12/2013	15	U.S. Bank PCards	\$175.99	5610-71130-403590	PCard Transaction Description: THE HOME DEPOT 3101
11/12/2013	15	U.S. Bank PCards	\$34.88	6500-15660-402350	PCard Transaction Description: THE HOME DEPOT 3101
11/12/2013	15	U.S. Bank PCards	\$139.58	7690-51820-403650	PCard Transaction Description: THE HOME DEPOT 3101
11/12/2013	15	U.S. Bank PCards	\$19.97	0100-51140-403360	PCard Transaction Description: THE HOME DEPOT 3101
11/12/2013	15	U.S. Bank PCards	\$3.16	5610-71120-402450	PCard Transaction Description: THE HOME DEPOT 3101
11/12/2013	15	U.S. Bank PCards	\$23.92	2110-31320-402290	PCard Transaction Description: THE HOME DEPOT 3101
11/12/2013	15	U.S. Bank PCards	\$47.91	2110-31320-402410	PCard Transaction Description: THE HOME DEPOT 3101
11/12/2013	15	U.S. Bank PCards	\$7.47	1500-22230-402290	PCard Transaction Description: OFFICE DEPOT #1080
11/12/2013	15	U.S. Bank PCards	\$12.89	1500-22210-403920	PCard Transaction Description: OFFICE DEPOT #1080
11/12/2013	15	U.S. Bank PCards	\$233.78	1500-22230-402610	PCard Transaction Description: OFFICE DEPOT #1080
11/12/2013	15	U.S. Bank PCards	\$239.99	0100-17500-402110	PCard Transaction Description: OFFICE DEPOT #1080
11/12/2013	15	U.S. Bank PCards	\$48.74	2400-43010-402190	PCard Transaction Description: OFFICE DEPOT #1080
11/12/2013	15	U.S. Bank PCards	\$246.65	0100-14110-403325	PCard Transaction Description: OFFICE DEPOT #1080
11/12/2013	15	U.S. Bank PCards	\$416.23	2600-55170-402290	PCard Transaction Description: OFFICE DEPOT #2135
11/12/2013	15	U.S. Bank PCards	\$12.58	5610-71120-402450	PCard Transaction Description: OFFICE DEPOT #2135
11/12/2013	15	U.S. Bank PCards	\$23.55	1500-22250-402190	PCard Transaction Description: OFFICE DEPOT #2135
11/12/2013	15	U.S. Bank PCards	\$16.28	1500-22250-402450	PCard Transaction Description: OFFICE DEPOT #2135
11/12/2013	15	U.S. Bank PCards	\$96.26	8730-51990-403360	PCard Transaction Description: OFFICE DEPOT #2135
11/12/2013	15	U.S. Bank PCards	\$79.98	5410-31210-402190	PCard Transaction Description: OFFICE DEPOT #450
11/12/2013	15	U.S. Bank PCards	\$133.34	1500-21500-402120	PCard Transaction Description: OFFICE DEPOT #450
11/12/2013	15	U.S. Bank PCards	\$16.49	2400-43010-402190	PCard Transaction Description: OFFICE DEPOT #450
11/12/2013	15	U.S. Bank PCards	\$46.99	1500-22290-402290	PCard Transaction Description: OFFICE DEPOT #2135
11/12/2013	15	U.S. Bank PCards	\$14.99	2600-55140-402280	PCard Transaction Description: ALBERTSONS #2030
11/12/2013	15	U.S. Bank PCards	\$339.00	0100-16110-403821	PCard Transaction Description: LORMAN EDUCATION SERVICE
11/12/2013	15	U.S. Bank PCards	\$177.00	1500-21720-402260	PCard Transaction Description: ALL COLOR EMBROIDERY

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11/12/2013	15	U.S. Bank PCards	\$7.00	5610-71150-402260	PCard Transaction Description: ALL COLOR EMBROIDERY
11/12/2013	15	U.S. Bank PCards	\$379.00	5410-31220-402260	PCard Transaction Description: ALL COLOR EMBROIDERY
11/12/2013	15	U.S. Bank PCards	\$72.22	1500-22260-402120	PCard Transaction Description: AMAZON.COM
11/12/2013	15	U.S. Bank PCards	\$25.65	2600-55190-403227	PCard Transaction Description: AMAZON.COM
11/12/2013	15	U.S. Bank PCards	\$9.76	2600-55190-403255	PCard Transaction Description: AMAZON.COM
11/12/2013	15	U.S. Bank PCards	\$42.75	2600-55140-402190	PCard Transaction Description: AMAZON.COM
11/12/2013	15	U.S. Bank PCards	\$59.26	2600-55190-403225	PCard Transaction Description: AMAZON.COM
11/12/2013	15	U.S. Bank PCards	\$16.61	2600-55190-403227	PCard Transaction Description: AMAZON.COM
11/12/2013	15	U.S. Bank PCards	\$17.96	2600-55190-403227	PCard Transaction Description: AMAZON.COM
11/12/2013	15	U.S. Bank PCards	\$19.99	2600-55190-403380	PCard Transaction Description: AMAZON.COM
11/12/2013	15	U.S. Bank PCards	\$19.64	2600-55190-403222	PCard Transaction Description: AMAZON.COM
11/12/2013	15	U.S. Bank PCards	\$44.83	1500-21400-402280	PCard Transaction Description: AMAZON.COM
11/12/2013	15	U.S. Bank PCards	\$339.60	5020-75000-402190	PCard Transaction Description: SELBYS BILLINGS
11/12/2013	15	U.S. Bank PCards	-\$339.60	5020-75000-402190	PCard Transaction Description: SELBYS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$195.00	6050-15160-403690	PCard Transaction Description: SELBYS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$40.64	8730-51990-409370	PCard Transaction Description: SELBYS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$177.48	1500-21150-402285	PCard Transaction Description: BEST WESTERN GRANTREE INN
11/12/2013	15	U.S. Bank PCards	\$234.68	2600-55190-403382	PCard Transaction Description: TCD*GALE
11/12/2013	15	U.S. Bank PCards	\$357.95	1500-21200-402610	PCard Transaction Description: BEST BUY 00005926
11/12/2013	15	U.S. Bank PCards	\$100.00	2400-43010-407214	PCard Transaction Description: DATA IMAGING SYSTEMS
11/12/2013	15	U.S. Bank PCards	\$212.00	6500-15670-403690	PCard Transaction Description: DATA IMAGING SYSTEMS
11/12/2013	15	U.S. Bank PCards	\$5.22	2600-55110-403110	PCard Transaction Description: USPS 29078001028700219
11/12/2013	15	U.S. Bank PCards	\$3.60	5610-71130-402450	PCard Transaction Description: USPS 29078001028700219
11/12/2013	15	U.S. Bank PCards	\$33.00	7690-51860-402292	PCard Transaction Description: USPS 29078001028700219
11/12/2013	15	U.S. Bank PCards	\$8.96	0100-51120-403110	PCard Transaction Description: USPS 29078001028700219
11/12/2013	15	U.S. Bank PCards	\$9.20	2820-65810-403310	PCard Transaction Description: USPS 29078001028700219
11/12/2013	15	U.S. Bank PCards	\$39.40	2820-65810-403110	PCard Transaction Description: USPS 29078001028700219
11/12/2013	15	U.S. Bank PCards	\$46.00	2400-43010-403110	PCard Transaction Description: USPS 29078301028700391
11/12/2013	15	U.S. Bank PCards	\$27.90	0100-12530-403575	PCard Transaction Description: LOG CABIN BAKERY
11/12/2013	15	U.S. Bank PCards	\$87.34	1500-22270-402290	PCard Transaction Description: BATTERIES PLUS #25
11/12/2013	15	U.S. Bank PCards	\$120.96	1500-22270-402290	PCard Transaction Description: BATTERIES PLUS #25
11/12/2013	15	U.S. Bank PCards	\$21.98	5120-84300-402360	PCard Transaction Description: BATTERIES PLUS #25
11/12/2013	15	U.S. Bank PCards	\$28.77	5020-74000-402450	PCard Transaction Description: BATTERIES PLUS #25
11/12/2013	15	U.S. Bank PCards	\$64.80	1500-21720-402290	PCard Transaction Description: BATTERIES PLUS #25
11/12/2013	15	U.S. Bank PCards	\$1,100.00	5210-15230-402460	PCard Transaction Description: BATTERIES PLUS #25
11/12/2013	15	U.S. Bank PCards	\$270.00	5210-15230-402460	PCard Transaction Description: BATTERIES PLUS #25
11/12/2013	15	U.S. Bank PCards	\$20.94	1500-21200-402120	PCard Transaction Description: BATTERIES PLUS #25
11/12/2013	15	U.S. Bank PCards	\$193.11	1500-21120-402290	PCard Transaction Description: BATTERIES PLUS #25
11/12/2013	15	U.S. Bank PCards	\$76.50	5410-31220-402290	PCard Transaction Description: BATTERIES PLUS #25
11/12/2013	15	U.S. Bank PCards	\$11.83	6600-31100-402230	PCard Transaction Description: ALBERTSONS #2041
11/12/2013	15	U.S. Bank PCards	-\$1.00	5020-74000-402450	PCard Transaction Description: ARCHITECTURAL DOORS & HAR
11/12/2013	15	U.S. Bank PCards	\$21.00	0100-51270-402450	PCard Transaction Description: ARCHITECTURAL DOORS & HAR
11/12/2013	15	U.S. Bank PCards	\$132.00	1500-21710-402450	PCard Transaction Description: SQ *BILLINGS CARPET & WAT
11/12/2013	15	U.S. Bank PCards	\$484.42	5610-71130-402240	PCard Transaction Description: GLACIER PRODUCTS AND SERV
11/12/2013	15	U.S. Bank PCards	\$588.18	5020-75000-402920	PCard Transaction Description: POWER SERVICE OF MONTANA,
11/12/2013	15	U.S. Bank PCards	\$392.12	5120-85000-402920	PCard Transaction Description: POWER SERVICE OF MONTANA,
11/12/2013	15	U.S. Bank PCards	\$155.10	6500-15660-403660	PCard Transaction Description: POWER SERVICE OF MONTANA,
11/12/2013	15	U.S. Bank PCards	\$11.97	0100-51120-402290	PCard Transaction Description: WAL-MART #1956
11/12/2013	15	U.S. Bank PCards	\$11.47	5710-71430-402450	PCard Transaction Description: WAL-MART #1956
11/12/2013	15	U.S. Bank PCards	\$3.84	5710-71430-403660	PCard Transaction Description: WAL-MART #1956
11/12/2013	15	U.S. Bank PCards	\$12.72	5710-71430-402450	PCard Transaction Description: WAL-MART #1956
11/12/2013	15	U.S. Bank PCards	\$20.93	2400-43010-403824	PCard Transaction Description: WAL-MART #1956
11/12/2013	15	U.S. Bank PCards	\$200.00	2650-67720-402290	PCard Transaction Description: WAL-MART #1956
11/12/2013	15	U.S. Bank PCards	\$37.00	2650-67720-402290	PCard Transaction Description: WAL-MART #1956
11/12/2013	15	U.S. Bank PCards	\$45.44	5710-71430-402450	PCard Transaction Description: WAL-MART #1956
11/12/2013	15	U.S. Bank PCards	\$5.98	5710-71420-403823	PCard Transaction Description: WAL-MART #1956

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11/12/2013	15	U.S. Bank PCards	\$56.91	0100-51120-402260	PCard Transaction Description: WAL-MART #1956
11/12/2013	15	U.S. Bank PCards	\$26.94	2110-31320-402290	PCard Transaction Description: WAL-MART #1956
11/12/2013	15	U.S. Bank PCards	\$116.86	2650-67720-402290	PCard Transaction Description: WAL-MART #1956
11/12/2013	15	U.S. Bank PCards	\$89.82	5610-71120-402240	PCard Transaction Description: WAL-MART #2923
11/12/2013	15	U.S. Bank PCards	\$47.88	5020-73140-402190	PCard Transaction Description: WAL-MART #2923
11/12/2013	15	U.S. Bank PCards	\$27.87	0100-51250-402250	PCard Transaction Description: WAL-MART #2923
11/12/2013	15	U.S. Bank PCards	\$44.54	0100-12530-403575	PCard Transaction Description: WAL-MART #2923
11/12/2013	15	U.S. Bank PCards	\$16.10	1500-22250-402190	PCard Transaction Description: WAL-MART #2923
11/12/2013	15	U.S. Bank PCards	\$94.85	0100-51120-402260	PCard Transaction Description: WAL-MART #2923
11/12/2013	15	U.S. Bank PCards	\$103.67	8730-51990-402290	PCard Transaction Description: WAL-MART #2923
11/12/2013	15	U.S. Bank PCards	\$283.20	2400-43010-403900	PCard Transaction Description: WALMART.COM 8009666546
11/12/2013	15	U.S. Bank PCards	-\$20.28	6500-15660-402350	PCard Transaction Description: GRAYBAR ELECTRIC COMPANY
11/12/2013	15	U.S. Bank PCards	\$190.76	6500-15660-402360	PCard Transaction Description: GRAYBAR ELECTRIC COMPANY
11/12/2013	15	U.S. Bank PCards	\$110.16	2110-31320-402430	PCard Transaction Description: GRAYBAR ELECTRIC COMPANY
11/12/2013	15	U.S. Bank PCards	\$122.88	0100-51270-402450	PCard Transaction Description: GRAYBAR ELECTRIC COMPANY
11/12/2013	15	U.S. Bank PCards	\$1,806.00	5120-84300-402360	PCard Transaction Description: GRAYBAR ELECTRIC COMPANY
11/12/2013	15	U.S. Bank PCards	\$38.51	0100-51120-402290	PCard Transaction Description: GRAYBAR ELECTRIC COMPANY
11/12/2013	15	U.S. Bank PCards	\$67.50	0100-51120-402290	PCard Transaction Description: GRAYBAR ELECTRIC COMPANY
11/12/2013	15	U.S. Bank PCards	\$700.00	1500-21400-403822	PCard Transaction Description: EB *NON-MEMBERS PORTAL
11/12/2013	15	U.S. Bank PCards	\$350.00	1500-21400-403822	PCard Transaction Description: EB *NON-MEMBERS PORTAL
11/12/2013	15	U.S. Bank PCards	\$195.61	6600-31100-403824	PCard Transaction Description: WINGATE INN
11/12/2013	15	U.S. Bank PCards	\$30.69	6200-19130-402120	PCard Transaction Description: BILLINGS OFFICE SYSTEMS
11/12/2013	15	U.S. Bank PCards	\$18.41	5020-75000-403660	PCard Transaction Description: BILLINGS OFFICE SYSTEMS
11/12/2013	15	U.S. Bank PCards	\$12.58	5120-85000-403660	PCard Transaction Description: BILLINGS OFFICE SYSTEMS
11/12/2013	15	U.S. Bank PCards	\$17.00	5020-74000-402190	PCard Transaction Description: U-HAUL MOVING & STORAGE A
11/12/2013	15	U.S. Bank PCards	\$174.24	5710-71440-402450	PCard Transaction Description: KIMBALL MIDWEST
11/12/2013	15	U.S. Bank PCards	\$105.88	5710-71440-402450	PCard Transaction Description: KIMBALL MIDWEST
11/12/2013	15	U.S. Bank PCards	-\$47.28	5710-71440-402450	PCard Transaction Description: KIMBALL MIDWEST
11/12/2013	15	U.S. Bank PCards	\$80.21	5610-71130-402320	PCard Transaction Description: UNITED RENTALS
11/12/2013	15	U.S. Bank PCards	\$44.00	2600-21710-402925	PCard Transaction Description: VET-TO-GO
11/12/2013	15	U.S. Bank PCards	\$289.50	5410-31230-402390	PCard Transaction Description: GCR TIRE CENTER #706
11/12/2013	15	U.S. Bank PCards	\$99.00	8730-51990-403350	PCard Transaction Description: NRPA/AMERICAS BACKYARD
11/12/2013	15	U.S. Bank PCards	\$228.50	1500-21200-407910	PCard Transaction Description: LEXISNEXIS RISK MGT
11/12/2013	15	U.S. Bank PCards	\$118.80	5610-71120-402450	PCard Transaction Description: NORTHWEST FLOORS
11/12/2013	15	U.S. Bank PCards	\$928.00	6500-15660-403990	PCard Transaction Description: NORTHWEST FLOORS
11/12/2013	15	U.S. Bank PCards	\$70.00	0100-13130-403360	PCard Transaction Description: OFF MAIN DELI
11/12/2013	15	U.S. Bank PCards	\$260.69	2600-55180-402925	PCard Transaction Description: DMI* DELL K-12/GOVT
11/12/2013	15	U.S. Bank PCards	\$988.61	2600-55180-402925	PCard Transaction Description: DMI* DELL K-12/GOVT
11/12/2013	15	U.S. Bank PCards	\$1,038.77	2600-55180-402925	PCard Transaction Description: DMI* DELL K-12/GOVT
11/12/2013	15	U.S. Bank PCards	\$155.99	2400-43010-402925	PCard Transaction Description: DMI* DELL K-12/GOVT
11/12/2013	15	U.S. Bank PCards	\$95.00	1500-21110-403170	PCard Transaction Description: MOUNTAINSIDE TOWING
11/12/2013	15	U.S. Bank PCards	\$75.00	5020-74000-403823	PCard Transaction Description: AMERICAN WATERWORKS
11/12/2013	15	U.S. Bank PCards	\$404.40	5610-71150-403660	PCard Transaction Description: LYNCH FLYING DBA EDWARDS
11/12/2013	15	U.S. Bank PCards	\$27.92	1500-21120-402120	PCard Transaction Description: VALET TODAY CLEANERS
11/12/2013	15	U.S. Bank PCards	\$50.00	1500-21120-402260	PCard Transaction Description: VALET TODAY CLEANERS
11/12/2013	15	U.S. Bank PCards	\$304.74	0100-13130-403824	PCard Transaction Description: HELENA COLONIAL
11/12/2013	15	U.S. Bank PCards	\$97.50	2980-65010-407270	PCard Transaction Description: WEST END LOCK & SECURITY
11/12/2013	15	U.S. Bank PCards	\$4.00	5210-15230-402120	PCard Transaction Description: WEST END LOCK & SECURITY
11/12/2013	15	U.S. Bank PCards	\$15.50	5210-15210-402120	PCard Transaction Description: WEST END LOCK & SECURITY
11/12/2013	15	U.S. Bank PCards	\$38.75	5210-15230-402120	PCard Transaction Description: WEST END LOCK & SECURITY

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11/12/2013	15	U.S. Bank PCards	\$456.69	0100-51120-402190	PCard Transaction Description: HP DIRECT - SMB
11/12/2013	15	U.S. Bank PCards	\$456.69	0100-51210-402190	PCard Transaction Description: HP DIRECT - SMB
11/12/2013	15	U.S. Bank PCards	\$456.69	0100-51100-402190	PCard Transaction Description: HP DIRECT - SMB
11/12/2013	15	U.S. Bank PCards	\$456.69	0100-51140-403360	PCard Transaction Description: HP DIRECT - SMB
11/12/2013	15	U.S. Bank PCards	\$456.69	8730-51990-402190	PCard Transaction Description: HP DIRECT - SMB
11/12/2013	15	U.S. Bank PCards	\$797.88	1500-21200-402631	PCard Transaction Description: ULINE *SHIP SUPPLIES
11/12/2013	15	U.S. Bank PCards	\$332.50	2510-21270-403450	PCard Transaction Description: GIBSON ADVERTISING, MARKE
11/12/2013	15	U.S. Bank PCards	\$103.92	0100-51420-402330	PCard Transaction Description: MEADOW GREEN SALES
11/12/2013	15	U.S. Bank PCards	\$627.00	5020-75000-403680	PCard Transaction Description: FISHER SAND AND GRAVEL
11/12/2013	15	U.S. Bank PCards	\$93.20	2990-65010-402190	PCard Transaction Description: TARGET.COM *
11/12/2013	15	U.S. Bank PCards	\$42.00	2450-12570-402190	PCard Transaction Description: CITY OF BILLINGS FINANCE
11/12/2013	15	U.S. Bank PCards	-\$1.00	2400-43010-408199	PCard Transaction Description: CITY OF BILLINGS PLANNING
11/12/2013	15	U.S. Bank PCards	\$45.48	1500-21110-403740	PCard Transaction Description: TARGET 00001719
11/12/2013	15	U.S. Bank PCards	\$7.47	7380-12640-402190	PCard Transaction Description: TARGET 00001719
11/12/2013	15	U.S. Bank PCards	\$16.25	2110-31320-402320	PCard Transaction Description: NORTHLAND AUTOMOTIVE
11/12/2013	15	U.S. Bank PCards	\$1,150.00	2110-31320-402630	PCard Transaction Description: NORMONT EQUIPMENT CO
11/12/2013	15	U.S. Bank PCards	\$278.10	2110-31320-402290	PCard Transaction Description: NORMONT EQUIPMENT CO
11/12/2013	15	U.S. Bank PCards	\$1,442.00	2110-31320-402420	PCard Transaction Description: NORMONT EQUIPMENT CO
11/12/2013	15	U.S. Bank PCards	\$559.29	2110-31320-402410	PCard Transaction Description: NORMONT EQUIPMENT CO
11/12/2013	15	U.S. Bank PCards	\$29.66	5410-31220-402290	PCard Transaction Description: NAPA STORE 3547001
11/12/2013	15	U.S. Bank PCards	\$52.83	2110-31320-402410	PCard Transaction Description: NAPA STORE 3547001
11/12/2013	15	U.S. Bank PCards	\$6.12	5710-71430-402450	PCard Transaction Description: NAPA STORE 3547001
11/12/2013	15	U.S. Bank PCards	\$9.99	0100-51120-402290	PCard Transaction Description: NAPA STORE 3547001
11/12/2013	15	U.S. Bank PCards	\$93.75	5610-71130-402320	PCard Transaction Description: MOTOR POWER EQUIPMENT CO
11/12/2013	15	U.S. Bank PCards	\$272.66	1500-21710-403512	PCard Transaction Description: MOORE LANE VETERINARY HOS
11/12/2013	15	U.S. Bank PCards	\$165.00	0100-51270-402450	PCard Transaction Description: MIDWEST HEATING COOLING
11/12/2013	15	U.S. Bank PCards	\$684.52	8730-51990-402290	PCard Transaction Description: KNIFE RIVER 5601
11/12/2013	15	U.S. Bank PCards	\$39.31	0100-51120-402290	PCard Transaction Description: MIDLAND IMPLEMENT CO
11/12/2013	15	U.S. Bank PCards	\$128.04	0100-51120-402290	PCard Transaction Description: MIDLAND IMPLEMENT CO
11/12/2013	15	U.S. Bank PCards	\$116.73	0100-51120-402290	PCard Transaction Description: MIDLAND IMPLEMENT CO
11/12/2013	15	U.S. Bank PCards	\$158.58	0100-51120-402310	PCard Transaction Description: A & I DIST.-BLGS EQUIP
11/12/2013	15	U.S. Bank PCards	\$1,623.60	5410-31230-402310	PCard Transaction Description: A & I DISTRIBUTORS - VT
11/12/2013	15	U.S. Bank PCards	\$495.20	5020-74000-402290	PCard Transaction Description: A AND H TURF
11/12/2013	15	U.S. Bank PCards	\$1,344.38	5020-74000-402290	PCard Transaction Description: A AND H TURF
11/12/2013	15	U.S. Bank PCards	\$101.13	0100-51120-402390	PCard Transaction Description: A TO Z TIRE - 20
11/12/2013	15	U.S. Bank PCards	\$121.00	5710-71460-403210	PCard Transaction Description: ACCENT PRINT SHOP, INC.
11/12/2013	15	U.S. Bank PCards	\$90.00	1500-21500-403210	PCard Transaction Description: ACCENT PRINT SHOP, INC.
11/12/2013	15	U.S. Bank PCards	\$42.00	1500-21700-403210	PCard Transaction Description: ACCENT PRINT SHOP, INC.
11/12/2013	15	U.S. Bank PCards	\$72.00	5210-15920-402450	PCard Transaction Description: ACE ELECTRIC, INC
11/12/2013	15	U.S. Bank PCards	\$95.35	5210-15950-402450	PCard Transaction Description: ACE ELECTRIC, INC
11/12/2013	15	U.S. Bank PCards	\$99.36	0100-11100-407970	PCard Transaction Description: ACE ELECTRIC, INC
11/12/2013	15	U.S. Bank PCards	\$170.00	5210-15910-402450	PCard Transaction Description: AIR CONTROLS BILLINGS INC
11/12/2013	15	U.S. Bank PCards	\$382.50	5210-15930-402450	PCard Transaction Description: AIR CONTROLS BILLINGS INC
11/12/2013	15	U.S. Bank PCards	\$170.00	1500-21710-402450	PCard Transaction Description: AIR CONTROLS BILLINGS INC
11/12/2013	15	U.S. Bank PCards	\$255.00	1500-21710-402450	PCard Transaction Description: AIR CONTROLS BILLINGS INC
11/12/2013	15	U.S. Bank PCards	\$257.08	1500-21710-402450	PCard Transaction Description: AIR CONTROLS BILLINGS INC
11/12/2013	15	U.S. Bank PCards	\$212.50	6500-15660-403660	PCard Transaction Description: AIR CONTROLS BILLINGS INC

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11/12/2013	15	U.S. Bank PCards	\$514.40	6500-15670-403690	PCard Transaction Description: AIR CONTROLS BILLINGS INC
11/12/2013	15	U.S. Bank PCards	\$416.84	6500-15660-402450	PCard Transaction Description: AIR CONTROLS BILLINGS INC
11/12/2013	15	U.S. Bank PCards	\$500.00	6300-17530-407310	PCard Transaction Description: AIR CONTROLS BILLINGS INC
11/12/2013	15	U.S. Bank PCards	\$115.00	5020-74000-402260	PCard Transaction Description: AL'S BOOTERY, INC.
11/12/2013	15	U.S. Bank PCards	\$198.00	5610-71130-402450	PCard Transaction Description: ALPINE PLMBG,HTG&COOLING
11/12/2013	15	U.S. Bank PCards	\$173.50	1500-21710-402450	PCard Transaction Description: ALPINE PLMBG,HTG&COOLING
11/12/2013	15	U.S. Bank PCards	\$225.00	1500-21710-402450	PCard Transaction Description: ALPINE PLMBG,HTG&COOLING
11/12/2013	15	U.S. Bank PCards	\$450.00	5610-71100-403390	PCard Transaction Description: AAAE
11/12/2013	15	U.S. Bank PCards	\$275.00	5610-71100-403390	PCard Transaction Description: AAAE
11/12/2013	15	U.S. Bank PCards	\$275.00	5610-71100-403390	PCard Transaction Description: AAAE
11/12/2013	15	U.S. Bank PCards	\$275.00	5610-71100-403390	PCard Transaction Description: AAAE
11/12/2013	15	U.S. Bank PCards	\$275.00	5610-71100-403390	PCard Transaction Description: AAAE
11/12/2013	15	U.S. Bank PCards	\$350.00	5610-71100-403390	PCard Transaction Description: AAAE
11/12/2013	15	U.S. Bank PCards	\$120.00	2600-55190-403380	PCard Transaction Description: AMER LIB ASSOC-IMIS
11/12/2013	15	U.S. Bank PCards	\$240.00	6700-31410-403350	PCard Transaction Description: AMER SOC CIVIL ENGINEERS
11/12/2013	15	U.S. Bank PCards	\$240.00	6700-31410-403350	PCard Transaction Description: AMER SOC CIVIL ENGINEERS
11/12/2013	15	U.S. Bank PCards	\$240.00	6700-31410-403350	PCard Transaction Description: AMER SOC CIVIL ENGINEERS
11/12/2013	15	U.S. Bank PCards	\$215.00	2600-55110-403360	PCard Transaction Description: ARTCRAFT PRINTERS
11/12/2013	15	U.S. Bank PCards	\$24.94	2110-31320-403630	PCard Transaction Description: AUTOMATED OFFICE SYSTEMS
11/12/2013	15	U.S. Bank PCards	\$4.95	5020-74000-403660	PCard Transaction Description: AUTOMATED OFFICE SYSTEMS
11/12/2013	15	U.S. Bank PCards	\$1,395.00	2990-65010-402190	PCard Transaction Description: AUTOMATED OFFICE SYSTEMS
11/12/2013	15	U.S. Bank PCards	\$16.95	6700-31410-403660	PCard Transaction Description: AUTOMATED OFFICE SYSTEMS
11/12/2013	15	U.S. Bank PCards	\$17.28	6600-31100-403660	PCard Transaction Description: AUTOMATED OFFICE SYSTEMS
11/12/2013	15	U.S. Bank PCards	\$13.00	1500-21720-402260	PCard Transaction Description: BADGE WEST AWARDS & EN
11/12/2013	15	U.S. Bank PCards	\$11.00	1500-21120-402120	PCard Transaction Description: BADGE WEST AWARDS & EN
11/12/2013	15	U.S. Bank PCards	\$411.68	5610-71130-402320	PCard Transaction Description: MOTION INDUSTRIES MT01
11/12/2013	15	U.S. Bank PCards	\$1,049.50	5410-31220-402260	PCard Transaction Description: BIG SKY LINEN & UNIFOR
11/12/2013	15	U.S. Bank PCards	\$402.30	5410-31230-402260	PCard Transaction Description: BIG SKY LINEN & UNIFOR
11/12/2013	15	U.S. Bank PCards	\$91.93	5610-71120-402240	PCard Transaction Description: BIG SKY LINEN & UNIFOR
11/12/2013	15	U.S. Bank PCards	\$396.00	5610-71120-402260	PCard Transaction Description: BIG SKY LINEN & UNIFOR
11/12/2013	15	U.S. Bank PCards	\$197.13	5610-71130-402260	PCard Transaction Description: BIG SKY LINEN & UNIFOR
11/12/2013	15	U.S. Bank PCards	\$72.00	2600-55120-402260	PCard Transaction Description: BIG SKY LINEN & UNIFOR
11/12/2013	15	U.S. Bank PCards	\$898.80	2110-31320-402260	PCard Transaction Description: BIG SKY LINEN & UNIFOR
11/12/2013	15	U.S. Bank PCards	\$7.15	0100-51120-403990	PCard Transaction Description: BIG SKY LINEN & UNIFOR
11/12/2013	15	U.S. Bank PCards	\$311.26	6010-15530-402260	PCard Transaction Description: BIG SKY LINEN & UNIFOR
11/12/2013	15	U.S. Bank PCards	\$40.30	0100-51270-402450	PCard Transaction Description: BIG SKY LINEN & UNIFOR
11/12/2013	15	U.S. Bank PCards	\$386.65	6500-15660-403660	PCard Transaction Description: BIG SKY LINEN & UNIFOR
11/12/2013	15	U.S. Bank PCards	\$667.20	6500-15670-403690	PCard Transaction Description: BIG SKY LINEN & UNIFOR
11/12/2013	15	U.S. Bank PCards	\$21.50	1500-21120-402450	PCard Transaction Description: BIG SKY LINEN & UNIFOR
11/12/2013	15	U.S. Bank PCards	\$14.95	1500-21120-402261	PCard Transaction Description: BILLINGS ARMY NAVY SURPLU
11/12/2013	15	U.S. Bank PCards	\$111.50	5410-31230-405333	PCard Transaction Description: BILLINGS CONSTRUCTION
11/12/2013	15	U.S. Bank PCards	\$70.00	5610-71130-403660	PCard Transaction Description: BILLINGS CONSTRUCTION

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11/12/2013	15	U.S. Bank PCards	\$636.63	5610-71120-402450	PCard Transaction Description: BILLINGS KUBOTA INC
11/12/2013	15	U.S. Bank PCards	\$28.98	0100-51120-402290	PCard Transaction Description: BLOEDORN LUMBER BILLINGS
11/12/2013	15	U.S. Bank PCards	\$100.00	5410-31230-402450	PCard Transaction Description: BILLINGS OVERHEAD DOOR
11/12/2013	15	U.S. Bank PCards	\$39.00	5710-71410-403230	PCard Transaction Description: THE BILLINGS TIMES
11/12/2013	15	U.S. Bank PCards	\$196.00	1500-21710-402220	PCard Transaction Description: BILLINGS VETERINARY SERVI
11/12/2013	15	U.S. Bank PCards	\$280.00	1500-21150-402285	PCard Transaction Description: COR ENTERPRISES
11/12/2013	15	U.S. Bank PCards	-\$113.00	5120-84300-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$570.00	5120-84300-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$131.84	5020-74000-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$88.11	5020-74000-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$20.92	2110-31320-402410	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$29.95	2110-31320-402430	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$172.00	2110-31320-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$359.32	5120-84300-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$10.17	5020-74000-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$10.03	2110-31320-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$64.56	0100-51270-402450	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$117.24	5020-74000-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$117.24	5120-84300-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$7.59	5120-84300-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$153.40	5120-84300-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$48.72	5120-84300-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$7.99	5020-74000-402410	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$7.99	5120-84300-402410	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$24.54	5020-74000-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$24.54	5120-84300-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$95.76	5120-84300-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$27.54	5020-74000-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$27.53	5120-84300-402360	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$66.90	0100-51120-402290	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$9.66	0100-51120-402290	PCard Transaction Description: BORDER STATES ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$17.82	2600-55160-402190	PCard Transaction Description: BRODART SUPPLIES
11/12/2013	15	U.S. Bank PCards	\$541.98	5610-71120-402240	PCard Transaction Description: BRUCO INC
11/12/2013	15	U.S. Bank PCards	\$68.32	5610-71120-402450	PCard Transaction Description: BRUCO INC
11/12/2013	15	U.S. Bank PCards	\$135.13	6500-15660-402240	PCard Transaction Description: BRUCO INC
11/12/2013	15	U.S. Bank PCards	\$87.82	6500-15660-402450	PCard Transaction Description: BRUCO INC
11/12/2013	15	U.S. Bank PCards	\$129.22	6500-15660-402240	PCard Transaction Description: BRUCO INC
11/12/2013	15	U.S. Bank PCards	\$159.14	6500-15660-402450	PCard Transaction Description: BRUCO INC
11/12/2013	15	U.S. Bank PCards	\$165.34	6500-15660-402240	PCard Transaction Description: BRUCO INC
11/12/2013	15	U.S. Bank PCards	\$18.22	5210-15910-403650	PCard Transaction Description: BRUCO INC
11/12/2013	15	U.S. Bank PCards	\$18.23	5210-15920-403650	PCard Transaction Description: BRUCO INC
11/12/2013	15	U.S. Bank PCards	\$18.22	5210-15930-403650	PCard Transaction Description: BRUCO INC
11/12/2013	15	U.S. Bank PCards	\$199.60	5210-15910-403650	PCard Transaction Description: BRUCO INC
11/12/2013	15	U.S. Bank PCards	\$199.60	5210-15920-403650	PCard Transaction Description: BRUCO INC
11/12/2013	15	U.S. Bank PCards	\$199.65	5210-15930-403650	PCard Transaction Description: BRUCO INC
11/12/2013	15	U.S. Bank PCards	\$113.74	5710-71430-402450	PCard Transaction Description: BRUCO INC
11/12/2013	15	U.S. Bank PCards	-\$86.70	5610-71130-402320	PCard Transaction Description: CATEY CONTROLS

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11/12/2013	15	U.S. Bank PCards	\$90.66	5610-71130-402320	PCard Transaction Description: CATEY CONTROLS
11/12/2013	15	U.S. Bank PCards	\$25.00	0100-13130-403360	PCard Transaction Description: BILLINGS CHAMBER OF CO
11/12/2013	15	U.S. Bank PCards	\$25.00	0100-11000-403824	PCard Transaction Description: BILLINGS CHAMBER OF CO
11/12/2013	15	U.S. Bank PCards	\$96.77	5610-71130-402320	PCard Transaction Description: ARCHIE COCHRANE MOTORS
11/12/2013	15	U.S. Bank PCards	\$74.00	1500-21120-402260	PCard Transaction Description: CREATIVE MONOGRAMS SMB
11/12/2013	15	U.S. Bank PCards	\$65.00	1500-21200-402120	PCard Transaction Description: CREATIVE MONOGRAMS SMB
11/12/2013	15	U.S. Bank PCards	\$516.00	1500-21200-402260	PCard Transaction Description: CREATIVE MONOGRAMS SMB
11/12/2013	15	U.S. Bank PCards	\$39.00	1500-21120-402120	PCard Transaction Description: CREATIVE MONOGRAMS SMB
11/12/2013	15	U.S. Bank PCards	\$336.00	1500-21120-402261	PCard Transaction Description: CREATIVE MONOGRAMS SMB
11/12/2013	15	U.S. Bank PCards	\$34.00	1500-21150-402290	PCard Transaction Description: CREATIVE MONOGRAMS SMB
11/12/2013	15	U.S. Bank PCards	\$58.00	5210-15230-402260	PCard Transaction Description: CREATIVE MONOGRAMS SMB
11/12/2013	15	U.S. Bank PCards	\$584.00	5120-84300-402360	PCard Transaction Description: CRESCENT ELECTRIC 054
11/12/2013	15	U.S. Bank PCards	\$73.10	5610-71130-403653	PCard Transaction Description: CRESCENT ELECTRIC 054
11/12/2013	15	U.S. Bank PCards	\$80.00	5020-74000-402360	PCard Transaction Description: CRESCENT ELECTRIC 054
11/12/2013	15	U.S. Bank PCards	\$615.00	6010-15520-402120	PCard Transaction Description: CUMMINS ROCKY MOUNTAIN
11/12/2013	15	U.S. Bank PCards	\$155.96	0100-16110-403240	PCard Transaction Description: ECONO PRINT
11/12/2013	15	U.S. Bank PCards	\$68.32	2600-55130-403210	PCard Transaction Description: ECONO PRINT
11/12/2013	15	U.S. Bank PCards	\$112.27	0100-17500-402110	PCard Transaction Description: ECONO PRINT
11/12/2013	15	U.S. Bank PCards	\$46.48	0100-11000-402190	PCard Transaction Description: ECONO PRINT
11/12/2013	15	U.S. Bank PCards	\$268.41	0100-43210-402190	PCard Transaction Description: ECONO PRINT
11/12/2013	15	U.S. Bank PCards	\$174.01	6700-31410-403210	PCard Transaction Description: ECONO PRINT
11/12/2013	15	U.S. Bank PCards	\$162.64	0100-15120-402190	PCard Transaction Description: ECONO PRINT
11/12/2013	15	U.S. Bank PCards	\$57.91	2090-44510-403210	PCard Transaction Description: ECONO PRINT
11/12/2013	15	U.S. Bank PCards	\$33.60	5020-75000-402410	PCard Transaction Description: ENERGY EQUIPMENT AND SUPP
11/12/2013	15	U.S. Bank PCards	\$22.40	5120-85000-402410	PCard Transaction Description: ENERGY EQUIPMENT AND SUPP
11/12/2013	15	U.S. Bank PCards	\$102.11	5610-71130-402320	PCard Transaction Description: FASTENERS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$6.36	2110-31320-402430	PCard Transaction Description: FASTENERS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$5.38	1500-22290-402290	PCard Transaction Description: FASTENERS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$17.44	0100-51120-402410	PCard Transaction Description: FASTENERS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$6.74	5020-75000-402380	PCard Transaction Description: FASTENERS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$59.65	5610-71120-402450	PCard Transaction Description: FASTENERS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$34.84	5610-71120-402450	PCard Transaction Description: FASTENERS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$59.04	2110-31320-402290	PCard Transaction Description: FASTENERS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$277.20	0100-51120-402290	PCard Transaction Description: FASTENERS BILLINGS
11/12/2013	15	U.S. Bank PCards	\$102.90	1500-22230-402520	PCard Transaction Description: FIRE PROTECTION PUB
11/12/2013	15	U.S. Bank PCards	\$221.74	1500-21200-402120	PCard Transaction Description: FISHER SCI CHI
11/12/2013	15	U.S. Bank PCards	\$1,354.80	5610-71120-402450	PCard Transaction Description: FLOWMARK / HIGH TECH CO
11/12/2013	15	U.S. Bank PCards	\$56.90	5610-71100-403390	PCard Transaction Description: TLF GAINANS FLORAL AND G
11/12/2013	15	U.S. Bank PCards	\$47.95	5610-71100-403390	PCard Transaction Description: TLF GAINANS FLORAL AND G
11/12/2013	15	U.S. Bank PCards	\$1,168.75	1500-21120-402260	PCard Transaction Description: GALLS/QUARTERMASTER
11/12/2013	15	U.S. Bank PCards	\$79.90	1500-21120-402260	PCard Transaction Description: GALLS/QUARTERMASTER
11/12/2013	15	U.S. Bank PCards	\$159.80	1500-21120-402260	PCard Transaction Description: GALLS/QUARTERMASTER
11/12/2013	15	U.S. Bank PCards	\$94.35	1500-21120-402260	PCard Transaction Description: GALLS/QUARTERMASTER
11/12/2013	15	U.S. Bank PCards	\$2,003.45	1500-21120-402260	PCard Transaction Description: GALLS/QUARTERMASTER
11/12/2013	15	U.S. Bank PCards	\$125.80	1500-21120-402260	PCard Transaction Description: GALLS/QUARTERMASTER
11/12/2013	15	U.S. Bank PCards	\$107.46	1500-21120-402261	PCard Transaction Description: GALLS/QUARTERMASTER
11/12/2013	15	U.S. Bank PCards	\$216.30	1500-21120-402261	PCard Transaction Description: GALLS/QUARTERMASTER

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11/12/2013	15	U.S. Bank PCards	\$125.00	5610-71100-403824	PCard Transaction Description: GOVERNMENT FINANCE OFFIC
11/12/2013	15	U.S. Bank PCards	\$125.00	0100-15120-403821	PCard Transaction Description: GOVERNMENT FINANCE OFFIC
11/12/2013	15	U.S. Bank PCards	\$125.00	0100-15120-403821	PCard Transaction Description: GOVERNMENT FINANCE OFFIC
11/12/2013	15	U.S. Bank PCards	\$61.01	5020-74000-402360	PCard Transaction Description: GRAYBAR ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$20.28	6500-15660-402350	PCard Transaction Description: GRAYBAR ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$20.98	6500-15660-402350	PCard Transaction Description: GRAYBAR ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$171.40	6500-15660-402360	PCard Transaction Description: GRAYBAR ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$36.23	2110-31320-402360	PCard Transaction Description: GRAYBAR ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$38.51	0100-51120-402290	PCard Transaction Description: GRAYBAR ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$78.95	0100-51120-402290	PCard Transaction Description: GRAYBAR ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$177.18	0100-51120-402290	PCard Transaction Description: GRAYBAR ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$21.34	0100-51120-402290	PCard Transaction Description: GRAYBAR ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$95.00	1500-21110-403170	PCard Transaction Description: HANSERS WRECKER & SALVAGE
11/12/2013	15	U.S. Bank PCards	\$310.00	1500-21110-403170	PCard Transaction Description: HANSERS WRECKER COMPANY
11/12/2013	15	U.S. Bank PCards	\$95.00	1500-21110-403170	PCard Transaction Description: HANSERS WRECKER COMPANY
11/12/2013	15	U.S. Bank PCards	\$163.50	0100-51420-402290	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$162.63	0100-51270-402450	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$217.71	0100-51270-402450	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$629.78	0100-51120-402290	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$89.30	1500-22260-402240	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$392.58	2600-55120-402240	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$398.68	2600-55120-402240	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$18.23	6600-31100-402450	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$27.34	6700-31410-402450	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$265.59	1500-21710-402220	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$133.47	6500-15660-402240	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$127.05	6500-15660-402240	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$91.14	0100-51120-402290	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$53.00	0100-51120-402290	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$134.34	0100-51220-402250	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$128.78	2110-31320-402430	PCard Transaction Description: HANSON CHEMICAL
11/12/2013	15	U.S. Bank PCards	\$763.16	5610-71120-403660	PCard Transaction Description: HAROLD'S UPHOLSTERY
11/12/2013	15	U.S. Bank PCards	\$36.91	5710-71430-402450	PCard Transaction Description: HOSE & RUBBER SUPPLY
11/12/2013	15	U.S. Bank PCards	\$100.24	5710-71430-402450	PCard Transaction Description: HOSE & RUBBER SUPPLY
11/12/2013	15	U.S. Bank PCards	\$65.22	1500-22290-402490	PCard Transaction Description: HOSE & RUBBER SUPPLY
11/12/2013	15	U.S. Bank PCards	\$2.65	5020-75000-402410	PCard Transaction Description: HOSE & RUBBER SUPPLY
11/12/2013	15	U.S. Bank PCards	\$1.76	5120-85000-402410	PCard Transaction Description: HOSE & RUBBER SUPPLY
11/12/2013	15	U.S. Bank PCards	\$70.61	0100-51120-402330	PCard Transaction Description: HOSE & RUBBER SUPPLY
11/12/2013	15	U.S. Bank PCards	\$242.40	5610-71190-402450	PCard Transaction Description: HOTSY WY-MONT
11/12/2013	15	U.S. Bank PCards	\$125.00	2110-31320-403350	PCard Transaction Description: INTL SOC ARBORICULTURE
11/12/2013	15	U.S. Bank PCards	\$26.95	0100-51120-402390	PCard Transaction Description: TIRE RAMA 105
11/12/2013	15	U.S. Bank PCards	\$286.38	0100-51120-402390	PCard Transaction Description: TIRE RAMA 105
11/12/2013	15	U.S. Bank PCards	\$119.20	0100-51120-402390	PCard Transaction Description: TIRE RAMA 105
11/12/2013	15	U.S. Bank PCards	\$120.00	2400-43010-403240	PCard Transaction Description: J & H INC
11/12/2013	15	U.S. Bank PCards	\$229.84	2400-43010-403240	PCard Transaction Description: J & H INC
11/12/2013	15	U.S. Bank PCards	\$273.00	2400-43010-403240	PCard Transaction Description: J & H INC
11/12/2013	15	U.S. Bank PCards	\$125.00	1500-21710-402450	PCard Transaction Description: JARES FENCE CO
11/12/2013	15	U.S. Bank PCards	\$722.00	0100-51260-402290	PCard Transaction Description: JIMS ELECTRIC
11/12/2013	15	U.S. Bank PCards	\$1,209.00	5610-71140-403660	PCard Transaction Description: JOHNSON CONTROLS SS
11/12/2013	15	U.S. Bank PCards	\$53.09	0100-51250-402250	PCard Transaction Description: KMART 4303
11/12/2013	15	U.S. Bank PCards	\$164.94	1500-22250-402450	PCard Transaction Description: KB COMMERCIAL PRODUCTS
11/12/2013	15	U.S. Bank PCards	\$178.02	5610-71120-402240	PCard Transaction Description: KB COMMERCIAL PRODUCTS
11/12/2013	15	U.S. Bank PCards	\$267.03	5610-71120-402240	PCard Transaction Description: KB COMMERCIAL PRODUCTS
11/12/2013	15	U.S. Bank PCards	\$191.27	5710-71430-402450	PCard Transaction Description: KB COMMERCIAL PRODUCTS
11/12/2013	15	U.S. Bank PCards	\$107.03	5710-71430-402450	PCard Transaction Description: KB COMMERCIAL PRODUCTS

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11/12/2013	15	U.S. Bank PCards	\$1,293.34	5210-15230-402925	PCard Transaction Description: KB COMMERCIAL PRODUCTS
11/12/2013	15	U.S. Bank PCards	\$158.87	5710-71430-402450	PCard Transaction Description: KB COMMERCIAL PRODUCTS
11/12/2013	15	U.S. Bank PCards	\$126.65	5410-31220-402290	PCard Transaction Description: KB COMMERCIAL PRODUCTS
11/12/2013	15	U.S. Bank PCards	\$767.33	5410-31230-402290	PCard Transaction Description: KB COMMERCIAL PRODUCTS
11/12/2013	15	U.S. Bank PCards	\$278.74	5410-31230-402290	PCard Transaction Description: KB COMMERCIAL PRODUCTS
11/12/2013	15	U.S. Bank PCards	\$33.50	5410-31230-403660	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$70.50	2600-55120-403660	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$15.08	5020-75000-403660	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$10.05	5120-85000-403660	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$6.28	5020-73140-403660	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$2.09	5120-83140-403660	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$19.50	5020-74000-403660	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$4.88	5020-73140-403660	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$1.62	5120-83140-403660	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$48.00	5020-75000-403660	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$32.00	5120-85000-403660	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$27.60	6700-31410-403660	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$18.40	6600-31100-403660	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$67.00	1500-21110-403574	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$80.00	6500-15660-402450	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$67.00	6500-15660-403660	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$46.00	6500-15670-403690	PCard Transaction Description: KENCO SECURITY AND TEC
11/12/2013	15	U.S. Bank PCards	\$2,051.18	5610-71130-402320	PCard Transaction Description: M B COMPANIES INC
11/12/2013	15	U.S. Bank PCards	\$108.41	5610-71130-402320	PCard Transaction Description: M B COMPANIES INC
11/12/2013	15	U.S. Bank PCards	\$29.50	5410-31230-402450	PCard Transaction Description: OVERHEAD DOOR OF SO MT
11/12/2013	15	U.S. Bank PCards	\$580.03	5020-74000-402360	PCard Transaction Description: MCMaster-CARR
11/12/2013	15	U.S. Bank PCards	\$357.72	5020-74000-402360	PCard Transaction Description: MCMaster-CARR
11/12/2013	15	U.S. Bank PCards	-\$68.75	0100-51120-402290	PCard Transaction Description: MIDLAND IMPLEMENT CO
11/12/2013	15	U.S. Bank PCards	-\$203.50	0100-51120-402290	PCard Transaction Description: MIDLAND IMPLEMENT CO
11/12/2013	15	U.S. Bank PCards	\$189.70	0100-51420-402290	PCard Transaction Description: MIDLAND IMPLEMENT CO
11/12/2013	15	U.S. Bank PCards	\$68.44	0100-51420-402290	PCard Transaction Description: MIDLAND IMPLEMENT CO
11/12/2013	15	U.S. Bank PCards	-\$128.04	0100-51120-402290	PCard Transaction Description: MIDLAND IMPLEMENT CO
11/12/2013	15	U.S. Bank PCards	\$57.28	0100-51120-402290	PCard Transaction Description: MIDLAND IMPLEMENT CO
11/12/2013	15	U.S. Bank PCards	\$262.94	0100-51120-402290	PCard Transaction Description: MIDLAND IMPLEMENT CO
11/12/2013	15	U.S. Bank PCards	\$74.95	0100-51120-402290	PCard Transaction Description: MIDLAND IMPLEMENT CO
11/12/2013	15	U.S. Bank PCards	\$64.11	0100-51120-402290	PCard Transaction Description: MIDLAND IMPLEMENT CO
11/12/2013	15	U.S. Bank PCards	\$123.60	0100-51120-402290	PCard Transaction Description: MIDLAND IMPLEMENT CO
11/12/2013	15	U.S. Bank PCards	\$68.75	0100-51120-402330	PCard Transaction Description: MIDLAND IMPLEMENT CO
11/12/2013	770712	United Rotary Brush Corp	\$28,526.40	5610-71130-402320	Invoice #C1147605. 7 complete sets of broom cores for High Speed Runway Sweepers to remove snow/ice from the airfield

Check Date	Check	Name	Amount	Account	Item Desc
11/12/2013	770713	Valmont Industries Inc	\$4,756.68	2110-00000-141318	STREET LIGHTS PO NUM 293868
11/12/2013	770714	Vapur Inc	\$1,805.16	2520-21870-402120	ICAC.
11/12/2013	770714	Vapur Inc	\$1,805.16	2500-21350-402120	BPD. JAG Grant.
11/12/2013	770718	Western States Automation LLC	\$5,890.64	5120-84300-402360	Rotork valve actuator
11/12/2013	770719	Yellowstone County Sheriffs	\$1,336.28	7180-21600-407865	Case # 12-FBI-000463.
11/12/2013	770719	Yellowstone County Sheriffs	\$1,222.40	7180-21600-407865	13-08246 Whetstone.
11/12/2013	770719	Yellowstone County Sheriffs	\$350.00	7180-21600-407865	Reimbursement of Buy Money for Mario Vargas Saenz.
11/12/2013	770719	Yellowstone County Sheriffs	\$4,704.80	7180-21600-407865	13-17112. Scales.
11/12/2013	770719	Yellowstone County Sheriffs	\$58.80	7180-21600-407865	13-09584. Meuret.
11/12/2013	770719	Yellowstone County Sheriffs	\$1,473.95	2500-21370-402120	Tactical flashlights.
11/12/2013	770719	Yellowstone County Sheriffs	\$2,764.15	2500-21370-402120	Side Scan Sonar.
11/12/2013	770721	Yellowstone Electric Co	\$111.00	5610-71120-403660	Invoice #10974. Troubleshoot roll up door not operating correctly in kitchen area.
11/12/2013	770721	Yellowstone Electric Co	\$567.00	4070-71280-409290	Invoice #21801. Door relocate TSA Check Point
11/12/2013	770721	Yellowstone Electric Co	\$4,384.00	5620-71200-402450	Invoice #21803. Screen lighting LED in lower Conference Room
11/12/2013	770721	Yellowstone Electric Co	\$4,996.00	4070-71280-409290	Invoice #21804. Electrical Screening Area Machine
11/12/2013	770721	Yellowstone Electric Co	\$2,170.00	5610-71170-403660	Invoice #21805. Replace Electrical IP West Roof Top due to strom damage
11/12/2013	770721	Yellowstone Electric Co	\$2,989.00	5610-71170-403660	Invoice #21806. Replace electrical East Roof Top due to storm damage
11/12/2013	770721	Yellowstone Electric Co	\$2,786.00	5610-71170-403660	Invoice #21807. Replace electrical IP Middle Roof Top due to storm damage

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Payment of Claims November 18, 2013

**PRESENTED BY:** Patrick M. Weber, Finance Director

**Department:** City Hall Administration

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**Information**

**PROBLEM/ISSUE STATEMENT**

Claims in the amount of \$1,614,199.96 have been audited and are presented for your approval for payment. A complete listing of the claims dated November 18, 2013 is available in the Finance Department.

**ALTERNATIVES ANALYZED**

No other alternatives were analyzed.

**FINANCIAL IMPACT**

Claims have a varying impact on department budgets, but are submitted by the departments and reviewed by Finance staff before being sent to the Council.

**RECOMMENDATION**

Staff recommends that Council approve the Payment of Claims.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

Council Reports 11-18

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Check Date	Check	Name	Amount	Account	Item Desc
11/18/2013	770727	American Title & Escrow	\$25,100.00	2990-65550-407275	REHAB-ESCROW-QUIGG-728 LOGAN LANE
11/18/2013	770730	Atlantic Coast Polymers Inc	\$55,737.00	5020-00000-141000	WATER PARTS AND SUPPLIES PO NUM 294080
11/18/2013	770741	Business Tax Section	\$656.17	4050-71250-409697	Cargo Ramp Slot Four Expansion - Federal
11/18/2013	770741	Business Tax Section	\$72.91	4050-71250-409698	Cargo Ramp Slot Four Expansion - Local
11/18/2013	770741	Business Tax Section	\$962.45	4050-00000-201100	Inv #13-000308-R/Bus Tax/Cargo Ramp Slot 4
11/18/2013	770741	Business Tax Section	\$97.35	5050-75150-403671	Water Service Repair List GRT 03.01.13
11/18/2013	770741	Business Tax Section	\$249.28	8400-31840-409310	WO 13-04 2013 ADA Ramp Replacement; Payment #1
11/18/2013	770741	Business Tax Section	\$14.95	2050-31310-409310	WO 13-04 2013 ADA Ramp Replacement; Payment #1
11/18/2013	770741	Business Tax Section	\$169.25	2100-31100-409311	WO 13-04 2013 ADA Ramp Replacement; Payment #1
11/18/2013	770741	Business Tax Section	\$6,302.77	2030-15130-409224	Business Tax portion of Sletten contract for Empire Garage construction.
11/18/2013	770741	Business Tax Section	\$2,303.29	5030-74910-409390	WO 11-11 WTP Rapid Mixer System; Payment #2 11/13/13
11/18/2013	770741	Business Tax Section	\$11.34	5030-74910-409390	WO 10-08 WTP Clearwell No.1 Roof Replc; Payment #6 11/13/13
11/18/2013	770742	Carquest Auto Parts	\$46.78	0100-51120-402320	1910-295435
11/18/2013	770742	Carquest Auto Parts	\$39.89	5120-84000-402920	Replacement jack
11/18/2013	770742	Carquest Auto Parts	\$11.69	1500-21120-402320	1910-294871
11/18/2013	770742	Carquest Auto Parts	\$106.77	5410-31220-402320	1910-294903
11/18/2013	770742	Carquest Auto Parts	\$8.57	2110-31320-402320	1910-294953
11/18/2013	770742	Carquest Auto Parts	\$100.90	2110-31320-402320	1910-294992
11/18/2013	770742	Carquest Auto Parts	\$6.25	5410-31220-402320	1910-295077
11/18/2013	770742	Carquest Auto Parts	\$4.95	6700-31410-402320	1910-295010
11/18/2013	770742	Carquest Auto Parts	-\$4.95	6700-31410-402320	1910-295170
11/18/2013	770742	Carquest Auto Parts	\$65.13	2110-31320-402320	1910-295473
11/18/2013	770742	Carquest Auto Parts	\$47.99	2110-31320-402320	1910-295499
11/18/2013	770742	Carquest Auto Parts	\$7.90	5410-31220-402320	1910-295501
11/18/2013	770742	Carquest Auto Parts	\$60.58	1500-22260-402320	1910-295525
11/18/2013	770742	Carquest Auto Parts	\$4.39	2110-31320-402320	1910-295525
11/18/2013	770742	Carquest Auto Parts	\$31.25	2110-31320-402320	1910-295569
11/18/2013	770742	Carquest Auto Parts	\$69.95	6010-00000-141000	1910-295545 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$139.00	6010-00000-141000	1910-295545 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	-\$86.00	6010-00000-141000	1910-295567 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$11.89	5210-15220-402320	1910-295774
11/18/2013	770742	Carquest Auto Parts	\$3.67	6010-15530-402650	1910-295784
11/18/2013	770742	Carquest Auto Parts	\$80.29	2110-31320-402320	1910-295817
11/18/2013	770742	Carquest Auto Parts	\$9.35	2090-44520-402320	1910-295866
11/18/2013	770742	Carquest Auto Parts	\$46.33	6010-00000-141000	1910-295214 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$33.93	5020-74000-402290	Snow blower parts
11/18/2013	770742	Carquest Auto Parts	\$10.23	5020-75000-402320	NONSTOCKING ITEMS-P.U.D.
11/18/2013	770742	Carquest Auto Parts	\$28.82	0100-51120-402320	1910-293219
11/18/2013	770742	Carquest Auto Parts	\$32.89	1500-22260-402320	2833-256108
11/18/2013	770742	Carquest Auto Parts	\$23.07	6010-00000-141000	1910-293240 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$73.46	6010-00000-141000	1910-293345 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$111.35	6010-00000-141000	1910-293345 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$173.01	6010-00000-141000	1910-293353 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	-\$43.00	6010-00000-141000	1910-293378 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$188.84	6010-00000-141000	1910-293428 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	-\$7.97	6010-00000-141000	1910-293509 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$18.00	6010-00000-141000	1910-293574 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$39.27	6010-00000-141000	1910-293682 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$3.52	5410-31230-402320	1910-293357
11/18/2013	770742	Carquest Auto Parts	\$8.99	5410-31230-402320	1910-293491
11/18/2013	770742	Carquest Auto Parts	\$42.73	5410-31220-402320	1910-293536
11/18/2013	770742	Carquest Auto Parts	\$37.29	5410-31220-402320	1910-293546
11/18/2013	770742	Carquest Auto Parts	\$11.72	1500-21120-402320	1910-293575
11/18/2013	770742	Carquest Auto Parts	\$11.72	2110-31320-402320	1910-293575
11/18/2013	770742	Carquest Auto Parts	\$20.90	5410-31220-402320	1910-293575
11/18/2013	770742	Carquest Auto Parts	\$11.72	5410-31220-402320	1910-293575
11/18/2013	770742	Carquest Auto Parts	\$35.86	0100-51120-402320	1910-293598
11/18/2013	770742	Carquest Auto Parts	-\$10.00	5410-31220-402320	1910-293610
11/18/2013	770742	Carquest Auto Parts	\$55.19	5410-31220-402320	1910-293617
11/18/2013	770742	Carquest Auto Parts	\$29.23	5410-31220-402320	1910-293617
11/18/2013	770742	Carquest Auto Parts	\$11.89	6010-15500-402320	1910-293617
11/18/2013	770742	Carquest Auto Parts	\$5.07	5020-74000-402450	Parts for drain pipe
11/18/2013	770742	Carquest Auto Parts	\$23.91	6010-00000-141000	1910-293963 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	-\$7.97	6010-00000-141000	1910-293965 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$150.00	5020-00000-141000	WATER PARTS AND SUPPLIES PO NUM 293950
11/18/2013	770742	Carquest Auto Parts	\$71.43	6010-15530-402650	1910-293963
11/18/2013	770742	Carquest Auto Parts	\$9.67	6010-15530-402410	1910-294005
11/18/2013	770742	Carquest Auto Parts	\$41.90	6010-00000-141000	1910-294168 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$25.58	6010-00000-141000	1910-294428 PO NUM 293796

Check Date	Check	Name	Amount	Account	Item Desc
11/18/2013	770742	Carquest Auto Parts	\$40.41	6010-00000-141000	1910-294699 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$73.46	6010-00000-141000	1910-294708 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$44.62	6010-00000-141000	1910-294758 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$8.43	6010-00000-141000	1910-294825 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$117.00	2110-31320-402320	1910-294013
11/18/2013	770742	Carquest Auto Parts	\$20.60	1500-21120-402320	1910-294048
11/18/2013	770742	Carquest Auto Parts	\$10.30	2110-31320-402320	1910-294048
11/18/2013	770742	Carquest Auto Parts	\$32.74	2110-31320-402320	1910-294088
11/18/2013	770742	Carquest Auto Parts	\$11.21	5410-31220-402320	1910-294428
11/18/2013	770742	Carquest Auto Parts	\$6.12	1500-21120-402320	1910-294490
11/18/2013	770742	Carquest Auto Parts	\$8.17	1500-21120-402320	1910-294699
11/18/2013	770742	Carquest Auto Parts	\$5.35	0100-51120-402320	1910-294825
11/18/2013	770742	Carquest Auto Parts	\$69.99	5020-75000-402320	NONSTOCKING ITEMS-P.U.D.
11/18/2013	770742	Carquest Auto Parts	\$18.00	6010-00000-141000	1910-294953 PO NUM 293796
11/18/2013	770742	Carquest Auto Parts	\$31.88	6010-00000-141000	1910-294953 PO NUM 293796
11/18/2013	770745	Chicago Title of Montana LLC	\$10,000.00	2810-65810-407277	FTHB Stefan Ziolkowski 2412 Meadowood Street
11/18/2013	770749	Cop Construction Co	\$228,026.66	5030-74910-409390	WO 11-11 WTP Rapid Mixer System; Payment #2 11/13/13
11/18/2013	770752	Curb Box Specialists Inc.	\$850.00	5050-75150-403671	116 Hollowell
11/18/2013	770752	Curb Box Specialists Inc.	\$9,637.65	5050-75150-403671	Water Service Repair List 03.01.13
11/18/2013	770760	Dowl Hkm	\$10,058.61	5030-75910-409340	WO 09-20 Rimrck Rd Forsythia Blvd to Shiloh Rd; Payment #22
11/18/2013	770760	Dowl Hkm	\$792.33	4440-31650-409311	WO 09-20 Rimrck Rd Forsythia Blvd to Shiloh Rd; Payment #22
11/18/2013	770760	Dowl Hkm	\$4,757.16	2050-31310-409310	WO 09-20 Rimrck Rd Forsythia Blvd to Shiloh Rd; Payment #22
11/18/2013	770763	Earth Tool Company LLC	\$6,500.00	5020-75000-402320	NONSTOCKING ITEMS-P.U.D.
11/18/2013	770764	Ebms	\$170.00	6270-17520-403210	December 2013 Breakdown
11/18/2013	770764	Ebms	\$1,710.00	6270-17520-403511	December 2013 Breakdown
11/18/2013	770764	Ebms	\$18,110.62	6270-17520-403512	December 2013 Breakdown
11/18/2013	770764	Ebms	\$43,061.44	6270-17520-403515	December 2013 Breakdown
11/18/2013	770764	Ebms	\$3,381.00	6270-17520-403515	December 2013 Breakdown
11/18/2013	770764	Ebms	\$3,495.60	6270-17520-405161	December 2013 Breakdown
11/18/2013	770768	Fix It Man Service Inc, The	\$3,300.00	5020-73140-403660	Tree removal from service center, water treatment plant, and tree farm
11/18/2013	770768	Fix It Man Service Inc, The	\$7,400.00	5020-74000-403660	Tree removal from service center, water treatment plant, and tree farm
11/18/2013	770768	Fix It Man Service Inc, The	\$1,100.00	5120-83140-403660	Tree removal from service center, water treatment plant, and tree farm
11/18/2013	770768	Fix It Man Service Inc, The	\$562.50	5020-73140-405333	Chipper rental
11/18/2013	770768	Fix It Man Service Inc, The	\$750.00	5020-74000-405333	Chipper rental
11/18/2013	770768	Fix It Man Service Inc, The	\$187.50	5120-83140-405333	Chipper rental
11/18/2013	770771	Galles Filter Service	\$2.14	5710-71440-402320	293007
11/18/2013	770771	Galles Filter Service	\$65.10	5710-71440-402320	293007
11/18/2013	770771	Galles Filter Service	\$291.47	6010-00000-141000	293221 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$97.56	6010-00000-141000	293283 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$14.01	6010-00000-141000	293202 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$81.32	6010-00000-141000	293372 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$3.02	0100-51120-402320	292670
11/18/2013	770771	Galles Filter Service	\$54.00	5710-71440-402320	292726
11/18/2013	770771	Galles Filter Service	\$29.01	5710-71440-402320	292726
11/18/2013	770771	Galles Filter Service	\$3.78	2110-31320-402320	292833
11/18/2013	770771	Galles Filter Service	\$5.60	5410-31220-402320	292925
11/18/2013	770771	Galles Filter Service	\$332.73	6010-00000-141000	292214 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$179.86	6010-00000-141714	292218 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$130.11	6010-00000-141000	292367 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$90.49	6010-00000-141000	292395 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$53.21	6010-00000-141714	292726 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$291.06	6010-00000-141000	292731 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$257.47	6010-00000-141000	292930 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$19.80	1500-21120-402320	291791
11/18/2013	770771	Galles Filter Service	\$3.46	5710-71440-402320	292218
11/18/2013	770771	Galles Filter Service	\$7.56	5210-15220-402320	292367
11/18/2013	770771	Galles Filter Service	\$3.46	5710-71440-402320	291719
11/18/2013	770771	Galles Filter Service	\$160.74	6010-00000-141714	291719 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$112.50	6010-00000-141000	291899 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$32.14	6010-00000-141714	291243 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$286.12	6010-00000-141000	291410 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$306.92	6010-00000-141000	291725 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$10.33	5710-71440-402320	291243
11/18/2013	770771	Galles Filter Service	\$9.18	0100-51120-402320	291628
11/18/2013	770771	Galles Filter Service	\$228.13	6010-00000-141000	291248 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$7.21	6010-00000-141000	291292 PO NUM 293793
11/18/2013	770771	Galles Filter Service	\$11.04	0100-51120-402320	291248
11/18/2013	770771	Galles Filter Service	\$31.77	6010-00000-141714	293213 PO NUM 293793

Check Date	Check	Name	Amount	Account	Item Desc
11/18/2013	770777	Guardian Security Inc	\$6,470.10	2600-55120-403574	Invoice 996069
11/18/2013	770781	HDR, Inc.	\$1,757.17	5020-74000-403540	WO 12-21 WTP Chemical Bldg/Disinfection Improvements; Payment #15
11/18/2013	770781	HDR, Inc.	\$5,927.71	5030-74910-409390	WO 11-11 WTF Rapid Mixer; Payment #15
11/18/2013	770786	Iaff	\$4,444.20	9000-00000-209920	Payroll Summary
11/18/2013	770790	Ingram Library Services Inc.	\$20.95	2600-55190-403333	Inv 74677712
11/18/2013	770790	Ingram Library Services Inc.	\$42.75	2600-55190-403222	Inv 74677713
11/18/2013	770790	Ingram Library Services Inc.	\$12.95	2600-55190-403227	Inv 74677713
11/18/2013	770790	Ingram Library Services Inc.	\$14.99	2600-55190-403227	Inv 74677714
11/18/2013	770790	Ingram Library Services Inc.	\$142.51	2600-55190-403226	Inv 74677715
11/18/2013	770790	Ingram Library Services Inc.	\$176.94	2600-55190-403227	Inv 74677715
11/18/2013	770790	Ingram Library Services Inc.	\$113.01	2600-55190-403241	Inv 74677715
11/18/2013	770790	Ingram Library Services Inc.	\$26.55	2600-55190-403255	Inv 74677715
11/18/2013	770790	Ingram Library Services Inc.	\$61.22	2600-55190-403333	Inv 74677715
11/18/2013	770790	Ingram Library Services Inc.	\$43.99	2600-55190-403222	Inv 74677716
11/18/2013	770790	Ingram Library Services Inc.	\$71.92	2600-55190-403226	Inv 74677716
11/18/2013	770790	Ingram Library Services Inc.	\$319.40	2600-55190-403227	Inv 74677716
11/18/2013	770790	Ingram Library Services Inc.	\$32.84	2600-55190-403333	Inv 74677716
11/18/2013	770790	Ingram Library Services Inc.	\$26.99	2600-55190-403382	Inv 74677716
11/18/2013	770790	Ingram Library Services Inc.	\$15.34	2600-55190-403222	Inv 74682636
11/18/2013	770790	Ingram Library Services Inc.	\$21.99	2600-55190-403222	Inv 74682636
11/18/2013	770790	Ingram Library Services Inc.	\$48.33	2600-55190-403226	Inv 74682636
11/18/2013	770790	Ingram Library Services Inc.	\$20.59	2600-55190-403333	Inv 74682636
11/18/2013	770790	Ingram Library Services Inc.	\$15.31	2600-55190-403226	Inv 74682637
11/18/2013	770790	Ingram Library Services Inc.	\$57.56	2600-55190-403227	Inv 74682637
11/18/2013	770790	Ingram Library Services Inc.	\$16.51	2600-55190-403227	Inv 74682638
11/18/2013	770790	Ingram Library Services Inc.	\$5.99	2600-55190-403255	Inv 74682638
11/18/2013	770790	Ingram Library Services Inc.	\$10.02	2600-55190-403333	Inv 74682638
11/18/2013	770790	Ingram Library Services Inc.	\$78.07	2600-55190-403226	Inv 74682639
11/18/2013	770790	Ingram Library Services Inc.	\$66.15	2600-55190-403227	Inv 74682639
11/18/2013	770790	Ingram Library Services Inc.	\$25.52	2600-55190-403226	Inv 74682640
11/18/2013	770790	Ingram Library Services Inc.	\$12.98	2600-55190-403227	Inv 74682640
11/18/2013	770790	Ingram Library Services Inc.	\$33.60	2600-55190-403382	Inv 74682640
11/18/2013	770790	Ingram Library Services Inc.	\$44.98	2600-55190-403227	Inv 74682641
11/18/2013	770790	Ingram Library Services Inc.	\$10.02	2600-55190-403333	Inv 74682642
11/18/2013	770790	Ingram Library Services Inc.	\$17.67	2600-55190-403227	Inv 74682643
11/18/2013	770790	Ingram Library Services Inc.	\$58.84	2600-55190-403242	Inv 74682644
11/18/2013	770790	Ingram Library Services Inc.	\$18.99	2600-55190-403226	Inv 74682645
11/18/2013	770790	Ingram Library Services Inc.	\$16.52	2600-55190-403227	Inv 74682646
11/18/2013	770790	Ingram Library Services Inc.	\$10.61	2600-55190-403255	Inv 74682647
11/18/2013	770790	Ingram Library Services Inc.	\$17.69	2600-55190-403227	Inv 74682648
11/18/2013	770790	Ingram Library Services Inc.	\$15.33	2600-55190-403226	Inv 74682649
11/18/2013	770790	Ingram Library Services Inc.	\$23.99	2600-55190-403227	Inv 74682650
11/18/2013	770790	Ingram Library Services Inc.	\$38.44	2600-55190-403222	Inv 74682651
11/18/2013	770790	Ingram Library Services Inc.	\$1,390.87	2600-55190-403226	Inv 74682651
11/18/2013	770790	Ingram Library Services Inc.	\$271.77	2600-55190-403227	Inv 74682651
11/18/2013	770790	Ingram Library Services Inc.	\$135.34	2600-55190-403255	Inv 74682651
11/18/2013	770790	Ingram Library Services Inc.	\$24.83	2600-55190-403333	Inv 74682651
11/18/2013	770790	Ingram Library Services Inc.	\$19.20	2600-55190-403226	Inv 74682652
11/18/2013	770790	Ingram Library Services Inc.	\$4.79	2600-55190-403226	Inv 74703641
11/18/2013	770790	Ingram Library Services Inc.	\$675.00	2600-55110-407930	Inv 74703642
11/18/2013	770790	Ingram Library Services Inc.	\$15.34	2600-55190-403226	Inv 74703643
11/18/2013	770790	Ingram Library Services Inc.	\$83.63	2600-55190-403226	Inv 74703644
11/18/2013	770790	Ingram Library Services Inc.	\$18.88	2600-55190-403227	Inv 74703644
11/18/2013	770790	Ingram Library Services Inc.	\$16.47	2600-55190-403222	Inv 74703645
11/18/2013	770790	Ingram Library Services Inc.	\$28.74	2600-55190-403226	Inv 74703645
11/18/2013	770790	Ingram Library Services Inc.	\$16.49	2600-55190-403227	Inv 74703645
11/18/2013	770790	Ingram Library Services Inc.	\$14.75	2600-55190-403226	Inv 74703646
11/18/2013	770790	Ingram Library Services Inc.	\$8.40	2600-55190-403226	Inv 74703647
11/18/2013	770790	Ingram Library Services Inc.	\$11.20	2600-55190-403255	Inv 74703647
11/18/2013	770790	Ingram Library Services Inc.	\$37.73	2600-55110-407930	Inv 74703648
11/18/2013	770791	Intellisys Inc	\$1,350.00	5020-74000-403553	Software support renewal
11/18/2013	770791	Intellisys Inc	\$1,350.00	5120-84000-403553	Software support renewal
11/18/2013	770794	J & J Concrete Inc.	\$24,678.77	8400-31840-409310	WO 13-04 2013 ADA Ramp Replacement; Payment #1
11/18/2013	770794	J & J Concrete Inc.	\$1,480.34	2050-31310-409310	WO 13-04 2013 ADA Ramp Replacement; Payment #1
11/18/2013	770794	J & J Concrete Inc.	\$16,755.41	2100-31100-409311	WO 13-04 2013 ADA Ramp Replacement; Payment #1
11/18/2013	770796	Kennedy & Graven Chartered	\$9,500.00	4250-31840-405510	Storm Sewer Revenue Bonds, Series 2013
11/18/2013	770799	Knife River (JTL Group Inc.)	\$406.00	2110-31320-404710	asphalt for various small patches
11/18/2013	770799	Knife River (JTL Group Inc.)	\$64,961.23	4050-71250-409697	Cargo Ramp Slot Four Expansion - Federal Share
11/18/2013	770799	Knife River (JTL Group Inc.)	\$7,217.91	4050-71250-409698	Cargo Ramp Slot Four Expansion - Local Share
11/18/2013	770799	Knife River (JTL Group Inc.)	\$95,282.73	4050-00000-201100	Knife River - Cargo Ramp Slot 4 - Retainage Release

Check Date	Check	Name	Amount	Account	Item Desc
11/18/2013	770799	Knife River (JTL Group Inc.)	\$554.48	2110-31320-404710	asphalt used on Mcmasters
11/18/2013	770805	Mailing Technical Services	\$113.02	1500-21110-403110	Invoice 182369 - Evidence mailings
11/18/2013	770805	Mailing Technical Services	\$407.16	5210-15210-403110	parking - special inserts only
11/18/2013	770805	Mailing Technical Services	\$839.81	0100-15120-403110	Finance
11/18/2013	770805	Mailing Technical Services	\$3,890.88	6050-15150-403110	Postage Fund (weekly bills)
11/18/2013	770805	Mailing Technical Services	\$12.71	0100-11100-407970	City Council - special mailing
11/18/2013	770805	Mailing Technical Services	\$107.50	1500-21110-403110	Invoice 182729 - Evidence mailings
11/18/2013	770814	Montana CSED	\$3,803.58	9000-00000-209926	Payroll Summary
11/18/2013	770817	Montana Municipal Interlocal Authority	\$11,241.73	6300-17530-407311	Deductible Recovery Invoice for November 2013
11/18/2013	770819	Montana State Fireman's Assoc	\$3,284.04	9000-00000-209924	Payroll Summary
11/18/2013	770821	Moody's Investors Service	\$11,000.00	4250-31840-405510	P0096992 - Storm Sewer Revenue Bonds, Series 2013
11/18/2013	770823	Morrison Maierle Inc	\$25,048.85	4050-71250-409697	Inv 131723/131724 Cargo Ramp Slot 4 Design - Federal Share
11/18/2013	770823	Morrison Maierle Inc	\$2,783.20	4050-71250-409698	Inv 131723 Cargo Ramp Slot 4 Design - Local Share
11/18/2013	770823	Morrison Maierle Inc	\$1,305.06	4050-71250-409697	Inv #131724 Cargo Ramp Slot 4 CA - Federal Share
11/18/2013	770823	Morrison Maierle Inc	\$145.01	4050-71250-409698	Inv #131724 Cargo Ramp Slot 4 CA - Local Share
11/18/2013	770828	MT DEQ	\$2,884.66	5120-82110-403495	Permit AQ-3827-01 Emmission fee
11/18/2013	770833	NorthWestern Energy	\$19.16	0100-51290-403410	09998071
11/18/2013	770833	NorthWestern Energy	\$140.40	6070-22350-403410	10069151
11/18/2013	770833	NorthWestern Energy	\$0.41	8720-51980-403410	10458131
11/18/2013	770833	NorthWestern Energy	\$53.65	2110-31320-403410	10458206
11/18/2013	770833	NorthWestern Energy	\$7.62	0100-51120-403410	11565272
11/18/2013	770833	NorthWestern Energy	\$26.33	0100-51120-403410	11607801
11/18/2013	770833	NorthWestern Energy	\$1,308.39	1500-21710-403410	11834835
11/18/2013	770833	NorthWestern Energy	\$7.40	0100-51120-403410	12300661
11/18/2013	770833	NorthWestern Energy	\$7.40	0100-51120-403410	12422226
11/18/2013	770833	NorthWestern Energy	\$0.51	8720-51980-403410	13127071
11/18/2013	770833	NorthWestern Energy	\$0.00	8720-51980-403410	15137961
11/18/2013	770833	NorthWestern Energy	\$21.85	8720-51980-403410	15138001
11/18/2013	770833	NorthWestern Energy	\$23.70	8720-51980-403410	15138027
11/18/2013	770833	NorthWestern Energy	\$15.83	8720-51980-403410	15138043
11/18/2013	770833	NorthWestern Energy	\$8.07	8720-51980-403410	15642093
11/18/2013	770833	NorthWestern Energy	\$0.89	0100-51120-403410	16926669
11/18/2013	770833	NorthWestern Energy	\$11.05	5120-85000-403410	17040254
11/18/2013	770833	NorthWestern Energy	\$29.89	5120-85000-403410	17040304
11/18/2013	770833	NorthWestern Energy	\$14.61	2110-31320-403410	17389891
11/18/2013	770833	NorthWestern Energy	\$8.62	0100-51120-403410	19022573
11/18/2013	770833	NorthWestern Energy	\$1.09	8720-51980-403410	20413621
11/18/2013	770833	NorthWestern Energy	\$8.18	2110-31320-403410	20470001
11/18/2013	770833	NorthWestern Energy	\$8.62	2110-31320-403410	20470076
11/18/2013	770833	NorthWestern Energy	\$8.73	2110-31320-403410	20470100
11/18/2013	770833	NorthWestern Energy	\$8.73	2110-31320-403410	20470118
11/18/2013	770833	NorthWestern Energy	\$8.39	2110-31320-403410	20470134
11/18/2013	770833	NorthWestern Energy	\$8.62	2110-31320-403410	20470175
11/18/2013	770833	NorthWestern Energy	\$8.39	2110-31320-403410	20470183
11/18/2013	770833	NorthWestern Energy	\$8.29	2110-31320-403410	20470191
11/18/2013	770833	NorthWestern Energy	\$20.72	5610-71170-403410	0712817-6. October 2013 IP House
11/18/2013	770833	NorthWestern Energy	\$3,720.72	5020-74000-403410	3116 17th Street West
11/18/2013	770833	NorthWestern Energy	\$3,720.71	5020-74000-403410	3116 17th Street West
11/18/2013	770833	NorthWestern Energy	\$1,197.26	5120-85000-403410	2750 Bitterroot
11/18/2013	770833	NorthWestern Energy	\$2,753.34	5710-71430-403410	Electricity for Metroplex 9/26/13 yo 10/25/13
11/18/2013	770833	NorthWestern Energy	\$18.14	1500-22210-403410	07125321
11/18/2013	770833	NorthWestern Energy	\$3,277.09	5610-71130-403410	07195431
11/18/2013	770833	NorthWestern Energy	\$334.68	0100-51260-403410	07208416
11/18/2013	770833	NorthWestern Energy	\$10.68	5020-74000-403410	07222490
11/18/2013	770833	NorthWestern Energy	\$7.51	0100-51120-403410	07222532
11/18/2013	770833	NorthWestern Energy	\$289.19	0100-51120-403410	07222565
11/18/2013	770833	NorthWestern Energy	\$9.43	0100-51120-403410	07222581
11/18/2013	770833	NorthWestern Energy	\$20.06	0100-51120-403410	07222599
11/18/2013	770833	NorthWestern Energy	\$2,177.89	5020-74000-403410	07222706
11/18/2013	770833	NorthWestern Energy	\$9.28	0100-51120-403410	07222722
11/18/2013	770833	NorthWestern Energy	\$6.18	8720-51980-403410	07222722
11/18/2013	770833	NorthWestern Energy	\$54.65	0100-51120-403410	07222730
11/18/2013	770833	NorthWestern Energy	\$12.40	0100-51120-403410	07222748
11/18/2013	770833	NorthWestern Energy	\$103.45	0100-51120-403410	07222755
11/18/2013	770833	NorthWestern Energy	\$37.21	0100-51120-403410	07222771
11/18/2013	770833	NorthWestern Energy	\$30.81	0100-51120-403410	07222789
11/18/2013	770833	NorthWestern Energy	\$15.83	0100-51120-403410	07222797
11/18/2013	770833	NorthWestern Energy	\$7.51	0100-51120-403410	07222805
11/18/2013	770833	NorthWestern Energy	\$7.51	0100-51120-403410	07222813
11/18/2013	770833	NorthWestern Energy	\$7.51	0100-51120-403410	07222839
11/18/2013	770833	NorthWestern Energy	\$7.51	0100-51120-403410	07222847

Check Date	Check	Name	Amount	Account	Item Desc
11/18/2013	770833	NorthWestern Energy	\$15.83	0100-51120-403410	07228083
11/18/2013	770833	NorthWestern Energy	\$9.62	0100-51120-403410	07228521
11/18/2013	770833	NorthWestern Energy	\$9.43	0100-51120-403410	07228620
11/18/2013	770833	NorthWestern Energy	\$145.83	0100-51120-403410	07229016
11/18/2013	770833	NorthWestern Energy	\$8.73	0100-51120-403410	07229768
11/18/2013	770833	NorthWestern Energy	\$111.71	0100-51120-403410	07229958
11/18/2013	770833	NorthWestern Energy	\$79.59	0100-51120-403410	07230055
11/18/2013	770833	NorthWestern Energy	\$7.51	0100-51120-403410	07230253
11/18/2013	770833	NorthWestern Energy	\$0.00	0100-51120-403410	07230394
11/18/2013	770833	NorthWestern Energy	\$7.40	0100-51120-403410	07230469
11/18/2013	770833	NorthWestern Energy	\$49.63	0100-51120-403410	07230493
11/18/2013	770833	NorthWestern Energy	\$42.08	0100-51120-403410	07230535
11/18/2013	770833	NorthWestern Energy	\$30.35	0100-51120-403410	07230576
11/18/2013	770833	NorthWestern Energy	\$18.26	0100-51120-403410	07230642
11/18/2013	770833	NorthWestern Energy	\$18.26	0100-51120-403410	07230659
11/18/2013	770833	NorthWestern Energy	\$7.51	8720-51980-403410	07233844
11/18/2013	770833	NorthWestern Energy	\$9.09	8720-51980-403410	07233851
11/18/2013	770833	NorthWestern Energy	\$9.09	8720-51980-403410	07233869
11/18/2013	770833	NorthWestern Energy	\$9.09	8720-51980-403410	07233877
11/18/2013	770833	NorthWestern Energy	\$9.09	8720-51980-403410	07233885
11/18/2013	770833	NorthWestern Energy	\$5.10	0100-51120-403410	07233919
11/18/2013	770833	NorthWestern Energy	\$3.40	8720-51980-403410	07233919
11/18/2013	770833	NorthWestern Energy	\$9.09	8720-51980-403410	07233927
11/18/2013	770833	NorthWestern Energy	\$8.18	8720-51980-403410	07233935
11/18/2013	770833	NorthWestern Energy	\$7.51	8720-51980-403410	07233943
11/18/2013	770833	NorthWestern Energy	\$7.51	8720-51980-403410	07233950
11/18/2013	770833	NorthWestern Energy	\$7.51	8720-51980-403410	07233968
11/18/2013	770833	NorthWestern Energy	\$7.51	8720-51980-403410	07233976
11/18/2013	770833	NorthWestern Energy	\$7.51	8720-51980-403410	07233984
11/18/2013	770833	NorthWestern Energy	\$7.40	0100-51120-403410	07236458
11/18/2013	770833	NorthWestern Energy	\$7.51	8720-51980-403410	07238355
11/18/2013	770833	NorthWestern Energy	\$9.43	8720-51980-403410	07238363
11/18/2013	770833	NorthWestern Energy	\$7.40	8720-51980-403410	07238405
11/18/2013	770833	NorthWestern Energy	\$402.65	5120-85000-403410	07238785
11/18/2013	770833	NorthWestern Energy	\$5.56	8720-51980-403410	07238793
11/18/2013	770833	NorthWestern Energy	\$7.83	8720-51980-403410	07238835
11/18/2013	770833	NorthWestern Energy	\$106.36	0100-51120-403410	07238843
11/18/2013	770833	NorthWestern Energy	\$8.07	8720-51980-403410	07238850
11/18/2013	770833	NorthWestern Energy	\$18.26	0100-51120-403410	07238876
11/18/2013	770833	NorthWestern Energy	\$14.21	0100-51120-403410	07931348
11/18/2013	770833	NorthWestern Energy	\$7.40	0100-51120-403410	09208018
11/18/2013	770833	NorthWestern Energy	\$0.71	8720-51980-403410	09718248
11/18/2013	770833	NorthWestern Energy	\$7.51	0100-51120-403410	09789173
11/18/2013	770833	NorthWestern Energy	\$7.72	2110-31320-403410	08554040
11/18/2013	770833	NorthWestern Energy	\$14.23	4280-65900-409180	502 S 33rd Street (Irma House) HOME Program Electric Bill
11/18/2013	770833	NorthWestern Energy	\$3.85	2660-67730-409200	NSP-CONWAY-ELECTRIC-OCT
11/18/2013	770833	NorthWestern Energy	\$6.82	2660-67730-409200	NSP-2101 10TH AVE N-ELECTRIC-OCT
11/18/2013	770833	NorthWestern Energy	\$147.44	0100-511410-403410	07125388
11/18/2013	770833	NorthWestern Energy	\$459.27	5710-71430-403410	07192255
11/18/2013	770833	NorthWestern Energy	\$27.27	0100-51120-403410	08134892
11/18/2013	770833	NorthWestern Energy	\$8.18	8720-51980-403410	08814550
11/18/2013	770833	NorthWestern Energy	\$40.30	0100-51120-403410	11412848
11/18/2013	770833	NorthWestern Energy	\$178.35	5020-74000-403410	11422532
11/18/2013	770833	NorthWestern Energy	\$16.82	5020-74000-403410	11608072
11/18/2013	770833	NorthWestern Energy	\$52.84	0100-51120-403410	12488631
11/18/2013	770833	NorthWestern Energy	\$5.57	5020-74000-403410	13466735
11/18/2013	770833	NorthWestern Energy	\$8.39	8720-51980-403410	15143886
11/18/2013	770833	NorthWestern Energy	\$8.33	5210-15240-403410	15696313
11/18/2013	770833	NorthWestern Energy	\$7.40	0100-51120-403410	15882624
11/18/2013	770833	NorthWestern Energy	\$64.98	0100-51120-403410	18494088
11/18/2013	770833	NorthWestern Energy	\$7.51	5020-74000-403410	18672659
11/18/2013	770833	NorthWestern Energy	\$63.37	0100-51120-403410	19049444
11/18/2013	770833	NorthWestern Energy	\$14.83	0100-51120-403410	19412436
11/18/2013	770833	NorthWestern Energy	\$0.79	8720-51980-403410	19486679
11/18/2013	770833	NorthWestern Energy	\$4.69	8720-51980-403410	20558177
11/18/2013	770834	NPC Research	\$3,343.80	7380-12640-403510	NPC October
11/18/2013	770836	One Eighty Communications	\$40.60	5610-71100-403450	Airport 2948370 Airport Alarm
11/18/2013	770836	One Eighty Communications	\$3,849.42	6060-19310-403450	Main Bill Acct 00001906
11/18/2013	770836	One Eighty Communications	\$235.54	6060-19310-403450	Main Bill T-1 Account 00018768
11/18/2013	770836	One Eighty Communications	\$40.10	1500-21110-403450	CPC line 247-8592 Account 00018768
11/18/2013	770836	One Eighty Communications	\$46.00	0100-51120-403450	Dehler Park line 867-7275
11/18/2013	770836	One Eighty Communications	\$326.56	6600-31100-403450	Depot 60% 6700 31410 403450 Depot 40% 6600 31100 403450

Check Date	Check	Name	Amount	Account	Item Desc
11/18/2013	770836	One Eighty Communications	\$489.86	6700-31410-403450	Depot 60% 6700 31410 403450 Depot 40% 6600 31100 403450
11/18/2013	770836	One Eighty Communications	\$980.00	2600-55180-403590	Library Internet Connection Account 00001906
11/18/2013	770836	One Eighty Communications	\$79.95	6200-19110-403452	IT Internet Connection
11/18/2013	770836	One Eighty Communications	\$40.10	2990-65010-403450	Community Development Services FAX 406-294-7595 Account 00018768
11/18/2013	770836	One Eighty Communications	\$40.10	2090-44510-403450	Building FAX 406-657-8252 Account 0018768
11/18/2013	770836	One Eighty Communications	\$40.10	2400-43010-403450	Planning FAX 406-657-8327 Account 00018768
11/18/2013	770838	Peterson Office Furniture	\$12,195.40	2980-65010-407270	Office desk / Furniture for Brenda
11/18/2013	770841	Public Utilities	\$7,617.99	5610-71100-403420	68407759
11/18/2013	770841	Public Utilities	\$9.67	5120-85000-403420	13670319854
11/18/2013	770841	Public Utilities	\$302.89	6500-15660-403420	106989-12385
11/18/2013	770841	Public Utilities	\$41.43	0100-51120-403420	7071528
11/18/2013	770847	Rimrock Foundation	\$3,931.40	2460-12530-403590	State Funds - Salaries for BAMDC IOP Counselor
11/18/2013	770847	Rimrock Foundation	\$3,769.64	7380-12640-403590	SAMHSA IOP Counselor
11/18/2013	770847	Rimrock Foundation	\$2,668.16	7380-12640-401110	SAMHSA IOP Case Manager
11/18/2013	770847	Rimrock Foundation	\$3,903.95	2480-12620-403560	DOJ Day Treatment Counselor
11/18/2013	770847	Rimrock Foundation	\$3,918.45	7380-12640-403590	SAMHSA IOP Counselor
11/18/2013	770847	Rimrock Foundation	\$4,118.74	7380-12640-403590	SAMHSA IOP Counselor
11/18/2013	770848	Rimrock Tire Inc	\$114.64	0100-51120-402320	5-GS86393
11/18/2013	770848	Rimrock Tire Inc	-\$7.90	0100-51120-402320	5-87005
11/18/2013	770848	Rimrock Tire Inc	\$35.44	2110-31320-402320	5-86687
11/18/2013	770848	Rimrock Tire Inc	\$110.00	5410-31220-402320	5-GS86753
11/18/2013	770848	Rimrock Tire Inc	\$86.82	2110-31320-402320	5-GS86762
11/18/2013	770848	Rimrock Tire Inc	\$168.85	5410-31230-402320	5-86625
11/18/2013	770848	Rimrock Tire Inc	\$725.00	2110-31320-402320	5-86720
11/18/2013	770848	Rimrock Tire Inc	\$64.64	1500-22310-402320	5-86756
11/18/2013	770848	Rimrock Tire Inc	\$50.40	2110-31320-402320	5-86757
11/18/2013	770848	Rimrock Tire Inc	\$59.44	1500-22260-402320	5-GS86801
11/18/2013	770848	Rimrock Tire Inc	\$60.00	1500-22260-402320	5-GS86831
11/18/2013	770848	Rimrock Tire Inc	\$1,331.10	1500-22260-402320	5-GS86537
11/18/2013	770848	Rimrock Tire Inc	\$68.72	1500-22260-402320	5-GS86543
11/18/2013	770848	Rimrock Tire Inc	\$39.06	2110-31320-402320	5-86518
11/18/2013	770848	Rimrock Tire Inc	\$33.28	2110-31320-402320	5-GS86561
11/18/2013	770848	Rimrock Tire Inc	\$117.70	1500-21120-402320	5-GS86648
11/18/2013	770848	Rimrock Tire Inc	\$1,471.52	2110-31320-402320	5-GS86675
11/18/2013	770857	Sipe, PHD	\$9,250.00	0100-14110-403938	Strategic Planning Agreement October 1 - January 31, 2014
11/18/2013	770858	Sletten Construcion Company	\$623,973.81	2030-15130-409224	Construction of the new Empire Garage
11/18/2013	770865	Sunset Excavation	\$4,300.00	5050-75150-403671	288 Aristocrat
11/18/2013	770868	The Omega Group, Inc.	\$4,695.00	1500-21500-403553	CrimeView Desktop Support & CrimeMapping.com
11/18/2013	770870	Tire-Rama	\$1,956.00	5410-31220-402390	new recaps from plant
11/18/2013	770870	Tire-Rama	\$1,956.00	5410-31220-402390	new recaps from plant
11/18/2013	770870	Tire-Rama	\$1,956.00	5410-31220-402390	recaps from plant for stock
11/18/2013	770870	Tire-Rama	\$1,956.00	5410-31220-402390	recaps from plant for stock
11/18/2013	770870	Tire-Rama	\$1,956.00	5410-31220-402390	recaps from plant for stock
11/18/2013	770870	Tire-Rama	\$1,868.76	5410-31220-402390	new steer tires for stock
11/18/2013	770870	Tire-Rama	\$15.00	5210-15220-402320	1040117375
11/18/2013	770870	Tire-Rama	\$1,956.00	5410-31220-402390	new recaps from plant
11/18/2013	770870	Tire-Rama	\$603.80	5410-31220-402390	new tires for company truck unit #0025
11/18/2013	770871	Town & Country Supply Association	\$757.62	1500-22260-402310	FIRE1: UNLEADED FUEL DELIVERED 11/7/2013
11/18/2013	770871	Town & Country Supply Association	\$12,437.11	6010-00000-141000	113381 PO NUM 294161
11/18/2013	770871	Town & Country Supply Association	\$17,576.97	6010-00000-141000	111913 PO NUM 294162
11/18/2013	770871	Town & Country Supply Association	\$7,943.50	6010-00000-141000	111914 PO NUM 294162
11/18/2013	770871	Town & Country Supply Association	\$5,068.40	6010-00000-141714	BUS MET PO NUM 294167
11/18/2013	770872	Tractor & Equipment Co.	\$142.89	5410-31230-402320	parts for nit# 246 d8 dozer at landfill
11/18/2013	770872	Tractor & Equipment Co.	\$166.56	5410-31230-402320	front belt for the engine scraper at landfill
11/18/2013	770872	Tractor & Equipment Co.	\$42.66	5410-31230-402320	for fuel line
11/18/2013	770872	Tractor & Equipment Co.	\$452.30	5410-31230-402320	air cleaner
11/18/2013	770872	Tractor & Equipment Co.	\$74.12	5410-31230-402320	for fuel line
11/18/2013	770872	Tractor & Equipment Co.	\$568.43	5410-31230-402320	filters for landfill equipment
11/18/2013	770872	Tractor & Equipment Co.	\$249.51	5410-31230-402320	belt for unit#246 d8 dozer at landfill
11/18/2013	770872	Tractor & Equipment Co.	\$1,064.96	5410-31230-402320	filters for unit#245 at landfill
11/18/2013	770872	Tractor & Equipment Co.	\$170.04	5120-85000-402320	NONSTOCKING ITEMS-P.U.D.
11/18/2013	770879	Water Control Corporation	\$3,374.55	5120-84000-402450	UV Lamps
11/18/2013	770883	Western Heritage Center	\$4,168.00	2600-55110-403590	MT Room Digitization Project
11/18/2013	770883	Western Heritage Center	\$560.41	2380-43660-407290	invoice 1571
11/18/2013	770883	Western Heritage Center	\$560.41	2380-43660-407290	inv 1572
11/18/2013	770888	Yellowstone County Finance Dpt	\$27.90	1500-21110-403590	September 2013 Inmate Medical Billing
11/18/2013	770888	Yellowstone County Finance Dpt	\$20,570.00	1500-21110-403590	Prisoner Billing for Month Ending October 2013

<b>Check Date</b>	<b>Check</b>	<b>Name</b>	<b>Amount</b>	<b>Account</b>	<b>Item Desc</b>
11/18/2013	770889	Yellowstone County GIS	\$7,000.00	6200-19130-403590	Yellowstone County GIS MOU Agreement 2nd Quarter

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Acceptance of Donation of Internet Services from Billings Public Library Foundation

**PRESENTED BY:** Bill Cochran, Library Director

**Department:** Library

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**Information**

**PROBLEM/ISSUE STATEMENT**

During its successful capital campaign to raise private funding to build the new Billings Public Library building, the Billings Public Library Foundation solicited donations from a large number of community businesses, as well individuals and foundations. Integra Telecom Corporation worked with the Foundation to provide an in-kind donation of 1G of high speed, broadband internet access for the Library for a period of five years. The Foundation has accepted the donation and, via the attached agreement, assigns the donation to the Library, upon City Council approval.

**ALTERNATIVES ANALYZED**

The City Council could:

- accept the donation of 1G of high speed, broadband internet access for the Library for five years, or
- not accept the donation.

**FINANCIAL IMPACT**

Integra Telecom Corporation values the donated services at approximately \$270,000 over the five-year period. Integra has indicated an interest in continuing to donate internet services for a longer period, although the agreement is a commitment for five years. If Integra is not able to continue its donation at the end of the five-year period, long-term trends captured in such formulations as Moore's Law, or more specifically, Butters' Law of Photonics, (i.e. the amount of data coming out of an optical fiber doubles every nine months) suggest that the cost for an equal capacity of high speed, broadband access will be significantly lower by then, making it more likely that the Library could afford to pick up the cost of continuing the service.

**RECOMMENDATION**

Staff recommends accepting the assignment from the Billings Public Library Foundation to the Library, of Integra Telecom Corporation's donation of 1G of high speed, broadband internet access.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

*No file(s) attached.*

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**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Public Hearing and Approval of Resolution Approving and Adopting Budget Amendments for Fiscal Year 2013/2014

**PRESENTED BY:** Patrick M. Weber, Finance Director

**Department:** City Hall Administration

**Information**

**PROBLEM/ISSUE STATEMENT**

Following are budget amendments for second quarter Fiscal Year 2013/2014.

**Fund 5610 - Airport Fund**

After the budgeting process was completed, it was noted that an SBR for \$50,000 was added twice. This amendment is to reduce the budget to the correct amount.

**Fund 2030 - North 27th Street Tax Increment Operating Fund**

A portion of the amount of budget allotted for the DBP Operating Agreement is to be allocated to the District Improvements account for a yet to be determined project.

**Fund 0100 - General Fund - Human Resources Department**

Re-budget the FY 13 amount not spent by the Human Relations Commission.

**Fund 0100 - General Fund - Code Enforcement and Non-Departmental Departments; Fund 2090 - Building Inspection Fund; Fund 2400 - City-County Planning Fund**

The total expense of moving and equipping the Planning and Community Services Department could not be estimated by the time the FY14 budget was approved. After the new office location was approved by City Council on March 11, remodeling plans, building permits, fiber optic cable extension and remodeling, moving and furniture contracts were completed on or near July 1, 2013. Contract amounts for furniture and remodeling expenses exceeded the approved FY14 budget, which covered a base estimate for IT charges, furniture and moving expenses. The original budget estimate did not include remodeling expenditures because the floor plans had not been finalized. Therefore, a budget amendment was anticipated and will be covered by Division and General Fund reserves.

**Fund 6300 - Property Insurance Fund**

Increase in budget for the Feuerstein MMIA settlement approved by Council.

**Fund 1990 – Tax Increment South Fund**

Public Works is requesting an additional \$1,200,000 of budget authority for the first phase of the South Billings Urban Renewal District (SBURD) Sewer project. The first phase includes approximately 4,400 linear feet of new sanitary sewer mains in an area bound north-south by Clevenger Avenue and Morgan Avenue and bounded west-east by Hallowell Lane and Jackson Street. This area does not currently have City sanitary sewer services. The sanitary sewer project was included in the FY 2014 approved Capital Improvement Plan, but only the design was approved in the budget as it was previously thought that the construction would need to wait for funding until FY 2015. However, the Tax Increment South Fund has sufficient cash to complete

this project in FY 2014 and this budget amendment would provide the budget authority for the Phase 1 construction which was prioritized by the South Billings Urban Renewal Association (SBURA).

#### **Fund 2050 – Gas Tax Fund**

Public Works is requesting the budget authority be reestablished in the FY 2014 budget for the Miscellaneous Curb and Gutter Program for additional gas tax funded work for concrete and other repairs. This additional work is not known or identified until the project is underway. It is also requested that remaining FY 2013 budget authority for the PAVER program project be reestablished in the FY 2014 budget. This budget amendment is for the chip seal contract and change orders for the FY 2013 overlay contract that were not encumbered in FY 2013. This is not an increase in the PAVER budget as the FY 2013 PAVER budget had this funding remaining. Public Works has sufficient cash in its Gas Tax Fund for these projects.

#### **Fund 4340 – Sidewalk Construction Fund**

Public Works is requesting the budget authority be reestablished in the FY 2014 budget for the bond costs for three sidewalk construction projects. Central Avenue Sidewalks, 2012 Miscellaneous Developer, and Rimrock Road are all prior year sidewalk construction projects in which the bonds will be sold in FY 2014. Budget authority needs to be reestablished for the associated bond sale costs. These costs will be paid for from the proceeds of the bond sales.

#### **Fund 5440 – Solid Waste Landfill Construction Fund**

Public Works is requesting a budget amendment in its Solid Waste Landfill Construction Fund for change orders for the construction of Phase 5. This project constructed the landfill cell liner and leachate collection system identified as Phase 5 in the June 2006 Master Plan. The budget authority was established in the FY 2013 budget but needs to be rolled forward to FY 2014 as the change orders were not finalized until FY 2014. Public Works has sufficient cash in its landfill reserves to fund this budget amendment.

#### **Fund 5410 – Solid Waste Operating Fund**

Public Works is requesting a budget amendment in its Solid Waste Fund for two collection trucks that were in the FY 2013 approved budget. These trucks will be the first of the CNG trucks and it was determined that the purchase of the two trucks be postponed until FY 2014 to provide staff sufficient time to evaluate the engine specifications that are required to accommodate the CNG vehicles. There is sufficient cash in the Solid Waste Fund for the purchase of these trucks.

#### **Fund 4250 – Storm Sewer Construction Fund**

Bonds were recently sold for the Shiloh Conservation Project. To comply with accounting and IRS regulations, the proceeds of the bonds and subsequent expenditure must be accounted for in a separate fund. Fund 4250 was set up for this purpose. The capital expenses for the project were budgeted in Fund 8400 as the new fund was not established when the budget was created. A budget amendment is now needed to establish budget authority for this new fund and a budget amendment to reduce capital expenses in Fund 8400 is also requested.

#### **Fund 8400 – Storm Sewer Operating Fund**

Public Works is requesting a budget amendment to increase budget authority for the Shiloh Conservation Project. This project was approved by City Council in October, but requires additional funding to complete the project. Public Works will be utilizing cost savings from storm projects that came in under budget in FY 2013 and thus has sufficient cash in its Storm Fund to fund this additional amount for the Shiloh Conservation Project. Additionally, a budget amendment is requested to decrease this fund by the portion of the Shiloh Conservation Area project funded by bond proceeds which will be paid out of Fund 4250 as discussed above.

#### **Fund 5130 – Wastewater Capital Replacement Fund**

Public Works is requesting budget amendments to reestablish budget authority for the Wastewater Treatment Plant Fiber Optic Upgrades and change orders for the Sewer Main Replacement Project. These projects were in the FY 2013 budget but were not able to be encumbered in that year so it is requested that the budget authority be rolled to FY 2014. Public Works has sufficient cash in its Wastewater Fund for these projects.

#### **Fund 4210 – Wastewater Capital Improvement Fund**

Public Works is requesting budget amendments to reestablish \$100,000 of budget authority for required change orders for the 5 Mile Lift Station Project. The amount requested is within budget for this project and the budget was established in FY 2013. Because, the change orders were not able to be encumbered in FY 2013, we are requesting that this funding be rolled to FY 2014. Public Works is also requesting a change order for \$2.5 million for the design of the upcoming wastewater treatment plant improvement project. This funding was inadvertently included with the construction in the FY 15 Capital Improvement Plant and needs to be moved up to FY 14 in order to begin the design this year. The CIP will be amended to reduce the \$58 million originally budgeted in FY 15 by this \$2.5 million. Public Works has sufficient cash in its Wastewater Fund for these projects.

#### **Fund 5030 – Water Capital Replacement Fund**

Public Works is requesting a budget amendment for two projects. An additional \$400,000 is needed for the 3MG Staples Reservoir Liner and Baffle Replacement Project. This project was approved by Council in August and it was noted at that time in the Council memo that a budget amendment would be required. An additional \$1.1 million is also being requested for the Water Main Replacement Project. This is FY 2013 funding that was not utilized prior to the end of FY 2013 and we are requesting that this budget authority be reestablished in the FY 2014 budget. Public Works has sufficient cash in its Water Fund for both of these projects.

### **ALTERNATIVES ANALYZED**

The Council may:

- Approve the requested budget amendments; or
- Not approve the requested budget amendments, which may put the City in violation of Montana State law.

### **FINANCIAL IMPACT**

The requested budget amendments will be funded by reserves.

### **RECOMMENDATION**

Staff recommends that the City Council conduct a public hearing and approve the resolution approving and adopting the budget amendments for Fiscal Year 2013/2014.

### **APPROVED BY CITY ADMINISTRATOR**

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#### **Attachments**

Resolution

Exhibit A

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RESOLUTION 13-

A RESOLUTION TO MAKE **FISCAL YEAR 2013/2014** ADJUSTMENTS TO APPROPRIATIONS PURSUANT TO M.C.A. 7-6-4006 AS AMENDED, AND PROVIDING TRANSFERS AND REVISIONS WITHIN THE GENERAL CLASS OF SALARIES AND WAGES, MAINTENANCE AND SUPPORT AND CAPITAL OUTLAY.

WHEREAS, M.C.A. 7-6-4006 provides that the City Council, upon proper resolution, adopted by said Council at a regular meeting and entered into its Minutes, may transfer or revise appropriations within the general class of salaries and wages, maintenance and support, and capital outlay, and

WHEREAS, based upon a Budget Review (**FY 2013/2014**), it is necessary to alter and change said appropriations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA:

That the attached transfers or revisions are hereby adopted.

(SEE EXHIBIT A)

PASSED AND APPROVED by the City Council, this 9<sup>th</sup> day of December, 2013.

THE CITY OF BILLINGS:

BY: \_\_\_\_\_  
Thomas W. Hanel, MAYOR

ATTEST:

BY: \_\_\_\_\_  
Cari Martin, CITY CLERK

**EXHIBIT A**

**Revenue      Expenditure**

**Fund 5610 - Airport Fund**

After the budgeting process was completed, it was noted that an SBR for \$50,000 was added twice. This amendment is to reduce the budget to the correct amount.

5630-71220-409490	(50,000)
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**Fund 2030 - North 27th Street Tax Increment Operating Fund**

A portion of the amount of budget allotted for the DBP Operating Agreement is to be allocated to the District Improvements account for a yet to be determined project.

2030-15130-407946	(12,875)	DBP Operating Agreement
2030-15130-403547	12,875	District Improvement Projects

**Fund 0100 - General Fund - Human Resources Department**

Re-budget the FY 13 amount not spent by the Human Relations Commission.

0100-17540-402120	933
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**Fund 0100 - General Fund - Code Enforcement and Non-Departmental Departments; Fund 2090 - Building Inspection Fund; Fund 2400 - City-County Planning Fund**

The total expense of moving and equipping the Planning and Community Services Department could not be estimated by the time the FY14 budget was approved. After the new office location was approved by City Council on March 11, remodeling plans, building permits, fiber optic cable extension and remodeling, moving and furniture contracts were completed on or near July 1, 2013. Contract amounts for furniture and remodeling expenses exceeded the approved FY14 budget, which covered a base estimate for IT charges, furniture and moving expenses. The original budget estimate did not include remodeling expenditures because the floor plans had not been finalized. Therefore, a budget amendment was anticipated and will be covered by Division and General Fund reserves.

0100-43210-403900	20,000	Moving Costs
2090-44510-403900	38,927	Moving Costs
2400-43010-403900	58,848	Moving Costs
2400-43010-307515	35,000	Transfer In
0100-14120-408265	35,000	Transfer Out

**Fund 6300 - Property Insurance Fund**

Increase in budget for the Feuerstein MMIA settlement approved by Council.

6300-17530-407313	500,000
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**Fund 1990 – Tax Increment South Fund**

Public Works is requesting an additional \$1,200,000 of budget authority for the first phase of the South Billings Urban Renewal District (SBURD) Sewer project. The first phase includes approximately 4,400 linear feet of new sanitary sewer mains in an area bound north-south by Clevenger Avenue and Morgan Avenue and bounded west-east by Hallowell Lane and Jackson Street. This area does not currently have City sanitary sewer services. The sanitary sewer project was included in the FY 2014 approved Capital Improvement Plan, but only the design was approved in the budget as it was previously thought that the construction would need to wait for funding until FY 2015. However, the Tax Increment South Fund has sufficient cash to complete this project in FY 2014 and this budget amendment would provide the budget authority for the Phase 1 construction which was prioritized by the South Billings Urban Renewal Association (SBURA).

1990-15050-409340 1,200,000 Vaughn Sewer

**Fund 2050 – Gas Tax Fund**

Public Works is requesting the budget authority be reestablished in the FY 2014 budget for the Miscellaneous Curb and Gutter Program for additional gas tax funded work for concrete and other repairs. This additional work is not known or identified until the project is underway. It is also requested that remaining FY 2013 budget authority for the PAVER program project be reestablished in the FY 2014 budget. This budget amendment is for the chip seal contract and change orders for the FY 2013 overlay contract that were not encumbered in FY 2013. This is not an increase in the PAVER budget as the FY 2013 PAVER budget had this funding remaining. Public Works has sufficient cash in its Gas Tax Fund for these projects.

2050-31310-409310 50,000 Misc. Curb and Gutter Program  
2050-31310-409390 280,000 PAVER Program

**Fund 4340 – Sidewalk Construction Fund**

Public Works is requesting the budget authority be reestablished in the FY 2014 budget for the bond costs for three sidewalk construction projects. Central Avenue Sidewalks, 2012 Miscellaneous Developer, and Rimrock Road are all prior year sidewalk construction projects in which the bonds will be sold in FY 2014. Budget authority needs to be reestablished for the associated bond sale costs. These costs will be paid for from the proceeds of the bond sales.

4340-31650-409311 58,000 Sidewalk Construction Bond Costs  
4340-31650-386810 (58,000) Bond Sale Revenue

**Fund 5440 – Solid Waste Landfill Construction Fund**

Public Works is requesting a budget amendment in its Solid Waste Landfill Construction Fund for change orders for the construction of Phase 5. This project constructed the landfill cell liner and leachate collection system identified as Phase 5 in the June 2006 Master Plan. The budget authority was established in the FY 2013 budget but needs to be rolled forward to FY 2014 as the change orders were not finalized until FY 2014. Public Works has sufficient cash in its landfill reserves to fund this budget amendment.

5440-31230-409390 82,000 Phase 5 Landfill Construction

**Fund 5410 – Solid Waste Operating Fund**

Public Works is requesting a budget amendment in its Solid Waste Fund for two collection trucks that were in the FY 2013 approved budget. These trucks will be the first of the CNG trucks and it was determined that the purchase of the two trucks be postponed until FY 2014 to provide staff sufficient time to evaluate the engine specifications that are required to accommodate the CNG vehicles. There is sufficient cash in the Solid Waste Fund for the purchase of these trucks.

5410-31220-409420 530,567 Collection Trucks

**Fund 4250 – Storm Sewer Construction Fund**

Bonds were recently sold for the Shiloh Conservation Project. To comply with accounting and IRS regulations, the proceeds of the bonds and subsequent expenditure must be accounted for in a separate fund. Fund 4250 was set up for this purpose. The capital expenses for the project were budgeted in Fund 8400 as the new fund was not established when the budget was created. A budget amendment is now needed to establish budget authority for this new fund and a budget amendment to reduce capital expenses in Fund 8400 is also requested.

4250-31840-386810	(4,270,000)	Sale of Bonds
4250-31840-386835	(234,178)	Bond Premium
4250-31840-405510		116,295 Bond Sale Fees
4250-31840-408225		330,750 Transfer to Debt Service Reserve
4250-31840-409310		4,057,133 Shiloh Conservation Area Capital

**Fund 8400 – Storm Sewer Operating Fund**

Public Works is requesting a budget amendment to increase budget authority for the Shiloh Conservation Project. This project was approved by City Council in October, but requires additional funding to complete the project. Public Works will be utilizing cost savings from storm projects that came in under budget in FY 2013 and thus has sufficient cash in its Storm Fund to fund this additional amount for the Shiloh Conservation Project. Additionally, a budget amendment is requested to decrease this fund by the portion of the Shiloh Conservation Area project funded by bond proceeds which will be paid out of Fund 4250 as discussed above.

8400-31840-409310		175,000 Shiloh Conservation Area
8400-31840-409310		(4,057,133) Shiloh Conservation Area (bond portion)

**Fund 5130 – Wastewater Capital Replacement Fund**

Public Works is requesting budget amendments to reestablish budget authority for the Wastewater Treatment Plant Fiber Optic Upgrades and Sewer Main Replacement Project. These projects were in the FY 2013 budget but were not able to be encumbered in that year so it is requested that the budget authority be rolled to FY 2014. Public Works has sufficient cash in its Wastewater Fund for these projects.

5130-84910-409390		60,000 WWTP Fiber Optic Upgrades
5130-85910-409390		120,000 Sewer Main Replacement Project

**Fund 4210 – Wastewater Capital Improvement Fund**

Public Works is requesting budget amendments to reestablish \$100,000 of budget authority for required change orders for the 5 Mile Lift Station Project. The amount requested is within budget for this project and the budget was established in FY 2013. Because, the change orders were not able to be encumbered in FY 2013, we are requesting that this funding be rolled to FY 2014. Public Works is also requesting a change order for \$2.5 million for the design of the upcoming wastewater treatment plant improvement project. This funding was inadvertently included with the construction in the FY 15 Capital Improvement Plant and needs to be moved up to FY 14 in order to begin the design this year. The CIP will be amended to reduce the \$58 million originally budgeted in FY 15 by this \$2.5 million. Public Works has sufficient cash in its Wastewater Fund for these projects.

4210-85930-409340		100,000 Five Mile Lift Station
5130-85910-409390		2,500,000 WWTP Improvements Design

**Fund 5030 – Water Capital Replacement Fund**

Public Works is requesting a budget amendment for two projects. An additional \$400,000 is needed for the 3MG Staples Reservoir Liner and Baffle Replacement Project. This project was approved by Council in August and it was noted at that time in the Council memo that a budget amendment would be required. An additional \$1.1 million is also being requested for the Water Main Replacement Project. This is FY 2013 funding that was not utilized prior to the end of FY 2013 and we are requesting that this budget authority be reestablished in the FY 2014 budget. Public Works has sufficient cash in its Water Fund for both of these projects.

5030-74910-409390		400,000 Staples Reservoir Liner
5030-75910-409340		1,100,000 Water Main Replacement Project

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Public Hearing and Resolution Authorizing Filing of the Annual Federal Transit Administration Section 5307 Grant

**PRESENTED BY:** Tom Binford, Director of Aviation & Transit

**Department:** Transit

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**Information**

**PROBLEM/ISSUE STATEMENT**

Each year the City of Billings MET Transit Division applies for a Federal Transit Administration (FTA) Section 5307 formula grant through the U.S. Department of Transportation's (DOT) Federal Transit Act. Through this Act, grant funds are allocated each year for the MET, which can be utilized for both operating costs and capital assistance. For FY 13/14 the MET is intending to utilize this grant for operating costs as it has in past years. This is a matching grant with 50% Federal and 50% local dollars. The FTA will reimburse the City up to the apportioned allocation for the year, which will be \$2,003,098.

This grant application requires a public hearing and a resolution authorizing the Mayor to execute the grant agreement with the DOT. Public hearing notices were published in the *Billings Times* on November 7 and November 21, 2013.

**ALTERNATIVES ANALYZED**

The City Council may:

- Approve the Resolution that authorizes filing of the grant application in the amount of \$2,003,098 for operating assistance; or
- Not approve the Resolution and do not file the grant application. This would reduce the MET's operating revenue by about 35% and possibly require service reductions.

**FINANCIAL IMPACT**

For FY 13/14, the Section 5307 Federal grant application for operating assistance is \$2,003,098, which represents approximately 35% of the MET's operating revenue.

**RECOMMENDATION**

Staff recommends that Council conduct a public hearing and approve the Resolution authorizing an application, and allow the Mayor to execute the grant agreement with the DOT FTA upon receipt of the grant offer provided under the authorization of the Federal MAP-21 Act.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

Resolution

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AUTHORIZING RESOLUTION

RESOLUTION NO. 13-

A RESOLUTION AUTHORIZING THE FILING OF ALL APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION PLANNING, CAPITAL, TRAINING, DEMONSTRATION, AND/OR OPERATING ASSISTANCE GRANTS AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23 UNITED STATES CODE, AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION

WHEREAS, the City of Billings has the power to enter into agreements with the Federal Transit Administration; and

WHEREAS, the Federal Transportation Administration has been delegated authority to award Federal financial assistance for mass transportation projects; and

WHEREAS, all contracts for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs; and

WHEREAS, the applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF BILLINGS, MONTANA:

1. That the City of Billings Mayor is authorized to execute and file all applications on behalf of the City of Billings with the U.S. Department of Transportation, Federal Transit Administration to aid in the financing of all planning, capital, training, demonstration and/or operating assistance projects authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration.
2. That the City of Billings Mayor is authorized to execute and file with such applications the annual certifications and assurances, and any other documents required by the U.S. Department of Transportation, Federal Transit Administration effectuating the purpose of the proposed projects, including the local share.
3. That the City of Billings Mayor is authorized to execute grant and cooperative agreements with the U.S. Department of Transportation, Federal Transit Administration, on behalf of the City of Billings.

4. That the City of Billings Transit Manager is designated to furnish such additional information as the U.S. Department of Transportation, Federal Transit Administration may require in connection with all the applications.

APPROVED this 9th day of December 2013.

THE CITY OF BILLINGS:

BY: \_\_\_\_\_  
Thomas W. Hanel, Mayor

ATTEST:

BY: \_\_\_\_\_  
Cari Martin, CITY CLERK

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CERTIFICATE

The undersigned duly qualified and acting City Clerk of the City of Billings certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Billings City Council held on December 9, 2013.

If applicant has an Official Seal, impress here.

(Seal)

\_\_\_\_\_  
Signature of Recording Officer

\_\_\_\_\_  
Title of Recording Clerk

\_\_\_\_\_  
Date

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Special Review 913 - Public Hearing

**PRESENTED BY:** Candi Millar, Planning & Community Services Department Director

**Department:** Planning & Community Services

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**Information**

**PROBLEM/ISSUE STATEMENT**

This is a request to allow the construction of two, 4-plex multi-family dwellings in a Residential 6,000 (R-60) zone on the north 150 feet of Lot 1 in Wolf Subdivision, a 20,250 square foot parcel of land. The property is owned by Jeremy Freyenhagen. The property is vacant and is generally located on the south west corner of the intersection of Boulder Avenue and Rehberg Lane. The Zoning Commission conducted a public hearing on November 5, 2013, and is forwarding a recommendation of conditional approval on a 4-0 vote.

**ALTERNATIVES ANALYZED**

The Planning Division reviewed this application and recommended conditional approval to the Zoning Commission based on the three criteria for special review uses. The Zoning Commission concurred with the recommendation. Before a recommendation of approval or conditional approval can be made, each special review request must demonstrate conformance with three primary criteria: 1) the application complies with all parts of the Unified Zoning Regulations, 2) the application is consistent with the objectives and purposes of the Unified Zoning Regulations and the 2008 Growth Policy, and 3) is compatible with surrounding land uses and is otherwise screened and separated from adjacent land to minimize adverse impacts. This application conforms to the first criteria, in so far, that it is in a district that allows multi-family dwellings by special review. The proposed dwellings meet the required setbacks, lot coverage maximum and building height. The footprint of the buildings will cover approximately 30% of the lot, the parking lot area is approximately 5,200 square feet and the remaining area will be landscaping. The application is conforming to the purposes of the regulations, the 2008 Growth Policy and the Billings Infill Policy (December 2011).

The application also conforms to the third criteria and conditions of approval are recommended to mitigate any potential impacts to surrounding property. The building does not exceed lot coverage and meets the required front, side, and rear setbacks. The proposal is consistent with goals of the 2008 Growth Policy and the Billings Infill Policy, specifically the recommendation to encourage re-development of under-utilized land, encouraging compatible uses and avoiding leapfrogging development beyond city services. The Zoning Commission is recommending conditions for this special review based on the approval criteria for special review uses.

**PROPOSED CONDITIONS**

1. The special review is limited to north 150 feet of Lot 1 Wolf Subdivision generally located at 3010 Boulder Avenue.
2. The special review approval is for the construction of two, 4-plex dwellings and no other use or development configuration is intended or implied by this approval.
3. Any expansion of the proposed building or off-street parking greater than 10 percent of what is shown on the submitted site plan will require an additional special review approval.

4. All exterior lighting, including security lighting shall have full cut-off shields so no part of the fixture or lens projects below the cut-off shield. Exceptions to this requirement are allowed for porch or entry doorway lighting. The maximum height of any light pole in the outdoor areas shall be 15 feet above grade.
5. No construction or demolition activity will occur before 7 am or after 8 pm daily.
6. Any centralized solid waste storage shall be enclosed by a wall on 3 sides and a closing gate or gates. The wall and gates for the solid waste storage shall be similar or complimentary in color to the adjacent buildings and shall be sight-obscuring. The wall and gates shall be tall enough that no part of the interior dumpster(s) are visible from the outside.
7. The site will be developed in substantial conformance with the submitted site plan including landscaping, parking and building locations.
8. These conditions of special review approval shall run with the land described in this authorization and shall apply to all current and subsequent owners, operators, managers, lease holders, heirs and assigns.
9. The proposed development shall comply with all other limitations of Section 27-613 of the Unified Zoning Regulations concerning special review uses, and all other City of Billings regulations and ordinances that apply.

**\*\*NOTE\*\*** Approval of this Special Review does not constitute approval of a building permit, sign permit or fence permit. Compliance with all applicable local codes will be reviewed at the building permit level. This application is for a Special Review as noted above and no other request is being considered with this application. The Planning Division points out that the use and development of the property must be in accordance with the submitted site plan.

## **FINANCIAL IMPACT**

There should be no financial impact to the city from approval of the special review request. If approved, city building permit fees will be paid at the time a permit is submitted and will cover the cost of those permitting services. Development of the property will add taxable value to the city's tax base after the project is constructed.

## **BACKGROUND**

This is a request to allow the development of two, 4-plex multi-family dwellings in an R-60 zone. The city requires a special review for this use in the R-60 zoning district. The applicant is proposing to construct a total of 8 units on the 20,250 square foot parcel at the corner of Boulder Avenue and Rehberg Lane. The property is currently vacant. The submitted site plan shows 1 drive approach to the property from Rehberg Lane, with a shared parking lot and a storage building. There will be no covered parking spaces. The applicant states the intent is to provide independent dwelling units for mentally or physically challenged adults. The two 4-plex structures will have front entries that face a common courtyard west of the shared parking lot. The shared storage building will be on the north east corner of the property. This area between the BBWA canal and Colton Boulevard is zoned R-60 and there are several large multi-family developments on Boulder Avenue as well as on the north side of Colton Boulevard. The applicant will be responsible for street improvements along Boulder Avenue and will build the new drive approach on Rehberg Lane. Solid waste service will be located on the south east corner of the parking lot.

The zoning surrounding the site is R-60 to the north, south and west. To the east across Rehberg Lane is R-96 zoning and is developed for single family dwellings. Rehberg Lane is a collector street and carries approximately 9,410 vehicle trips per day. The Rimview Apartments are approximately 1 block north and west of the subject property. There are several 4-plex and 6-plex apartments in addition to the Rimview Apartments. Two 4-plex dwellings are not out of character for this neighborhood and this proposal is supported by the city's Infill Policy and 2008 Growth Policy.

## **STAKEHOLDERS**

The City Zoning Commission conducted a public hearing on November 5, 2013, and received the Planning staff recommendation, testimony from the applicant, Jeremy Freyenhagen, and 3 surrounding property owners. The applicant provided written testimony in favor of the project from a surrounding property owner (attached).

Mr. Freyenhagen stated he is now the sole owner of the property and the Raymond Weber Trust is no longer the owner. He stated he spoke to a few of the surrounding owners before the hearing and many of their concerns related to the lack of maintenance and care provided by the previous owner. Mr. Freyenhagen stated he lives a few blocks away and has been interested in the land for some time. He stated he has an adult daughter with special needs and has not been able to locate a suitable apartment for her to rent. He stated his daughter is capable of living on her own but needs a safe and secure location tailored for her needs. He stated he is a coach with Special Olympics and has met many families in the same situation. He stated these special needs adults do not need daily assistance but do need a place with access to shopping and public transportation. Mr. Freyenhagen stated he has looked at several apartments in the area but the locations did not meet his daughters needs. He stated when this land became available, he purchased it with idea of providing an independent living space for his daughter, her friends, and others with similar needs. He stated it would not be restricted to special needs so anyone who wanted to and could afford the rent could live in the new apartments. He stated each apartment is designed for 3 bedrooms and the units would face each other across a central courtyard. He stated the construction would be similar to surrounding newer apartments with 2-stories but no interior garage space. He stated he is providing the required off-street parking in a central parking lot accessed off Rehberg Lane. He stated he would install the required street improvements along Boulder Avenue and the curb cut for the driveway off Rehberg Lane. He stated 1 of the 8 units would be for an on-site manager so residents would have immediate access 24-hours a day in case of a problem. He stated if the special review is approved he would start construction in the spring of 2014 and finish about 1 year from now. In response to a question from the Zoning Commission, Mr. Freyenhagen stated he intends to install some privacy and security fencing along the west and south sides of the property and maybe along the Boulder Avenue frontage. Mr. Freyenhagen presented a letter in support of the special review from Lee and Bell Cathrine Rusch of 3014 Colton Boulevard.

Thomas Dennis of 2230 Boulder Avenue testified on behalf of the owners of 3025 Boulder Avenue, Judy and Allen Kirkwood, who were unable to attend the hearing. Mr. Dennis stated the Kirkwoods are opposed to the application because of the potential impacts to Boulder Avenue, a street in extreme disrepair. He stated he understood the desire of the applicant as he was involved in the March of Dimes and is a retired plumber himself. He stated the residents of Boulder Avenue petitioned the city and the school district last year to do something about the school traffic that has a severe impact on their neighborhood. Mr. Dennis stated it does not appear anything has changed. He stated Boulder Avenue is cluttered by on-street parking including from the surrounding apartments and then the school traffic. He stated the Kirkwoods believe there is already enough multi-family housing in the area and these 2 new four-plexes are not needed. Mr. Dennis stated the Kirkwoods' home was broken into last year. He stated with all the turnover in the surrounding apartments it is difficult for long-term residents to know who belongs in the neighborhood and who does not belong and may be there to rob someone's home. He stated the Kirkwoods are concerned with impact to schools and the traffic on Rehberg Lane and Boulder Avenue. He stated there are several apartment complexes in the area that cater to special needs adults. He stated the Kirkwoods believe the lot is more suitable to a duplex than 2 four-plexes.

Diane Burke of 3016 Boulder Avenue testified against the special review. She stated she lives directly west of the subject property and has lived in the neighborhood for many years. She stated she fought the proposed 10-plexes across the street and those were denied. The Council then approved 3011 Boulder Avenue for 2 eight-plex buildings. She stated these are "party" apartments and the maintenance on this property has been poor. She stated she has called the police before because the owner plows the snow out of the parking lot at 3011 Boulder out and then across the street. She stated she was very concerned with pedestrian safety on Boulder Avenue since there are no sidewalks. She stated just last year a pedestrian was hit at the intersection of Colton Boulevard and Rehberg Lane.

Lois Morrison of 3019 Colton Boulevard testified in opposition to the proposal. She stated she lives in a 4-plex townhome and appreciates the need for additional housing in the area. She did not see how this proposal could fit in with the already heavy traffic on Rehberg Lane.

Wayne Schuster of 2306 Rehberg Lane testified in opposition to the special review. He stated the 3-bedroom units could add up to 24 new residents - or more- in the area. He stated 2 four-plexes on this lot would be overbuilding the capacity of the lot. He stated although the parking meets the city's minimum requirement of 12 spaces, if the units each have 3 adults, the parking lot would be too small. He stated getting in and out of the parking lot on Rehberg Lane will be a nightmare with the steady and speedy traffic. He stated he does not understand how a garbage truck could get in and out of the lot to pick up a dumpster. He stated there are better uses for the lot such as a new school, daycare or church.

Mr. Freyenhagen provided rebuttal testimony to the concerns on traffic and schools. He stated he intends to provide the street improvements for Boulder Avenue along his property frontage which is more than other properties have provided. He stated he will not have a vehicle access on Boulder Avenue but on Rehberg Lane. He stated the streets should be able to accommodate the additional traffic. He stated there will be additional cars on Rehberg but it is difficult to quantify given his intent for the units. He stated most if not all the units will not have school age children, so there should be little impact to the school district or to school traffic on Boulder Avenue. He stated his intent was to provide safe, convenient, and desirable housing for his daughter and others like her but this is not a subject that should have bearing on the zoning request. He stated the project is similar in character to the surrounding neighborhood and he intends to construct the buildings to fit in with the neighborhood. He stated he has no issues with the proposed conditions that will mitigate any potential for conflict with surrounding properties. He stated the solid waste collection and disposal will be in line with the city's policy and practice for similar apartments. He stated these will not be subsidized apartments and will rent for \$850 to \$900 per month.

The Zoning Commission Chairman, Leonard Dailey, Jr., closed the public hearing. Member Dan Wagner made a motion to recommend conditional approval to the City Council and accept the findings for the 3 criteria for the requested special review. The motion was seconded by Member Barbara Hawkins. Chairman Dailey stated the proposal is about the zoning and the compatibility of the project with the surrounding area and not about who may rent these new apartments. He stated the traffic impacts will be on Rehberg Lane and should not affect Boulder Avenue. He stated he thought the proposal was consistent with the area and the conditions are agreeable to the applicant. The Zoning Commission voted 4 in favor and none opposed to the motion

### **CONSISTENCY WITH ADOPTED POLICIES OR PLANS**

The consistency with adopted plans and policies is discussed above in the Alternatives Analyzed section of this report.

### **RECOMMENDATION**

The Zoning Commission recommends conditional approval and adoption of the findings of the 3 criteria for Special Review 913 on a 4-0 vote.

### **APPROVED BY CITY ADMINISTRATOR**

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#### **Attachments**

Zoning Map

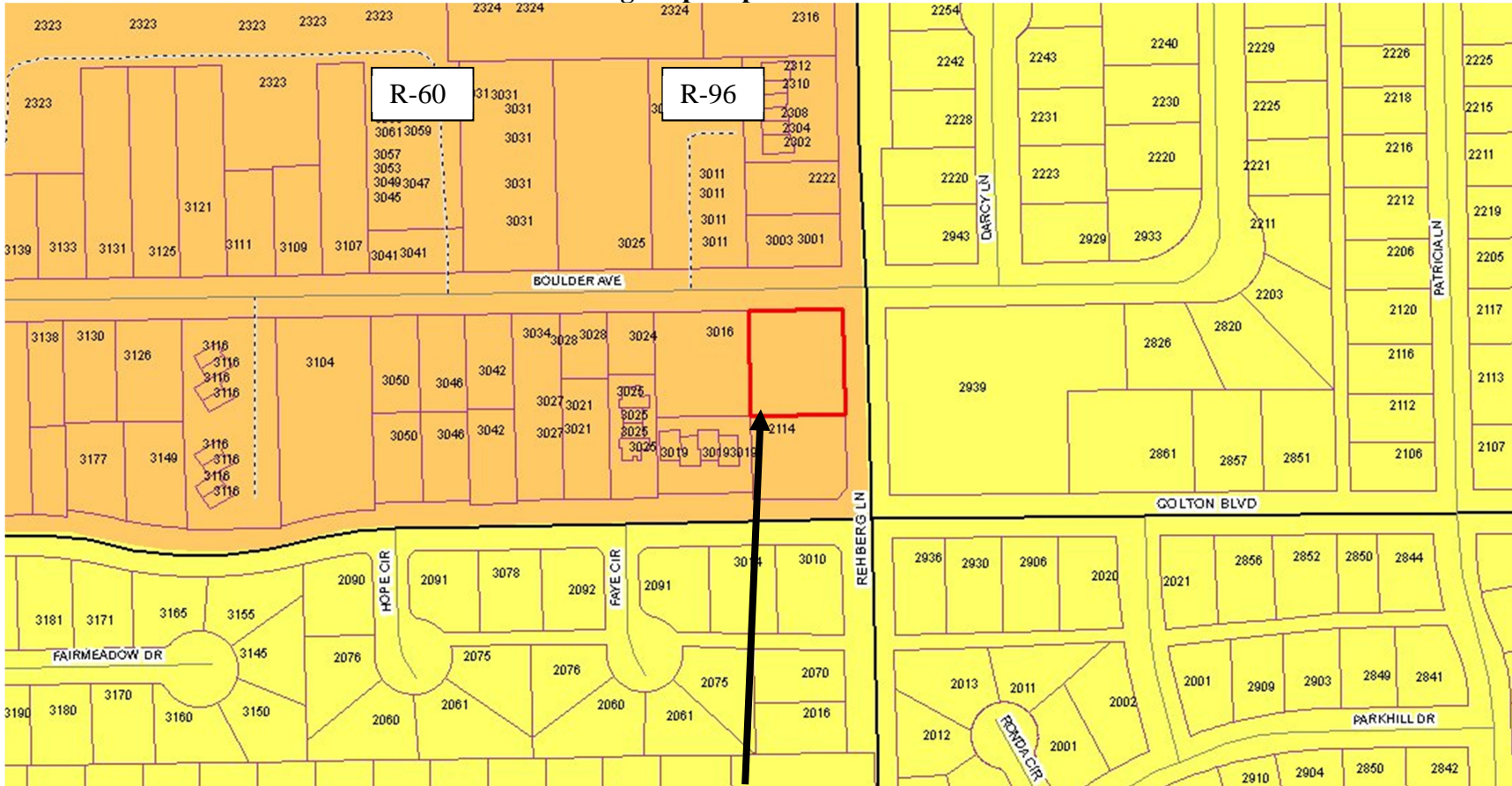
Site photos

Site plan

Applicant Letter and Support Letter

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**Attachment A**  
**Zoning Map – Special Review #913**



**Subject Property**

**Attachment B**  
**Site photos – Special Review #913**



Subject Property – View west from Rehberg Lane



View east across Rehberg Lane

**Attachment B, continued**  
**Site photos – Special Review #913**



View north along Rehberg Lane

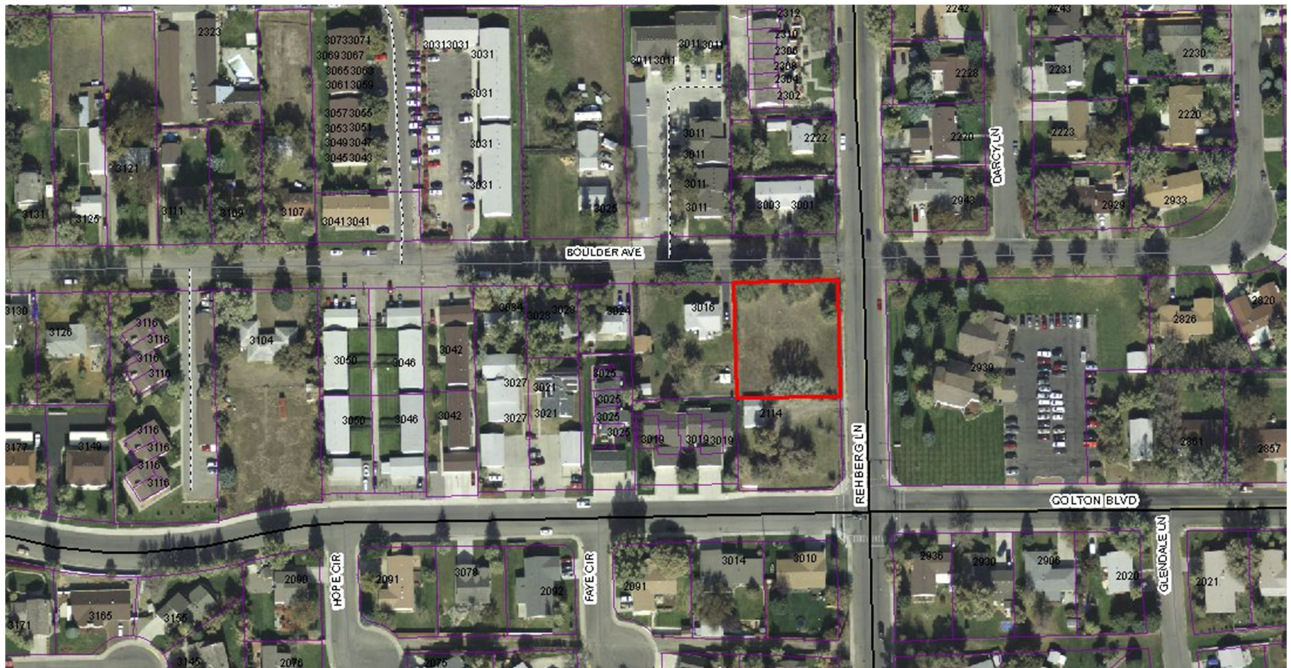


View north and east across Rehberg Lane

**Attachment B, continued**  
**Site photos – Special Review #913**

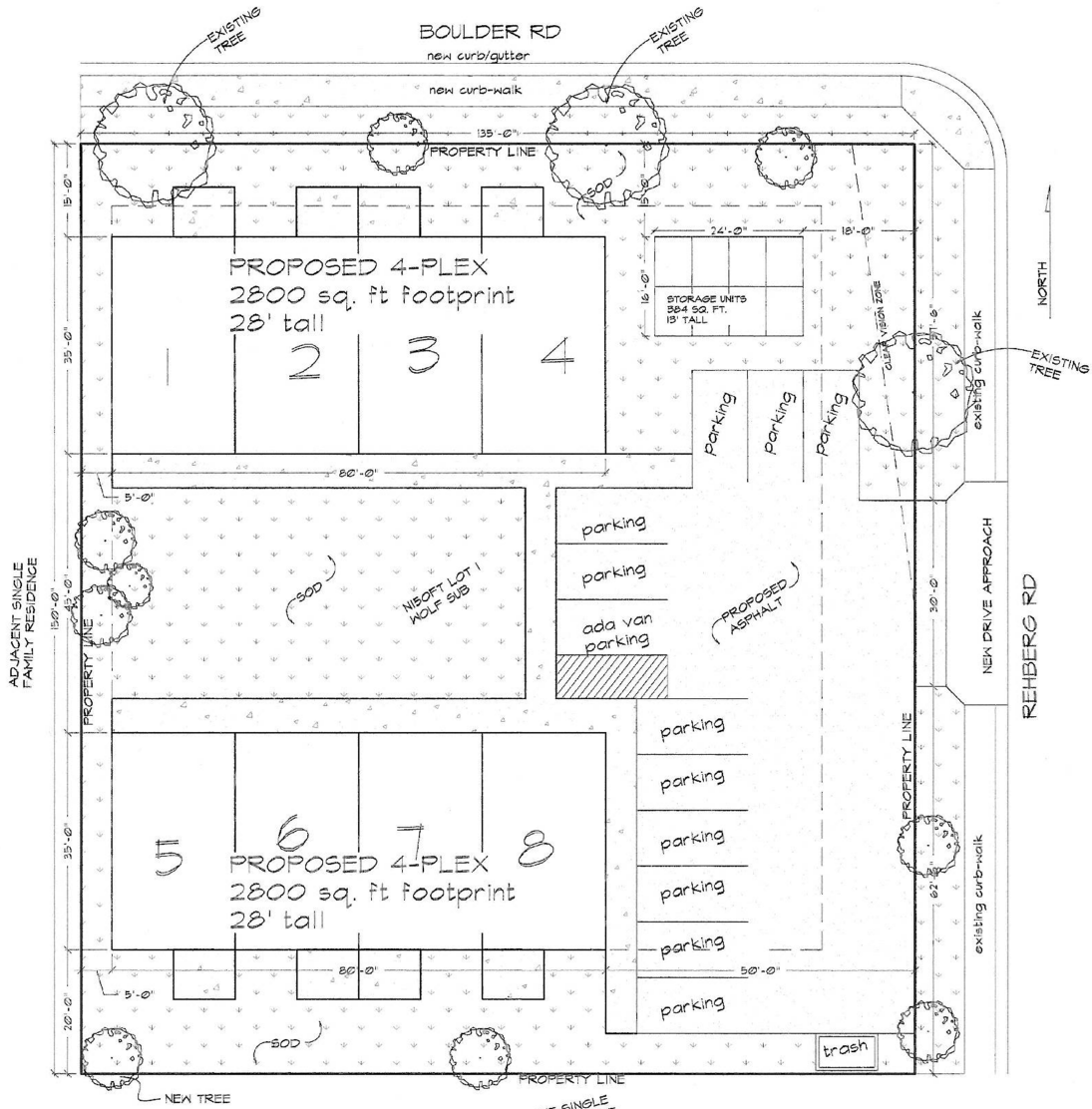


View west along Boulder Avenue



Aerial view

# Attachment C Site Plan – Special Review #913



**PROPOSED SITE PLAN**  
 NORTH 150 FT LOT 1 WOLF SUBDIVISION  
 SCALE 1"=20'

ADJACENT SINGLE  
 FAMILY RESIDENCE

**Attachment D**  
**Applicant Letter – Special Review #913**

SPECIAL REVIEW APPLICATION

The project we are proposing would be two 4-plex new construction buildings that would have two bedrooms each. The reason for the special review is that multiple units in R-6000 zoning require the review. Our design would face the buildings toward each other with a common lawn in between. Access would be from Rehberg.

The goal of this project would be to create a community environment for mentally or physically challenged adults to live in an interactive and energetic community. As the father of an adult daughter with autism, and being involved with the community of the special needs for many years, I feel qualified to speak to the fact that there is a need in Billings for high functioning, independent adults to live in community with each other.

The proposed project would create an area where these folks, many of them overlooked, but contributing members of our community, can live and interact independently and freely with others they can relate to. The “front yard” design would encourage social interaction in an outdoor setting, encouraging healthy inter-dependence and community.

This is not intended to be a group home project, but rather a place to live independently and freely. The living units would be designed to be accessible yet available to all who desire to live in this type of setting.

Several Growth Policy Goals would be attained. Land Use Elements would include the project remaining consistent with the surrounding multi-unit living spaces. The proposed project is an infill project that would not contribute to more urban sprawl. The lot has been vacant for many years. Natural Resources Element goals would be attained because the lot is currently unused and often weed covered and a detractor from the beauty of the neighborhood that surrounds it. The project is designed to create a sense of community and would also satisfy the Community Health Element in that regard.

My wife and I are very active in the special needs community and are very invested in the lives of many of these adults. Through many conversations with others in similar situations as ours, we know there is a strong desire to see these folks have a place of their own to live and thrive.

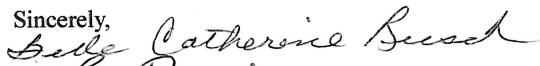

Thanks for your consideration.

Sincerely,  
Jeremy Freyenhagen  
JCF Properties, Inc.

Planning & Community Service Department  
2825 3<sup>rd</sup> Avenue North, 4<sup>th</sup> Floor  
Billings, MT 59101

RE: CITY Special Review #913  
Project Number 13-226  
3010 Boulder Avenue – Two 4-plex dwellings

We received notice of a special request to allow two 4-plex multi-family dwellings at 3010 Boulder Avenue. We are property owners and reside on the 3000 block of Colton Avenue. We feel that the proposed 4-plexes would be an asset to the neighborhood. We definitely approve of allowing the 4-plexes to be constructed there.

Sincerely,  
  
  
Lee and Belle Cathrine Rusch  
3014 Colton  
Billings, MT

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Public Hearing and First Reading of an Ordinance for Amendments to the City Subdivision Regulations

**PRESENTED BY:** Candi Millar, Planning & Community Services Department Director

**Department:** Planning & Community Services

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**Information**

**PROBLEM/ISSUE STATEMENT**

The 2013 State Legislature, under Senate Bill 324, enacted changes to the Montana Subdivision and Platting Act [Section 76-3-101, et seq., MCA). As a result, the City's subdivision regulations, Article 23, BMCC, need to be amended to be consistent with State law.

Planning staff drafted the proposed amendments based on recommendations from the legal staff and has solicited input from other City staff, the development community, the Planning Board, and other interested parties.

The City-County Planning Board held a public hearing and reviewed the proposed amendments to the City Subdivision Regulations on November 13, 2013, and November 26, 2013. The City Council must hold a public hearing on the proposed amendments and decide whether to adopt them.

**ALTERNATIVES ANALYZED**

The City Council may:

- Adopt the proposed amendments to the City Subdivision Regulations in part or in whole; or
- Not adopt the the City Subdivision Regulations. Not adopting the proposed amendments would leave the City Subdivision Regulations inconsistent with state statute.

**FINANCIAL IMPACT**

There are no foreseen financial impacts to the City for adopting the proposed amendments to the City Subdivision Regulations.

**RECOMMENDATION**

The Planning Board recommends that the City Council approve the proposed amendments to the City Subdivision Regulations.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

Ordinance

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ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF BILLINGS PROVIDING THAT THE BILLINGS, MONTANA CITY CODE BE AMENDED BY REVISING SECTIONS 23-201, 23-306, 23-405, 23-601, 23-602, 23-603, 23-605, and 23-606; PROVIDING UPDATES TO THE SUBDIVISION REGULATIONS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA:

**Section 1.** That Section 23-201 of the Billings, Montana, City Code be amended so that such section shall read as follows:

**Section 23-201. Definitions.**

**DIVISION OF LAND:** The segregation of one or more parcels of land from a larger tract held in single or undivided ownership by transferring or contracting to transfer title to ~~or possession of~~ a portion of the tract or properly filing a certificate of survey or subdivision plat establishing the identity of the segregated parcels pursuant to the Montana Subdivision and Platting Act. The conveyance of a tract of record or an entire parcel of land that was created by a previous division of land is not a division of land (76-3-103(4), MCA).

**SUBDIVISION:** A division of land or land so divided which creates one or more parcels containing less than 160 acres that cannot be described as a one-quarter aliquot part of a United States government section, exclusive of public roadways, in order that the title to or possession of the parcels may be sold, ~~rented or leased,~~ or otherwise ~~conveyed~~ transferred and includes any re-subdivision and ~~further includes~~ a condominium or townhome created in accordance with the Unit Ownership Act (70-23-101, et seq., MCA) ~~or area, regardless of its size, that provides or will provide multiple spaces for recreational camping vehicles or mobile homes. The term also means an area, regardless of its size, that provides or will provide multiple spaces for rent or lease on which recreational camping vehicles or mobile homes will be placed (76-3-103(4615), MCA).~~ However, condominiums or townhomes constructed on land divided in compliance with the Montana Subdivision and Platting Act are exempt from the provisions of the Act (76-3-203, MCA).

~~**SUBDIVISION FOR RENT OR LEASE:** A subdivision for rent or lease is created when any portion of a parcel is rented or leased for the purposes of temporary or permanent residential or commercial use. The rented/leased land is owned as one parcel under single ownership, which can include a number of persons owning the property in common. Subdivisions created by rent or lease are exempt from the survey and filing requirements of the Montana Subdivision and Platting Act (MSPA), but must be submitted for review and approval by the governing body before portions thereof may be rented or leased (76-3-208, MCA).~~

**Section 2.** That Section 23-306 of the Billings, Montana, City Code be amended so that such section shall read as follows:

**Section 23-306. Amended Plats.**

- A. **Required.** A division of lots within a platted subdivision filed with the County Clerk and Recorder that results in an increase in the number of lots, or that redesigns or rearranges six (6) or more lots must be reviewed and approved by the governing body and an amended plat must be filed with the County Clerk and Recorder (76-3-207(2)(a), MCA).
- B. **Eligibility.** Amended plats shall be processed as first minor subdivisions, as described in Section 23-303, if they meet the following criteria:
1. Legal and physical access to all lots is provided; and
  2. No land in the subdivision will be dedicated to public use for parks or playgrounds; and
  3. The plat has been approved by the Montana Department of Environmental Quality or County Environmental Health whenever approval is required or the plat has been approved by the City of Billings for sanitary water, sewer and stormwater facilities or no public improvements are required-; and
  4. The amended plat creates no more than five additional lots.

Amended plats not meeting these criteria shall be reviewed as major subdivisions.

- C. **Form and Content.** An amended plat shall be entitled “Amended Plat” and follow the form and content shown in Appendix D “Preliminary Plat Requirements.”

**Section 3.** That Section 23-405 of the Billings, Montana, City Code be amended so that such section shall read as follows:

**Section 23-405. Streets and Roads.**

A.5. Second Access: To facilitate traffic movement, the provision of emergency services, and the placement of utilities, all major subdivisions and subsequent minor subdivisions shall provide ~~a minimum of at least two means of vehicular access roads~~ built to the standards of this Chapter ~~to all lots in the subdivision. Provision of a second access may be required for first minor subdivisions when deemed necessary for the health, safety and welfare of the new lot owners and~~ designed to ensure public health and safety.

Exceptions to the requirement to provide at least two means of vehicular access may be made for major and subsequent minor subdivisions that meet all of the following criteria:

- Access is provided by a cul-de-sac with an approved turnaround that is 600 feet or less in length; and
- The subject cul-de-sac is served by a local, collector, or arterial street that is not classified as a dead end street; and
- The subject cul-de-sac serves no more than 20 lots, and no more than 30 dwelling units, when residential development is proposed.

Provision of a second means of vehicular access may be required for any subdivision when deemed necessary for public health, safety and welfare.

When not otherwise exempt, If, in the judgment of the Planning Board, if a second means of vehicular access built to City street standards cannot be provided for reasons of topography or other physical conditions, the subdivider shall provide an emergency access road, built to the standards detailed in Section 23-413 of these Regulations.

**Section 4.** That Section 23-601 of the Billings, Montana, City Code be amended so that such section shall read as follows:

**Article 23-600. SUBDIVISIONS FOR RENT OR LEASE DEVELOPMENTS PROVIDING MULTIPLE SPACES FOR RENT OR LEASE FOR RECREATIONAL VEHICLES, MOBILE HOMES, AND MANUFACTURED HOMES**

**Section 23-601. General.**

- A. **Purpose/Definition.** ~~A subdivision for rent or lease is a development providing multiple spaces for rent or lease for recreational vehicles (RVs) and/or mobile or manufactured homes is created when any portion of a parcel is rented or leased for the purposes of situating a temporary or permanent RV, mobile, or manufactured home for residential or commercial use owned by the renter or lessee. The rented/leased land is owned as one parcel under single ownership, which can include a number of persons owning the property in common. These developments are commonly known as mobile home parks, manufactured home parks, and recreational vehicle parks, created in order that more than one building, structure, or other improvement on a single tract of record can be rented or leased. For the purpose of this Article, 'Building, structure, or other improvement' means any building, vehicle, or other place suitable for human occupancy or night lodging of persons, or for carrying on business, whether or not a person is actually present. A subdivision for rent or lease includes, but is not limited to an area that provides or will provide multiple spaces for recreational camping vehicles or mobile homes, or multiple buildings for rent or lease whether residential or commercial. A subdivision for rent or lease does not include structures such as billboards, cellular towers, drill rigs, agricultural buildings or improvements, accessory structures rented or leased by the same party who is renting or leasing a principle structure, other similar structures as determined by the governing body or designee.~~

- B. **Review & approval required.** ~~Subdivisions for rent or lease are exempt from the survey and filing requirements of the Montana Subdivision and Platting Act (MSPA),~~ but Manufactured home parks, mobile home parks and RV parks must be submitted for review and approval by the governing body before portions thereof may be rented or leased (76-3-208504(s), MCA). Approval must be based on the criteria found in Article 23-300 of these Regulations.

The number of ~~individual units~~ spaces available for rent or lease ~~with water and/or wastewater facilities~~ shall determine the level of review under Article 23-300 (i.e. major, minor, or expedited) as follows:

- a. ~~Zero to two (0-2) units with water and/or wastewater services,~~ spaces for rent/lease meeting all other criteria found in Section 23-305.A. of these regulations shall be reviewed as a subdivision qualifying for expedited review under Section 23-305.
  - b. ~~Zero to two (0-2) units with water and/or wastewater services~~ spaces for rent/lease not meeting one or more of the criteria found in Section 23-305.A. of these regulations shall be reviewed as a first minor subdivision under Section 23-303.
  - c. ~~Three to five (3-5) units with water and/or wastewater services~~ spaces for rent/lease shall be reviewed as a first minor subdivision under Section 23-303.
  - d. ~~Six or more (6+) units with water and/or wastewater services~~ spaces for rent/lease shall be reviewed as a major subdivision under Section 23-302.
- C. **Zoning requirements.** ~~Subdivisions for rent or lease~~ Manufactured home parks, mobile home parks and RV parks shall follow all applicable requirements outlined in the Unified Zoning Regulations (Article 27, BMCC).

**Section 5.** That Section 23-602 of the Billings, Montana, City Code be amended so that such section shall read as follows:

**Section 23-602. Review Procedures.**

**A. Submittal requirements.**

1. ~~Subdivisions for rent or lease~~ Manufactured home parks, mobile home parks and RV parks require submittal of those requirements outlined in Article 23-300 of these Regulations except that the subdivider shall submit unsurveyed plans drawn to scale, rather than plats.
2. Supplementary materials. In addition to the submittal requirements outlined in Article 23-300, preliminary and final plans and submittals for ~~subdivisions for rent or~~

~~lease~~manufactured home parks, mobile home parks and RV parks shall include the following:

- a. A layout of all spaces, buildings, or structures proposed for rent or lease.
- b. Location of common areas and facilities.
- c. Parks and/or recreation areas, if required by Article 23-1000, of these Regulations.
- d. Landscaping plan, if required by Section 23-603.E.2, or Section 27-805, 27-912, Section 27-1006, Article 27-1100 or Article 27-1400, BMCC, as applicable.
- e. A Traffic Impact Analysis, if required by Section 23-406.B.4., BMCC.
- f. A Stormwater Pollution Protection Plan (SWPPP) for developments disturbing one acre or more.

**B. Final Approval.** ~~Subdivisions for rent or lease~~Manufactured home parks, mobile home parks and RV parks shall follow the applicable review procedures outlined in Article 23-300 of these Regulations. In lieu of a final plat, a final plan drawn to scale shall be submitted for approval by the governing body. The approved final plan shall be filed with the Yellowstone County Clerk & Recorder as an exhibit, not as a final plat.

**Section 6.** That Section 23-603 of the Billings, Montana, City Code be amended so that such section shall read as follows:

**Section 23-603.            Manufactured and/or Mobile Home Park Development Requirements.**

**A. Manufactured or mobile home spaces.**

1. The number of allowed spaces is limited to what is approved on the final plan.
2. Manufactured or mobile home spaces must be arranged to permit the safe and practical placement and removal of manufactured homes.
3. All manufactured or mobile homes must meet the minimum setback requirements of Article 27-308, BMCC from all perimeter boundary lines. In the case where a boundary line is adjacent to an arterial street, all homes and accessory structures must meet setbacks as required in Article 27-602, BMCC.
4. The manufactured or mobile home pad must be located at least ten (10) feet from the street that serves it.

5. Location of space limits on the ground must be approximately the same as those shown on the approved plans. Precise surveying of space limits is not required either on the plans or on the ground.
6. The size of the manufactured or mobile home pad must be suitable for the general market to be served and must fit the dimensions of manufactured homes anticipated. At a minimum the pad should measure fourteen (14) feet wide and seventy (70) feet long. All pads shall be constructed of at least six (6) inches of gravel over a stabilized sub-base.
7. The total area occupied by a manufactured or mobile home and its roofed accessory buildings and structures may not exceed one-third (1/3) of the area of a space.
8. All manufactured or mobile homes shall be separated by a minimum of fifteen (15) feet.
9. There shall be a minimum of fifteen (15) feet between all attached structures such as carports, awnings, decks, and stairs and any adjacent manufactured or mobile home.
10. There shall be a minimum of six (6) feet between detached structures and any adjacent manufactured or mobile home. Detached structures are defined as any structure that is more than six (6) feet away from the manufactured or mobile home.
11. A minimum of two (2) off-street parking spaces must be provided on or adjacent to each manufactured or mobile home space. The driveway must be located to allow for convenient access to the manufactured or mobile home, and be a minimum of ten (10) feet wide.

## **B. Streets.**

1. All streets within a manufactured or mobile home park or recreational vehicle park shall be private.
2. Private streets shall be designed to provide access to all sites. No site shall have vehicular access to a public street. The streets shall be laid out to discourage through traffic and intersections with public streets shall be kept to a minimum.
3. Streets shall be designed and built to meet current City Standards.
4. Curvilinear streets shall have no centerline curve with less than a one hundred (100) foot radius. At intersections, the inside edge of the paved street shall have a minimum of a twenty (20) foot radius.
5. All streets shall intersect at an angle of ninety (90) degrees except where the subdivider can show just cause not to and with the approval of the governing body.

6. The layout near street intersections shall be such that a clear vision area is maintained. Stopping sight distance on curves shall be as required on subdivision streets.
7. All traffic-control devices used shall comply with the current edition of the Manual on Uniform Traffic Control Devices, published by the U.S. Department of Transportation.

C. **Fire protection.** The manufactured or mobile home park shall provide an adequate water supply for fire suppression needs, following the requirements as found in Section 23-413 of these Regulations. The means for fire protection shall be subject to approval by the local fire district and the governing body.

D. **Health standards/license requirement.** In addition to the criteria of this Section, manufactured or mobile home parks must also meet the minimum standards of the Montana Department of Public Health and Human Services (MDPHHS) under Title 50, Chapter 52, MCA and the requirements of the Montana Department of Environmental Quality (MDEQ) under Title 50, Chapter 60, MCA. The governing body shall not grant final approval of a manufactured home, mobile home, and/or recreational vehicle park until the subdivider first obtains the applicable licenses and approvals for the facility from MDPHHS and MDEQ.

E. **Additional provisions**

1. Manufactured or mobile home parks shall meet the parkland dedication requirements as outlined in Article 23-1000 of these Regulations.
2. Manufactured or mobile home parks located adjacent to industrial, commercial or lower-density residential land uses shall provide screening such as fences or natural growth along the property boundary lines separating the community from such adjacent uses.
3. All manufactured or mobile home parks shall have a sign near the main entrance showing the park layout.
4. Centralized mail delivery shall be provided at one or more locations within the park. Location and design of such group mail collection site(s) shall be reviewed and approved by the United States Postal Service and the Public Works department.
5. It shall be unlawful to operate a manufactured or mobile home park without holding a valid license issued by the Montana Department of Environmental Quality (MDEQ), to be renewed annually.

**Section 7.** That Section 23-605 of the Billings, Montana, City Code be amended so that such section shall read as follows:

**Section 23-605. ~~Requirements for Developments Creating Multiple Buildings or Structures for Rent or Lease on a Single Tract of Record.~~  
Timing of Improvements.**

**~~A. Overall Site Plan Review.~~**

- ~~1. In addition to items listed in Section 23-602.A.2., above, the site plan submittal shall include a parking and access plan, a storm drainage plan, utility locations, and building elevations.~~
- ~~2. The number of allowed units is limited to what is approved on the final plan.~~

~~B. The proposed development must meet all applicable zoning, site development, building and fire safety requirements of BMCC.~~

**~~C. Master Site Plan Review.~~**

~~For developments creating multiple buildings or structures for rent or lease on a single tract of record, review and approval of an overall site plan as described in Section 23-605.A., above, shall replace the Master Site Plan Review process as per Section 27-622, BMCC.~~

- A. The subdivider shall install all required improvements before renting or leasing any portion of the manufactured home park, mobile home park or RV park. The governing body or designated agent will inspect all required improvements in order to ensure conformance with the approved construction plans and specifications. The subdivider shall guarantee all improvements for a period of one year from the date of written approval by the governing body or designated agent.
- B. If the subdivider seeks approval of the final plan prior to the installation and completion of all required improvements, the subdivider shall enter into a written agreement with the governing body guaranteeing the construction and installation of all required improvements. This agreement shall specify which type of security arrangements the subdivider elects to use and the time schedule proposed for accomplishing the required improvements. Acceptable monetary security guarantees are described in Article 23-500 of these Regulations.

**Section 8.** That Section 23-606 of the Billings, Montana, City Code be amended so that such section shall read as follows:

**Section 23-606. ~~Timing of Improvements.~~**

- ~~A. The subdivider shall install all required improvements before renting or leasing any portion of the subdivision. The governing body or designated agent will inspect all required improvements in order to ensure conformance with the approved construction plans and specifications. The subdivider shall guarantee all improvements for a period of one year from the date of written approval by the governing body or designated agent.~~
- ~~B. If the subdivider seeks approval of the final plan prior to the installation and completion of all required improvements, the subdivider shall enter into a written agreement with the governing body guaranteeing the construction and installation of all required improvements. This agreement shall specify which type of security arrangements the subdivider elects to use and the time schedule proposed for accomplishing the required improvements. Acceptable monetary security guarantees are described in Article 23-500 of these Regulations.~~

**Section 9.** EFFECTIVE DATE. This ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law.

**Section 10.** REPEALER. All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

**Section 11.** SEVERABILITY. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, 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.

PASSED by the City Council on first reading this 9<sup>th</sup> day of December, 2013.

PASSED, ADOPTED and APPROVED on second reading this 13<sup>th</sup> day of January, 2014.

CITY OF BILLINGS

By \_\_\_\_\_  
Mayor

ATTEST:

By \_\_\_\_\_  
City Clerk

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Public Hearing for Variance #OP-13-04: Parking at 2940 Grand Avenue

**PRESENTED BY:** David Mumford, Public Works Director

**Department:** Public Works

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**Information**

**PROBLEM/ISSUE STATEMENT**

The property owner of the building located at 2940 Grand Avenue is requesting a variance from Section 6-1203(j) of the City Code for the number of parking stalls required for a fitness center. This building will be going through a change in use from a pottery shop to a cross fit gym. The parking requirements for a gym would require 12 parking stalls. However, this is based on national averages for a typical type of fitness center. As explained in a letter from the new tenants, cross fit gyms do not have the traffic of an average gym. They have one or two clients at a time. The site can fit 8 parking stalls and they would need a variance for the remaining 4 required stalls. Due to the unique nature of a cross fit gym, Staff is recommending approval of a variance. Any other use would require further review of the site.

**ALTERNATIVES ANALYZED**

The Council may:

- Approve the variance allowing a cross fit gym at 2940 Grand Avenue; or
- Do not approve the variance. The property owner would then have to find additional parking for this use.

**FINANCIAL IMPACT**

There is no significant financial impact to the City for this variance.

**RECOMMENDATION**

Staff recommends Council approve a parking variance for the property at 2940 Grand Avenue for a cross fit gym.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

Variance Application and Letter

Site Plan

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# APPLICATION FOR VARIANCE

The undersigned as owner(s) of the following described property hereby request a Variance from the terms of the City of Billings-Section of the Site Development Ordinance.

1. Legal description of property: OAKLAND SUBD. S01, T01 S, R25E, BLOCK 1  
Tax ID# CO2099 LOT 12-13 (LESS N20' FOR STREET)
2. Address (If unknown, contact the City Engineer's office) or general location: 2940 GRAND AVENUE, BILLINGS, MT 59102
3. Owner (s): DONNA BLISS  
(Recorded Owner)  
2614 HIGHWOOD DRIVE  
(Address)  
406-671-7070 DONNA@BLISSREALSTATE.NET  
(Phone Number) (Email)
4. Agent (s): HQFA ARCHITECTS, PLLC  
(Name)  
800 GRANITE TOWER, 222 NORTH 32<sup>ND</sup> STREET  
(Address)  
406-248-7811 JWINKLER@HQFA.NET  
(Phone Number) (Email)
5. Section of the Site Development Ordinance that this request for variance applies to: SECTION 6-1203, OFF-STREET PARKING REQUIREMENTS
6. Reason for request: EXISTING LOT IS NOT LARGE ENOUGH TO ACCOMMODATE THE EXISTING BUILDING AND THE REQUIRED OFF-STREET PARKING
7. Covenants for deed restriction on the property: Yes \_\_\_\_\_ No

I understand that the filing fee accompanying this application is not refundable, that it pays for the cost of processing, and that the fee does not constitute a payment for the variance requested. Also, that all the information presented is true and correct.

Signature: Donna Bliss

(Recorded Owner)

Date: 10/31/13

Fee: 200<sup>00</sup>

Receipt #: 033120

Hearing Date: \_\_\_\_\_

Application # ENG-13-04300

October 31, 2013

City of Billings  
Engineering Department  
2224 Montana Avenue  
Billings, MT 59101

To Whom It May Concern:

Beartooth Crossfit submits the following information to help answer questions you may have regarding the nature of Crossfit, the difference between Crossfit and other workout gyms/fitness centers, and the parking impact that this type of facility is likely to have in this area during hours of operation.

Crossfit is an international organization dedicated to the improvement of the physical fitness industry, in general, and to serving the fitness needs of individuals in local communities. Crossfit is designed to provide educational experience and direct support for participants. Crossfit franchises are not drop-in 24 hour fitness centers. They operate on planned instructional schedules providing participants with leveled fitness training, nutritional support and structured competitions. This is dramatically different from a conventional fitness center which is open for long continuous hours every day and its members coming and going at their convenience, thus the need for them to have a large amount of on-site parking. Crossfit members attend scheduled classes and workouts. For this reason, Beartooth Crossfit, as with any Crossfit, can regulate the number of participants present at any given time and there are no peak times of the day during which the gym will have a large number of individuals working out at the same time.

Beartooth Crossfit's planned hours of operation are as follows:

Monday through Friday	4 a.m. – 7 a.m. 10 a.m. – 1 p.m. 4 p.m. – 8 p.m.
Saturday	10 a.m. – 1 p.m.
Sunday	Closed

These hours of operation are similar to other Crossfit gyms locally, nationally and internationally. The typical number of Crossfit members working out at one time is 3-5 member classes and 1 instructor. This is the reason for the low parking requirement.

In short, Crossfit gyms are not like traditional workout facilities in size, membership, workouts, hours of operation or particularly in parking requirements.

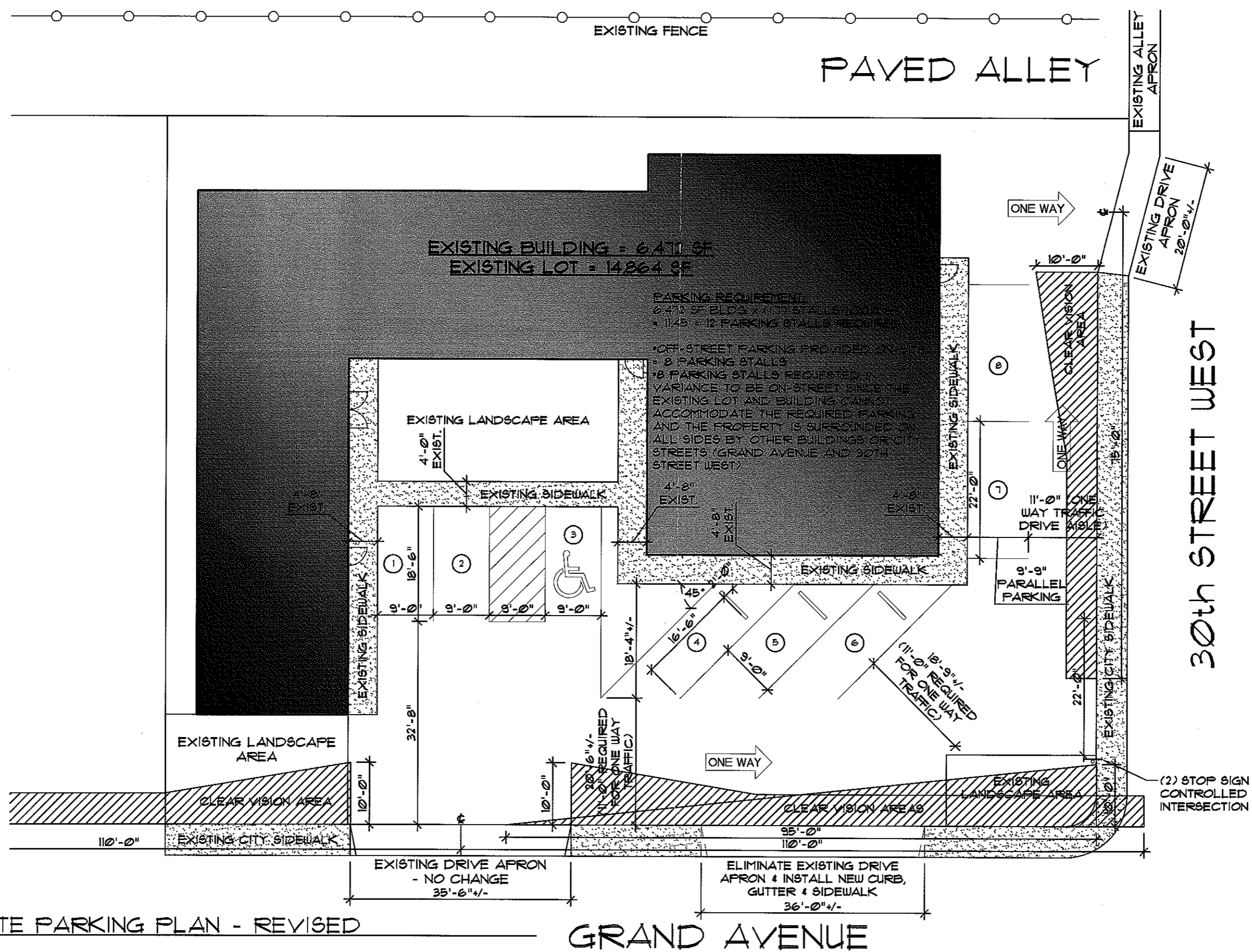
Thank you for your consideration of this matter. Please let us know if we can provide further information or answer additional questions.

Sincerely,



Dru Rietz-Weems  
Co-Owner Beartooth Crossfit  
Billings, MT

drw



EXISTING BUILDING = 6,471 SF  
 EXISTING LOT = 14,864 SF

**PARKING REQUIREMENTS:**  
 6,471 SF BLDG = 114 STALLS REQUIRED  
 • 114S = 12 PARKING STALLS REQUIRED  
 • OFF-STREET PARKING PROVIDED ON LOT = 3 PARKING STALLS  
 • 8 PARKING STALLS REQUESTED IN VARIANCE TO BE ON STREET SINCE THE EXISTING LOT AND BUILDING CANNOT ACCOMMODATE THE REQUIRED PARKING AND THE PROPERTY IS SURROUNDED ON ALL SIDES BY OTHER BUILDINGS ON CITY STREETS (GRAND AVENUE AND 30TH STREET WEST)

1 ON-SITE PARKING PLAN - REVISED  
 AI 1/16" = 1'-0"

GRAND AVENUE

30th STREET WEST



HARRISON G FAGG & ASSOCIATES - ARCHITECTS & ENGINEERS  
 JACK CLARK - SHERRIL F. BURKE - MICHAEL J. BURKE - JEFFREY WINKLER - MEMBER OF THE AMERICAN INSTITUTE OF ARCHITECTS  
 DRAWN BY JOB NO. DRAWING TITLE JOB TITLE  
 CHECKED BY DATE  
 ARCHITECTS 800 GRANITE TOWER, BILLINGS, MONTANA 59101 - PH (406) 248-7811 - FAX (406) 259-9278 - Email HGFA@hgfa.net

**Regular City Council Meeting**

**Meeting Date:** 12/09/2013

**TITLE:** Public Hearing and Resolution Authorizing the Sale of Property located at 3510 7th Ave South

**PRESENTED BY:** David Mumford, Public Works Director

**Department:** Public Works

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**Information**

**PROBLEM/ISSUE STATEMENT**

The Public Works Department has listed for sale the property at 3510 7th Ave South with the legal description of Fractions of Lots 9-12, Block 221, Billings Second Addition. This property contains approximately 0.13 acres and was transferred to the City by the Montana Department of Transportation (MDT) in 1998 in conjunction with an MDT project on State Avenue. The Public Works Department has no use for this property, and it would better serve the public as private property. Staff has advertised a public hearing for this date in The Billings Times , notified surrounding owners about the possibility of the sale, and requested sealed bids from interested buyers. Sealed bids are due by 2:00 p.m. on December 3, 2013.

**ALTERNATIVES ANALYZED**

Council may:

- Approve the property sale; or
- Not approve the sale and provide staff with guidance on the property's disposition;

**FINANCIAL IMPACT**

There are minimal costs for mailing and advertising the public hearing notice. Profit from the property sale will go to the Gas Tax Fund.

**RECOMMENDATION**

Staff recommends that the City Council conduct a public hearing and approve selling the property located at 3510 7th Ave South to a bidder who will be determined from the bids received on December 3, 2013.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

3510 7th Ave South

Aerial View of Property for Sale 3510 7th Ave

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RESOLUTION 13- \_\_\_\_\_

A RESOLUTION PURSUANT TO BILLINGS, MONTANA CITY CODE, ARTICLE 22-900: SALE, DISPOSAL OR LEASE OF CITY PROPERTY, DESCRIBING THE PROPERTY TO BE DISPOSED OF AND AUTHORIZING CITY OFFICIALS TO PROCEED.

WHEREAS, the City of Billings owns and desires to dispose of public property located at 3510 7<sup>th</sup> Ave South; and

WHEREAS, the public property to be disposed of is more particularly described as follows:

Fac 9-12, Lots 9-12, Block 221 Billings Second Addition in the City of Billings, Yellowstone County, Montana and shown on the attached Exhibit A

WHEREAS, the notice required by Article 22-902 BMCC has been duly published and mailed; and

WHEREAS, the public hearing required by Article 22-902 BMCC was duly held on the December 9, 2013.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA AS FOLLOWS:

- 1) That the City staff is authorized to proceed with the sale of **Fac 9-12, Lots 9-12, Block 221 Billings Second Addition** of the City of Billings under the requirements of Section 22-902 of the Billings, Montana City Code.

APPROVED AND PASSED by the City Council of the City of Billings, Montana this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

THE CITY OF BILLINGS:

BY: \_\_\_\_\_  
THOMAS W. HANEL, MAYOR

ATTEST:

\_\_\_\_\_  
CARI MARTIN, CITY CLERK

Aerial view of the property for sale at 3510 7<sup>th</sup> Avenue South.

