

**\*\*ATTENTION\*\***

- The Agenda Packet is available for viewing on the City's website at: [Agenda Packet](#)
- Councilmembers will attend the meeting via a remote location, using a virtual meeting method. City Hall and the Council Chambers will be closed during the meeting.
- The Public may view the meeting on the Community 7 TV - Channel 7 or Channel 507 – Spectrum Cable. The Public may also view online at [www.comm7tv.com](http://www.comm7tv.com) and click on the "Watch Live" icon. Community 7 also has links to their Facebook page and YouTube channel in which to view the meeting.
- Public comment will be taken only during the Public Comment periods as indicated on the agenda, and during the Public Hearings under the Regular agenda. Comments may be sent to Council via email before 3:00 PM on Monday, April 27th, at: <https://ci.billings.mt.us/1538/City-Council-E-mail-Messages>
- Emails received after 3:00 PM and prior to 5:00 PM, may be read during the meeting.
- The Public may call in during specific Public Comment periods at **406.237.6196**. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to 3 minutes of testimony as is customary.

Future delivery methods may be explored as best practice is learned.

Please contact Gavin Woltjer, [woltjerg@billingsmt.gov](mailto:woltjerg@billingsmt.gov), with any questions.

Due to the COVID-19 health concerns, the format of the City Council meeting will be held in a virtual videoconferencing environment. In order to honor the Right of Participation and the Right to Know in Article II, sections 8 and 9, of the Montana Constitution, the City of Billings and City Council are making every effort to meet the requirements of the open meeting laws:

**REVISED 4/20/2020**  
**PowerPower Presentation attached to Regular Agenda Item 3**  
**CITY OF BILLINGS**

**CITY OF BILLINGS VISION STATEMENT:**

**“THE MAGIC CITY: A DIVERSE, WELCOMING COMMUNITY WHERE PEOPLE PROSPER  
AND BUSINESS SUCCEEDS.”**

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**AGENDA**

**Council Chambers are Closed.**  
The meeting will be held remotely via virtual meeting room. Please see coversheet for details and instructions for viewing and participation.

**April 27, 2020**

**5:30 P.M.**

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**CALL TO ORDER:** Mayor Cole

**PLEDGE OF ALLEGIANCE:** Mayor Cole

**INVOCATION:** Councilmember Purinton

**ROLL CALL:** Councilmembers present on roll call were:  Shaw,  Yakawich,  Neese,  Ewalt,  Joy,  Choriki,  Purinton,  Ronning,  Boyett,  Brown

**MINUTES:**

- March 23, 2020
- April 13, 2020

**COURTESIES:**

**PROCLAMATIONS:** Billings Adopt a Pet Day - April 30th

**COUNCIL REPORTS:**

**ADMINISTRATOR REPORTS - CHRIS KUKULSKI**

**PUBLIC COMMENT on “NON-PUBLIC HEARING” Agenda Items: 1, 2c, 3 and 4 ONLY. Speaker sign-in required.** (Comments are limited to three (3) minutes or as set by the Mayor. Please sign the roster at the cart located at the back of the Council chambers or at the podium. Comments 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 Cole recommends that Council confirm the following appointments:**

1.

	Name	Board/Commission	Term	
1	No Applications	Billings BID*	04/27/20	12/31/23

\* 1 Unexpired term of Scott Turner

**B. Bid Awards:**

1. **W.O. 19-33: Grand Avenue and Virginia Lane Traffic Signal Reconstruction.** (Opened 4/14/20) Recommend Yellowstone Electric Company; \$316,088.72.
2. **W.O. 20-05: Billings Landfill Road Rehabilitation.** (Opened 4/14/20) Recommend KLE Construction; \$249,755.
3. **W.O. 20-31: Lead Service Replacement.** (Opened 4/14/20) Recommend Western Municipal Construction, Inc.; \$521,400.

**C. Utility Easement with Northwestern Energy (NWE) to install underground electrical cables at Amend Park.**

**D. Amendment No. 5, Security System for the Existing Terminal and Concourse Expansion Project, Professional Engineering Services Contract, Morrison Maierle, Inc.; \$95,000.**

**E. Bills for the Weeks of:**

1. March 23, 2020
2. March 30, 2020

**Recommended Motion:** I move to approve the items of the Consent Agenda as submitted, with the exception of items moved for separation.

**REGULAR AGENDA:**

**2. YELLOWSTONE MEADOWS:**

- a. **PUBLIC HEARING AND RESOLUTION FOR ANNEXATION 18-06:** located east of 58th Street West and south of Rimrock Road. Doolen Property Trust, owners. Staff recommends approval. (Action: approval or disapproval of staff recommendation.) \* **Quasi-Judicial**

*Presented by: Monica Plecker, Planning Division Manager*

**Recommended Motion:** Having conducted a public hearing, considered written and spoken public testimony, I move to approve the Resolution approving Annexation 18-06, as recommended by staff.

\* **Quasi-Judicial** – Caution must be exercised concerning any potential ex parte communications with interested parties. This

policy-making body may exercise approval or other adjudication authority which is "judicial" because it directly affects the legal rights of a person.

- b. **PUBLIC HEARING AND FIRST READING ORDINANCE** expanding the boundaries of Ward IV to include recently annexed property in Annexation 18-06: an approximate 1.769 gross acres and .958 net acres located east of 58th Street West and south of Rimrock Road; Doolen Property Trust, owners. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)

*Presented by: Monica Plecker, Planning Division Manager*

**Recommended Motion:** Having conducted a public hearing, considered written and spoken public testimony, I move to approve First Reading Ordinance expanding the boundaries of Ward IV, as recommended by staff.

- c. **DEVELOPMENT AGREEMENT** with Doolen Property Trust at 2510 Meadowcreek Drive. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)

*Presented by: Debi Meling, City Engineer*

**Recommended Motion:** I move to approve the Development Agreement with Doolen Property Trust at 2510 Meadowcreek Drive, as recommended by staff.

3. **LAND PURCHASE** for Airport Runway Protection with FAA Administrative Settlement and authorize the Mayor and/or the City Administrator authority to execute all sales documents for this real estate transfer at an upcoming closing.

*Presented by: Kevin Ploehn, Aviation and Transit Director*

**Recommended Motion:** I move to approve the Land Purchase and authorize the Mayor and/or the City Administrator authority to execute all sales documents, as recommended by staff.

4. **TAX INCREMENT FINANCE ASSISTANCE** from South Billings Boulevard Tax Increment District to BTU Buster, LLC for residential development at 136 Viceroy Street and 239 Hallowell Lane; \$69,985 and \$67,976. South Billings Urban Renewal Association (SBURA) recommends approval. (Action: approval or disapproval of SBURA recommendation.)

*Presented by: Jim Tevlin, SBURA Coordinator*

**Recommended Motion:** I move to approve Tax Increment Finance Assistance from South Billings Tax Increment District to BTU Buster, LLC for residential development at 136 Viceroy Street and 239 Hallowell Lane; in the amount of \$69,985 and \$67,976, as recommended by SBURA.

**PUBLIC COMMENT on "NON-AGENDA ITEMS". Speaker Sign-in required.** (Restricted to ONLY items not on this printed agenda. Comments are limited to 3 minutes or as set by the Mayor. Please sign the roster at the cart located at the back of the Council chambers or at the podium.)

**COUNCIL INITIATIVES:**

**ADJOURN:**

*Council Chambers are readily accessible to individuals with physical disabilities.*

*For more information or to make requests for special arrangements, please contact the City Clerk's Office at 657-8210 or e-mail [bohlmand@billingsmt.gov](mailto:bohlmand@billingsmt.gov), 72 hours prior to the meeting date.*

**Please exit the chambers as quickly as possible.** (Chamber doors will be **CLOSED** 10 minutes after adjournment of the meeting.)

Council meetings may be viewed at any time by accessing Community 7 Television online at [www.comm7tv.com](http://www.comm7tv.com) and clicking on archived programs.

**Regular City Council Meeting**

**Meeting Date:** 04/27/2020  
**TITLE:** Board & Commission Appointment  
**PRESENTED BY:** Chris Kukulski, City Administrator  
**Department:** City Hall Administration  
**Presentation:** No

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**PROBLEM/ISSUE STATEMENT**

The Mayor is requesting that the City Council confirm the appointment for Board and Commission position that is vacant due to a resignation.

**ALTERNATIVES ANALYZED**

Council may:

- Confirm the proposed appointment; or
- Not confirm the appointment.

**FINANCIAL IMPACT**

The proposed action has no financial impact.

**RECOMMENDATION**

Mayor Cole recommends that the City Council confirm the appointment to the following board and commission.

	Name	Board/Commission	Term	
1	No Applications	Billings BID*	04/27/20	12/31/23

\* 1 Unexpired term of Scott Turner

**APPROVED BY CITY ADMINISTRATOR**

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**Regular City Council Meeting**

**Meeting Date:** 04/27/2020

**TITLE:** Bid Award: W.O. 19-33: Grand Avenue & Virginia Lane Traffic Signal Reconstruction

**PRESENTED BY:** David Mumford, Public Works Director

**Department:** Public Works

**Presentation:** No

**PROBLEM/ISSUE STATEMENT**

Work Order 19-33: Grand Avenue and Virginia Lane Traffic Signal Reconstruction, is part of the on-going traffic signal replacement project. The city has been upgrading the existing traffic controllers, communication equipment, and detection to allow staff to immediately respond to traffic demands. This existing signal was found to be damaged and unsalvageable, so the entire signal infrastructure needs to be replaced. Accordingly, staff opened bids on April 14, 2020, for the project. The contract was advertised on March 27, April 3, and April 10, 2020, in *The Yellowstone County News* and on the City's website. Yellowstone Electric Company submitted the lowest responsible bid.

**ALTERNATIVES ANALYZED**

The Council may:

- Award W.O. 19-33: Grand Avenue and Virginia Lane Traffic Signal Reconstruction, to Yellowstone Electric Company in the amount of \$316,088.72; or
- Do not award a contract and reject all bids.

**FINANCIAL IMPACT**

The following bid was received and evaluated:

Contractor	Base Bid
Yellowstone Electric Company	\$316,088.72
Engineer's Estimate	\$333,535.00

The funding for the project was budgeted in FY 21 in the Arterial Construction fund. While there was only one bid, staff reviewed the bid and determined it was a responsible bid. The amount is close to the engineer's estimate and Yellowstone Electric Company has previously done signal installation work for the City.

**RECOMMENDATION**

Staff recommends the City Council award a contract for W.O. 19-33: Grand Avenue and Virginia Lane Traffic Signal Reconstruction to Yellowstone Electric Company in the amount of \$316,088.72.

**APPROVED BY CITY ADMINISTRATOR**

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**Regular City Council Meeting**

**Meeting Date:** 04/27/2020

**TITLE:** Bid Award: W.O. 20-05: Billings Landfill Road Rehabilitation

**PRESENTED BY:** David Mumford, Public Works Director

**Department:** Public Works

**Presentation:** No

**PROBLEM/ISSUE STATEMENT**

Work Order 20-05, Billings Landfill Road Rehabilitation, is a project to rehabilitate approximately 425 feet of the existing Billings Landfill main access road and improve stormwater conveyance near the access. The lower part of the existing road near the main access is failing due to poor drainage and saturated soil conditions. The contract was advertised on March 27, April 3, and April 10, 2020, in *The Yellowstone County News* and on the City's website. Staff opened bids on April 14, 2020, There were three bids received. KLE Construction submitted the lowest responsible bid.

**ALTERNATIVES ANALYZED**

The Council may:

- Award W.O. 20-05: Billings Landfill Road Rehabilitation, to KLE Construction in the amount of \$249,755.00; or
- Do not award a contract and reject all bids. If this project is not awarded, the road will continue to fail leading to non-maintainable and unsafe conditions.

**FINANCIAL IMPACT**

The following bids were received and evaluated:

Contractor	Base Bid
KLE Construction	\$249,755.00
FirstMark Construction	\$294,230.00
Knife River - Billings	\$330,363.50

Adequate solid waste funding for the project was budgeted in FY 20.

**RECOMMENDATION**

Staff recommends the City Council award a contract for W.O. 20-05: Billings Landfill Road Rehab to KLE Construction in the amount of \$249,755.00.

**APPROVED BY CITY ADMINISTRATOR**

**Regular City Council Meeting**

**Meeting Date:** 04/27/2020

**TITLE:** Bid Award: W.O. 20-31: Lead Service Replacement

**PRESENTED BY:** David Mumford, Public Works Director

**Department:** Public Works

**Presentation:** No

**PROBLEM/ISSUE STATEMENT**

W.O. 20-31, Lead Service Replacement Project, is part of the on-going Lead Service Replacement program to eliminate lead services in the city. This project will replace approximately 120 lead services between Division Street and 7th Street West on Alderson Avenue, Burlington Avenue, Yellowstone Avenue, and Wyoming Avenue.

Prior to beginning the lead service replacement program, the City of Billings had approximately 1,100 lead services. There are approximately 960 lead services currently in operation. Approximately 760 lead services will remain upon completion of this year's lead service replacement project (120 lead services) and water line rehabilitation project (80 lead services). The expectation is to have all of the lead services within the City of Billings replaced within the next 5-10 years. The program is currently targeting lead services on newer water mains in neighborhoods with high lead service densities, which allows for a high rate of replacement. As we progress, the replacement rate will slow down as we work through services on old mains that need to be replaced.

The project was advertised on March 27, April 2, and April 10, 2020, in the *Yellowstone County News* and on the City's website. Bids were opened on April 14, 2020 and three bids were received. Western Municipal Construction, Inc. submitted the lowest responsible bid.

**ALTERNATIVES ANALYZED**

City Council may:

- Award the construction contract for W.O. 20-31: Lead Service Replacement to Western Municipal Construction, Inc. in the amount of \$521,400.00; or;
- Do not award a contract and reject all bids. If the project is not constructed, the City's water system will continue to have lead services.

**FINANCIAL IMPACT**

The following bids were received and evaluated:

Contractor	Base Bid
KLE	\$739,880.00
Western Municipal Inc.	\$521,200.00
COP Construction	\$543,210.00

Water funds will be used for this project. Adequate funding this project is available in the approved budget for FY 2020.

## **RECOMMENDATION**

Staff recommends that the City Council approve a contract with Western Municipal Construction, Inc. for W.O. 20-31: Lead Service replacement, in the amount of \$521,400.00.

## **APPROVED BY CITY ADMINISTRATOR**

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**Regular City Council Meeting**

**Meeting Date:** 04/27/2020

**TITLE:** Utility Easements at Amend Park

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

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

**Presentation:** No

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**PROBLEM/ISSUE STATEMENT**

A contract to develop a synthetic turf field including lighting at Amend Park was approved on September 9, 2019. As part of that project, Northwestern Energy (NWE) needs to install underground electrical cables within the park and has requested a utility easement. This electrical upgrade to the existing service is necessary to accommodate field lighting as part of this project. See Easement Documents in Attachments A, B and C.

**ALTERNATIVES ANALYZED**

City Council may:

- Approve the requested utility easement within Amend Park or;
- Disapprove the easements and provide staff with additional direction.

**FINANCIAL IMPACT**

Northwestern Energy is charging \$10,856.00 to install the new underground cable to upgrade the existing service. This fee will be paid with approved project funds.

**RECOMMENDATION**

Staff recommends that Council approve the utility easements for Amend Park to allow Northwestern Energy to install new electric cables to upgrade the existing service.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

Exhibit A

Exhibit B

Exhibit C

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Return to:  
City Clerk  
City of Billings  
PO Box 1178  
Billings, MT 59103

CITY OF BILLINGS  
DEPARTMENT OF PARKS, RECREATION AND PUBLIC LANDS

**UTILITY RIGHT-OF-WAY EASEMENT**

The **City of Billings**, for and in consideration of **ONE DOLLAR (\$1.00)** in hand paid by the **Grantee**, the receipt whereof is hereby acknowledged, as agreed, hereby grants and conveys to **NORTHWESTERN CORPORATION D/B/A NORTHWESTERN ENERGY, a Delaware corporation, 11 east Park Street, Butte, MT 59701-11711, Grantee**, a **Utility Right-of Way Easement** on the following described City property:

**TOWNSHIP 1 SOUTH, RANGE 26 EAST, M.P.M., YELLOWSTONE COUNTY, MT**

A tract of land in the SW4 and SE4 of said Section, known as Tract 1 of Certificate of Survey 2783, located in Amend Park, in the City of Billings, Yellowstone County, Montana as depicted in the official records of the Clerk and Recorder of Yellowstone County, MT under Document No. 1708248.

Said tract and easement strip located as shown on Exhibit "A" attached hereto and made a part hereof.

This easement to **NORTHWESTERN CORPORATION D/BA NORTHWESTERN ENERGY, Grantee**, is for the purpose of constructing, operating, maintaining, replacing and removing utility systems as described in attached Exhibit(s) concerning the above-described property, together with the right of free ingress and egress over and across said property for the above stated purpose subject to the conditions provided below. However, the **City of Billings** reserves the right to occupy and/or use the property in question for all purposes not inconsistent with the rights herein granted.

**It is understood and agreed that the following conditions shall apply to this easement:**

1. All utility installation located within this easement shall be located as required in the **Policy and Procedures on Utility Easements in City Parks** of the City of Billings.

2. **Grantee** shall install the underground utility and restore the lot to its original condition as approved by the **City of Billings**. Installation and restoration shall be completed within 45 days after construction.
3. **Grantee** shall notify the PRPL offices 48 hours in advance of any construction, maintenance or repairs. In the event of an emergency **Grantee** shall provide notice within 24 hours after access.
4. During operations in the easement **Grantee** shall keep site clear of any debris. The area shall be left in a condition equal to or better than the existing condition prior to access satisfactory to the Parks, Recreation and Public Lands (PRPL). **Grantee** shall coordinate all access routes with Grantor's Park Superintendent or designee.
5. **Grantee** shall take all necessary precautions to protect existing infrastructure including but not limited to structures, vegetation, utilities, irrigation, fencing, sidewalks and paths. Any and all damage shall be repaired at **Grantee's** expense to the satisfaction of PRPL. Damage not repaired in a reasonable time period shall be undertaken by PRPL and all expenses shall be billed to the **Grantee**.
6. To allow travel over and across the park by **Grantee**, linear portions of the utility installation shall be ten (10) feet in width (sufficient to allow access to necessary equipment for installation and repair purposes).
7. Protection of trees and facilities in the vicinity of the utility during installation and during any replacement, maintenance, or repairs shall comply with the **Policy and Procedures on Utility Easements in City Parks**.
8. **Grantee** shall maintain any surface equipment in such a manner as to preserve or enhance the safety and aesthetics of the surrounding park area and private housing lots as approved by the City of Billings.
9. All underground wire and cable installation shall be in conduit.
10. The easement shall not be assignable by the Grantee to any other utility for any use other than that specifically described in the easement.
11. Subject to the condition in # 10 above, this easement shall run with the land and be binding upon successors in interest should ownership of said described tract change in the future.
12. **Indemnity and Insurance:** As partial consideration for the permission to obtain this easement across City parkland, **Grantee** agrees to indemnify, defend and save the City, its officers, agents and employees harmless from any and all losses, damages, judgments, causes of action and liability, including reasonable attorney's fees occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act or omission on the part of **Grantee** or its contractors, subcontractors, agents or employees. 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. The insurance must be in a form suitable to and approved by City.
13. Noncompliance with any of the above terms and conditions, may result in the City exercising any or all available remedies up to and including termination of this easement if **Grantee** fails to initiate action to remedy the non-compliance after fifteen (15) calendar days written notice from the City.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By: \_\_\_\_\_  
Mayor

Attest:

By: \_\_\_\_\_  
City Clerk

State of Montana            )  
  )     ss.  
County of Yellowstone    )

On this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, before me, a Notary Public in and for the State of Montana, personally appeared \_\_\_\_\_ and \_\_\_\_\_, known to me to be the Mayor and City Clerk of Billings, respectively, and acknowledged to me that they duly executed the same. IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year first above written.

\_\_\_\_\_  
Notary Public for the State of Montana

\_\_\_\_\_  
Printed Name

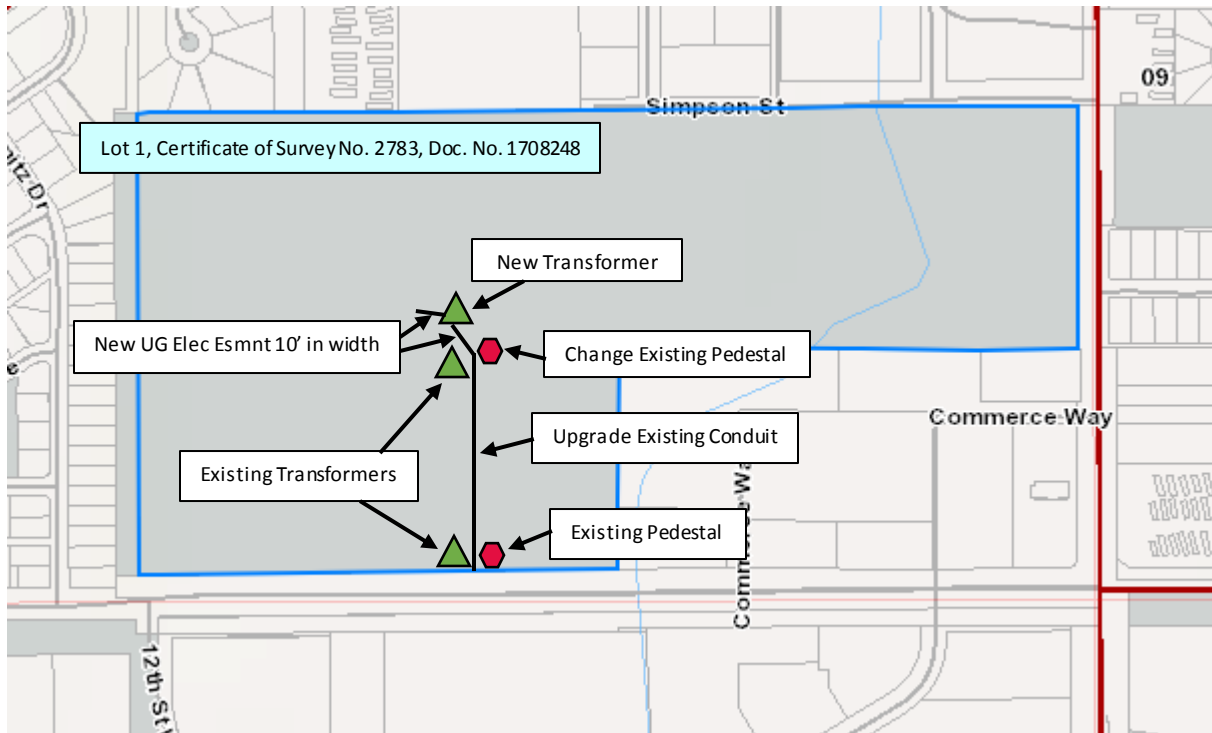
Residing at \_\_\_\_\_

My commission expires \_\_\_\_\_

## Exhibit "A"

The following is made a part of that certain Underground Electrical Easement dated \_\_\_\_\_ by and between THE CITY OF BILLINGS, of PO Box 1178, Billings, MT 59103-1178, as "Grantor" and Northwestern Corporation D/B/A NorthWestern Energy, as "Grantee".

*All distances, areas and measurements shown below are approximate and not to scale.*



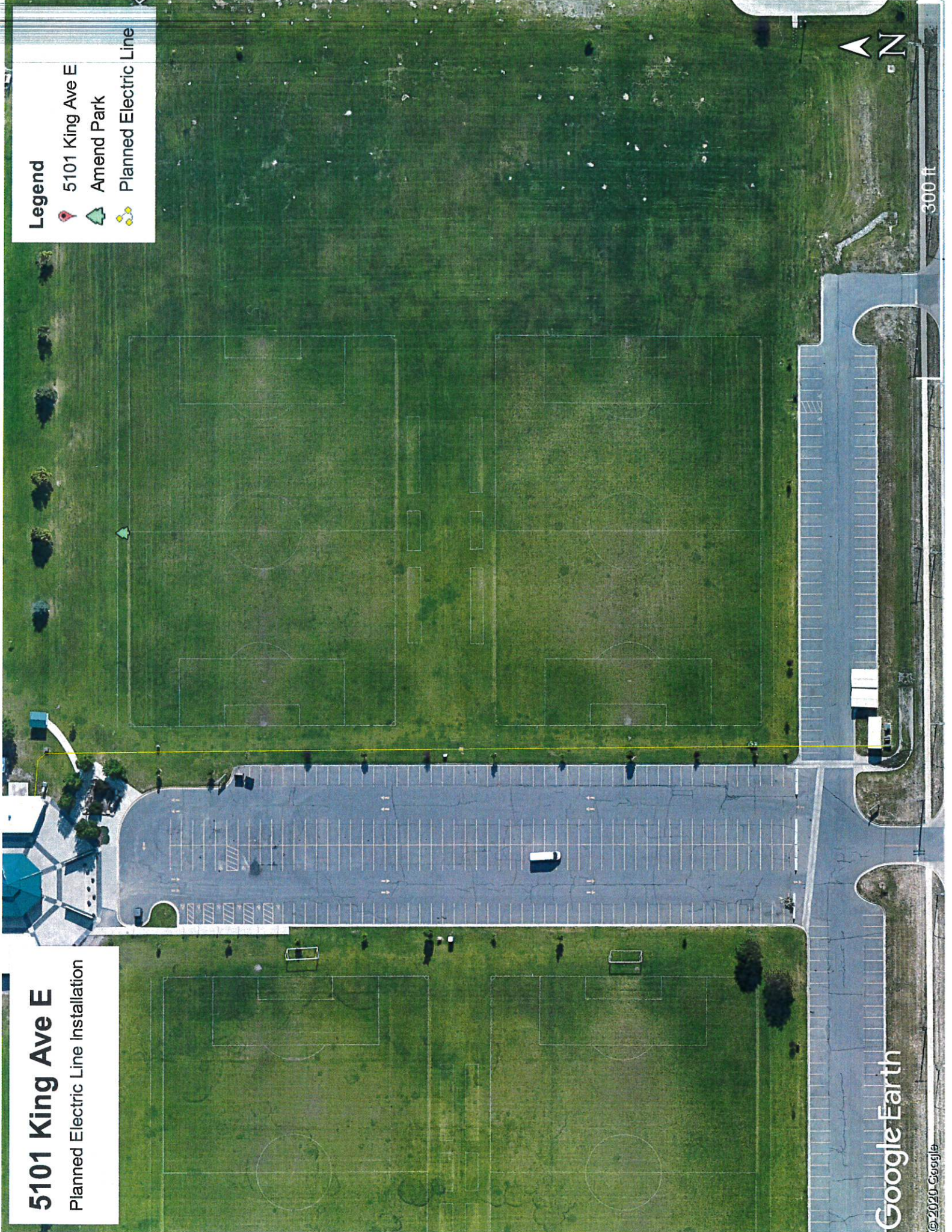
**Township 1 South, Range 26 East, M.P.M., Yellowstone County, MT**  
Section 8: A tract of land in the SW4 and SE4 of said Section, known as Tract 1 of Certificate of Survey 2783, in the City of Billings, Yellowstone County, Montana, as depicted in the official records of the Clerk and Recorder of Yellowstone County, MT under Document No. 1708248

# 5101 King Ave E

Planned Electric Line Installation

## Legend

- 5101 King Ave E
- Amend Park
- Planned Electric Line



**Regular City Council Meeting**

**Meeting Date:** 04/27/2020

**TITLE:** Approve Amendment 5 with Morrison-Maierle, Inc. for Services to Procure a New Security System for the Existing Terminal & Concourse Expansion Project

**PRESENTED BY:** Shane Ketterling, Assistant Director of Aviation and Transit

**Department:** Airport

**Presentation:** No

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**PROBLEM/ISSUE STATEMENT**

On August 14, 2017, the City Council approved the Engineering Agreement with Morrison-Maierle, Inc. (M-M) for the design and construction oversight of the future Airport Terminal Concourse Expansion Project. Amendment 5 to the master Agreement will provide the Design, Request for Proposal (RFP), Bidding, and Construction Administration for a new Security System for the Existing Terminal and Concourse Expansion Project. The Gross Maximum Price with Sletten Construction for the Phase I construction was approved by City Council on August 12, 2019. M-M will develop an RFP, which will be advertised in order to receive, evaluate, and choose a successful vendor who will then provide and install a new Security System for the Existing Terminal and Concourse Expansion Project. The existing system was installed approximately 20 years ago, the technology is outdated, cameras are not reliable, parts are unavailable, system failures occur regularly, and limitations within the existing Access Control program prevent expanding beyond the existing Terminal system. For the Security System replacement, under Phase I of Amendment 5, M-M will design a new security system that will include the technical specifications, and provide drawings for all Access Control software and hardware, Closed Circuit Television Cameras, security doors, alarms, etc. Phase II of Amendment 5 will require M-M to advertise the RFP, conduct meetings, answer questions from bidders, evaluate proposals, and assist the selection committee with hiring the successful vendor. Phase II will also require M-M to oversee the construction of this project, to verify that the contractor installs the system correctly as per the specifications, conduct meetings, perform inspections and tests, document results, and commission the new Security System. When construction of the Terminal Expansion is completed, this new Security System must be fully operational in order to meet Federal security requirements.

**ALTERNATIVES ANALYZED**

City Council may:

- Approve Amendment 5 with M-M for the Design, RFP, Bidding, and Construction Administration for a new Security System for the Existing Terminal and Concourse Expansion Project; or
- Disapprove Amendment 5 with M-M and provide staff with direction on how to proceed.

**FINANCIAL IMPACT**

The total cost of Amendment 5 is \$95,000. This project is included in the current budget and funding will be 90% FAA Airport Improvement Program (AIP) grant funds with a 10% local match, which is available in the Airport Capital Account. AIP grant funds will cover \$85,500 and the local funds will be \$9,500.

## **RECOMMENDATION**

Staff recommends that the City Council approve Amendment 5 with M-M for the Design, RFP, Bidding, and Construction Administration for a new Security System for the Existing Terminal and Concourse Expansion Project.

## **APPROVED BY CITY ADMINISTRATOR**

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### **Attachments**

Amendment 5

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**AMENDMENT NO. 5  
TO  
AGREEMENT FOR ENGINEERING SERVICES for  
TERMINAL EXPANSION PROJECT  
CITY OF BILLINGS AVIATION AND TRANSIT DEPARTMENT**

**DATED August 14, 2017**

This AMENDMENT, made and entered into this \_\_\_\_\_ day of April, 2020 by and between the following:

City of Billings, Montana, a Municipal Corporation, PO Box 1178  
Billings, Montana 59103, hereinafter designated as the OWNER

and

Morrison-Maierle, Inc., 315 N. 25<sup>th</sup> Street, Suite 102, Billings, Montana 59101,  
a private Montana Corporation, hereinafter designated as the ENGINEER

**WITNESSETH:**

WHEREAS, the OWNER and the ENGINEER have entered into an Agreement for Professional Engineering services for the Terminal Expansion Project contract dated August 14, 2017, and;

WHEREAS, the OWNER has a need for additional engineering services, and;

WHEREAS, the ENGINEER represents that he/she is qualified to perform such services, is in compliance with the Montana Statutes relating to the registration of professional engineers and is willing to furnish such services to the OWNER;

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein, or attached and incorporated herein, the parties hereto agree to amend the August 14, 2017 Agreement, corresponding amendments to this Agreement, and all related exhibits as follows:

**ARTICLE I – SCOPE OF SERVICES**

The following items of work listed below are added and amended by the Amendment 5 (Five) for Security RFP, Design and Construction Administration for Terminal Expansion Project.

1. Define Airport Requirements. Develop design and provide drawings to include locations of all cameras, secured doors and gates.
2. Write RFP and obtain Airport approval for release: Write the technical section of the RFP. Work with the Airport to develop the RFP scoring criteria. Coordinate the technical sections with all other RFP sections.
3. Technical Support for proposal phase: Serve as intermediary between Airport and Offerors for all technical questions during proposal preparation phase. Conduct pre-proposal meeting and walk-through.
4. Technical support for evaluation of Proposals: Provide technical evaluation of proposals received. Work with Offerors to answer any questions from the Airport's evaluation committee.
5. Construction administration: Conduct pre-construction meeting. Review product submittals. Perform weekly walk-through during installation of systems. Perform and document Substantial Completion and final inspections and document all discrepancies found in punch lists.
6. Commissioning: Define testing requirements and write commissioning plan for Airport approval. Execute commissioning and document results. Incorporate all discrepancies into final punch list for Contractor remediation.

## ARTICLE II - ENGINEERING FEES

Engineering fees for providing the scope of work are based on the methods described in Article II of the original agreement.

The items discussed above are finalized items of work that the Owner and AIP will fund.

### Phase I – Design Phase.

The services identified for Phase I of Amendment 5 will be accomplished for a lump sum fee of **\$70,000** as per Method A - Fee Determination as outlined in the original Agreement dated **August 14, 2017**. See Table 1A for Engineering Budget.

### Phase II - Construction Phase.

The services identified for Phase II of Amendment 5 will be accomplished at a cost-plus fixed fee with a ceiling price not to exceed **\$25,000** as per Method B - Fee Determination as outlined in the original Agreement dated **August 14, 2017**. See Table 2A for Engineering Budget.

<b><u>COST SUMMARY OF</u></b>				
<b><u>Amendment No. 5</u></b>				
Description		Labor & Expenses	Fixed Fee	Total Phase I    Total Phase II
<b>Terminal Expansion Security</b>				
<b><u>Security - Design</u></b>				
Phase I - RFP and Design	TABLE 1A	\$70,000	\$0	\$70,000
Phase II - Bidding and CA	TABLE 2A	\$21,739	\$3,261	\$25,000
Subtotal		\$91,739	\$3,261	
<b>Total This Amendment</b>				<b>\$95,000</b>

TABLE 1A

**Amendment No. 5  
ENGINEERING BUDGET  
Phase I - Design and RFP**

**Engineering Services  
Phase I - Design and RFP**

	Total Man-hours	Labor Rate	Total
MU Labor Professional Services	446	\$146.32	\$65,259

**Direct Expenses**

Company Vehicle	\$4,322		
Commuting, Travel	\$0		
Technology Charge	\$0		
Vehicle	\$0		
Per diem	\$0		
Per diem	\$0		
Equipment Charges	\$0		
Professional Charges	\$0		
Printing, Copies	\$233		
Telephone, FAX	\$0		
Photos, Etc	\$0		
Freight, Postage	\$0		
Project Supplies	\$186		
<b>SUBTOTAL</b>	<b>\$4,741</b>		

Total MU Labor	\$65,259
Total Direct Expenses	\$4,741
Total MU Labor & Expenses	\$70,000
Fixed Fee	\$0
<b>Total Cost Lump Sum for Design Phase</b>	<b>\$70,000</b>

\* Figure is rounded

TABLE 2A

**Amendment No. 5  
ENGINEERING BUDGET  
Phase II - Bidding and Construction Admin.**

Engineering Services Phase II - Bidding and Construction Admin.			
	Total Man- hours	Labor Rate	Total
MU Labor Professional Services	166	\$119.03	\$19,759
<b>Direct Expenses</b>			
Company Vehicle		\$1,850	
Commuting, Travel		\$0	
Technology Charge		\$0	
Vehicle		\$0	
Per diem		\$0	
Per diem		\$0	
Equipment Charges		\$130	
Professional Charges		\$0	
Printing, Copies		\$0	
Telephone, FAX		\$0	
Photos, Etc		\$0	
Freight, Postage		\$0	
Project Supplies		\$0	
SUBTOTAL		\$1,980	
Total MU Labor			\$19,759
Total Direct Expenses			<u>\$1,980</u>
Total MU Labor & Expenses			\$21,739
Fixed Fee			<u>\$3,261</u>
<b>Total Cost Plus Fixed Fee for Construction Phase</b>			<b>\$25,000</b>

\* Figure is rounded



<b>Summary of Agreements for the Terminal Expansion Project</b>				
<b>Description</b>		<b>Labor &amp; Expenses</b>	<b>Fixed Fee</b>	<b>Total</b>
<b>Amendment No. 1</b> Terminal Expansion - Preliminary Design SME/Civil				
PHASE I - DESIGN	TABLE 1a	\$619,326	\$0	\$619,326
PHASE II - CONSTRUCTION	TABLE 2a	\$0	\$0	\$0
<b>TOTAL Amendment No. 1</b>		<b>\$619,326</b>	<b>\$0</b>	<b>\$619,326</b>
<b>Amendment No. 2</b> Terminal Expansion - Preliminary Design Architectural				
PHASE I - DESIGN	TABLE 1a	\$611,127	\$0	\$611,127
PHASE II - CONSTRUCTION	TABLE 2a	\$0	\$0	\$0
<b>TOTAL Amendment No. 2</b>		<b>\$611,127</b>	<b>\$0</b>	<b>\$611,127</b>
<b>Amendment No. 3</b> Terminal Expansion Design - Engineering and Architectural Design				
PHASE I - DESIGN	TABLE 1a	\$4,295,590	\$0	\$4,295,590
PHASE II - CONSTRUCTION	TABLE 2a	\$0	\$0	\$0
<b>TOTAL Amendment No. 3</b>		<b>\$4,295,590</b>	<b>\$0</b>	<b>\$4,295,590</b>
<b>Amendment No. 4</b> Terminal Expansion Phase 1 Construction - CA				
PHASE I - DESIGN	TABLE 1a	\$0	\$0	\$0
PHASE II - CONSTRUCTION	TABLE 2a	\$200,334	\$23,211	\$223,545
<b>TOTAL Amendment No. 4</b>		<b>\$200,334</b>	<b>\$23,211</b>	<b>\$223,545</b>
<b>Amendment No. 5</b> Terminal Expansion - Security Design, RFP, and CA				
PHASE I - DESIGN	TABLE 1a	\$70,000	\$0	\$70,000
PHASE II - CONSTRUCTION	TABLE 2a	\$21,739	\$3,261	\$25,000
<b>TOTAL Amendment No. 5</b>		<b>\$91,739</b>	<b>\$3,261</b>	<b>\$95,000</b>

**Regular City Council Meeting**

**Meeting Date:** 04/27/2020

**TITLE:** Payment of Claims for the week of March 23, 2020

**PRESENTED BY:** Andy Zoeller, Finance Director

**Department:** Finance

**Presentation:** No

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**PROBLEM/ISSUE STATEMENT**

Claims in the amount of \$1,455,739.03 have been audited and are presented for City Council payment approval. A complete listing of the claims for the week are available in the Finance Department.

City Check Payment Approval Process

Every invoice for payment is entered into the City's accounting system and the backup documentation is scanned in and attached (physical invoices, additional e-mails explaining payments, bids, contracts, etc.). Each invoice goes through a multi-step approval process depending upon the amount of the payment.

First, invoices are entered by the department requesting the payment and the Department Director or designee must perform an initial review and approval of the purchase. The number of approvals within the Department can vary based upon the size of the Department, but no less than one approver within each Department must verify the payment.

Second, all payments, regardless of size, must be approved by the Purchasing Agent. The Purchasing Agent will review the payment to ensure purchasing procedures are followed and appropriate documentation is attached.

If the payment is greater than \$1,000, then it must be approved by the Finance Director.

If that payment is greater than \$10,000, then it must be approved by the City Administrator or Assistant City Administrator.

Once all approvals are completed, the payment is able to be made and the Accounts Payable Clerk can print the check. After all checks are printed, a list of all checks in excess of \$2,500 is generated and placed on the next City Council meeting for review.

**ALTERNATIVES ANALYZED**

- No other alternative 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 Council approve the Payment of Claims.

## **APPROVED BY CITY ADMINISTRATOR**

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### **Attachments**

councilmemo wk of 03232020

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Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/23/2020	831846	A & I Distributors	Airport	\$ 92.95	Invoice #3423772. 55 Gal DEF
03/23/2020	831846	A & I Distributors	Airport	\$ 92.95	Invoice #3424226. 55 Gal DEF
03/23/2020	831846	A & I Distributors	Airport	\$ 135.05	Invoice #3432842. Grease for Operations
03/23/2020	831846	A & I Distributors	Fleet	\$ 386.95	3422895 PO NUM 309586
03/23/2020	831846	A & I Distributors	Fleet	\$ 70.44	3424924 PO NUM 309586
03/23/2020	831846	A & I Distributors	Fleet	\$ 147.36	3427588 PO NUM 309586
03/23/2020	831846	A & I Distributors	Fleet	\$ 3,477.76	3427841 PO NUM 309586
03/23/2020	831846	A & I Distributors	Fleet	\$ 92.95	3431677 PO NUM 309586
03/23/2020	831846	A & I Distributors	Public Safety	\$ 130.14	3415921
03/23/2020	831846	A & I Distributors	Public Safety	\$ 39.79	3427841
03/23/2020	831846	A & I Distributors	Solid Waste	\$ 40.33	3427841
03/23/2020	831846	A & I Distributors	Solid Waste	\$ 557.70	DEF for Landfill 3423702
03/23/2020	831846	A & I Distributors	Solid Waste	\$ 557.70	DEF for Solid Waste 3424774
03/23/2020	831846	A & I Distributors	Solid Waste	\$ 60.86	Grease for shop 3429683
03/23/2020	831846	A & I Distributors	Solid Waste	\$ 312.92	Oil for the Landfill 3427487
03/23/2020	831846	A & I Distributors	Solid Waste	\$ 494.60	Oil for the Landfill 3427968
03/23/2020	831846	A & I Distributors	Solid Waste	\$ 129.12	Washer Fluid for Solid Waste 3425364
03/23/2020	831846	A & I Distributors	Street/Traffic	\$ 39.79	3427841
03/23/2020	831846	A & I Distributors	Street/Traffic	\$ 557.70	inv#3416365 def tote for vehicles
03/23/2020	831846	A & I Distributors	Transit	\$ 92.95	3424923
03/23/2020	831846	A & I Distributors	Transit	\$ 93.00	3425169
03/23/2020	831846	A & I Distributors	Transit	\$ 3,908.86	3425221 PO NUM 309586
03/23/2020	831846	A & I Distributors	Water	\$ 1,022.13	WATER PARTS AND SUPPLIES PO NUM 309676
03/23/2020	831847	A-1 Landscape & Nursery	CDBG	\$ 425.00	February Snow Removal - Invoice #1493
03/23/2020	831847	A-1 Landscape & Nursery	Parking	\$ 1,260.00	1496 Snow removal 2/3,9,10,13,18,19/2020
03/23/2020	831847	A-1 Landscape & Nursery	Parking	\$ 360.00	1496 Snow removal 2/3,9,10,13,18,19/2020
03/23/2020	831847	A-1 Landscape & Nursery	Parking	\$ 405.00	1496 Snow removal 2/3,9,10,13,18,19/2020
03/23/2020	831847	A-1 Landscape & Nursery	Parking	\$ 360.00	1496 Snow removal 2/3,9,10,13,18,19/2020
03/23/2020	831847	A-1 Landscape & Nursery	Parking	\$ 450.00	1496 Snow removal 2/3,9,10,13,18,19/2020
03/23/2020	831847	A-1 Landscape & Nursery	Urban Renewal	\$ 2,250.00	February Snow Removal - Invoice #1493
03/23/2020	831856	AT Architecture, Inc	Wastewater	\$ 93.75	Convert Office Area into a Control Room at Solids Process Building
03/23/2020	831856	AT Architecture, Inc	Wastewater	\$ 4,190.75	WO 18-24 Electrical Shop Conversion at WRF; ElecShop-1
03/23/2020	831857	ATS Inland NW LLC	Airport	\$ 4,330.77	Invoice #T035125. Install/Replace Snow Melt Sensors for Car Wash
03/23/2020	831858	Avior Group LLC	General	\$ 52,983.55	Lean Six Sigma Readiness Assessment January and March 2020
03/23/2020	831859	Baker Tilly Virchow Krause	2015 GO Refund	\$ 3,100.00	Arbitrage Compliance Report: 2015 GO Refunding Bonds, February 2020
03/23/2020	831860	Bibliotheca LLC	Library	\$ 2,599.89	INV-US29825 RFID Tags
03/23/2020	831868	Boingo LLC	Airport	\$ 3,000.00	Invoice #1777405. Quarter 1 2020 Management Fee
03/23/2020	831870	Boomers Garage N Shop	Street/Traffic	\$ 2,582.00	inv#CBST 22 yellow/white delineator poles
03/23/2020	831872	Brenntag Pacific Inc	Wastewater	\$ 41,140.50	28 Totes of Kemira Pax 14 Chemical; BPI21695
03/23/2020	831874	Business Tax Section	Airport	\$ 371.78	AIP-62 Terminal Expansion Construction Phase 2 - Ineligible Share

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/23/2020	831874	Business Tax Section	Airport	\$ 3,955.21	AIP-63 Terminal Expansion Construction Phase 2 - Federal Share
03/23/2020	831874	Business Tax Section	Airport	\$ 439.47	AIP-63 Terminal Expansion Construction Phase 2 - Local Share
03/23/2020	831874	Business Tax Section	Airport	\$ 150.00	Install New Avigilon HD NVR4 STD 32TB 2U Ranch mounted Camera
03/23/2020	831874	Business Tax Section	Airport	\$ 39.91	Quick Turn-Around (QTA) Camera Replacement Project
03/23/2020	831874	Business Tax Section	CDBG	\$ 48.25	Demolition Agreement / 930 Steffanich Drive / REHAB PROGRAM
03/23/2020	831874	Business Tax Section	Water	\$ 799.64	WO 15-35 Zone 1 WTP Waterline Improvements; Pmt 3
03/23/2020	831877	Century Link	Airport	\$ 45.66	406-245-5834 Airport Alarm
03/23/2020	831877	Century Link	Engineering	\$ 112.10	406-259-7758 Measured Lines Depot
03/23/2020	831877	Century Link	EOC 911	\$ 55.02	406-245-2296 911
03/23/2020	831877	Century Link	EOC 911	\$ 45.65	406-245-3107 911
03/23/2020	831877	Century Link	EOC 911	\$ 45.65	406-245-3108 911
03/23/2020	831877	Century Link	EOC 911	\$ 311.26	406-245-7101 9-1-1 Center Landfill #2
03/23/2020	831877	Century Link	EOC 911	\$ 311.26	406-245-7102 9-1-1 Center Fox Reservoir #2
03/23/2020	831877	Century Link	P.W. Admin	\$ 74.70	406-259-7758 Measured Lines Depot
03/23/2020	831877	Century Link	Phone System	\$ 247.26	406.259.7121 -Crime Prevention Center -New Service
03/23/2020	831877	Century Link	Phone System	\$ 266.19	406.259.7214 Crime Prevention Center -New service
03/23/2020	831877	Century Link	Phone System	\$ 245.29	406.259.7752 Parks n Rec New Service
03/23/2020	831877	Century Link	Phone System	\$ 228.20	406-248-3049 Main System T1 City/County Tie
03/23/2020	831877	Century Link	Public Safety	\$ 119.32	406-245-7469 Fire
03/23/2020	831877	Century Link	Public Safety	\$ 118.32	406-373-3742 Fire RR Crossing Alarm
03/23/2020	831877	Century Link	Radio	\$ 311.26	406-248-3635 Fire Airport Radio Tower WCK
03/23/2020	831877	Century Link	Radio	\$ 311.26	406-248-3636 Fire Airport Radio Tower Jellison
03/23/2020	831877	Century Link	Street/Traffic	\$ 53.13	406-259-3298 PW Traffic 3728 McDougall
03/23/2020	831877	Century Link	Wastewater	\$ 41.28	406-259-2328 PUD Sahara Sand Lift Station
03/23/2020	831877	Century Link	Water	\$ 39.44	406-245-3659 PUD Alarm Water Tower
03/23/2020	831883	Crowley Fleck PLLP	General	\$ 2,000.00	Inv. #902690 February 2020 Government Affairs
03/23/2020	831883	Crowley Fleck PLLP	General	\$ 2,000.00	Inv. 902689 January 2020 Government Affairs
03/23/2020	831896	EBMS	City Ins Fund	\$ 1,265.00	March 2020
03/23/2020	831896	EBMS	City Ins Fund	\$ 4,734.50	March 2020
03/23/2020	831896	EBMS	City Ins Fund	\$ 28,045.50	March 2020
03/23/2020	831896	EBMS	City Ins Fund	\$ 53,550.56	March 2020
03/23/2020	831896	EBMS	City Ins Fund	\$ 1,158.50	March 2020
03/23/2020	831896	EBMS	City Ins Fund	\$ 1,260.00	April 2020
03/23/2020	831896	EBMS	City Ins Fund	\$ 2,976.00	April 2020
03/23/2020	831896	EBMS	City Ins Fund	\$ 53,503.19	April 2020
03/23/2020	831896	EBMS	City Ins Fund	\$ 28,445.48	April 2020
03/23/2020	831896	EBMS	City Ins Fund	\$ 1,176.00	April 2020
03/23/2020	831896	EBMS	City Ins Fund	\$ 4,763.15	April 2020
03/23/2020	831896	EBMS	Payroll Clearing	\$ 8,796.75	March 2020
03/23/2020	831896	EBMS	Payroll Clearing	\$ 12,150.80	April 2020

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/23/2020	831900	Empire Garage Owners	Parking	\$ 8,604.61	3172020 City of Billings March Assessment
03/23/2020	831906	First Am Title Co	CDBG	\$ 10,000.00	FTHB Allison French 713 Broadwater Avenue
03/23/2020	831908	Forterra Concrete	Street/Traffic	\$ 9,226.80	inv#BL00004252 manhole rings/covers for storm sewer
03/23/2020	831908	Forterra Concrete	Street/Traffic	\$ 328.60	inv#BL00004251 storm covers
03/23/2020	831913	HDR, Inc.	Wastewater	\$ 34,166.64	WO 19-11 WRF Nutrient Recovery & Biosolids Facilities Plan
03/23/2020	831913	HDR, Inc.	Water	\$ 100,955.92	WO 19-12 West End Reservoir; 1200253507 Pmt 11
03/23/2020	831914	High Point Networks	IT Resources	\$ 13,553.25	One year Mimecast renewal through 3/29/2020
03/23/2020	831916	Hose & Rubber Supply	Public Safety	\$ 37.64	1403740
03/23/2020	831916	Hose & Rubber Supply	Solid Waste	\$ 247.16	1385126
03/23/2020	831916	Hose & Rubber Supply	Solid Waste	\$ 3.15	1393648
03/23/2020	831916	Hose & Rubber Supply	Solid Waste	\$ 5.69	1397227
03/23/2020	831916	Hose & Rubber Supply	Solid Waste	\$ 121.20	1397527
03/23/2020	831916	Hose & Rubber Supply	Solid Waste	\$ 217.31	1406368
03/23/2020	831916	Hose & Rubber Supply	Street/Traffic	\$ 48.91	1393662
03/23/2020	831916	Hose & Rubber Supply	Street/Traffic	\$ 22.30	inv#01407282 end for hose for unit 1239
03/23/2020	831916	Hose & Rubber Supply	Wastewater	\$ 753.66	NONSTOCKING ITEMS-P.U.D.
03/23/2020	831916	Hose & Rubber Supply	Water	\$ 1,617.99	NONSTOCKING ITEMS-P.U.D.
03/23/2020	831916	Hose & Rubber Supply	Water	\$ 5,738.65	NONSTOCKING ITEMS-P.U.D.
03/23/2020	831916	Hose & Rubber Supply	Water	\$ 205.55	NONSTOCKING ITEMS-P.U.D.
03/23/2020	831916	Hose & Rubber Supply	Water	\$ 2,561.62	NONSTOCKING ITEMS-P.U.D.
03/23/2020	831923	Ingram Library Service	Library	\$ 16.52	44059412
03/23/2020	831923	Ingram Library Service	Library	\$ 444.06	44059413
03/23/2020	831923	Ingram Library Service	Library	\$ 66.70	44059413
03/23/2020	831923	Ingram Library Service	Library	\$ 2.99	44059413
03/23/2020	831923	Ingram Library Service	Library	\$ 588.53	44059413
03/23/2020	831923	Ingram Library Service	Library	\$ 404.75	44059413
03/23/2020	831923	Ingram Library Service	Library	\$ 153.95	44059413
03/23/2020	831923	Ingram Library Service	Library	\$ 18.39	44059413
03/23/2020	831923	Ingram Library Service	Library	\$ 34.20	44059414
03/23/2020	831923	Ingram Library Service	Library	\$ 10.79	44059414
03/23/2020	831923	Ingram Library Service	Library	\$ 10.61	44059415
03/23/2020	831923	Ingram Library Service	Library	\$ 161.18	44059415
03/23/2020	831923	Ingram Library Service	Library	\$ 11.20	44059416
03/23/2020	831923	Ingram Library Service	Library	\$ 66.08	44059416
03/23/2020	831923	Ingram Library Service	Library	\$ 64.90	44059417
03/23/2020	831923	Ingram Library Service	Library	\$ 15.93	44059418
03/23/2020	831923	Ingram Library Service	Library	\$ 25.74	44120036
03/23/2020	831923	Ingram Library Service	Library	\$ 28.50	44120036
03/23/2020	831923	Ingram Library Service	Library	\$ 52.39	44120037
03/23/2020	831923	Ingram Library Service	Library	\$ 32.18	44120037

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/23/2020	831923	Ingram Library Service	Library	\$ 10.20	44122295
03/23/2020	831923	Ingram Library Service	Library	\$ 29.47	44122296
03/23/2020	831923	Ingram Library Service	Library	\$ 3.59	44122297
03/23/2020	831923	Ingram Library Service	Library	\$ 153.48	44122297
03/23/2020	831923	Ingram Library Service	Library	\$ 10.19	44122298
03/23/2020	831923	Ingram Library Service	Library	\$ 14.74	44122298
03/23/2020	831923	Ingram Library Service	Library	\$ 5.37	44122299
03/23/2020	831923	Ingram Library Service	Library	\$ 17.69	44138131
03/23/2020	831923	Ingram Library Service	Library	\$ 15.33	44138132
03/23/2020	831923	Ingram Library Service	Library	\$ 16.51	44138133
03/23/2020	831923	Ingram Library Service	Library	\$ 17.10	44138134
03/23/2020	831923	Ingram Library Service	Library	\$ 837.33	44138135
03/23/2020	831923	Ingram Library Service	Library	\$ 11.98	44138135
03/23/2020	831923	Ingram Library Service	Library	\$ 74.24	44138135
03/23/2020	831923	Ingram Library Service	Library	\$ 113.13	44138135
03/23/2020	831923	Ingram Library Service	Library	\$ 13.12	44138135
03/23/2020	831923	Ingram Library Service	Library	\$ 16.52	44138136
03/23/2020	831923	Ingram Library Service	Library	\$ 29.95	44138137
03/23/2020	831923	Ingram Library Service	Library	\$ 41.66	44157026
03/23/2020	831923	Ingram Library Service	Library	\$ 64.25	44157026
03/23/2020	831923	Ingram Library Service	Library	\$ 27.60	44157026
03/23/2020	831923	Ingram Library Service	Library	\$ 27.59	44157026
03/23/2020	831923	Ingram Library Service	Library	\$ 103.38	44157026
03/23/2020	831923	Ingram Library Service	Library	\$ 55.70	44157027
03/23/2020	831923	Ingram Library Service	Library	\$ 17.43	44157028
03/23/2020	831923	Ingram Library Service	Library	\$ 13.79	44157029
03/23/2020	831923	Ingram Library Service	Library	\$ 18.39	44157029
03/23/2020	831923	Ingram Library Service	Library	\$ 43.40	44157030
03/23/2020	831923	Ingram Library Service	Library	\$ 17.10	44231865
03/23/2020	831923	Ingram Library Service	Library	\$ 100.54	44231866
03/23/2020	831923	Ingram Library Service	Library	\$ 10.02	44231867
03/23/2020	831923	Ingram Library Service	Library	\$ 15.92	44231868
03/23/2020	831923	Ingram Library Service	Library	\$ 27.19	44231869
03/23/2020	831923	Ingram Library Service	Library	\$ 6.59	44231870
03/23/2020	831923	Ingram Library Service	Library	\$ 35.11	44231870
03/23/2020	831923	Ingram Library Service	Library	\$ 42.44	44231870
03/23/2020	831923	Ingram Library Service	Library	\$ 163.39	44231871
03/23/2020	831923	Ingram Library Service	Library	\$ 87.40	44231872
03/23/2020	831923	Ingram Library Service	Library	\$ 2.99	44231872
03/23/2020	831923	Ingram Library Service	Library	\$ 8.82	44231873

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/23/2020	831923	Ingram Library Service	Library	\$ 10.02	44231874
03/23/2020	831923	Ingram Library Service	Library	\$ 8.97	44231875
03/23/2020	831923	Ingram Library Service	Library	\$ 139.59	44231876
03/23/2020	831923	Ingram Library Service	Library	\$ 24.75	44231876
03/23/2020	831923	Ingram Library Service	Library	\$ 65.77	44231876
03/23/2020	831923	Ingram Library Service	Library	\$ 586.98	44231876
03/23/2020	831923	Ingram Library Service	Library	\$ 293.82	44231876
03/23/2020	831923	Ingram Library Service	Library	\$ 91.78	441157025
03/23/2020	831923	Ingram Library Service	Library	\$ 48.18	441157025
03/23/2020	831932	Knife River	Street/Traffic	\$ 5,353.74	inv#666574 sand/salt mixture
03/23/2020	831932	Knife River	Street/Traffic	\$ 6,591.48	inv#666902 salt/sand mixture
03/23/2020	831932	Knife River	Street/Traffic	\$ 6,527.01	inv#666968 sand/salt mixture
03/23/2020	831933	Kois Brothers	Fleet	\$ 616.00	118981 PO NUM 309591
03/23/2020	831933	Kois Brothers	Fleet	\$ 423.14	119157 PO NUM 309591
03/23/2020	831933	Kois Brothers	Solid Waste	\$ 6,760.84	118950
03/23/2020	831934	KTVQ Communication	Facilities	\$ 586.66	Inv. 665798-1 & 665811-1
03/23/2020	831934	KTVQ Communication	General	\$ 586.67	Inv. 665798-1 & 665811-1
03/23/2020	831934	KTVQ Communication	Library	\$ 586.67	Inv. 665798-1 & 665811-1
03/23/2020	831934	KTVQ Communication	P.W. Admin	\$ 9,250.00	All-inclusive strategic planning, creative and production
03/23/2020	831934	KTVQ Communication	P.W. Admin	\$ 120.00	All-inclusive strategic planning, creative and production
03/23/2020	831934	KTVQ Communication	P.W. Admin	\$ 5,000.00	All-inclusive strategic planning, creative and production
03/23/2020	831938	Local 521	Public Safety	\$ 3,450.00	CLOTHING ALLOWANCE NEW HIRES
03/23/2020	831940	Marshall and Assoc	Building	\$ 520.00	20-23567; GPS DEVICE SETUP & CONFIGURATION
03/23/2020	831940	Marshall and Assoc	CDBG	\$ 65.00	20-23567; GPS DEVICE SETUP & CONFIGURATION
03/23/2020	831940	Marshall and Assoc	City Planning	\$ 65.00	20-23567; GPS DEVICE SETUP & CONFIGURATION
03/23/2020	831940	Marshall and Assoc	Engineering	\$ 455.00	20-23567; GPS DEVICE SETUP & CONFIGURATION
03/23/2020	831940	Marshall and Assoc	General	\$ 195.00	20-23567; GPS DEVICE SETUP & CONFIGURATION
03/23/2020	831940	Marshall and Assoc	IT Resources	\$ 541.00	20-23567; GPS DEVICE SETUP & CONFIGURATION
03/23/2020	831940	Marshall and Assoc	Phone System	\$ 266.00	20-23567; GPS DEVICE SETUP & CONFIGURATION
03/23/2020	831940	Marshall and Assoc	Street/Traffic	\$ 4,290.00	20-23567; GPS DEVICE SETUP & CONFIGURATION
03/23/2020	831940	Marshall and Assoc	Wastewater	\$ 260.00	20-23567; GPS DEVICE SETUP & CONFIGURATION
03/23/2020	831940	Marshall and Assoc	Water	\$ 390.00	20-23567; GPS DEVICE SETUP & CONFIGURATION
03/23/2020	831940	Marshall and Assoc	Water	\$ 520.00	20-23567; GPS DEVICE SETUP & CONFIGURATION
03/23/2020	831943	MJR Industries Inc	Airport	\$ 4,999.51	Invoice #1610-03-09. Bearing Replacement on Belt #2
03/23/2020	831944	Montana Dakota Utilities	Airport	\$ 521.62	129 573 1000 1. Mud Wash. March 2020
03/23/2020	831944	Montana Dakota Utilities	Airport	\$ 156.29	160 723 3573 6. USDA. March 2020
03/23/2020	831944	Montana Dakota Utilities	Airport	\$ 341.80	185 580 1000 7. TSA. March 2020
03/23/2020	831944	Montana Dakota Utilities	Airport	\$ 96.09	229 573 1000 0. Detail Bay 1 Hertz. March 2020
03/23/2020	831944	Montana Dakota Utilities	Airport	\$ 236.18	283 116 0655 3. IP-12 Alpine. March 2020
03/23/2020	831944	Montana Dakota Utilities	Airport	\$ 159.57	295 580 1000 4. Aero Interiors. March 2020

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/23/2020	831944	Montana Dakota Utilities	Airport	\$ 70.91	329 573 1000 9. Detail Bay 3 Enterprise. March 2020
03/23/2020	831944	Montana Dakota Utilities	Airport	\$ 126.18	429 573 1000 8. Detail Bay 4 Avis/Budget. March 2020
03/23/2020	831944	Montana Dakota Utilities	Airport	\$ 67.08	529 573 1000 7. Detail Bay 5 Thrifty/Dollar. March 2020
03/23/2020	831944	Montana Dakota Utilities	Airport	\$ 140.96	629 573 1000 6. Detail Bay 2 National/Alamo. March 2020
03/23/2020	831944	Montana Dakota Utilities	Airport	\$ 1,542.79	889 373 1000 6. Car Wash. March 2020
03/23/2020	831944	Montana Dakota Utilities	Public Safety	\$ 468.51	668 670 1000 2
03/23/2020	831947	Morrison Maierle	Airport	\$ 2,118.45	Develop Specification & Bid Packet to Replace Closed Circuit TV System
03/23/2020	831947	Morrison Maierle	Wastewater	\$ 20,295.90	WO 20-01 Water/Sewer Replacement Project; 204181 Pmt 2
03/23/2020	831948	Moulton Bellingham	General	\$ 742.50	Inv. #133723 Houser et al v. COB
03/23/2020	831948	Moulton Bellingham	General	\$ 7,714.00	Inv. #133724 McDaniel v. COB
03/23/2020	831948	Moulton Bellingham	General	\$ 1,472.50	Inv. #134379 Ron Hill v. COB
03/23/2020	831948	Moulton Bellingham	General	\$ 8,031.00	Inv. #134380 Houser WWFF
03/23/2020	831948	Moulton Bellingham	General	\$ 1,355.00	Inv. #134381 Abromeit et al v. COB
03/23/2020	831948	Moulton Bellingham	General	\$ 72.00	Inv. #134382 County Water District
03/23/2020	831948	Moulton Bellingham	General	\$ 45.00	Inv. #134382 County Water District
03/23/2020	831948	Moulton Bellingham	General	\$ 10,988.00	Inv. #134383 McDaniel v. COB
03/23/2020	831948	Moulton Bellingham	General	\$ 7,945.00	Inv. #134492 Watters et al v. COB
03/23/2020	831955	NorMont Equipment	Street/Traffic	\$ 2,688.00	inv#22013 emulsion for road patch machine
03/23/2020	831955	NorMont Equipment	Street/Traffic	\$ 3,394.00	inv#22014 gutter wire/segments for sweepers
03/23/2020	831955	NorMont Equipment	Street/Traffic	\$ 590.00	inv#22014 sign rivers/bolts
03/23/2020	831957	NorthWestern Energy	Airport	\$ 2,744.43	0100483-7. Runway Lights. March 2020
03/23/2020	831957	NorthWestern Energy	Airport	\$ 1,096.60	0100484-5. ARFF Facility. March 2020
03/23/2020	831957	NorthWestern Energy	Airport	\$ 141.95	1138926-9. Aero Interiors. March 2020
03/23/2020	831957	NorthWestern Energy	Airport	\$ 128.02	1647695-4. De-Icer. March 2020
03/23/2020	831957	NorthWestern Energy	Airport	\$ 540.53	1669567-8. TSA. March 2020
03/23/2020	831957	NorthWestern Energy	Airport	\$ 1,332.79	1993430-6. Car Wash. March 2020
03/23/2020	831957	NorthWestern Energy	Airport	\$ 352.97	2001846-1. Mud Wash. March 2020
03/23/2020	831957	NorthWestern Energy	Airport	\$ 539.53	2001848-7. Detail Bay 1 Hertz. March 2020
03/23/2020	831957	NorthWestern Energy	Airport	\$ 350.89	2001855-2. Detail Bay 2. National/Alamo. March 2020
03/23/2020	831957	NorthWestern Energy	Airport	\$ 287.33	2001862-8. Detail Bay 3 Enterprise. March 2020
03/23/2020	831957	NorthWestern Energy	Airport	\$ 234.85	2001865-1. Detail Bay 4 Avis/Budget. March 2020
03/23/2020	831957	NorthWestern Energy	Airport	\$ 63.32	2001867-7. Detail Bay 5 Thrifty/Dollar. March 2020
03/23/2020	831957	NorthWestern Energy	Airport	\$ 98.73	3085107-5. New Employee Parking. March 2020
03/23/2020	831957	NorthWestern Energy	Airport	\$ 315.08	3446396-8. USDA. March 2020
03/23/2020	831957	NorthWestern Energy	Airport	\$ 1,319.45	3477231-9. Airport Parking Zone. March 2020
03/23/2020	831957	NorthWestern Energy	Airport	\$ 8.12	3733186-5. Old Hislenderger. March 2020
03/23/2020	831957	NorthWestern Energy	Facilities	\$ 748.71	0975808-7
03/23/2020	831957	NorthWestern Energy	Facilities	\$ 841.05	1160802-3
03/23/2020	831957	NorthWestern Energy	Facilities	\$ 2,631.08	1160804-9
03/23/2020	831957	NorthWestern Energy	Facilities	\$ 3,391.92	1269391-7

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/23/2020	831957	NorthWestern Energy	General	\$ 46.47	0712387-0
03/23/2020	831957	NorthWestern Energy	General	\$ 174.84	0712536-2
03/23/2020	831957	NorthWestern Energy	General	\$ 43.38	0720818-4
03/23/2020	831957	NorthWestern Energy	General	\$ 142.98	0720821-8
03/23/2020	831957	NorthWestern Energy	General	\$ 19.50	0723045-1
03/23/2020	831957	NorthWestern Energy	General	\$ -	0839280-5
03/23/2020	831957	NorthWestern Energy	General	\$ 186.71	0925496-2
03/23/2020	831957	NorthWestern Energy	General	\$ 23.01	1836666-6
03/23/2020	831957	NorthWestern Energy	Public Safety	\$ 842.27	0871546-8
03/23/2020	831957	NorthWestern Energy	Solid Waste	\$ 3,096.14	3252194-0
03/23/2020	831957	NorthWestern Energy	Street/Traffic	\$ 0.12	1740357-7
03/23/2020	831957	NorthWestern Energy	Street/Traffic	\$ 0.65	1748896-6
03/23/2020	831957	NorthWestern Energy	Wastewater	\$ 889.73	0100606-3
03/23/2020	831957	NorthWestern Energy	Wastewater	\$ 406.62	1756893-2 FEB 2020; MONTHLY SERVICE FEES
03/23/2020	831957	NorthWestern Energy	Wastewater	\$ 221.72	EA Electricity #3243625-5
03/23/2020	831957	NorthWestern Energy	Water	\$ 909.55	0100485-2
03/23/2020	831957	NorthWestern Energy	Water	\$ 2,669.21	0100606-3
03/23/2020	831957	NorthWestern Energy	Water	\$ 67,620.05	0100606-3
03/23/2020	831957	NorthWestern Energy	Water	\$ 1,935.53	0722264-9
03/23/2020	831957	NorthWestern Energy	Water	\$ 2,394.89	0723040-2
03/23/2020	831957	NorthWestern Energy	Water	\$ 40.05	0723059-2
03/23/2020	831957	NorthWestern Energy	Water	\$ 490.35	1116452-2
03/23/2020	831963	Pioneer Technical Service	Solid Waste	\$ 24,145.61	WO 18-32 Landfill Slope Stability
03/23/2020	831965	ProDIGIQ Inc	Airport	\$ 8,500.00	FY20 MUFIDS Maintenance Agreement Amendment One
03/23/2020	831972	Sanderson Stewart	City Planning	\$ 499.80	Inner Belt Loop Corridor Study-SW01012019
03/23/2020	831972	Sanderson Stewart	Water	\$ 6,926.16	WO 19-01 Water/Sewer Replacement Project; 47703 Pmt 16
03/23/2020	831979	Sletten Construction	Airport	\$ 391,565.86	AIP-63 Terminal Expansion Construction Phase 2 - Federal Share
03/23/2020	831979	Sletten Construction	Airport	\$ 36,806.62	AIP-63 Terminal Expansion Construction Phase 2 - Ineligible Share
03/23/2020	831979	Sletten Construction	Airport	\$ 43,507.32	AIP-63 Terminal Expansion Construction Phase 2 - Local Share
03/23/2020	831981	Star Ridge New Media	Airport	\$ 2,590.00	Invoice #3031. Spring 2020 Issue in Distinctly Montana and for Web Ad.
03/23/2020	831987	The Hon Company LLC	Wastewater	\$ 4,962.87	983216;CONTROL ROOM FURNITURE WRF
03/23/2020	831984	T-O ENGINEERS INC	Airport	\$ 2,250.00	Conduct an IFE for Proposed Work on Runway 7/25 - Federal Share
03/23/2020	831984	T-O ENGINEERS INC	Airport	\$ 250.00	Conduct an IFE for Proposed Work on Runway 7/25 - Local Share
03/23/2020	831992	Town & Country Supply	Fleet	\$ 5,844.00	406588 PO NUM 310083
03/23/2020	831992	Town & Country Supply	Public Safety	\$ 478.56	406550 FIRE 5 - DIESEL FUEL DYED #2 BLEND
03/23/2020	831992	Town & Country Supply	Public Safety	\$ 373.88	406646 FIRE 3/DIESEL DELIVERED
03/23/2020	831992	Town & Country Supply	Public Safety	\$ 581.19	406648 FIRE 1 - UNLEADED DELIVERED 3/14/2020
03/23/2020	831992	Town & Country Supply	Public Safety	\$ 448.65	406648 FIRE 1 DIESEL FUEL #2 DYED DELIVERED 3/14/2020
03/23/2020	831996	Van Arsdale Const	CDBG	\$ 4,776.75	Demolition Agreement / 930 Steffanich Drive / REHAB PROGRAM
03/23/2020	831998	Verizon Wireless	Airport	\$ 54.00	Airport

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/23/2020	831998	Verizon Wireless	Engineering	\$ 134.85	PW-Engineering
03/23/2020	831998	Verizon Wireless	General	\$ 107.46	City Administrator 0100-13130-403450
03/23/2020	831998	Verizon Wireless	Library	\$ 26.97	LBRY OTRCH Library Outreach
03/23/2020	831998	Verizon Wireless	Parking	\$ 26.97	Parking 406-690-5822
03/23/2020	831998	Verizon Wireless	Police Programs	\$ (50.00)	CCSIU Cell/PTT Credit \$50.00 -Matt Frank
03/23/2020	831998	Verizon Wireless	Police Programs	\$ 425.72	CCSIU Cell/PTT Credit \$50.00 -Matt Frank
03/23/2020	831998	Verizon Wireless	Police Programs	\$ 53.94	CCSIU MDT
03/23/2020	831998	Verizon Wireless	Police Programs	\$ 80.02	CCSIU RAVEN
03/23/2020	831998	Verizon Wireless	Public Safety	\$ 560.14	MDT Toughbooks
03/23/2020	831998	Verizon Wireless	Public Safety	\$ 54.00	Mike Robinson 406.698.0079
03/23/2020	831998	Verizon Wireless	Public Safety	\$ 80.02	Police iPad St John 406-690-5955 Police iPad Lawrence 406-690-2161
03/23/2020	831998	Verizon Wireless	Public Safety	\$ 40.01	Police MiFi 406-633-0820 406-598-6294
03/23/2020	831998	Verizon Wireless	Solid Waste	\$ 26.97	PW Dozer Trimble Dozer
03/23/2020	831998	Verizon Wireless	Solid Waste	\$ 107.88	PW-Solid Waste
03/23/2020	831998	Verizon Wireless	Solid Waste	\$ 269.73	PW-SW-ON CALL Solid Waste On Call
03/23/2020	831998	Verizon Wireless	Solid Waste	\$ 479.40	Solid Waste Tablets -Routware
03/23/2020	831998	Verizon Wireless	Street/Traffic	\$ 53.94	PW-Streets 406-647-1377 iPad, 406-633-1991 iPad
03/23/2020	831998	Verizon Wireless	Street/Traffic	\$ 161.82	PW-Streets City Works
03/23/2020	831998	Verizon Wireless	Transit	\$ 308.27	MET AVL
03/23/2020	831998	Verizon Wireless	Wastewater	\$ 43.15	PW-DIS-COLL Cityworks 60/40
03/23/2020	831998	Verizon Wireless	Wastewater	\$ 166.44	PW-Distribution Collection Tablets 60/40
03/23/2020	831998	Verizon Wireless	Water	\$ 26.97	PW Belknap Meter Shop
03/23/2020	831998	Verizon Wireless	Water	\$ 26.97	PWBLKNP Water Treatment Brian Risser 406-696-4245
03/23/2020	831998	Verizon Wireless	Water	\$ 161.82	PWBLNP Comm-Meter CityWorks/Neptune
03/23/2020	831998	Verizon Wireless	Water	\$ 64.73	PW-DIS-COLL Cityworks 60/40
03/23/2020	831998	Verizon Wireless	Water	\$ 249.66	PW-Distribution Collection Tablets 60/40
03/23/2020	832002	Western Municipal Const	Water	\$ 79,164.88	WO 15-35 Zone 1 WTP Waterline Improvements; Pmt 3
03/23/2020	832004	Xylem Water Solution	Wastewater	\$ 17,182.00	400989939; SEWAGE PUMP
03/23/2020	832004	Xylem Water Solution	Wastewater	\$ 545.95	400991092; Pare of fuse box so the pump does not overheat
03/23/2020	832008	Yellowstone Electric	Airport	\$ 14,850.00	Install New Avigilon HD NVR4 STD 32TB 2U Ranch mounted Camera
03/23/2020	832008	Yellowstone Electric	Airport	\$ 3,950.98	Quick Turn-Around (QTA) Camera Replacement Project

**Regular City Council Meeting**

**Meeting Date:** 04/27/2020

**TITLE:** Payment of Claims for the week of March 30, 2020

**PRESENTED BY:** Andy Zoeller, Finance Director

**Department:** Finance

**Presentation:** No

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**PROBLEM/ISSUE STATEMENT**

Claims in the amount of \$738,151.17 have been audited and are presented for City Council payment approval. A complete listing of the claims for the week are available in the Finance Department.

City Check Payment Approval Process

Every invoice for payment is entered into the City's accounting system and the backup documentation is scanned in and attached (physical invoices, additional e-mails explaining payments, bids, contracts, etc.). Each invoice goes through a multi-step approval process depending upon the amount of the payment.

First, invoices are entered by the department requesting the payment and the Department Director or designee must perform an initial review and approval of the purchase. The number of approvals within the Department can vary based upon the size of the Department, but no less than one approver within each Department must verify the payment.

Second, all payments, regardless of size, must be approved by the Purchasing Agent. The Purchasing Agent will review the payment to ensure purchasing procedures are followed and appropriate documentation is attached.

If the payment is greater than \$1,000, then it must be approved by the Finance Director.

If that payment is greater than \$10,000, then it must be approved by the City Administrator or Assistant City Administrator.

Once all approvals are completed, the payment is able to be made and the Accounts Payable Clerk can print the check. After all checks are printed, a list of all checks in excess of \$2,500 is generated and placed on the next City Council meeting for review.

**ALTERNATIVES ANALYZED**

- No other alternative 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 Council approve the Payment of Claims.

## **APPROVED BY CITY ADMINISTRATOR**

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### **Attachments**

Councilmemo wk of 03302020

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Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/30/2020	832013	A & E Architects	Wastewater	\$ 1,941.78	WO 19-16 Belknap Office Remodel; 1900608 Pmt 5
03/30/2020	832013	A & E Architects	Water	\$ 8,278.10	WO 19-16 Belknap Office Remodel; 1900608 Pmt 5
03/30/2020	832028	AT & T Corp	Airport	\$ 550.16	Airport
03/30/2020	832028	AT & T Corp	Building	\$ 468.20	PW-Building Cell Phones
03/30/2020	832028	AT & T Corp	Building	\$ 361.26	PW-Building Tablets (Planning)
03/30/2020	832028	AT & T Corp	Court Grants	\$ 210.26	Muni Court DC
03/30/2020	832028	AT & T Corp	Engineering	\$ 104.52	Engineering Tablets
03/30/2020	832028	AT & T Corp	Engineering	\$ 225.29	PW-Engineering Cell Phones and MiFi
03/30/2020	832028	AT & T Corp	Facilities	\$ 114.63	Facilities BOC Plus 70% of 406-672-3027
03/30/2020	832028	AT & T Corp	Facilities	\$ 103.45	Facilities City Hall Plus 30% of 406-672-3027
03/30/2020	832028	AT & T Corp	Facilities	\$ 44.98	Facilities -Jessica
03/30/2020	832028	AT & T Corp	General	\$ 94.50	City Attorney -Legal
03/30/2020	832028	AT & T Corp	General	\$ 366.45	Code Enforcement
03/30/2020	832028	AT & T Corp	General	\$ 47.25	Legal Dept -Domestic Violence
03/30/2020	832028	AT & T Corp	General	\$ 47.25	Municipal Court
03/30/2020	832028	AT & T Corp	General	\$ 677.02	Parks Dept.
03/30/2020	832028	AT & T Corp	General	\$ 274.92	PRPL - Recreation Division
03/30/2020	832028	AT & T Corp	General	\$ 174.20	PRPL Parks Tablets
03/30/2020	832028	AT & T Corp	General	\$ 301.17	REC Tablets
03/30/2020	832028	AT & T Corp	IT Resources	\$ 47.25	IT Department -On call Phone 6200 19110 403450
03/30/2020	832028	AT & T Corp	Library	\$ 272.28	Library
03/30/2020	832028	AT & T Corp	Library	\$ 134.86	Library Out Reach
03/30/2020	832028	AT & T Corp	Parking	\$ 97.63	Parking Division Meter Maintenance 406-860-7232 5210 15210 403450
03/30/2020	832028	AT & T Corp	Parking	\$ 64.83	Parking Phones
03/30/2020	832028	AT & T Corp	Phone System	\$ 16.96	TeleComm Manager
03/30/2020	832028	AT & T Corp	Phone System	\$ 40.14	Todd Morgan -will have credit next month
03/30/2020	832028	AT & T Corp	Police Prog	\$ 80.28	CCSIU Toughbook
03/30/2020	832028	AT & T Corp	Police Prog	\$ 47.25	Domestic Violence -Katie Nash
03/30/2020	832028	AT & T Corp	Public Safety	\$ 283.53	Animal Control Cell Phones
03/30/2020	832028	AT & T Corp	Public Safety	\$ 240.84	Animal Control -MDT 1500 21700 403450
03/30/2020	832028	AT & T Corp	Public Safety	\$ 286.84	Comm. Center 9-1-1 1500-22250-403450
03/30/2020	832028	AT & T Corp	Public Safety	\$ 40.14	Detective Chartier -Toughbook
03/30/2020	832028	AT & T Corp	Public Safety	\$ 1,143.51	Fire Department Cell Phones 1500-22210-403450
03/30/2020	832028	AT & T Corp	Public Safety	\$ 87.39	ICAC -Campbell and Spare
03/30/2020	832028	AT & T Corp	Public Safety	\$ 1,158.46	MDT Fire
03/30/2020	832028	AT & T Corp	Public Safety	\$ 2,682.01	Police Department Cell Phone 1500 21110 403450
03/30/2020	832028	AT & T Corp	Public Safety	\$ 3,692.88	Police MDT Toughbooks 1500 21110 403450
03/30/2020	832028	AT & T Corp	Public Safety	\$ 283.49	Police -Resource Officers
03/30/2020	832028	AT & T Corp	Public Safety	\$ 120.42	Yellowstone County Cellular Charges -Three cradlepoints -Fire Dept. bills YC
03/30/2020	832028	AT & T Corp	PW Admin	\$ 34.20	PWBLKNP OFFICE -60/40

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/30/2020	832028	AT & T Corp	PW Admin	\$ 50.91	PWBLKNP OFFICE -60/40
03/30/2020	832028	AT & T Corp	Transit	\$ 1,004.27	MET Transit Max Transit
03/30/2020	832028	AT & T Corp	Transit	\$ 453.60	MET Transit Tablets 5710 71470 403160
03/30/2020	832028	AT & T Corp	Transit	\$ 23.04	Trans-On Call MET
03/30/2020	832028	AT & T Corp	Wastewater	\$ 89.96	PW Environmental
03/30/2020	832028	AT & T Corp	Wastewater	\$ 89.96	PW Environmental Phones
03/30/2020	832028	AT & T Corp	Wastewater	\$ 407.69	PWBELKNAP-DIST COLL 60/40
03/30/2020	832028	AT & T Corp	Wastewater	\$ 472.10	PWBLKNP Electricians -Phones
03/30/2020	832028	AT & T Corp	Wastewater	\$ 32.36	PWBLKNP STORES -75/25
03/30/2020	832028	AT & T Corp	Wastewater	\$ 856.85	PWBLNP-WWTRMNT1 Wastewater Treatment Plant
03/30/2020	832028	AT & T Corp	Wastewater	\$ 207.10	PW-Dis/Coll. Cityworks iPads 60/40
03/30/2020	832028	AT & T Corp	Wastewater	\$ 79.00	PW-Distribution Collection Tablets 60/40
03/30/2020	832028	AT & T Corp	Water	\$ 611.54	PWBELKNAP-DIST COLL 60/40
03/30/2020	832028	AT & T Corp	Water	\$ 1,042.21	PWBELKNAP-WT Water Treatment
03/30/2020	832028	AT & T Corp	Water	\$ 574.42	PWBLKNP COMM-METER CityWorks/Neptune 5020-73120-403450
03/30/2020	832028	AT & T Corp	Water	\$ 337.86	PWBLKNP MTRSHOP
03/30/2020	832028	AT & T Corp	Water	\$ 96.66	PWBLKNP STORES -75/25
03/30/2020	832028	AT & T Corp	Water	\$ 310.64	PW-Dis/Coll. Cityworks iPads 60/40
03/30/2020	832028	AT & T Corp	Water	\$ 118.49	PW-Distribution Collection Tablets 60/40
03/30/2020	832029	ATS Inland NW	Airport	\$ 611.00	FY20 Energy Management Services - QTA
03/30/2020	832029	ATS Inland NW	Airport	\$ 2,145.00	FY20 Energy Management Services - Terminal
03/30/2020	832042	Border States Electric	Wastewater	\$ 58.36	919448674; PARTSW & TOOLS FOR SAHARA SANDS LIFT
03/30/2020	832042	Border States Electric	Wastewater	\$ 77.71	919448674; PARTSW & TOOLS FOR SAHARA SANDS LIFT
03/30/2020	832042	Border States Electric	Wastewater	\$ 82.79	919448674; PARTSW & TOOLS FOR SAHARA SANDS LIFT
03/30/2020	832042	Border States Electric	Wastewater	\$ 1,077.39	919474917; REPAIR OF 735 RELAY FOR MEDIUM VOLTAGE @ WRF
03/30/2020	832042	Border States Electric	Wastewater	\$ 373.49	919513814; WIRE UP PSP PUMP #4
03/30/2020	832042	Border States Electric	Wastewater	\$ 432.25	919549980; Service Center electrical materials to replace UPS system
03/30/2020	832042	Border States Electric	Wastewater	\$ 6,290.09	Tech Support 3 YR Paid Annually 2018, 2019, 2020 Payment for 2020 Final
03/30/2020	832042	Border States Electric	Wastewater	\$ 194.93	Water Reclamation Facility Nutrient Upgrade Expansion & Improvements
03/30/2020	832042	Border States Electric	Water	\$ 96.48	919391890; TEMPORARY POWER FOR HIGH SERVICE
03/30/2020	832042	Border States Electric	Water	\$ 276.59	919392363;ELECTRIC SHOP LIGHTING PROJECT
03/30/2020	832042	Border States Electric	Water	\$ 71.92	919399096; ELECTRIC SHOP LIGHT PROJECT
03/30/2020	832042	Border States Electric	Water	\$ (118.33)	919401577; RETURN- ELECTRIC SHOP LIGHTING PROJECT
03/30/2020	832042	Border States Electric	Water	\$ 157.18	919407401; TEMPORARY POWER FOR HIGH SERVICE
03/30/2020	832042	Border States Electric	Water	\$ 145.86	919447675; CONNECTORS FOR #3 PUMP @ THOMAS
03/30/2020	832042	Border States Electric	Water	\$ 82.79	919448674; PARTSW & TOOLS FOR SAHARA SANDS LIFT
03/30/2020	832042	Border States Electric	Water	\$ 77.71	919448674; PARTSW & TOOLS FOR SAHARA SANDS LIFT
03/30/2020	832042	Border States Electric	Water	\$ 88.62	919514199; TEMP IN H.S. AIR COMPRESSOR
03/30/2020	832042	Border States Electric	Water	\$ 118.55	919522732; ELECTRIC SHOP LIGHT PROJECT
03/30/2020	832042	Border States Electric	Water	\$ 1,296.76	919549980; Service Center electrical materials to replace UPS system

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/30/2020	832042	Border States Electric	Water	\$ 38.46	EXTENSION CORDS 25' - 12/3 CAPACITY
03/30/2020	832042	Border States Electric	Water	\$ 6,290.10	Tech Support 3 YR Paid Annually 2018, 2019, 2020 Payment for 2020 Final
03/30/2020	832043	Brenntag Pacific Inc	Wastewater	\$ 34,983.30	28 Totes of Kemira Pax 14 Chemical; BPI29797
03/30/2020	832069	Desert Mt Corp	Street/Traffic	\$ 3,488.56	inv#19-73393 ice slicer used to melt snow on streets
03/30/2020	832085	First Am Title Co	CDBG	\$ 10,000.00	FTHB Grant Kelly 6036 Mollie Rose Lane
03/30/2020	832089	Grainger Parts	Fleet	\$ 72.90	9474382877 PO NUM 310091
03/30/2020	832089	Grainger Parts	Public Safety	\$ 1,154.99	Hooded & Collared coveralls, white in assorted sizes (EMS/COVID-19)
03/30/2020	832089	Grainger Parts	Wastewater	\$ 475.32	8466588218; GENERAL MAINTENANCE
03/30/2020	832089	Grainger Parts	Wastewater	\$ 499.79	9451276290; REPLACEMENT METERS
03/30/2020	832089	Grainger Parts	Wastewater	\$ 25.53	9451276308; REPLACEMENT METER FOR SHOPS
03/30/2020	832089	Grainger Parts	Water	\$ 90.00	123 LITHIUM 3V BATTERY - 1ANB7 (1ANB7) P/N: 11W123
03/30/2020	832089	Grainger Parts	Water	\$ 499.79	9451276290; REPLACEMENT METERS
03/30/2020	832089	Grainger Parts	Water	\$ 25.53	9451276308; REPLACEMENT METER FOR SHOPS
03/30/2020	832089	Grainger Parts	Water	\$ 25.71	9476875886; WTP CHEM BUILDING CL2 TIMER
03/30/2020	832089	Grainger Parts	Water	\$ 63.00	AA BATTERIES P/N: 5LE23
03/30/2020	832089	Grainger Parts	Water	\$ 126.00	AAA BATTERIES ALKALINE P/N: 5LE25
03/30/2020	832089	Grainger Parts	Water	\$ 59.00	D BATTERIES ALKALINE
03/30/2020	832089	Grainger Parts	Water	\$ 118.04	HAND HELD MARKING PAINT STRIPER 34" (3KYW3)
03/30/2020	832089	Grainger Parts	Water	\$ 41.61	INDUSTRIAL HAND CLEANSER P/N: 19MP96
03/30/2020	832089	Grainger Parts	Water	\$ 273.96	LOK-CEASE AEROSAL ANTI- - SEIZE (150642002)
03/30/2020	832089	Grainger Parts	Water	\$ 139.00	SCOTCH ELECTRICAL TAPE 33 - PL
03/30/2020	832089	Grainger Parts	Water	\$ 113.40	WD-40 LUBRICANT SPRAY - 12 OZ SPRAY CANS P/N: 20JY62
03/30/2020	832099	HDR, Inc.	Solid Waste	\$ 59,622.24	WO 17-12 Landfill Drop-off Facility; 1200255316 Pmt 32
03/30/2020	832099	HDR, Inc.	Wastewater	\$ 9,137.79	WO 19-21 WRF Influent Lift Station; 1200255231 Pmt 9
03/30/2020	832099	HDR, Inc.	Wastewater	\$ 15,185.99	WO 20-11 Lloyd Mangrum & Lake Hills Lift Station Rehab 1200255233 Pmt 1
03/30/2020	832099	HDR, Inc.	Water	\$ 12,873.70	WO 18-22 Leavens Reservoir Expansion & Zone 1 Improvements
03/30/2020	832099	HDR, Inc.	Water	\$ 11,566.27	WO 20-08 Low Service Pump Station NO. 1 Backup Generator
03/30/2020	832099	HDR, Inc.	Water	\$ 23,492.54	WO 20-20 Walter Pump Station Addition; 1200255234 Pmt 1
03/30/2020	832101	High Point Networks	IT Resources	\$ 27,244.00	1st Half of Payment-One year-Palo Alto 850 Firewall, Cortex cloud
03/30/2020	832101	High Point Networks	IT Resources	\$ 587.00	30 day Sonicwall VPN Licenses due to Covid 19
03/30/2020	832105	Iaff	Payroll Clearing	\$ 5,063.88	Payroll Summary
03/30/2020	832118	Knife River	Street/Traffic	\$ 4,511.01	inv#667209 sand/salt mixture
03/30/2020	832118	Knife River	Street/Traffic	\$ 1,315.25	inv#667485 1 1/2" crushed base
03/30/2020	832118	Knife River	Street/Traffic	\$ 552.00	inv#668074 1 1/2" crushed base
03/30/2020	832123	L N Curtis & Sons	Public Safety	\$ 3,830.00	BH-20-B BLOWHARD, 20" PPV FAN W/BATTERY [ENGINE 4]
03/30/2020	832123	L N Curtis & Sons	Public Safety	\$ 390.00	CAIRNS, BOURKES EYE SHIELD KIT, #10186311
03/30/2020	832123	L N Curtis & Sons	Public Safety	\$ 42.25	SHIPPING
03/30/2020	832123	L N Curtis & Sons	Public Safety	\$ 17.10	SHIPPING: I NV370152
03/30/2020	832138	Mccain Traffic Supply	Street/Traffic	\$ 2,531.00	signal heads hawk signal
03/30/2020	832146	Montana CSED	Payroll Clearing	\$ 3,056.82	Payroll Summary

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/30/2020	832147	Montana Dakota Utilities	Airport	\$ 1,477.67	285 580 1000 6
03/30/2020	832147	Montana Dakota Utilities	Airport	\$ -	595 580 1000 1
03/30/2020	832147	Montana Dakota Utilities	Airport	\$ 1,155.88	706 580 1000 7
03/30/2020	832147	Montana Dakota Utilities	Engineering	\$ 170.80	595 373 1000 1
03/30/2020	832147	Montana Dakota Utilities	Facilities	\$ 2,492.81	929 780 1000 4
03/30/2020	832147	Montana Dakota Utilities	General	\$ 300.73	437 780 1000 9
03/30/2020	832147	Montana Dakota Utilities	General	\$ 120.71	501 473 1000 2
03/30/2020	832147	Montana Dakota Utilities	Library	\$ 2,741.26	219 924 4851 0
03/30/2020	832147	Montana Dakota Utilities	Parking	\$ 102.10	303 725 2591 2
03/30/2020	832147	Montana Dakota Utilities	Parking	\$ 18.36	717 353 1000 6
03/30/2020	832147	Montana Dakota Utilities	Parking	\$ 60.51	799 152 1209 0
03/30/2020	832147	Montana Dakota Utilities	Public Safety	\$ 17.81	062 907 9494 7
03/30/2020	832147	Montana Dakota Utilities	Public Safety	\$ 734.46	169 233 1000 3
03/30/2020	832147	Montana Dakota Utilities	Public Safety	\$ 79.65	514 117 0478 9
03/30/2020	832147	Montana Dakota Utilities	Public Safety	\$ 413.79	533 653 1000 1
03/30/2020	832147	Montana Dakota Utilities	Public Safety	\$ 736.11	885 880 1000 4
03/30/2020	832147	Montana Dakota Utilities	PW Admin	\$ 42.70	595 373 1000 1
03/30/2020	832147	Montana Dakota Utilities	Transit	\$ 1,553.71	962 880 1000 0
03/30/2020	832147	Montana Dakota Utilities	Wastewater	\$ 4,505.17	293 780 1000 2
03/30/2020	832147	Montana Dakota Utilities	Wastewater	\$ 4,505.17	293 780 1000 2
03/30/2020	832147	Montana Dakota Utilities	Wastewater	\$ 9,010.36	293 780 1000 2
03/30/2020	832147	Montana Dakota Utilities	Wastewater	\$ 34.01	596 733 1000 5
03/30/2020	832147	Montana Dakota Utilities	Wastewater	\$ 33.46	713 064 3190 0
03/30/2020	832147	Montana Dakota Utilities	Wastewater	\$ 36.72	735 453 1000 2
03/30/2020	832147	Montana Dakota Utilities	Wastewater	\$ 35.67	843 879 2205 1
03/30/2020	832147	Montana Dakota Utilities	Water	\$ 36.72	076 225 9180 3
03/30/2020	832147	Montana Dakota Utilities	Water	\$ 106.88	373 580 1000 9
03/30/2020	832147	Montana Dakota Utilities	Water	\$ 106.87	373 580 1000 9
03/30/2020	832147	Montana Dakota Utilities	Water	\$ 84.59	541 380 1000 1
03/30/2020	832147	Montana Dakota Utilities	Water	\$ 42.75	921 580 1000 6
03/30/2020	832153	Morrison Maierle Inc	Airport	\$ 723.00	Steam Boiler Replacement Project
03/30/2020	832153	Morrison Maierle Inc	Wastewater	\$ 33,802.90	WO 20-01 Water/Sewer Replacement Project; 204342 Pmt 3
03/30/2020	832153	Morrison Maierle Inc	Water	\$ 6,722.97	WO1815 Voelker Pump Station Improvements; 204341 Pmt 13
03/30/2020	832154	Moser Floors & More	Wastewater	\$ 1,065.00	000464; MATERIALS-TILE MEN'S LOCKER ROOM
03/30/2020	832154	Moser Floors & More	Water	\$ 3,195.00	000464; MATERIALS-TILE MEN'S LOCKER ROOM
03/30/2020	832157	MPPA	Payroll Clearing	\$ 3,572.75	Payroll Summary
03/30/2020	832151	MT State Fireman	Payroll Clearing	\$ 4,277.54	Payroll Summary
03/30/2020	832166	Northwest Pipe Fittings	Wastewater	\$ 85.13	7268049; TEMP FLARE
03/30/2020	832166	Northwest Pipe Fittings	Wastewater	\$ 635.71	7277434; SOUTH TUNNEL SINK
03/30/2020	832166	Northwest Pipe Fittings	Wastewater	\$ 15.12	7277434-1; SEC. SAMPLE SINK TUNNEL

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/30/2020	832166	Northwest Pipe Fittings	Wastewater	\$ 255.96	7282715; SAMPLE POINTS ON W/C'S
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 13.50	1" T-10 STRAINER - (9831-002)
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 4,693.84	1-1/2" FLG ECODER WALL METER CUFT
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 35.88	2" LIQUID FILLED 0 TO 160 - 1/4" GAUGE (BOTTOM MOUNT)
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 20,253.12	3/4" E-CODER WALL CU/FT METER W/RECPT ED2C11REF7
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 20,253.12	3/4" E-CODER WALL CU/FT METER W/RECPT ED2C11REF7
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 14,162.00	5/8" E-CODER WALL CU.FT. - METER W/RECPT ED2A11REF7
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 16.50	5/8" T-10 BOTTOM CAP GASKET (8340-069) 2031879
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 33.15	6 INCH TD TRU-FLO STRAINER GASKET
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 72.00	7263939; METER HEADS
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 365.10	7268224; REGISTERS FOR METERS
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 275.10	7273643; UV BUILDING SUMPS
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 109.70	7280116; FOR L STRUCTURE RIVER SAMPLE PUMP ANDSHOP STOCK
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 72.40	7280558; L.S. RIVER PUMP
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 399.66	7282498; IRRIGATION LINE VALVE REPLACEMENT
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 139.68	7283104; WTP TEMP FLOAT FOR UV BUILDING SUMPS
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 18.12	ASHCROFT PRESSURE GUAGE #1000-2-1/2"-60 PSI- 1/4" BOTTOM MOUNT
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 168.20	HYDRANT ADJUSTABLE WRENCH - (377-5960)
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 16,660.00	R-900 ENHANCED WALL RR - MIU 13341-200
03/30/2020	832166	Northwest Pipe Fittings	Water	\$ 4,320.00	WO 20-35 Rims Waterline Replacement; 7279789 Pmt 2
03/30/2020	832168	NorthWestern Energy	Airport	\$ 31,215.89	0100482-9. Vault Main Account. March 2020
03/30/2020	832168	NorthWestern Energy	Airport	\$ 417.25	0712792-1. IP-7. March 2020
03/30/2020	832168	NorthWestern Energy	Airport	\$ 995.35	0712800-2. IP-9. March 2020
03/30/2020	832168	NorthWestern Energy	Airport	\$ 514.98	0712809-3. IP-11 (12) Alpine. March 2020
03/30/2020	832168	NorthWestern Energy	Engineering	\$ 546.35	1741314-7
03/30/2020	832168	NorthWestern Energy	Engineering	\$ 32.42	Depot parking lot electricity #0698856-2
03/30/2020	832168	NorthWestern Energy	General	\$ 1,564.60	0100506-5
03/30/2020	832168	NorthWestern Energy	General	\$ 6.10	0722237-5
03/30/2020	832168	NorthWestern Energy	General	\$ 6.10	0722247-4
03/30/2020	832168	NorthWestern Energy	General	\$ 98.92	0722255-7
03/30/2020	832168	NorthWestern Energy	General	\$ 65.81	0722257-3
03/30/2020	832168	NorthWestern Energy	General	\$ -	0722260-7
03/30/2020	832168	NorthWestern Energy	General	\$ -	0722261-5
03/30/2020	832168	NorthWestern Energy	General	\$ -	0722262-3
03/30/2020	832168	NorthWestern Energy	General	\$ -	0722263-1
03/30/2020	832168	NorthWestern Energy	General	\$ -	0722265-6
03/30/2020	832168	NorthWestern Energy	General	\$ 122.69	0722266-4
03/30/2020	832168	NorthWestern Energy	General	\$ -	0722268-0
03/30/2020	832168	NorthWestern Energy	General	\$ 13.28	0722269-8
03/30/2020	832168	NorthWestern Energy	General	\$ 12.86	0722292-0

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/30/2020	832168	NorthWestern Energy	General	\$ 29.33	0722293-8
03/30/2020	832168	NorthWestern Energy	General	\$ 7.89	0722905-7
03/30/2020	832168	NorthWestern Energy	General	\$ 87.07	0722933-9
03/30/2020	832168	NorthWestern Energy	General	\$ -	0723027-9
03/30/2020	832168	NorthWestern Energy	General	\$ 109.68	0723035-2
03/30/2020	832168	NorthWestern Energy	General	\$ 7.63	0723036-0
03/30/2020	832168	NorthWestern Energy	General	\$ 187.79	0723037-8
03/30/2020	832168	NorthWestern Energy	General	\$ -	0723038-6
03/30/2020	832168	NorthWestern Energy	General	\$ 42.35	0723042-8
03/30/2020	832168	NorthWestern Energy	General	\$ 18.99	0723044-4
03/30/2020	832168	NorthWestern Energy	General	\$ -	0723051-9
03/30/2020	832168	NorthWestern Energy	General	\$ -	0723052-7
03/30/2020	832168	NorthWestern Energy	General	\$ 11.35	0723055-0
03/30/2020	832168	NorthWestern Energy	General	\$ 11.10	0723056-8
03/30/2020	832168	NorthWestern Energy	General	\$ 9.04	0723057-6
03/30/2020	832168	NorthWestern Energy	General	\$ 21.73	0723058-4
03/30/2020	832168	NorthWestern Energy	General	\$ 7.86	0723090-7
03/30/2020	832168	NorthWestern Energy	General	\$ 6.10	0723162-4
03/30/2020	832168	NorthWestern Energy	General	\$ -	0723170-7
03/30/2020	832168	NorthWestern Energy	General	\$ 69.13	0789437-1
03/30/2020	832168	NorthWestern Energy	Public Safety	\$ 2,261.65	0100476-1: FIRE 1 MONTHLY ELECTRICAL SERVICE
03/30/2020	832168	NorthWestern Energy	PW Admin	\$ 136.58	1741314-7
03/30/2020	832168	NorthWestern Energy	PW Admin	\$ 13.89	Depot parking lot electricity #0698856-2
03/30/2020	832168	NorthWestern Energy	Radio	\$ 208.22	0721580-9
03/30/2020	832168	NorthWestern Energy	Street/Traffic	\$ 6.10	0723644-1
03/30/2020	832168	NorthWestern Energy	Street/Traffic	\$ 6.10	0723645-8
03/30/2020	832167	NorthWestern Energy	Street/Traffic	\$ 12,814.74	Signal Bills
03/30/2020	832168	NorthWestern Energy	Water	\$ 3,559.80	0100540-4
03/30/2020	832176	Plumb MT INC	Airport	\$ 3,064.05	Retainage Release
03/30/2020	832176	Plumb MT INC	Airport	\$ 56,529.00	Terminal Boiler Replacement Project
03/30/2020	832179	Public Utilities	Wastewater	\$ 2,633.64	111176
03/30/2020	832180	RDO Equipment	Solid Waste	\$ 462.00	Oil for Solid Waste P5976812
03/30/2020	832180	RDO Equipment	Solid Waste	\$ 506.00	Oil for the Landfill P5968112
03/30/2020	832180	RDO Equipment	Solid Waste	\$ 8,100.06	P5968012
03/30/2020	832180	RDO Equipment	Solid Waste	\$ 169.80	P5978712
03/30/2020	832193	Sanderson Stewart	Tax Increment S	\$ 11,494.83	WO 19-22 King Ave. E (Orchard to Jackson) 47742 Pmt 11
03/30/2020	832210	Terracon Consultants	General	\$ 7,152.75	work at 114 & 118 S 28th St
03/30/2020	832211	Tire-Rama	Solid Waste	\$ 996.32	1050335167
03/30/2020	832211	Tire-Rama	Solid Waste	\$ 1,225.00	Tire repairs for Solid Waste 1050334818 & 1050334945
03/30/2020	832211	Tire-Rama	Solid Waste	\$ 1,765.00	Tire repairs for Solid Waste 1050334818 & 1050334945

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/30/2020	832211	Tire-Rama	Solid Waste	\$ 176.68	Tires for Solid Waste 1050000130/131
03/30/2020	832211	Tire-Rama	Solid Waste	\$ 1,651.50	Tires for Solid Waste 1050335387
03/30/2020	832211	Tire-Rama	Solid Waste	\$ 740.50	Tires for Solid Waste 10503355559
03/30/2020	832211	Tire-Rama	Street/Traffic	\$ 5,117.00	1050334704
03/30/2020	832211	Tire-Rama	Street/Traffic	\$ 17.50	1050335060
03/30/2020	832212	Titan Machinery	Solid Waste	\$ 216.00	13689886
03/30/2020	832212	Titan Machinery	Solid Waste	\$ 1,083.93	13700203
03/30/2020	832212	Titan Machinery	Street/Traffic	\$ 4,929.10	13690426
03/30/2020	832212	Titan Machinery	Street/Traffic	\$ 139.86	13690433
03/30/2020	832212	Titan Machinery	Street/Traffic	\$ 171.31	13699346
03/30/2020	832212	Titan Machinery	Street/Traffic	\$ 2,630.87	13699346
03/30/2020	832212	Titan Machinery	Street/Traffic	\$ (106.08)	13700214
03/30/2020	832212	Titan Machinery	Street/Traffic	\$ 3,120.00	inv#13679776GP brooms for sweepers
03/30/2020	832212	Titan Machinery	Street/Traffic	\$ (180.00)	inv#13688451 credit on brooms picked up earlier
03/30/2020	832215	Town & Country Supply	Airport	\$ 12,447.96	Invoice #406571. QTA Car Rental Fuel
03/30/2020	832215	Town & Country Supply	Fleet	\$ 10,818.01	406567 PO NUM 310122
03/30/2020	832215	Town & Country Supply	Fleet	\$ 5,057.20	406726 PO NUM 310138
03/30/2020	832216	Tractor & Equipment	Solid Waste	\$ 45.15	BLCS0727240
03/30/2020	832216	Tractor & Equipment	Solid Waste	\$ 90.49	BLCS0727521
03/30/2020	832216	Tractor & Equipment	Solid Waste	\$ 20.33	Cap for Landfill BLCS0727456
03/30/2020	832216	Tractor & Equipment	Solid Waste	\$ 1,237.98	Filters for the Landfill BLCS0727040
03/30/2020	832216	Tractor & Equipment	Solid Waste	\$ 2,430.67	Parts and filters for the Landfill BLCS0727609/610
03/30/2020	832216	Tractor & Equipment	Solid Waste	\$ 41.49	Parts and filters for the Landfill BLCS0727609/610
03/30/2020	832216	Tractor & Equipment	Street/Traffic	\$ 21.40	BLCS0727457
03/30/2020	832216	Tractor & Equipment	Wastewater	\$ 7.58	BLCS0726095; O-RING FOR JACK HAMMER AND SHIPPING
03/30/2020	832216	Tractor & Equipment	Water	\$ 11.36	BLCS0726095; O-RING FOR JACK HAMMER AND SHIPPING
03/30/2020	832221	Veritiv Operating Co	Fleet	\$ 269.50	71396080 PO NUM 310139
03/30/2020	832221	Veritiv Operating Co	Solid Waste	\$ 1,155.00	71396075
03/30/2020	832221	Veritiv Operating Co	Solid Waste	\$ 1,155.00	71396075
03/30/2020	832231	Yllwstn Animal Shelter	Public Safety	\$ 22,855.58	contract 2-22-20/3-21-20

**Regular City Council Meeting**

**Meeting Date:** 04/27/2020

**TITLE:** Public Hearing - Annexation 18-06, Lot 32A, Block 1, of Amended Plat of Lot 32, Block 1, Yellowstone Meadows

**PRESENTED BY:** Monica Plecker

**Department:** Planning & Community Services

**Presentation:** Yes

**PROBLEM/ISSUE STATEMENT**

Karen and Robert Doolen, Trustee of Doolen Property trust, submitted a petition to annex land using the provisions of Section 7-2-4600, MCA. The subject property is Lot 32A, Block 1, of Amended Plat of Lot 32, Block 1, Yellowstone Meadows – Phase Two, totaling approximately 1.769 gross acres and .958 net acres more or less. The property is zoned Residential 9,600 (R-96) and is currently vacant. The parcel is located east of 58th Street West and south of Rimrock Road. The owners are requesting annexation in order to begin developing the property in the City in conformance with the existing zoning.

The property is located within the annexation petition area of the City's Limits of Annexation Map and appears to meet some of the City's criteria in its Annexation Policy. The City is able to serve the property and further analysis and discussion is provided in the Consistency with Adopted Plans and Policies section of this memo. A recommendation of approval is presented by staff. While this is a standalone parcel that will be developed initially at a very low density and is not currently directly adjacent to other property in the City, it is in an area that meets the intent of the City's Annexation Policy. There are unique challenges with the property given sanitary sewer is adjacent to the property in 58th Street West and the DEQ requires connection to municipal services when facilities are in such close proximity. Without the ability to hook up to city utilities, the parcel is unable to be developed for residential uses. The proximity of the parcel to 58th Street West and Rimrock, its "red" designation on the City's Limits of Annexation Map, and the proximity to already established residential areas were significant considerations in the staff's recommendation.

**ALTERNATIVES ANALYZED**

City Council may:

- Approve the petition, or;
- Deny the petition.

**FINANCIAL IMPACT**

Council's action on the petition to annex property has no direct impact on the Planning Division budget.

**BACKGROUND**

The subject property is 1.769 gross acres. It is located east of 58th Street West and South of Rimrock Road. It is in an area of the County that the City included in its Limits of Annexation Map for future annexation and is in close proximity to the existing city limits.

The annexation petition process is scheduled as follows:

- On September 5, 2018, the annexation petition was submitted to the Planning Division by the owner's agent. Due to a legal access issue the petition was placed on hold indefinitely. In March 2020, the property owner resolved the legal access issue in coordination with Yellowstone County. The Board of County Commissioners approved the petition for a portion of Sweetgrass Creek Road to become a public road. With this complete, the petition was processed accordingly.
- On April 27, 2020 the City Council will conduct the public hearing for the annexation and may take action on the request.
- On April 27, 2020, if the City Council approves the annexation resolution, a public hearing and first reading of an ordinance to include the property in City Council Ward IV will be conducted.
- On May 11, 2020, the City Council will conduct the second and final reading for the ordinance expanding the Ward IV boundary.

## **STAKEHOLDERS**

Annexation by petition does not require notification of adjoining landowners; however, it does require that the City Council conduct a public hearing and post the property with information on the annexation petition and public hearing. Notice of the public hearing was posted on the property on April 10 and published in the Yellowstone County News on April 10 and April 17. The Planning Division has not received any inquiries about this petition at the time this memo was prepared.

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

Although MCA, Sections 7-2-4400 through 4407 does not require a public services plan, it is the City's custom to have staff prepare a brief analysis of predicted impacts to services and facilities. The proposed annexation complies with the adopted Annexation Policy criteria as follows:

1. The area is located within the City's Annexation Petition Area on its Limits of Annexation Map.
2. The City is able to provide adequate city services within a time period mutually agreed to by the property owners requesting annexation and the City.
3. Existing or proposed public improvements within the area to be annexed will meet City standards.
4. All property owners within the area to be annexed must sign a Waiver of Right to Protest future Special Improvement Districts.
5. If annexed, any proposed land use will comply with the zoning. The property is currently zoned Residential-9600. Any development of the property would comply with the zoning regulations.

Departmental Response: City and County Departments were given the opportunity to comment on this annexation. City departments responded favorably and detailed responses are provided below. The County Public Works Department did not respond to this annexation request. The Police Department in its comments did note its concerns as additional property is annexed into the City.

- **Water:** Water is located in Rimrock Road, about 400 feet north of the subject property. Per approval of City Public Works and the Development Agreement to be executed for this property, the property will utilize a cistern for water initially until extension of the City's Water line in 58th Street West occurs.
- **Sewer:** Sewer is located in 58th Street West. The property will be served by existing facilities. No extension of services is required to service the property.
- **Storm water:** All of the storm water runoff from this property will need to meet the City of Billings requirements for storm water management. Any future development will follow the City of Billings storm water regulations.
- **Transportation:** The subject property is south of Rimrock Road, East of 58th Street West and south of Sweetgrass Creek Drive. The developer will be required to identify and mitigate all traffic impacts at the time of development review. However traffic impacts are minimal for the addition of a single family residence. Further, Yellowstone County Public Works will continue to maintain 58th Street West and Sweetgrass Creek Drive at its existing level.
- **Fire Stations:** The subject property is currently served by the Billings Fire Department through the Billings Urban Fire Service Area and the Billings Fire Department will continue to serve the property upon annexation. The Billings Fire Department stated that as this and other annexations occur, additional Fire Department resources will be needed. The nearest fire station is Station #7. Response time is estimated at 3 minutes to travel 1.58 miles.
- **Police:** The Police Department has stated there would be a need to increase staffing, changes in patrols or shifts or equipment to adequately serve the property, if annexed. Further, it was stated "continued development and annexation without commensurate resources has affected the PD's ability to deliver service."
- **Parks:** Parks, Recreation and Public Lands did not provide concerns related to the annexation.
- **School facilities:** The subject property is zoned R-9600. The School District did not provide any concerns related to the request.

**General City Services:** These are the City services that are provided to all residents and businesses in the City, such as transit, street and storm drain maintenance, and garbage collection and disposal. The service providers that responded did not object to the annexation of this property,

- **Transit:** MET services are not available in the vicinity.
- **Public Utilities:** The Public Works-- Distribution and Collection Division had no concerns with the annexation request.
- **Public Works -Street and Traffic Division:** See Transportation
- **Public Works-Solid Waste:** The Solid Waste Division had no concerns with annexing the property, but pointed out that State Law allows the property owner to choose what garbage hauler may service the property after it is in the City.

- **Ambulance Service:** The City does not provide ambulance service, however it does dictate the level of service provided by American Medical Response (AMR). By City ordinance, 90% of ambulance calls must be answered within 8 minutes. This property may be within the area of acceptable response time.
- **Legal and Finance:** General Fund services, such as the Legal and Finance Departments should not be negatively impacted by this annexation.
- **Other Departments:** City/County services including Library, Planning, and Environmental Health are only slightly affected by the annexation since they will continue to serve the property whether it is in the City or the County.

The Planning Division staff supports the annexation because the property is in the City Annexation Petition Area, has access to City services in the short term and long term, and is in an established residential area. Since sanitary sewer is provided in 58th Street West, the DEQ requires the property owner connect to public utilities. Without the annexation, the residential lot would be prevented from development. Though this is not an infill project, it is in an area identified by the City as the annexation petition area, is in close proximity to most city services and an area that will be added to the City in the long term, and is an established residential area.

## **RECOMMENDATION**

Staff recommends that the City Council conduct the public hearing and approve the Resolution annexing the subject property.

## **APPROVED BY CITY ADMINISTRATOR**

---

### **Attachments**

Resolution  
Petition and Site Exhibit

---

## RESOLUTION NO. 20 -

### A RESOLUTION APPROVING PETITION FOR ANNEXATION AND ANNEXING TERRITORY TO THE CITY.

WHEREAS, one hundred percent (100%) of the freeholders who constitute more than fifty percent (50%) of the resident freeholder electors have petitioned the City for annexation of the territory hereinafter described; and

WHEREAS, the territory was described in the Petition as required by law; and

WHEREAS, annexation of said territory would be in the best interest of the City.

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

1. TERRITORY ANNEXED. Pursuant to Petition filed as provided M.C.A., Title 7, Chapter 2, Part 46, the following territory is hereby annexed to the City of Billings:

Yellowstone Meadows – Phase Two, Lot 32A, Block 1, of Amended Plat of Lot 32, Block 1, Yellowstone Meadows – Phase Two, Recorded September 27, 2017, under Document No. 3828554, on file and of record in the Records of Yellowstone County;

Including all adjacent Right-Of-Way of Sweetgrass Creek Drive and other dedicated Right-Of-Way per said Amended Plat of Lot 32, Block 1, Yellowstone Meadows – Phase Two;

Including all adjacent Right-Of-Way and “Planting Area 1” of and along 58<sup>th</sup> Street West as depicted with Yellowstone Meadows – Phase Two, Recorded June 27,

1973, under Document No. 937803, on file and of record in the Records of  
Yellowstone County.

Containing 1.769 gross acres and 0.958 acres more or less.

(# 18-06) See Exhibit "A" Attached

2. CONDITIONS. The annexation is approved, subject to the following condition:
  - Prior to site development, a Development Agreement shall be executed between the owner(s) and the City that shall stipulate specific infrastructure improvements and right-of-way dedication, provide guarantees for said improvements, and include a Waiver of Right to Protest the Creation of Special Improvement Districts will be recorded;
3. PROCEDURE. All procedures as required under M.C.A., Title 7, Chapter 2, Part 46, have been duly and properly followed and taken.

ADOPTED AND APPROVED by the City Council of the City of Billings, Montana, on  
the 27<sup>th</sup> day of April, 2020.

CITY OF BILLINGS:

BY: \_\_\_\_\_

William A. Cole, Mayor

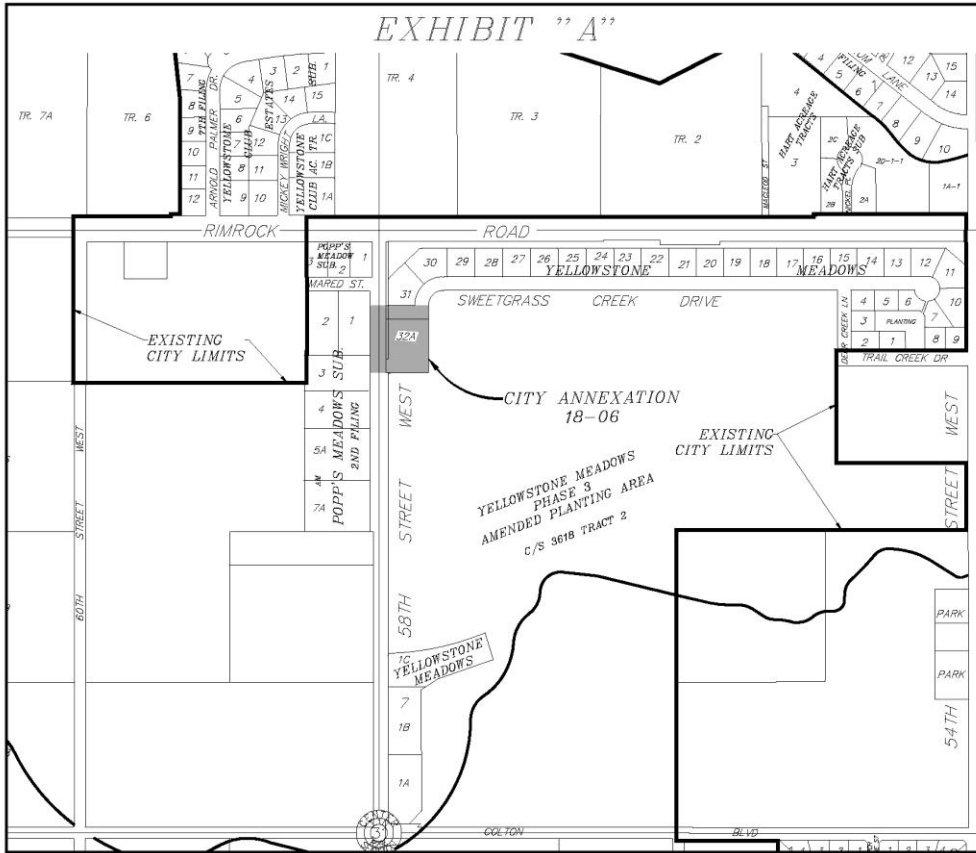
ATTEST:

BY: \_\_\_\_\_

Denise R. Bohlman, City Clerk

(AN# 18-06)

EXHIBIT "A"





# PETITION FOR ANNEXATION TO THE CITY OF BILLINGS

## NOTICE TO PETITIONER

This is a Petition to the City of Billings requesting the annexation of property to the City, pursuant to MCA Title 7, Chapter 2, Part 46. Procedures for annexation are governed by the Statutes of the State of Montana. This Petition requires the signatures of more than 50% of the Resident Freeholder Electors to be considered for annexation.

## INSTRUCTIONS

1. All items must be completed or provided. Please type or print. You may attach additional pages if more space is needed.
2. Prepare a map drawn to a scale adequate and legible to show the property requesting annexation and all other property within one-quarter (1/4) mile.

The map must show:

- a. The present and proposed boundaries of the municipality;
  - b. The present streets, major trunk water mains and sewer mains;
  - c. The zoning of the property requesting annexation and the property immediately adjacent to it.
3. The Petition should be submitted to the Planning Department, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., located on the 4<sup>th</sup> Floor at 2825 3<sup>rd</sup> Avenue North, Billings, Montana. Upon presentation, the Petition will be checked for completeness. Once accepted, the Petition will be routed to the following City Departments: Public Works, City-County Planning, Public Utilities, Fire Department, City Attorney, Police Department, Parks and Recreation Department, and the Finance Department. If the departments find no problems with the Petition, the City Clerk will schedule the Petition for City Council action.
  4. By filing the petition for annexation, the Petitioner(s) agree that only those City services which are available to the general area shall be provided to Petitioner, and that additional services as may become available to the general area shall be made available to Petitioner(s) in the same manner as said services are made available to other residents of the City. Petitioner(s) specifically waive the right to the report and plans for extension of services as provided in MCA Title 7, Chapter 2, Part 47.
  5. A description of the territory to be annexed to the City is legally described on a document attached hereto.

## RESIDENT FREEHOLDER ELECTORS

Date	Print Name	Name Signature	Address
<u>8/28/2018</u>	<u>Karen T. Doolen</u>	<u>Karen T. Doolen TEE</u>	<u>2510 meadowcreek Dr. Medford, OR 97504</u>

(continued on separate page)



**Regular City Council Meeting**

**Meeting Date:** 04/27/2020

**TITLE:** Public Hearing - Ward Boundary Expansion Ordinance First Reading - Annexation 18-06

**PRESENTED BY:** Monica Plecker

**Department:** Planning & Community Services

**Presentation:** No

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**PROBLEM/ISSUE STATEMENT**

City election ward boundaries must be adjusted to conform to city limit amendments resulting from annexation of property into the City. The City Council approved the annexation of property owned by Doolen Family Trust, Karen and Robert Doolen Trustees, at its Council meeting on April 27, 2020. The subject property is Lot 32A, Block 1, of Amended Plat of Lot 32, Block 1, Yellowstone Meadows – Phase Two, totaling approximately 1.769 gross acres and .958 net acres more or less.

This annexation requires a change in the boundaries of Ward IV. Two readings are required for this action. The first reading of the ordinance is tonight at this Council meeting, along with a public hearing, and the second reading is scheduled for May 11, 2020.

**ALTERNATIVES ANALYZED**

City Council may:

- Approve the ordinance modifying the boundary of Ward IV, or;
- Not approve the ordinance. Disapproval will not modify the boundary of Ward IV and will create a problem where property inside the City Limits is not within a City Ward.

**FINANCIAL IMPACT**

There is no budget/financial impact from this action.

**RECOMMENDATION**

Staff recommends the City Council hold a public hearing and approve this ordinance on first reading, adding recently annexed property to Ward IV.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

Ordinance

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**ORDINANCE NO. 20-\_\_\_\_\_**

AN ORDINANCE OF THE CITY OF BILLINGS, AMENDING BILLINGS MUNICIPAL CODE, CHAPTER 11, ELECTIONS, IN PARTICULAR, SECTION 11-102(c), WARD BOUNDARIES; AND CHANGING THE WARD BOUNDARIES ESTABLISHED THEREIN BY ADDING CERTAIN NEWLY ANNEXED REAL PROPERTY TO WARD IV PROVIDING FOR CERTIFICATION AND REPEALING OF ALL ORDINANCES AND RESOLUTIONS INCONSISTENT THEREWITH.

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

1. AMENDMENT. Pursuant to Billings Municipal Code, Section 11-102(c) and the State Law, Billings Municipal Code, Section 11-102(c) Ward Boundaries is hereby amended by adding to Ward IV the following described real property:

Tracts of land situated in the NW 1/4 and the NE 1/4 of Section 31, T.1N., R.25E., P.M.M., Yellowstone County, Montana, more particularly described as: Yellowstone Meadows – Phase Two, Lot 32A, Block 1, of Amended Plat of Lot 32, Block 1, Yellowstone Meadows – Phase Two, Recorded September 27, 2017, under Document No. 3828554, on file and of record in the Records of Yellowstone County;

Including all adjacent Right-Of-Way of Sweetgrass Creek Drive and other dedicated Right-Of-Way per said Amended Plat of Lot 32, Block 1, Yellowstone Meadows – Phase Two;

Including all adjacent Right-Of-Way and “Planting Area 1” of and along 58<sup>th</sup> Street West as depicted with Yellowstone Meadows – Phase Two, Recorded June 27, 1973, under Document No. 937803, on file and of record in the Records of Yellowstone County.

Containing 1.769 gross acres and 0.958 acres more or less.

(# 18-06) See Exhibit “A” Attached

2. CERTIFICATION. Pursuant to M.C.A. Section 13-3-103, the above change and alteration is hereby certified to the election administrator by the City Council, and the City Administrator or his designee is hereby directed to certify

the changes and alterations and to deliver a map showing the boundaries of the ward, the streets, avenues and alleys by name and the ward by number, to the election administrator not more than ten (10) days after the effective date of this ordinance.

3. REPEALER. All other ordinances, sections of the Billings Municipal Code and ordinances inconsistent herewith are hereby repealed.

PASSED by the City Council on the first reading this 27<sup>th</sup> day of April, 2020.

PASSED by the City Council on the second reading this 11<sup>th</sup> day of May, 2020.

THE CITY OF BILLINGS:

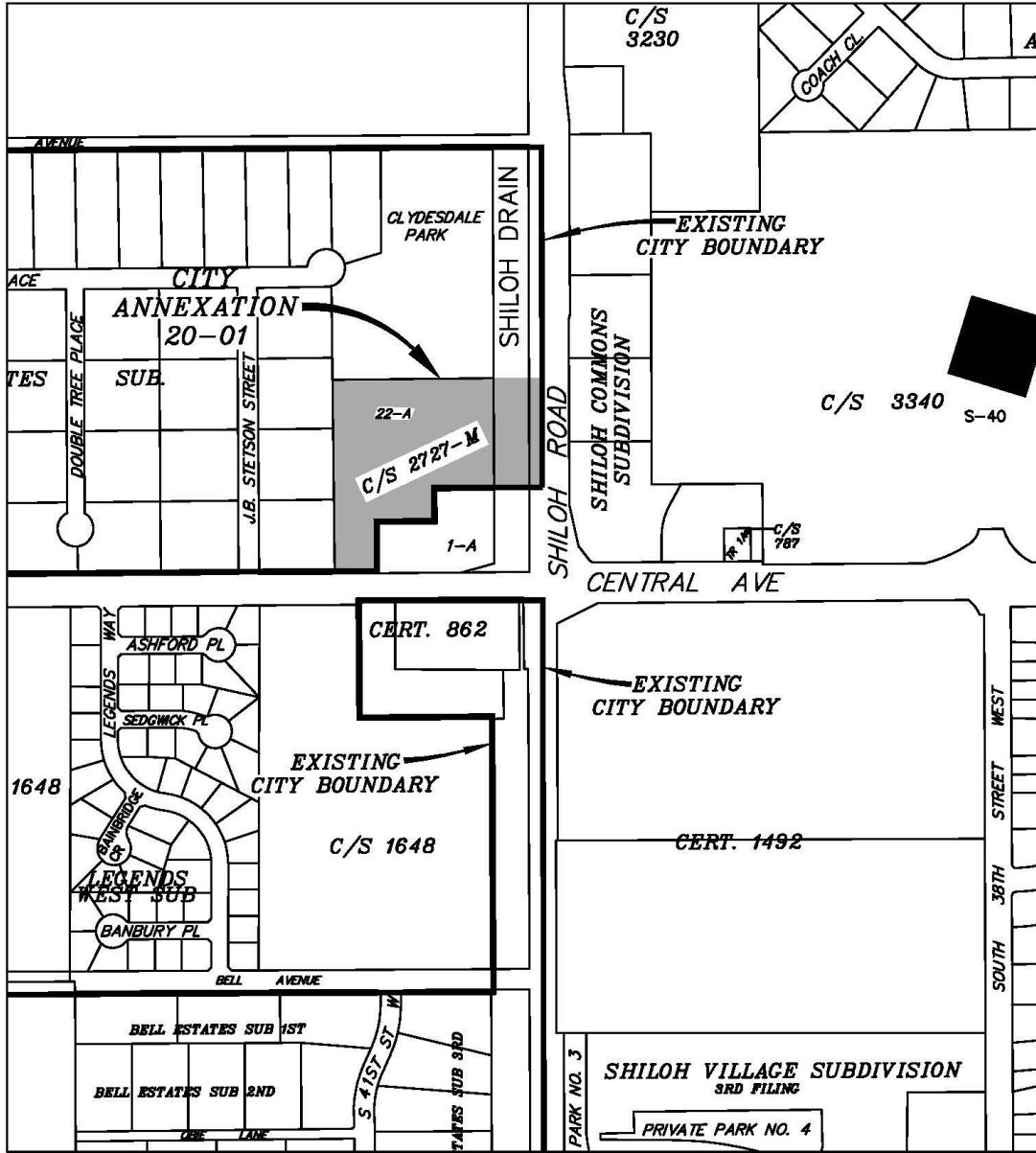
\_\_\_\_\_  
William A. Cole, MAYOR

ATTEST:

BY: \_\_\_\_\_  
Denise Bohlman, CITY CLERK

(AN 18-06)

# EXHIBIT "A"



**Regular City Council Meeting**

**Meeting Date:** 04/27/2020

**TITLE:** Development Agreement with Doolen Property Trust at 2510 Meadowcreek Drive

**PRESENTED BY:** Debi Meling

**Department:** Public Works

**Presentation:** Yes

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**PROBLEM/ISSUE STATEMENT**

City Council is being asked to consider annexing Lot 32A, Block 1 of Yellowstone Meadows Subdivision, located at 2510 Meadowcreek Drive. As a condition of annexation approval, the property owner is to enter into a development agreement with the City of Billings, outlining necessary future public improvements. The property owner has submitted the attached Development Agreement for consideration by the Council. The improvements identified in the Development Agreement include necessary future improvements to Meadowcreek Drive and 58th Street West.

**ALTERNATIVES ANALYZED**

City Council may:

- Approve the development agreement with the property owner; or
- Disapprove the development agreement. If the agreement is not approved, the responsibility for infrastructure improvements will not be clearly identified as the property owner's responsibility.

**FINANCIAL IMPACT**

There is no financial impact to the City with acceptance of this development agreement. If the agreement is not accepted, the City may become responsible for improvements instead of the developer.

**RECOMMENDATION**

Staff recommends that the City Council approve the development agreement with Doolen Property Trust.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

Development Agreement

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Return to:  
Sanderson Stewart  
1300 North Transtech Way  
Billings, MT 59102

## DEVELOPMENT AGREEMENT

**THIS DEVELOPMENT AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between DOOLEN PROPERTY TRUST, 2510 Meadowcreek Drive, Medford, Oregon, 97504 hereinafter referred to as the "OWNER," and THE CITY OF BILLINGS, MONTANA, a municipal corporation, c/o City Hall, 210 North 27th Street, Billings, Montana, 59101, hereinafter referred to as the "CITY."

**WHEREAS**, OWNER is the owner of certain real property situated in Yellowstone County, Montana, more particularly described as follows:

Lot 32A, Block 1 of Yellowstone Meadows – Phase Two, situated in the NE1/4 of Section 31, T 01N, R 25E, P.M.M., in the City of Billings, Yellowstone County, Montana hereinafter referred to as "Tract".

**WHEREAS**, OWNER has submitted to the City a Petition for Annexation to CITY for OWNER Tract; and

**WHEREAS**, OWNER desires to annex Tract to CITY; and

**WHEREAS**, CITY has approved the Petition for Annexation by Resolution No. \_\_\_\_\_ for Tract contingent that a Development Agreement be executed between CITY and OWNER to identify required off-site infrastructure improvements and guarantees of those improvements.

**NOW THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties do hereby agree as follows:

1. Sanitary Sewer. The Tract will be served by an existing sanitary sewer main in 58th Street West. OWNER will be responsible for connecting to the sanitary sewer system at the time of development and shall be responsible

for payment of CITY wastewater system development fees at the time of connection to the sanitary sewer.

2. Water. If public water is not available adjacent to OWNER Tract at the time of lot development, OWNER shall install a new minimum 2,000-gallon cistern constructed in accordance with the Certificate of Subdivision Approval EQ #18-1699 to serve the Tract. The Certificate of Subdivision Approval is on file of record in the office of the Clerk and Recorder of Yellowstone County, under Document No. 3854092.

At the time in which a public water main is constructed adjacent to Tract and the Tract is developed, the OWNER shall connect to the water main with a new water service connection and shall be responsible for payment of CITY water system development fees at the time of connection.

OWNER shall participate in the construction of the water main extension through a Special Improvement District and/or Private Contract. A Waiver of Right to Protest all future water facilities shall be executed with this agreement.

3. Storm Drain. There is no City storm drain available in the area. The OWNER will manage storm drainage in accordance with the version of the City of Billings Stormwater Management Manual adopted at the time of lot development.

OWNER shall participate in the construction of any storm drain extension through a Special Improvement District and/or Private Contract. A Waiver of Right to Protest all future storm drain facilities shall be executed with this agreement.

4. Right of Way. 58th Street West is designated as a future Collector road, which has a required right-of-way width of 74 feet. The total right-of-way width adjacent to OWNER Tract is approximately 78 feet. No additional right-of-way dedication is required by OWNER.

Sweetgrass Creek Drive is designated as a Residential Local Access road and is located within an existing 60-foot right-of-way adjacent to OWNER Tract. No additional right-of-way dedication is required by OWNER.

Street Widening. OWNER shall participate in the construction of the street improvements including, but not limited to asphalt pavement, curb and gutter, and sidewalk through a Special Improvement District and/or Private

Contract for 58<sup>th</sup> Street West and Sweetgrass Creek Drive. A Waiver of Right to Protest shall be executed with this agreement.

58th Street West is designated as a future Collector and is located within an approximately 78-foot right-of-way adjacent to OWNER Tract. It is required in the future that 58th Street West be constructed with a minimum standard width of 39-feet, back of curb to back of curb.

Sweetgrass Creek Drive is designated as a Residential Local Access and is located within a 60-foot right-of-way adjacent to OWNER Tract. It is required in the future that Sweetgrass Creek Drive be constructed with a minimum standard width of 34-feet, back of curb to back of curb.

5. Future Intersection Contributions. OWNER will not be required to make cash-in-lieu contributions toward the improvement costs associated with the future intersection improvements.
6. Other Public Improvements. For any other improvements not specifically listed in this Agreement, the CITY shall rely on the attached Waiver filed concurrently herewith, to insure the installation of any or all remaining public improvements. Said improvements shall include, but not be limited to, street construction and paving, curb, gutter, sidewalks, driveways, storm drainage, and street lighting. The attached Waiver, waiving the right to protest the creation of one or more Special Improvement Districts, by this reference is expressly incorporated herein and part hereof.
8. Compliance. Nothing herein shall be deemed to exempt the OWNER Tract from compliance with any current or future City laws, rules, regulations, or policies that are applicable to the development, redevelopment, or use of the subject property.
9. Runs with Land. The covenants, agreements, and all statements in this Agreement and in the incorporated and attached Waiver shall run with the land and shall be binding on the heirs, personal representatives, successors, and assigns of the respective parties.
10. Attorney's Fees. 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, including those fees and costs of in-house counsel.





## WAIVER OF RIGHT TO PROTEST

FOR VALUABLE CONSIDERATION, the undersigned, being the Subdivider and all of the owners of the hereinafter described real property, do hereby waive the right to protest the formation of one or more special improvement district(s) for a period of no more than twenty years from the recording of this waiver, for street light maintenance and energy, and for the construction of streets, street widening, sidewalks, survey monuments, street name signs, curb and gutter, street lights, driveways, traffic signals, and traffic control devices, parks and park maintenance, trails, sanitary sewer lines, water lines, storm drains (either within or outside the area), and other improvements incident to the above which the City of Billings may require.

This Waiver and Agreement is independent from all other agreements and is supported by sufficient independent consideration to which the undersigned are parties, and shall run with the land and shall be binding upon the undersigned, their successors and assigns, and the same shall be recorded in the office of the County Clerk and Recorder of Yellowstone County, Montana.

The real property hereinabove mentioned is more particularly described as follows:

Lot 32A, Block 1 of Yellowstone Meadows – Phase Two, situated in the NE1/4 of Section 31, T 01N, R 25E, P.M.M., in the City of Billings, Yellowstone County, Montana

“OWNER”

DOOLEN PROPERTY TRUST

By: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF MONTANA        )  
  :SS.  
County of Yellowstone    )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public in and for the State of Montana, personally appeared \_\_\_\_\_, known to me to be the person who signed the foregoing instrument as the \_\_\_\_\_ of OWNER, and who acknowledged to me that said OWNER 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: \_\_\_\_\_

**Regular City Council Meeting**

**Meeting Date:** 04/27/2020

**TITLE:** Land Purchase for Runway Protection with FAA Administrative Settlement Funds

**PRESENTED BY:** Kevin Ploehn, Director of Aviation and Transit

**Department:** Airport

**Presentation:** Yes

**PROBLEM/ISSUE STATEMENT**

The 2010 Airport Master Plan identified that additional airfield development acreage could be utilized for expanding cargo operations if the small parallel Runway 10R/28L was shifted 1,000 feet to the west. While the 1,000 foot shift could be constructed on Airport land, additional land to the west would need to be acquired to accommodate FAA required runway approach protections. In 2013, staff contacted the landowners west of the Airport, James and Kerry Vincent, to determine whether they might be amiable to the Airport buying their 60.78 acres of land. Mr. Vincent indicated that a land sale was something he thought could be worked out.

After securing two appraisals and one review appraisal, an offer was tendered to Mr. and Mrs. Vincent. However, with all of the surrounding property being recently purchased by Billings Flying Service at amounts well above appraisal amounts, the negotiations dragged on until the Airport contacted the FAA Airport District Office (ADO) to seek permission for an Administrative Settlement from the FAA. In an Administrative Settlement, the sale is evaluated and a determination made as to whether the costs of pursuing condemnation would be more than just approving an amount for the land that exceeds the appraised amount. The FAA subsequently agreed to the Administrative Settlement amount of \$759,750.

**ALTERNATIVES ANALYZED**

City Council may:

- Approve the FAA Administrative Settlement amount for the 60.78 acres that the Airport must have for runway approach protection; or
- Not approve the FAA Administrative Settlement amount and proceed with condemnation proceedings.

**FINANCIAL IMPACT**

While a typical FAA funded project is usually a 90% Airport Improvement Program (AIP) grant, and a local match of 10%, it appears that as a result of the Coronavirus Aid Relief and Economic Security (CARES) Act, the grants received this year will be issued at 100% Federal only. Subsequently, there is no financial impact to the Airport for the purchase of the needed land.

**BACKGROUND**

The 2010 Airport Master Plan identified that additional airfield development acreage could be utilized for expanding cargo operations if the small parallel Runway 10R/28L was shifted 1,000 feet to the west. While the 1,000 foot shift could be constructed on Airport land, additional land to the west would need to be acquired to accommodate the runway approach protections. In 2013, staff contacted the landowner of the parcel west of the Airport that would be impacted by the runway construction, and inquired as to whether they might be amiable to the Airport buying their land. The land owners, James and Kerry Vincent, utilize their 60.78 acre parcel for a horse pasture. Mr. Vincent indicated that a land sale was something he thought could be worked out. In 2014, the Airport approached Mr. and Mrs. Vincent for permission to start an Environmental Assessment of the property, which would be funded with an FAA AIP grant. With permission received, the Environmental Assessment was started and the final report completed and approved by the FAA in early 2016.

Following the completion of the Environmental Assessment, the Airport submitted a letter to Mr. and Mrs. Vincent formally telling them that the Airport, with financial assistance from the FAA, was interested in acquiring their 60.78 acres of property so that Runway 10R/28L could be shifted the 1,000 feet to the west. This letter also notified them that Federal funds were going to be used to assist in the land purchase. This process would follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended. Because the Airport was in amiable negotiations for the land, the FAA allowed the Airport to proceed with the construction project to shift Runway 10R/28L the 1,000 feet to the west. This project was completed in the Fall of 2017.

During late 2015 and early 2016, Billings Flying Service was working to purchase the property directly south of the Vincent parcel and directly west of the Airport. Because of the price of the purchase, the valuation of the surrounding properties, including the Vincent property were impacted. The Airport had two appraisals and a review appraisal completed to meet the City of Billings land purchase requirements. The two appraisals varied significantly, mostly because one appraiser considered the property that Billings Flying Service was buying (contingent on a zone change from Agriculture Open Space to Controlled Industrial and Public) superior (highway access) and less encumbered by the restrictions of the Airport. As a result, that appraisal came in at \$4,000 per acre and a total price of \$243,120. The second appraisal gave the Billings Flying Service property more weight and included property purchased by the City (Public Works) south of Highway 3 and west of Swords Park in which the City paid \$9,494 per acre. This appraiser gave the property an appraised value of \$10,000 per acre and a total value of \$622,900 (including \$15,086 for infrastructure and buildings). Because of the wide discrepancy in value, the review appraiser was asked to provide a technical review and a value determination report. This appraiser provided a valuation of \$562,000 for the property.

In June 2018, an offer was put forth for the review appraiser's amount. Mr. and Mrs. Vincent were not happy with the amount and enlisted the assistance of a local attorney. In 2019, Billings Flying Service purchased more land to the west of the Vincent property, again at values above the appraisal amounts. After a number of counter offers in which the Vincent's attorney referenced the purchases surrounding the Vincent's property, the Vincents settled on the amount of \$759,750, which amounted to \$12,500 per acre. Given that Billings Flying Service had purchased all of the neighboring land in the area for more per acre than what the Vincents wanted, the Airport contacted the FAA ADO to seek permission for an Administrative Settlement from the FAA. In an Administrative Settlement, the cost is evaluated and a determination made as whether the cost of pursuing condemnation would be less than just approving an amount for the land that exceeds the appraised amounts. City Attorney, Brent Brooks, assisted in providing a justification to the FAA and they subsequently agreed to the Administrative Settlement amount of \$759,750.

Besides the amount of \$759,750 for the land, Mr. and Mrs. Vincent wanted to be reimbursed for their improvements to the property, including a small horse barn, hay shed, corrals, fencing, road work, utility line installs, and a number of other items with an original value of around \$64,000. The Airport countered that these items were of little interest or value to the Airport and as compensation for those improvements, the Airport would rather provide a five-year no cost lease for the land so that the Vincents could continue to keep their horses on the property until they made other arrangements. After some additional discussions on this item, Mr. and Mrs. Vincent agreed to the five-year no cost lease in lieu of the improvement value. This will allow them time to purchase new land under 26 U.S. Code 1033, Involuntary Conversions, providing the Vincents with two years to purchase property similar or related in service or use to the property being sold to the Airport and subsequently not having to recognize any gain on the sale.

## **STAKEHOLDERS**

The stakeholders would be James and Kerry Vincent, the FAA, and the City of Billings Logan International Airport.

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

For the purchase of land, the City usually requires that Resolution No. 93-16740 be followed. In this case, since the funding is coming from the FAA through the AIP grant process, staff is requesting that the City Council waive the requirements of Resolution 93-16740 and proceed with the land purchase for this necessary Airport Runway Protection area.

## **RECOMMENDATION**

Staff recommends the City Council authorize the Mayor and/or the City Administrator authority to execute all sales documents for this Real Estate transfer at an upcoming closing.

## **APPROVED BY CITY ADMINISTRATOR**

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### **Attachments**

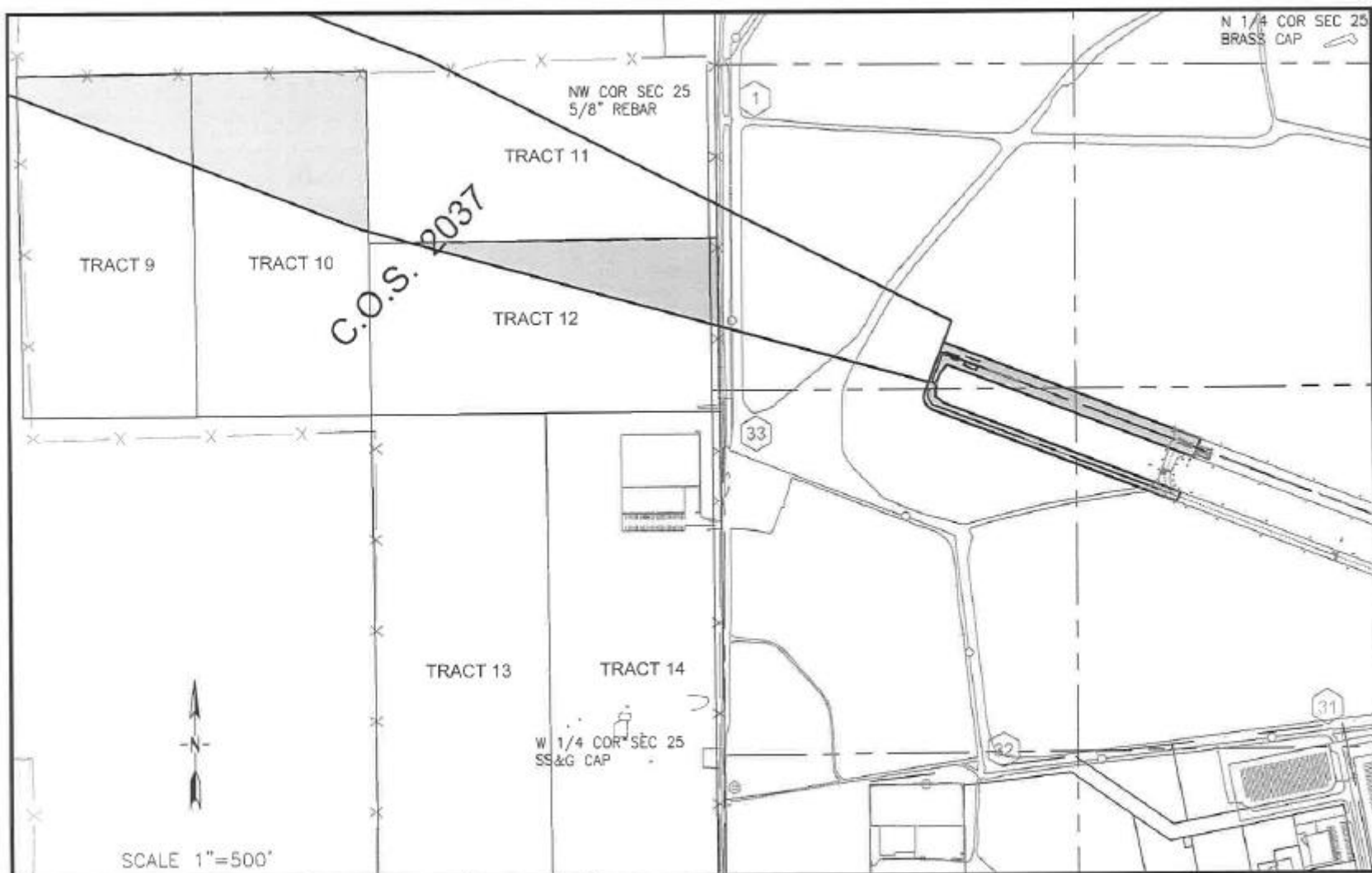





# Airport Land Purchase

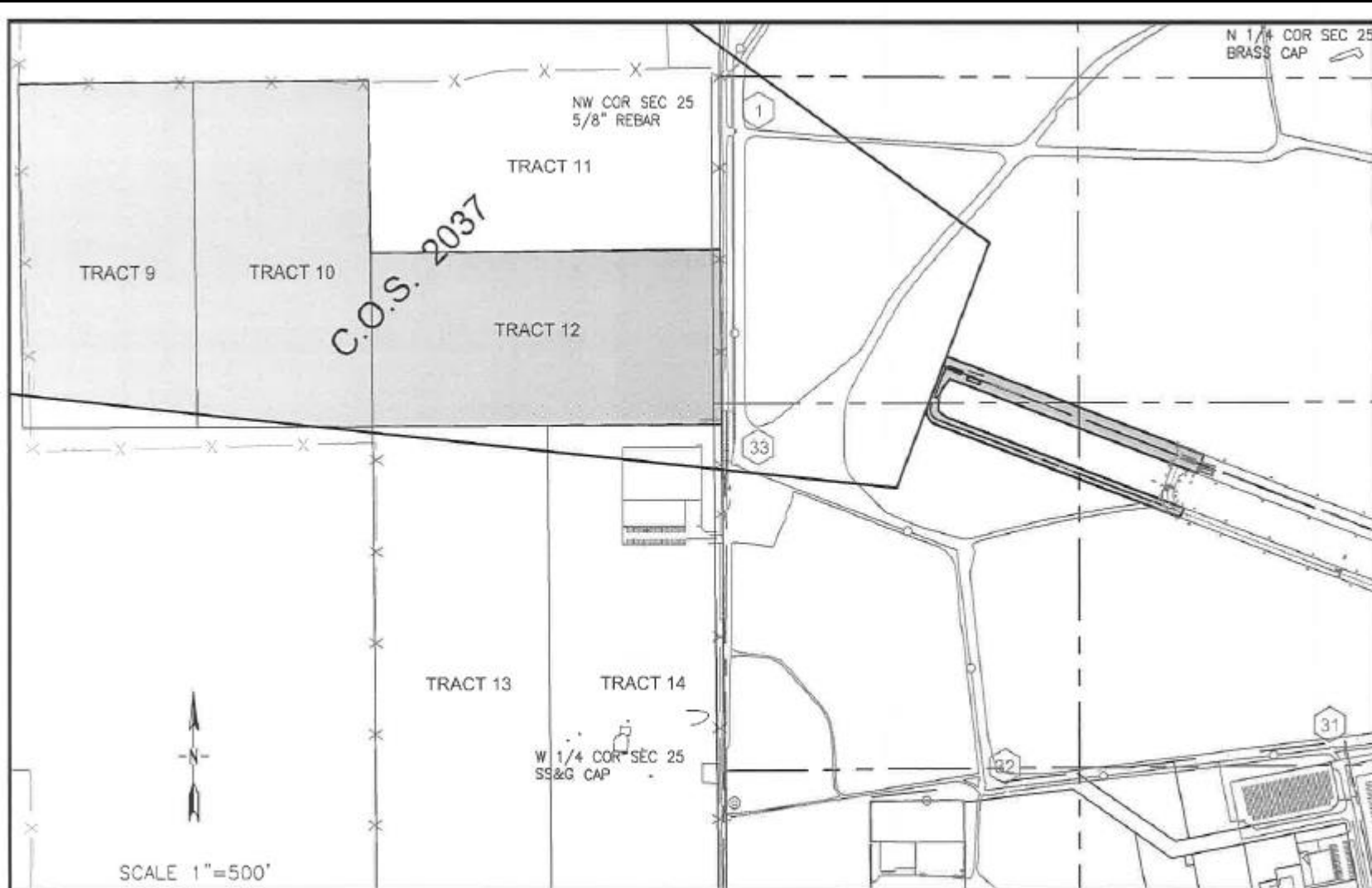
April 2020





 <p><b>Morrison Maierle</b> engineers • surveyors • planners • scientists</p> <p>316 N. 20th Street, Suite 102 Billings, MT 59101 Phone: 406.655.6000 Fax: 406.237.1201 ©2017 Morrison Maierle &amp; Partners, Inc. All rights reserved.</p>	DRAWN BY: <u>      </u> DESIGN BY: <u>      </u> APPROVED BY: <u>      </u> DATE: <u>      </u>	EXHIBIT A AVIATION AND TRANSIT DEPARTMENT - CITY OF BILLINGS MONTANA	PROJECT NO. 2447.114
	BILLINGS	APPROACH SURFACE EASEMENT FOR TRACTS 9, 10 AND 12, C.O.S. 2037	FIGURE NUMBER 1 of 2

Z:\2447.114 - 1022014CAD\B\114\APPROACH-EASING\DWG\_Plot1.dwg Plotted by kkuhn on Apr 19, 2017




**Morrison  
Maierle**  
 Engineers - Architects - Planners - Scientists

315 N. 25th Street, Suite 102  
 Billings, MT 59101  
 Phone: 406.655.8660  
 Fax: 406.237.1201  
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DRAWN BY: JDG  
 DESIGN BY: JHE  
 APPR. BY: JHE  
 DATE: 3/2017

BILLINGS    EXHIBIT A    PROJECT NO.  
 AVIATION AND TRANSIT DEPARTMENT - CITY OF BILLINGS    2447.114  
 MONTANA

DEPARTURE SURFACE EASEMENT  
 FOR TRACTS 9, 10 AND 12, C.O.S. 2037

FIGURE NUMBER  
 1 of 2

212427114 - 10001.ACAD\Fairhold\DEPARTURE-EASEMENT.dwg Plotted by JHE on April 13, 2017

**Regular City Council Meeting**

**Meeting Date:** 04/27/2020

**TITLE:** SBBURD TIF Funds for BTU Buster, LLC (Trent Currie) for Housing Development

**PRESENTED BY:** Wyeth Friday

**Department:** Planning & Community Services

**Presentation:** Yes

**PROBLEM/ISSUE STATEMENT**

The South Billings Urban Renewal Association (SBURA) Board of Directors is presenting a recommendation to the City Council for allocating tax increment finance funds from the South Billings Boulevard Tax Increment District to Trent Currie (Doing Business As - BTU Buster, LLC), for the development of property at 136 Viceroy Street and 239 Hallowell Lane. The amounts to be disbursed are not to exceed \$69,985 and \$67,976 for the development of 136 Viceroy Street and 239 Hallowell Lane, respectively.

These funds will be used to purchase and construct multi-family (duplex) housing units on two vacant parcels of land. Both properties are zoned Residential-7000, which allows single family and two-family residential development. The attached PowerPoint presentation details the project qualifications under Montana Code Annotated, the 2012 South Billings Master Plan, and the 2019 Urban Renewal Plan for the South Billings Boulevard Urban Renewal District. The PowerPoint also details the project locations, architectural drawings, total estimated costs, and qualifying reimbursable costs under MCA, Sections 7-15-4288 and 4233.

The applicant plans to begin construction this spring/summer. The SBURA Board of Directors voted to support funding of the applications at its meeting on April 7, 2020, under its authority per a Memorandum of Understanding between the City of Billings and SBURA approved by the City Council in May 2019.

**ALTERNATIVES ANALYZED**

City Council may:

- Approve the SBURA recommendation and allocate the TIF Funds for this project; or
- Disapprove the SBURA recommendation and not allocate the TIF Funds for this project.

This project is in alignment with the South Billings Boulevard Urban Renewal Plan.

**FINANCIAL IMPACT**

The request is for up to \$69,985 and \$67,976 to be reimbursed to Trent Currie for the identified work at 136 Viceroy Street and 239 Hallowell Lane, respectively (See attached Applications). The estimated total project cost for the two sites is \$687,805, making the public-to-private investment ratio 1:5, the recommended ration in the City's adopted TIF Policy. The funds are payable pending satisfactory submission of all paid invoices showing the completion of the approved and qualifying expenditures related to this project.

## **RECOMMENDATION**

The SBURA Board of Directors recommends the City Council approve reimbursements of \$69,985 and \$67,976 for residential development at 136 Viceroy Street and 239 Hallowell Lane, respectively.

## **APPROVED BY CITY ADMINISTRATOR**

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### **Attachments**

136 Viceroy Application  
Viceroy Cost Summary  
239 Hallowell Application  
Hallowell Cost Summary  
Currie Project Background and Details

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**SOUTH BILLINGS BOULEVARD TAX INCREMENT FINANCING ASSISTANCE  
APPLICATION**

Project Name: 136 Viceroy Date Submitted: 4/2/20

**APPLICANT INFORMATION**

1. Name: Trent Currie
2. Address: 23 Monroe #2 Billings MT 59101
3. Telephone Number: 406-861-7701

**PROJECT INFORMATION**

1. Building Address: 136 Viceroy
2. Legal Description: CHRYSLIS ACRES SUB, S09, T01 S, R26 E, BLOCK 1, Lot 1, 13,701 SF (04)
3. Ownership: Completed sale of property to Trent Currie expected on 4/18/20
4. Address: 23 Monroe #2 Billings MT 59101
5. If property is not owned by the Applicant, list leasehold interests (Attach evidentiary materials.)  
  
Lessor's Name: \_\_\_\_\_  
  
Lessor's Address: \_\_\_\_\_
6. Existing/Proposed Businesses: \_\_\_\_\_
7. Business Description: \_\_\_\_\_
8. Employment: Existing FTE jobs 0
9. New Permanent FTE jobs created by project \_\_\_\_\_ Construction FTE jobs 5
10. Architectural Firm: N/A

Address: \_\_\_\_\_

Representative: \_\_\_\_\_

8. Description of Project: Attached Building Plans
9. Rehabilitation/construction plans: Attached Building Plans
10. Project Schedule: Expected completion 4 months after TIF approval

### **CRITERIA FOR REVIEW**

Materials contained in TIF Assistance applications are used to assess the merits of projects in relation to the goals and objectives of the South Billings Urban Renewal Master Plan and in relation to other District development and urban renewal projects. Projects will be evaluated based on the following criteria.

1. **Relevance to the South Billings Urban Renewal Master Plan** – This document is available on SBURA’s website ([www.southbillings.org](http://www.southbillings.org)).
2. **Economic Stimulus** – The amount of economic activity to be generated by the project.
3. **Tax Generation** – The increase in taxable value due to new construction/rehabilitation as estimated by the County Assessor’s office.
4. **Employment Generation** – Total employment generated by the project assessed in terms of new permanent and part-time jobs, and construction jobs.
5. **Elimination of Blight** – The project’s direct and indirect impact on the physical and fiscal condition within the District.
6. **Special or Unique Opportunities** – The extent to which the project represents a unique opportunity, meets a special need, or addresses community goals. The provision of public space or workforce housing are examples of special and unique opportunities.
7. **Impact Assessment** – The extent of both positive and negative environmental impacts, appropriateness of the project design, and impact on existing businesses or residents.
8. **Financial Assistance** – Other forms of financing available to the Applicant i.e. lender participation and state and federal grant monies,
9. **Project Feasibility** – Demonstration of market demand for the project

10. **Developer's Ability to Perform** – Applicant's capability to undertake the relative complexities of the project based on past performance on similar or comparable projects.

11. **Timely Completion** – The feasibility of completing the project according to the Applicant's project schedule.

**PROJECT COSTS**

**Land and Site Improvements (Itemized)**

1. Equity in Land and Buildings	\$ <u>45000</u>
2.	\$ _____
3.	\$ _____
4.	\$ _____
Subtotal	\$ <u>45000</u>

**Construction/Rehabilitation Costs (or attach separate statement)**

**SEE ATTACHED**

2.	\$ _____
3.	\$ _____
4.	\$ _____
5.	\$ _____
6.	\$ _____
7.	\$ _____
8.	\$ _____
Subtotal	\$ _____

Fees

1. Architectural design/Supervision	\$ _____
-------------------------------------	----------

2. Permits _____	\$ _____
3. Other fees _____	\$ _____
Subtotal	\$ _____
Total Project Development Costs	\$ _____

**PROJECT FINANCING**

Please complete Sources of Funds detail and summarize below.

Developer Equity

Cash Invested	\$ ___20,000___
Land & Buildings	\$ ___55,000___
Other (Specify) _____	\$ _____
_____	\$ _____
Subtotal	\$ ___75,000___

Lender Commitments (Attach evidence i.e. Letters of Credit or other documentation.)

Lender Payment/Period	Loan Amount	Interest	Term	
Yellowstone Bank	\$ ___268,000___	___TBD%___	___1_yrs___	\$ _____/Month
_____	\$ _____	_____%	____yrs	\$ _____/Month
Total Loan Amount				\$ ___268,000___

**DEVELOPER STATEMENT OF QUALIFICATIONS AND FINANCIAL RESPONSIBILITY**

Applicant

1. Name: \_\_\_\_\_ Trent Currie \_\_\_\_\_

Address: \_\_\_\_\_ 23 Monroe #2 Billings MT 59101 \_\_\_\_\_

2. If the applicant is not an individual doing business under his/her own name, the applicant has the status indicated below and is organized or operating under the laws of \_\_\_\_\_.

3. The applicant is:

\_\_\_\_\_ A corporation.

\_\_\_\_\_ A nonprofit or charitable institution or corporation

\_\_\_\_\_ A partnership known as \_\_\_\_\_

\_\_\_\_\_ Other (explain): \_\_\_\_\_

Date of organization: \_\_\_\_\_

4. Names, address, title of position (if any), and nature and extent of the interest of the officers and principal members, principal shareholders, investors, or partners of the applicant.

Name and Address

Nature and Extent of Interest

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Financial Condition

1. Provide a current financial statement for each private entity involved in the project.  
Documentation of financial capacity may include net worth statements, balance sheets, or profit and loss statements.

2. Has the applicant or any individual or entity affiliated with the development of this project been adjudged bankrupt, either voluntary or involuntary, within the past ten years?  
No  Yes  If yes, give date, place, and under what name:

---

3. Has the applicant or any individual or entity affiliated with the development of this project been indicted for or convicted of any felony within the past ten years:  
No  Yes  If yes, give date, charge, place, court and action taken for each case.

---

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### CONSTRUCTION CONTRACTOR

1. Identify the construction contractor or builder who will undertake this project.

Name:  BTU Buster- Trent Currie \_\_\_\_\_

Address:  23 Monroe #2 Billings MT 59101 \_\_\_\_\_

2. Has such contractor of builder ever failed to qualify as a responsible bidder, refused to enter into a contract after an award has been made, or failed to complete a construction or development contract within the last ten years?

No  Yes  If yes, explain.

---

**CERTIFICATION**

I (we), \_\_\_\_\_Trent Currie\_\_\_\_\_ (please print), certify that the statements and estimates within this Application as well as any and all documentation submitted as attachments to this Application or under separate cover are true and correct to the best of my (our) knowledge and belief.

Signature Trent Currie

Signature \_\_\_\_\_

Title Developer

Title \_\_\_\_\_

Address 23 Monroe #2 Billings MT 59101

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date 4/2/20

Date \_\_\_\_\_

Detail of Costs Eligible for Tax Increment Financing- 136 Viceroy  
 Title 7. Local Government  
 Chapter 15. Housing & Construction  
 Part 42. Urban Renewal

Section 7-15-4288 (1): Land acquisition

Section 7-15-4288 (4): The acquisition, construction and improvement of public improvements or infrastructure, including streets, roads, curbs, gutter, sidewalks, pedestrian malls, alleys, parking lots and offstreet parking facilities, sewers, sewer lines, sewage treatment facilities, storm sewers, waterlines, waterways, water treatment facilities, natural gas lines, electrical lines, telecommunication lines, rail lines, rail spurs, bridges, publicly owned buildings and any public improvements authorized by 7-12-41 to 45, 7-13-42 to 43 and 7-14-47.

Section 7-15-4233 (i): ... to improve, clear, or prepare for redevelopment any real or personal property in an urban renewal area.

TASK	FIXED COST	Montana Code		
		Section 4288 (1)	Section 4288 (4)	Section 4233 (i)
<b>GENERAL REQUIREMENTS</b>				
Plans & Specifications	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Plan Review	352.00	-	-	352.00
Permits: Zoning, Building, Environmental, Other	2,400.00	-	-	2,400.00
Financing Costs	5,800.00	-	-	-
Engineering Fees	1,000.00	-	-	1,000.00
Other	1,000.00	-	-	-
Land	55,000.00	55,000.00	-	-
Estimated Closing Costs	397.00	-	-	-
	<u>67,449.00</u>	<u>55,000.00</u>	<u>-</u>	<u>5,252.00</u>
<b>SITE PREP</b>				
Dust control, Surface Protection	350.00	-	-	-
Dumpster & Removal	500.00	-	-	-
Clear Lot	200.00	-	-	200.00
Portable Toilet	250.00	-	-	-
Temporary Power	500.00	-	-	-
Tool/Equipment Rental	500.00	-	-	-
Other	-	-	-	-
	<u>2,300.00</u>	<u>-</u>	<u>-</u>	<u>200.00</u>
<b>ON-SITE WATER/SEWER</b>				
Soil & Perc Tests	500.00	-	-	500.00
	<u>500.00</u>	<u>-</u>	<u>-</u>	<u>500.00</u>
<b>UTILITIES</b>				
Town Water: Tap Fees & Hookup	650.00	-	650.00	-
Gas: Permit, Connection Fee, Installation	500.00	-	500.00	-
Other	-	-	-	-
	<u>1,150.00</u>	<u>-</u>	<u>1,150.00</u>	<u>-</u>
<b>EXCAVATION &amp; EARTHWORK</b>				
Removal of Stone/Dirt	3,500.00	-	-	3,500.00
Foundation Excavation	13,500.00	-	-	-
Foundation Footing Drains	2,000.00	-	-	-
Backfill	3,500.00	-	-	-
Compaction	500.00	-	-	500.00
Finish Grading	500.00	-	-	500.00

Detail of Costs Eligible for Tax Increment Financing- 136 Viceroy  
 Title 7. Local Government  
 Chapter 15. Housing & Construction  
 Part 42. Urban Renewal

Section 7-15-4288 (1): Land acquisition

Section 7-15-4288 (4): The acquisition, construction and improvement of public improvements or infrastructure, including streets, roads, curbs, gutter, sidewalks, pedestrian malls, alleys, parking lots and offstreet parking facilities, sewers, sewer lines, sewage treatment facilities, storm sewers, waterlines, waterways, water treatment facilities, natural gas lines, electrical lines, telecommunication lines, rail lines, rail spurs, bridges, publicly owned buildings and any public improvements authorized by 7-12-41 to 45, 7-13-42 to 43 and 7-14-47.

Section 7-15-4233 (i): ... to improve, clear, or prepare for redevelopment any real or personal property in an urban renewal area.

	FIXED COST	Montana Code		
		Section 4288 (1)	Section 4288 (4)	Section 4233 (i)
Other	23,500.00	-	-	4,500.00
<b>FOUNDATION</b>				
Footings/Pads	1,813.00	-	-	-
Foundation walls/stem walls/grade beams	2,338.00	-	-	-
Slabs - Foundation, Basement, Garage	12,728.00	-	-	-
Steel Reinforcing	1,200.00	-	-	-
Anchor Bolts, Hold Downs	501.00	-	-	-
Sub-Slab Vapor Barrier	900.00	-	-	-
Crawlspace Vapor Barrier	450.00	-	-	-
Damproofing, Water-proofing	600.00	-	-	-
Foundation Insulation	1,050.00	-	-	-
Sidewalk /Curb & Gutter	10,990.00	-	-	10,990.00
Other		-	-	-
	32,570.00	-	-	10,990.00
<b>OTHER MASONRY/PAVING</b>				
Other	-	-	-	-
	-	-	-	-
<b>ROUGH FRAMING</b>				
Sill & Seal	200.00	-	-	-
Floor Framing	3,310.40	-	-	-
Exterior & Interior Walls, Rough Stairs	13,200.00	-	-	-
Roof Framing/Trusses	3,600.00	-	-	-
Rough Framing - Labor Only	16,800.00	-	-	-
Other		-	-	-
	37,110.40	-	-	-
<b>EXTERIOR</b>				
Weather Barrier (Tyvek, etc.)	450.00	-	-	-
Membrane & Flashing	690.00	-	-	-
Vinyl or Composite Siding	17,100.00	-	-	-
Soffit/Gable Vents	1,100.00	-	-	-
Asphalt Roofing	4,260.00	-	-	-
Exterior Paint, Stain, Caulk	7,200.00	-	-	-

Detail of Costs Eligible for Tax Increment Financing- 136 Viceroy  
 Title 7. Local Government  
 Chapter 15. Housing & Construction  
 Part 42. Urban Renewal

Section 7-15-4288 (1): Land acquisition

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Section 7-15-4233 (i): ... to improve, clear, or prepare for redevelopment any real or personal property in an urban renewal area.

	FIXED COST	Montana Code		
		Section 4288 (1)	Section 4288 (4)	Section 4233 (i)
Other		-	-	-
	30,800.00	-	-	-
<b>WINDOWS/EXTERIOR DOORS</b>				
Exterior doors, prehung	3,200.00	-	-	-
Locksets, knobs, door hardware	290.00	-	-	-
Windows	2,880.00	-	-	-
Garage Doors & Opener	3,500.00	-	-	-
Other		-	-	-
	9,870.00	-	-	-
<b>PLUMBING</b>				
Drain/Waste/Vent	13,965.00	-	-	-
Water Heater	2,500.00	-	-	-
Fixtures: Toilets, Tubs, Sinks, Showers	6,700.00	-	-	-
Disposal	300.00	-	-	-
Other		-	-	-
	23,465.00	-	-	-
<b>ELECTRICAL</b>				
Service, Panel, Sub-Panels	14,400.00	-	-	-
Lighting Fixtures	1,100.00	-	-	-
Other		-	-	-
	15,500.00	-	-	-
<b>HVAC</b>				
Furnace/Heat Pump	17,500.00	-	-	-
HVAC Controls	450.00	-	-	-
Other		-	-	-
	17,950.00	-	-	-
<b>INSULATION &amp; AIR-SEALING</b>				
Roof/Attic Insulation	2,200.00	-	-	-
Wall Cavity Insulation	3,840.00	-	-	-
Energy Diagnostics (Blower Door, Infrared)	300.00	-	-	-
Other		-	-	-
	6,340.00	-	-	-

Detail of Costs Eligible for Tax Increment Financing- 136 Viceroy  
 Title 7. Local Government  
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 Part 42. Urban Renewal

Section 7-15-4288 (1): Land acquisition

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Section 7-15-4233 (i): ... to improve, clear, or prepare for redevelopment any real or personal property in an urban renewal area.

	FIXED COST	Montana Code		
		Section 4288 (1)	Section 4288 (4)	Section 4233 (i)
<b>DRYWALL/PLASTER</b>				
Walls	4,850.00	-	-	-
Drywall Labor Only	4,850.00	-	-	-
Other	-	-	-	-
	<u>9,700.00</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>INTERIOR FINISH</b>				
Interior Doors, prehung	3,600.00	-	-	-
Door knobs, hardware	450.00	-	-	-
Chair Rail, Other	320.00	-	-	-
Built-in Shelving, Cabinets	950.00	-	-	-
Interior Painting, Staining	7,200.00	-	-	-
Carpeting	9,600.00	-	-	-
Trim	3,000.00	-	-	-
Interior Carpentry Labor Only	-	-	-	-
	<u>25,120.00</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>KITCHEN &amp; BATH</b>				
Kitchen Cabinets	3,200.00	-	-	-
Bath Cabinets	2,000.00	-	-	-
Cabinet Pulls, Hardware	300.00	-	-	-
Countertop, Backsplash	3,200.00	-	-	-
Mirrors	300.00	-	-	-
Towel hangers, toilet paper holders, accessories	200.00	-	-	-
Other	-	-	-	-
	<u>9,200.00</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>PORCHES &amp; DECKS</b>				
Open Porch	4,500.00	-	-	-
Fencing	3,750.00	-	-	-
Landscaping	23,150.00	-	-	23,150.00
Other	-	-	-	-
	<u>31,400.00</u>	<u>-</u>	<u>-</u>	<u>23,150.00</u>
<b>APPLIANCES</b>				
Other	6,000.00	-	-	-
	<u>6,000.00</u>	<u>-</u>	<u>-</u>	<u>-</u>

**Detail of Costs Eligible for Tax Increment Financing- 136 Viceroy**  
**Title 7. Local Government**  
**Chapter 15. Housing & Construction**  
**Part 42. Urban Renewal**

Section 7-15-4288 (1): Land acquisition

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	FIXED COST	Montana Code		
		Section 4288 (1)	Section 4288 (4)	Section 4233 (i)
	6,000.00	-	-	-
<b>TOTAL PRIVATE INVESTMENT</b>	<b>\$ 349,924.40</b>	<b>\$ 55,000.00</b>	<b>\$ 1,150.00</b>	<b>\$ 44,592.00</b>
<b>MAXIMUM PUBLIC ASSISTANCE (20%)</b>	<b>\$ 69,984.88</b>			
<b>ELIGIBLE COSTS</b>	<b>\$ 100,742.00</b>			

**SOUTH BILLINGS BOULEVARD TAX INCREMENT FINANCING ASSISTANCE  
APPLICATION**

Project Name: 239 Hallowell Date Submitted: 4/2/20

**APPLICANT INFORMATION**

1. Name: Trent Currie
2. Address: 23 Monroe #2 Billings MT 59101
3. Telephone Number: 406-861-7701

**PROJECT INFORMATION**

1. Building Address: 239 Hallowell
2. Legal Description: CHRYSLIS ACRES SUB, S09, T01 S, R26 E, BLOCK 1, Lot 1, 13,701 SF (04)
3. Ownership: Completed sale of property to Trent Currie expected on 4/18/20
4. Address: 23 Monroe #2 Billings MT 59101
5. If property is not owned by the Applicant, list leasehold interests (Attach evidentiary materials.)  
  
Lessor's Name: \_\_\_\_\_  
  
Lessor's Address: \_\_\_\_\_
6. Existing/Proposed Businesses: \_\_\_\_\_
7. Business Description: \_\_\_\_\_
8. Employment: Existing FTE jobs 0
9. New Permanent FTE jobs created by project \_\_\_\_\_ Construction FTE jobs 5
10. Architectural Firm: N/A

Address: \_\_\_\_\_

Representative: \_\_\_\_\_

8. Description of Project: Attached Building Plans
9. Rehabilitation/construction plans: Attached Building Plans
10. Project Schedule: Expected completion 4 months after TIF approval

### **CRITERIA FOR REVIEW**

Materials contained in TIF Assistance applications are used to assess the merits of projects in relation to the goals and objectives of the South Billings Urban Renewal Master Plan and in relation to other District development and urban renewal projects. Projects will be evaluated based on the following criteria.

1. **Relevance to the South Billings Urban Renewal Master Plan** – This document is available on SBURA’s website ([www.southbillings.org](http://www.southbillings.org)).
2. **Economic Stimulus** – The amount of economic activity to be generated by the project.
3. **Tax Generation** – The increase in taxable value due to new construction/rehabilitation as estimated by the County Assessor’s office.
4. **Employment Generation** – Total employment generated by the project assessed in terms of new permanent and part-time jobs, and construction jobs.
5. **Elimination of Blight** – The project’s direct and indirect impact on the physical and fiscal condition within the District.
6. **Special or Unique Opportunities** – The extent to which the project represents a unique opportunity, meets a special need, or addresses community goals. The provision of public space or workforce housing are examples of special and unique opportunities.
7. **Impact Assessment** – The extent of both positive and negative environmental impacts, appropriateness of the project design, and impact on existing businesses or residents.
8. **Financial Assistance** – Other forms of financing available to the Applicant i.e. lender participation and state and federal grant monies,
9. **Project Feasibility** – Demonstration of market demand for the project

10. **Developer's Ability to Perform** – Applicant's capability to undertake the relative complexities of the project based on past performance on similar or comparable projects.

11. **Timely Completion** – The feasibility of completing the project according to the Applicant's project schedule.

**PROJECT COSTS**

**Land and Site Improvements (Itemized)**

1. Equity in Land and Buildings	\$ <u>45000</u>
2.	\$ _____
3.	\$ _____
4.	\$ _____
Subtotal	\$ <u>45000</u>

**Construction/Rehabilitation Costs (or attach separate statement)**

**SEE ATTACHED**

2.	\$ _____
3.	\$ _____
4.	\$ _____
5.	\$ _____
6.	\$ _____
7.	\$ _____
8.	\$ _____
Subtotal	\$ _____

Fees

1. Architectural design/Supervision	\$ _____
-------------------------------------	----------

2. Permits _____	\$ _____
3. Other fees _____	\$ _____
Subtotal	\$ _____
Total Project Development Costs	\$ _____

**PROJECT FINANCING**

Please complete Sources of Funds detail and summarize below.

Developer Equity

Cash Invested	\$ ___ 30,000 _____
Land & Buildings	\$ ___ 45,000 _____
Other (Specify) _____	\$ _____
_____	\$ _____
Subtotal	\$ ___ 75,000 _____

Lender Commitments (Attach evidence i.e. Letters of Credit or other documentation.)

Lender Payment/Period	Loan Amount	Interest	Term	
Yellowstone Bank	\$ ___ 268,000 ___	___ TBD% ___	___ 1 yrs	\$ _____/Month
_____ CLDI _____	\$ ___ 45,000 ___	___ 0 ___ %	___ 3/4 yrs	\$ _____/Month
Total Loan Amount				\$ ___ 313,000 _____

**DEVELOPER STATEMENT OF QUALIFICATIONS AND FINANCIAL RESPONSIBILITY**

Applicant

1. Name: \_\_\_\_\_ Trent Currie \_\_\_\_\_

Address: \_\_\_\_\_ 23 Monroe #2 Billings MT 59101 \_\_\_\_\_

2. If the applicant is not an individual doing business under his/her own name, the applicant has the status indicated below and is organized or operating under the laws of \_\_\_\_\_.

3. The applicant is:

\_\_\_\_\_ A corporation.

\_\_\_\_\_ A nonprofit or charitable institution or corporation

\_\_\_\_\_ A partnership known as \_\_\_\_\_

\_\_\_\_\_ Other (explain): \_\_\_\_\_

Date of organization: \_\_\_\_\_

4. Names, address, title of position (if any), and nature and extent of the interest of the officers and principal members, principal shareholders, investors, or partners of the applicant.

Name and Address

Nature and Extent of Interest

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Financial Condition

1. Provide a current financial statement for each private entity involved in the project. Documentation of financial capacity may include net worth statements, balance sheets, or profit and loss statements.

2. Has the applicant or any individual or entity affiliated with the development of this project been adjudged bankrupt, either voluntary or involuntary, within the past ten years?  
No  Yes  If yes, give date, place, and under what name:

---

3. Has the applicant or any individual or entity affiliated with the development of this project been indicted for or convicted of any felony within the past ten years:  
No  Yes  If yes, give date, charge, place, court and action taken for each case.

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### CONSTRUCTION CONTRACTOR

1. Identify the construction contractor or builder who will undertake this project.

Name:  BTU Buster- Trent Currie \_\_\_\_\_

Address:  23 Monroe #2 Billings MT 59101 \_\_\_\_\_

2. Has such contractor of builder ever failed to qualify as a responsible bidder, refused to enter into a contract after an award has been made, or failed to complete a construction or development contract within the last ten years?

No  Yes  If yes, explain.

---

**CERTIFICATION**

I (we), \_\_\_\_\_Trent Currie\_\_\_\_\_ (please print), certify that the statements and estimates within this Application as well as any and all documentation submitted as attachments to this Application or under separate cover are true and correct to the best of my (our) knowledge and belief.

Signature Trent Currie

Signature \_\_\_\_\_

Title Developer

Title \_\_\_\_\_

Address 23 Monroe #2 Billings MT 59101

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date 4/2/20

Date \_\_\_\_\_

Detail of Costs Eligible for Tax Increment Financing- 239 Hallowell Lane  
 Title 7. Local Government  
 Chapter 15. Housing & Construction  
 Part 42. Urban Renewal

Section 7-15-4288 (1): Land acquisition

Section 7-15-4288 (4): The acquisition, construction and improvement of public improvements or infrastructure, including streets, roads, curbs, gutter, sidewalks, pedestrian malls, alleys, parking lots and offstreet parking facilities, sewers, sewer lines, sewage treatment facilities, storm sewers, waterlines, waterways, water treatment facilities, natural gas lines, electrical lines, telecommunication lines, rail lines, rail spurs, bridges, publicly owned buildings and any public improvements authorized by 7-12-41 to 45, 7-13-42 to 43 and 7-14-47.

Section 7-15-4233 (i): ... to improve, clear, or prepare for redevelopment any real or personal property in an urban renewal area.

TASK	FIXED COST	Montana Code		
		Section 4288 (1)	Section 4288 (4)	Section 4233 (i)
<b>GENERAL REQUIREMENTS</b>				
Plans & Specifications	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Plan Review	352.00	-	-	352.00
Permits: Zoning, Building, Environmental, Other	2,400.00	-	-	2,400.00
Financing Costs	5,800.00	-	-	-
Engineering Fees	1,000.00	-	-	1,000.00
Other	1,000.00	-	-	-
Land	45,000.00	45,000.00	-	-
Estimated Closing Costs	353.00	-	-	-
	<u>57,405.00</u>	<u>45,000.00</u>	<u>-</u>	<u>5,252.00</u>
<b>SITE PREP</b>				
Dust control, Surface Protection	350.00	-	-	-
Dumpster & Removal	500.00	-	-	-
Clear Lot	200.00	-	-	200.00
Portable Toilet	250.00	-	-	-
Temporary Power	500.00	-	-	-
Tool/Equipment Rental	500.00	-	-	-
Other	-	-	-	-
	<u>2,300.00</u>	<u>-</u>	<u>-</u>	<u>200.00</u>
<b>ON-SITE WATER/SEWER</b>				
Soil & Perc Tests	500.00	-	-	500.00
Other	-	-	-	-
	<u>500.00</u>	<u>-</u>	<u>-</u>	<u>500.00</u>
<b>UTILITIES</b>				
Town Water: Tap Fees & Hookup	650.00	-	650.00	-
Gas: Permit, Connection Fee, Installation	500.00	-	500.00	-
Other	-	-	-	-
	<u>1,150.00</u>	<u>-</u>	<u>1,150.00</u>	<u>-</u>
<b>EXCAVATION &amp; EARTHWORK</b>				
Removal of Stone/Dirt	3,500.00	-	-	3,500.00
Foundation Excavation	13,500.00	-	-	-
Foundation Footing Drains	2,000.00	-	-	-
Backfill	3,500.00	-	-	-

Detail of Costs Eligible for Tax Increment Financing- 239 Hallowell Lane  
 Title 7. Local Government  
 Chapter 15. Housing & Construction  
 Part 42. Urban Renewal

Section 7-15-4288 (1): Land acquisition

Section 7-15-4288 (4): The acquisition, construction and improvement of public improvements or infrastructure, including streets, roads, curbs, gutter, sidewalks, pedestrian malls, alleys, parking lots and offstreet parking facilities, sewers, sewer lines, sewage treatment facilities, storm sewers, waterlines, waterways, water treatment facilities, natural gas lines, electrical lines, telecommunication lines, rail lines, rail spurs, bridges, publicly owned buildings and any public improvements authorized by 7-12-41 to 45, 7-13-42 to 43 and 7-14-47.

Section 7-15-4233 (i): ... to improve, clear, or prepare for redevelopment any real or personal property in an urban renewal area.

	FIXED COST	Montana Code		
		Section 4288 (1)	Section 4288 (4)	Section 4233 (i)
Compaction	500.00	-	-	500.00
Finish Grading	500.00	-	-	500.00
Other	-	-	-	-
	<u>23,500.00</u>	-	-	<u>4,500.00</u>
<b>FOUNDATION</b>				
Footings/Pads	1,813.00	-	-	-
Foundation walls/stem walls/grade beams	2,338.00	-	-	-
Slabs - Foundation, Basement, Garage	12,728.00	-	-	-
Steel Reinforcing	1,200.00	-	-	-
Anchor Bolts, Hold Downs	501.00	-	-	-
Sub-Slab Vapor Barrier	900.00	-	-	-
Crawlspace Vapor Barrier	450.00	-	-	-
Damproofing, Water-proofing	600.00	-	-	-
Foundation Insulation	1,050.00	-	-	-
Sidewalk /Curb & Gutter	10,990.00	-	-	10,990.00
Other	-	-	-	-
	<u>32,570.00</u>	-	-	<u>10,990.00</u>
<b>OTHER MASONRY/PAVING</b>				
Other	-	-	-	-
	<u>-</u>	-	-	<u>-</u>
<b>ROUGH FRAMING</b>				
Sill & Seal	200.00	-	-	-
Floor Framing	3,310.40	-	-	-
Exterior & Interior Walls, Rough Stairs	13,200.00	-	-	-
Roof Framing/Trusses	3,600.00	-	-	-
Rough Framing - Labor Only	16,800.00	-	-	-
Other	-	-	-	-
	<u>37,110.40</u>	-	-	<u>-</u>
<b>EXTERIOR</b>				
Weather Barrier (Tyvek, etc.)	450.00	-	-	-
Membrance & Flashing	690.00	-	-	-
Vinyl or Composite Siding	17,100.00	-	-	-
Soffit/Gable Vents	1,100.00	-	-	-

Detail of Costs Eligible for Tax Increment Financing- 239 Hallowell Lane  
 Title 7. Local Government  
 Chapter 15. Housing & Construction  
 Part 42. Urban Renewal

Section 7-15-4288 (1): Land acquisition

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Section 7-15-4233 (i): ... to improve, clear, or prepare for redevelopment any real or personal property in an urban renewal area.

	FIXED COST	Montana Code		
		Section 4288 (1)	Section 4288 (4)	Section 4233 (i)
Asphalt Roofing	4,260.00	-	-	-
Exterior Paint, Stain, Caulk	7,200.00	-	-	-
Other		-	-	-
	<b>30,800.00</b>	-	-	-
<b>WINDOWS/EXTERIOR DOORS</b>				
Exterior doors, prehung	3,200.00	-	-	-
Locksets, knobs, door hardware	290.00	-	-	-
Windows	2,880.00	-	-	-
Garage Doors & Opener	3,500.00	-	-	-
Other		-	-	-
	<b>9,870.00</b>	-	-	-
<b>PLUMBING</b>				
Drain/Waste/Vent	13,965.00	-	-	-
Water Heater	2,500.00	-	-	-
Fixtures: Toilets, Tubs, Sinks, Showers	6,700.00	-	-	-
Disposal	300.00	-	-	-
Other		-	-	-
	<b>23,465.00</b>	-	-	-
<b>ELECTRICAL</b>				
Service, Panel, Sub-Panels	14,400.00	-	-	-
Lighting Fixtures	1,100.00	-	-	-
Other		-	-	-
	<b>15,500.00</b>	-	-	-
<b>HVAC</b>				
Furnace/Heat Pump	17,500.00	-	-	-
HVAC Controls	450.00	-	-	-
Other		-	-	-
	<b>17,950.00</b>	-	-	-
<b>INSULATION &amp; AIR-SEALING</b>				
Roof/Attic Insulation	2,200.00	-	-	-
Wall Cavity Insulation	3,840.00	-	-	-
Energy Diagnostics (Blower Door, Infrared)	300.00	-	-	-

Detail of Costs Eligible for Tax Increment Financing- 239 Hallowell Lane  
 Title 7. Local Government  
 Chapter 15. Housing & Construction  
 Part 42. Urban Renewal

Section 7-15-4288 (1): Land acquisition

Section 7-15-4288 (4): The acquisition, construction and improvement of public improvements or infrastructure, including streets, roads, curbs, gutter, sidewalks, pedestrian malls, alleys, parking lots and offstreet parking facilities, sewers, sewer lines, sewage treatment facilities, storm sewers, waterlines, waterways, water treatment facilities, natural gas lines, electrical lines, telecommunication lines, rail lines, rail spurs, bridges, publicly owned buildings and any public improvements authorized by 7-12-41 to 45, 7-13-42 to 43 and 7-14-47.

Section 7-15-4233 (i): ... to improve, clear, or prepare for redevelopment any real or personal property in an urban renewal area.

	FIXED COST	Montana Code		
		Section 4288 (1)	Section 4288 (4)	Section 4233 (i)
Other	6,340.00	-	-	-
<b>DRYWALL/PLASTER</b>				
Walls	4,850.00	-	-	-
Drywall Labor Only	4,850.00	-	-	-
Other	9,700.00	-	-	-
<b>INTERIOR FINISH</b>				
Interior Doors, prehung	3,600.00	-	-	-
Door knobs, hardware	450.00	-	-	-
Chair Rail, Other	320.00	-	-	-
Built-in Shelving, Cabinets	950.00	-	-	-
Interior Painting, Staining	7,200.00	-	-	-
Carpeting	9,600.00	-	-	-
Trim	3,000.00	-	-	-
Interior Carpentry Labor Only	25,120.00	-	-	-
<b>KITCHEN &amp; BATH</b>				
Kitchen Cabinets	3,200.00	-	-	-
Bath Cabinets	2,000.00	-	-	-
Cabinet Pulls, Hardware	300.00	-	-	-
Countertop, Backsplash	3,200.00	-	-	-
Mirrors	300.00	-	-	-
Towel hangers, toilet paper holders, accessories	200.00	-	-	-
Other	9,200.00	-	-	-
<b>PORCHES &amp; DECKS</b>				
Open Porch	4,500.00	-	-	-
Fencing	3,750.00	-	-	-
Landscaping	23,150.00	-	-	23,150.00
Other	31,400.00	-	-	23,150.00

**Detail of Costs Eligible for Tax Increment Financing- 239 Hallowell Lane**  
**Title 7. Local Government**  
**Chapter 15. Housing & Construction**  
**Part 42. Urban Renewal**

**Section 7-15-4288 (1): Land acquisition**

**Section 7-15-4288 (4): The acquisition, construction and improvement of public improvements or infrastructure, including streets, roads, curbs, gutter, sidewalks, pedestrian malls, alleys, parking lots and offstreet parking facilities; sewers, sewer lines, sewage treatment facilities, storm sewers, waterlines, waterways, water water treatment facilities, natural gas lines, electrical lines, telecommunication lines, rail lines, rail spurs, bridges, publicly owned buildings and any public improvements authorized by 7-12-41 to 45, 7-13-42 to 43 and 7-14-47.**

**Section 7-15-4233 (i): ... to improve, clear, or prepare for redevelopment any real or personal property in an urban renewal area.**

	FIXED COST	Montana Code		
		Section 4288 (1)	Section 4288 (4)	Section 4233 (i)
<b>APPLIANCES</b>				
Other	6,000.00	-	-	-
	6,000.00	-	-	-
<b>TOTAL PRIVATE INVESTMENT</b>	<b>\$ 339,880.40</b>	<b>\$ 45,000.00</b>	<b>\$ 1,150.00</b>	<b>\$ 44,592.00</b>
<b>MAXIMUM PUBLIC ASSISTANCE (20%)</b>	<b>\$ 67,976.08</b>			
<b>ELIGIBLE COSTS</b>	<b>\$ 90,742.00</b>			

Trent Currie – BTU Busters LLC  
Application for Tax Increment Finance Assistance

# Trent Currie – BTU Busters LLC

## Qualifications

- MCA 7-15-4288 Urban Renewal allows local government to pay for qualified expenses in an urban renewal area.  
--Properties to be developed reside in the South Billings Urban Renewal District
- Development is consistent with the 2012 South Billings Master Plan and 2019 Urban Renewal Plan for the South Billings Boulevard Urban Renewal Area.  
--Infill development  
--Affordable housing
- Request for assistance complies with City of Billings Resolution 18-10750 – A Resolution of the City of Billings Forming a Policy for the Administration of Urban Renewal Areas or Districts in the City.  
--Requested assistance reflects a ratio of \$5 of private investment for every \$1 of public investment.

# Trent Currie – BTU Busters LLC

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-- Land purchase and construction of multi-family (duplex) housing units:

136 Viceroy St.  
239 Hallowell Lane

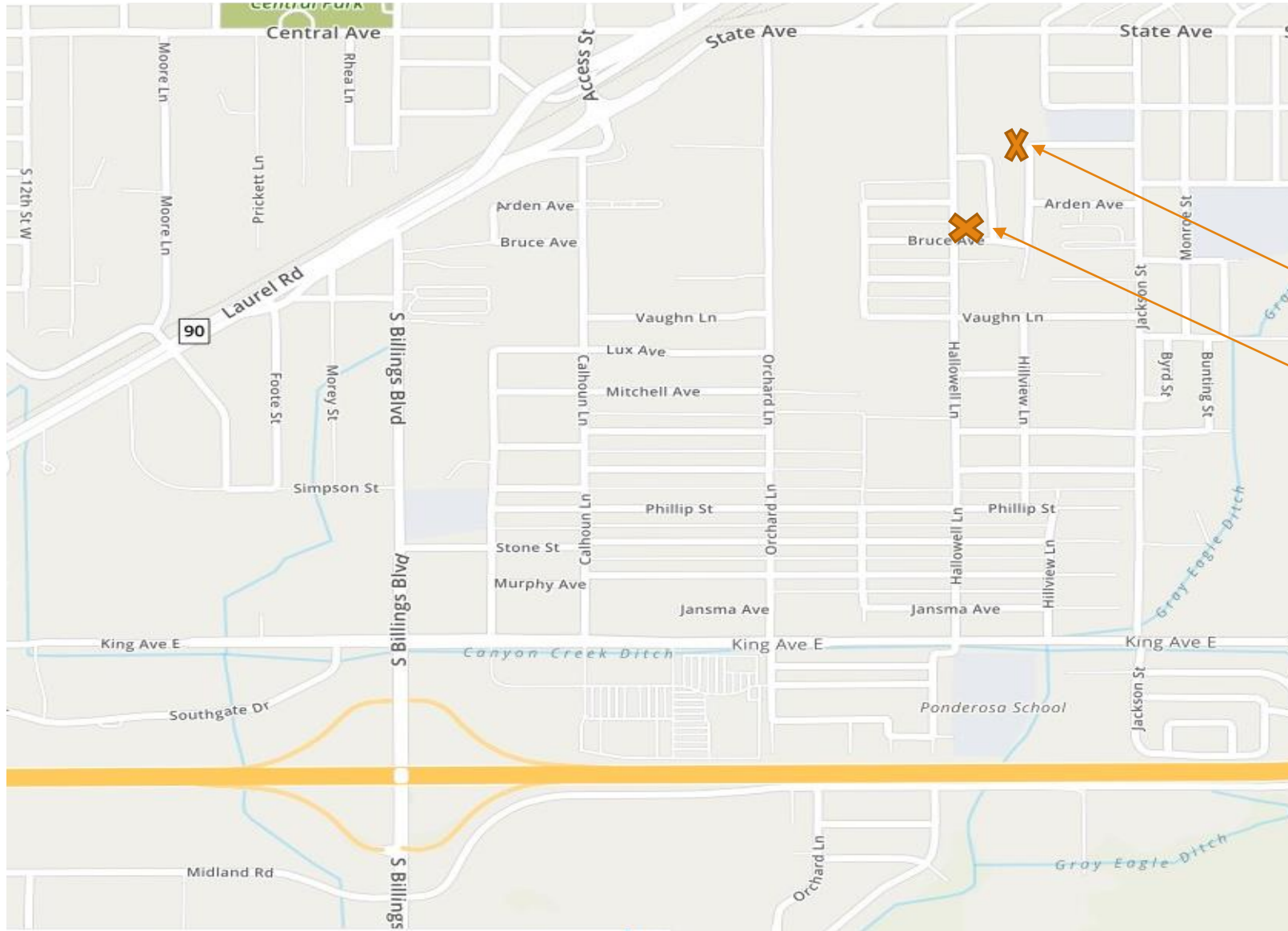
-- Estimated Improvements:

136 Viceroy St.	-----	\$349,924
239 Hallowell Lane	-----	\$339,880

-- Requested Assistance:

136 Viceroy St.	-----	\$69,985
239 Hallowell Lane	-----	\$67,976

# Trent Currie – BTU Busters LLC



136 Viceroy St.

239 Hallowell Lane

# Trent Currie – BTU Busters LLC

136 Viceroy St.



239 Hallowell Lane



# Trent Currie – BTU Busters LLC



# Montana Code Annotated 2019

TITLE 7. LOCAL GOVERNMENT  
CHAPTER 15. HOUSING AND CONSTRUCTION  
Part 42. Urban Renewal

## Powers Which May Be Exercised By Urban Renewal Agency Or Authorized Department

**7-15-4233. Powers which may be exercised by urban renewal agency or authorized department.** (1) In the event the local governing body makes such determination, such body may authorize the urban renewal agency or department or other officers of the municipality to exercise any of the following urban renewal project powers:

- (a) to formulate and coordinate a workable program as specified in 7-15-4209;
- (b) to prepare urban renewal plans;
- (c) to prepare recommended modifications to an urban renewal project plan;
- (d) to undertake and carry out urban renewal projects as required by the local governing body;
- (e) to make and execute contracts as specified in 7-15-4251, 7-15-4254, 7-15-4255, and 7-15-4281, with the exception of contracts for the purchase or sale of real or personal property;
- (f) to disseminate blight clearance and urban renewal information;
- (g) to exercise the powers prescribed by 7-15-4255, except the power to agree to conditions for federal financial assistance and imposed pursuant to federal law relating to salaries and wages shall be reserved to the local governing body;
- (h) to enter any building or property in any urban renewal area in order to make surveys and appraisals in the manner specified in 7-15-4257;
- (i) to improve, clear, or prepare for redevelopment any real or personal property in an urban renewal area;
- (j) to insure real or personal property as provided in 7-15-4258;

# Montana Code Annotated 2019

TITLE 7. LOCAL GOVERNMENT  
CHAPTER 15. HOUSING AND CONSTRUCTION  
Part 42. Urban Renewal

## Costs That May Be Paid By Tax Increment Financing

**7-15-4288. Costs that may be paid by tax increment financing.** The tax increments may be used by the local government to pay the following costs of or incurred in connection with an urban renewal area or targeted economic development district as identified in the urban renewal plan or targeted economic development district comprehensive development plan:

- (1) land acquisition;
- (2) demolition and removal of structures;
- (3) relocation of occupants;
- (4) the acquisition, construction, and improvement of public improvements or infrastructure, including streets, roads, curbs, gutters, sidewalks, pedestrian malls, alleys, parking lots and offstreet parking facilities, sewers, sewer lines, sewage treatment facilities, storm sewers, waterlines, waterways, water treatment facilities, natural gas lines, electrical lines, telecommunications lines, rail lines, rail spurs, bridges, publicly owned buildings, and any public improvements authorized by Title 7, chapter 12, parts 41 through 45; Title 7, chapter 13, parts 42 and 43; and Title 7, chapter 14, part 47, and items of personal property to be used in connection with improvements for which the foregoing costs may be incurred;
- (5) costs incurred in connection with the redevelopment activities allowed under 7-15-4233;
- (6) acquisition of infrastructure-deficient areas or portions of areas;
- (7) administrative costs associated with the management of the urban renewal area or targeted economic development district;
- (8) assemblage of land for development or redevelopment by private enterprise or public agencies, including sale, initial leasing, or retention by the local government itself at its fair value;

# Trent Currie – BTU Busters LLC

South Billings Boulevard Urban Renewal District				
Detail of Costs Eligible for Tax Increment Financing- 136 Viceroy				
Section 7-15-4288 (1): Land acquisition				
Section 7-15-4288 (4): The acquisition, construction and improvement of public improvements or infrastructure, including streets, roads, curbs, gutter, sidewalks, pedestrian malls, alleys, parking lots and offstreet parking facilities, sewers, sewer lines, sewage treatment facilities, storm sewers, waterlines, waterways, water water treatment facilities, natural gas lines, electrical lines, telecommunication lines, rail lines, rail spurs, bridges, publicly owned buildings and any public improvements authorized by 7-12-41 to 45, 7-13-42 to 43 and 7-14-47.				
Section 7-15-4233 (i): ... to improve, clear, or prepare for redevelopment any real or personal property in an urban renewal area.				
			Montana Code	
		Section 4288 (1)	Section 4288 (4)	Section 4233 (i)
Plans & Specifications	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Plan Review	352.00	-	-	352.00
Permits: Zoning, Building, Environmental	2,400.00	-	-	2,400.00
Engineering Fees	1,000.00	-	-	1,000.00
Land	55,000.00	55,000.00	-	-
Clear Lot	200.00	-	-	200.00
Soil & Perc Tests	500.00	-	-	500.00
Town Water: Tap Fees & Hookup	650.00	-	650.00	-
Gas: Permit, Connection Fee, Installation	500.00	-	500.00	-
Removal of Stone/Dirt	3,500.00	-	-	3,500.00
Compaction	500.00	-	-	500.00
Finish Grading	500.00	-	-	500.00
Sidewalk /Curb & Gutter	10,990.00	-	10,990.00	-
Landscaping	23,150.00	-	-	23,150.00
<b>Eligible Costs</b>	<b>\$ 100,742.00</b>	<b>\$ 55,000.00</b>	<b>\$ 12,140.00</b>	<b>\$ 33,602.00</b>
<b>Total Private Investment</b>	<b>\$ 349,924.40</b>			
<b>Maximum TIF Assistance (20% of Investment)</b>	<b>\$ 69,984.88</b>			

# Trent Currie – BTU Busters LLC

South Billings Boulevard Urban Renewal District				
Detail of Costs Eligible for Tax Increment Financing- 239 Hallowell Lane				
Section 7-15-4288 (1): Land acquisition				
Section 7-15-4288 (4): The acquisition, construction and improvement of public improvements or infrastructure, including streets, roads, curbs, gutter, sidewalks, pedestrian malls, alleys, parking lots and offstreet parking facilities, sewers, sewer lines, sewage treatment facilities, storm sewers, waterlines, waterways, water water treatment facilities, natural gas lines, electrical lines, telecommunication lines, rail lines, rail spurs, bridges, publicly owned buildings and any public improvements authorized by 7-12-41 to 45, 7-13-42 to 43 and 7-14-47.				
Section 7-15-4233 (i): ... to improve, clear, or prepare for redevelopment any real or personal property in an urban renewal area.				
	FIXED COST	Montana Code		
		Section 4288 (1)	Section 4288 (4)	Section 4233 (i)
Plans & Specifications	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Plan Review	352.00	-	-	352.00
Permits: Zoning, Building, Environmental	2,400.00	-	-	2,400.00
Engineering Fees	1,000.00	-	-	1,000.00
Land	45,000.00	45,000.00	-	-
Clear Lot	200.00	-	-	200.00
Soil & Perc Tests	500.00	-	-	500.00
Town Water: Tap Fees & Hookup	650.00	-	650.00	-
Gas: Permit, Connection Fee, Installation	500.00	-	500.00	-
Removal of Stone/Dirt	3,500.00	-	-	3,500.00
Compaction	500.00	-	-	500.00
Finish Grading	500.00	-	-	500.00
Sidewalk /Curb & Gutter	10,990.00	-	10,990.00	-
Landscaping	23,150.00	-	-	23,150.00
<b>Eligible Costs</b>	<b>\$ 90,742.00</b>	<b>\$ 45,000.00</b>	<b>\$ 12,140.00</b>	<b>\$ 33,602.00</b>
<b>Total Private Investment</b>	<b>\$ 339,880.40</b>			
<b>Maximum TIF Assistance (20% of Investment)</b>	<b>\$ 67,976.08</b>			

# Trent Currie – BTU Busters LLC

## Criteria For Review

-- **Relevance to the South Billings Master Plan:**

Project is consistent with infill development and provides affordable housing. Land has been vacant since at least 2014.

-- **Economic Stimulus:**

Project provides needed stimulus during Covid-19 virus-related economic crisis.

-- **Tax Generation:**

Will result in approximately \$2,500-\$2,800 of annual tax increment.

-- **Employment Generation:**

Project will support approximately 5 FTE's.

-- **Elimination of Blight:**

Project will convert vacant land to income-generating property.

# Trent Currie – BTU Busters LLC

## Criteria For Review (continued)

-- **Special or Unique Opportunities:**

Project is remarkable given the location (urban renewal district) and circumstances (Covid-19).

-- **Impact Assessment:**

Project design reflects residential nature of neighborhood. Multi-family duplex dwelling is consistent with residential zoning.

-- **Financial Assistance:**

Applicant seeks \$265k and \$313k of bank financing for Viceroy St. and Hallowell Lane, respectively.

-- **Project Feasibility:**

TIF assistance creates economic opportunity in an urban renewal district.

Questions/Comments?