

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

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:

- The Agenda Packet is available for viewing on the City's website at: <https://ci.billings.mt.us/117/Agendas-Minutes>
- 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, July 27, 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 Denise Bohlman, City Clerk, [bohlmand@billingsmt.gov](mailto:bohlmand@billingsmt.gov), with any questions.

**Revised 7.21.2020**  
**Regular Agenda Item 2 - Presenters' Changed**  
**Regular Agenda Item 3 - Property Location Corrected**  
**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.

**July 27, 2020**

**5:30 P.M.**

**CALL TO ORDER:** Mayor Cole

**PLEDGE OF ALLEGIANCE:** Mayor Cole

**INVOCATION:** Councilmember Neese

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

**MINUTES:**

- June 22, 2020
- July 13, 2020

**COURTESIES:**

**PROCLAMATIONS:**

**COUNCIL REPORTS:**

**ADMINISTRATOR REPORTS - CHRIS KUKULSKI**

**PUBLIC COMMENT on “NON-PUBLIC HEARING” Agenda Items: 1 ONLY. Speaker sign-in required.**(Comments are limited to three (3) minutes or as set by the Mayor. During COVID-19, the method to take and hear public comment has changed. Individuals wishing to give public comment will call a dedicated phone line (237.6196) and held in queue until it is their turn to comment. 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. **Bid Awards: None**

B. **Professional Services Contract** for W.O. 20-46: Landfill Compost Facility; Great West Engineering; \$176,000.

C. **Donation** to Fire Department from Phillips 66 to replace one standby generator; \$20,000.

D. **Donation** to Police Department from Yellowstone County DUI Task Force to fund overtime for special DUI shifts; \$4,000.

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

1. June 22, 2020

2. June 29, 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. **PUBLIC HEARING** to receive input on the need for senior low-income rental housing project at 78 27th Street West (Central Court Village). No action is necessary.

• *Presented by: Stephen Sandberg and Spencer Hansen, Peak Capital Partners*

3. **PUBLIC HEARING AND RESOLUTION FOR ANNEXATION 20-02:** a property located at 1053 Lincoln Lane. Propriedad, LLC, petitioner. Staff recommends conditional 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 conditionally approve the Resolution approving Annexation 20-02, 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.

4. **PUBLIC HEARING AND FIRST READING ORDINANCE FOR ZONE CHANGE 978:** a zone change from Entryway Light Industrial (ELI) to Highway Commercial (HC) on a parcel of land located in Montana Sapphire Subdivision to facilitate the construction of a new apartment complex located at 4160 King Avenue West. Montana Sapphire, LLC, owner, Performance Engineering, agent. Zoning Commission recommends approval and adoption of the 10 criteria. (Action: approval or disapproval of the Zoning Commission recommendation.) \* **Quasi-Judicial**

- *Presented by: Nicole Cromwell, Planner*

**Recommended Motion:** Having conducted a public hearing, considered written and spoken public testimony, I move to approve Zone Change 978 and adopt the findings of the 10 criteria, as recommended by the Zoning Commission.

\* **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.

5. **PUBLIC HEARING AND FIRST READING ORDINANCE FOR ZONE CHANGE 979:** a zone change from R-70-R, a single family only zone district, to R-50 to allow the development of two-family dwellings on a 2.4 acre parcel of land, described as Lots 17-25, Block 31 of High Sierra Subdivision, 16th filing. Gary Owen, owner; Sanderson Stewart, agent. Zoning Commission recommends approval and adoption of the 10 criteria. (Action: approval or disapproval of the Zoning Commission recommendation.) \* **Quasi-Judicial**

- *Presented by: Nicole Cromwell, Planner*

**Recommended Motion:** Having conducted a public hearing, considered written and spoken public testimony, I move to approve Zone Change 979 and adopt the findings of the 10 criteria, as recommended by the Zoning Commission.

\* **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.

6. **PUBLIC HEARING AND SPECIAL REVIEW 982:** a special review to expand Gordy's Casino building at 2244 and 2248 Grand Avenue. G Rock Building, LLC, owner; Gordy Roma, agent. Zoning Commission recommends conditional approval and adoption of the findings of the 3 criteria. (Action: approval or disapproval of Zoning Commission recommendation.) \*Quasi-Judicial

• *Presented by: Nicole Cromwell, Planner*

**Recommended Motion:** Having conducted a public hearing, considered written and spoken public testimony, I move to approve Special Review 982 and adopt the findings of the 3 criteria, as recommended by the Zoning Commission.

\* *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.

**PUBLIC COMMENT on “NON-AGENDA ITEMS”.** **Speaker Sign-in required.** (Comments are limited to three (3) minutes or as set by the Mayor. During COVID-19, the method to take and hear public comment has changed. Individuals wishing to give public comment will call a dedicated phone line (237.6196) and held in queue until it is their turn to comment.)

#### **COUNCIL INITIATIVES:**

#### **ADJOURN:**

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:** 07/27/2020

**TITLE:** W.O. 20-46, Landfill Compost Facility, Consultant Agreement

**PRESENTED BY:** Debi Meling

**Department:** Public Works

**Division:** Engineering

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**RECOMMENDATION**

Staff recommends the City Council award a professional services contract for W.O. 20-46, Landfill Compost Facility, to Great West Engineering in the amount of \$176,000.00.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

The Public Works Solid Waste Division is planning the installation of a new composting facility at the Billings Regional Landfill. The new facility will be located south of the active landfill, across Hillcrest Road, on City-owned property that was recently licensed by the Montana DEQ for solid waste operations.

Currently, green waste is diverted at the Landfill, shredded, and sent to a static pile composting system. Solid Waste would like to phase in the implementation of a full-scale composting operation over time. The first phase will likely involve a fairly simple addition of biosolids to the existing composting of yard waste and wood waste. The City will continue to accept and shred wood waste in the current location at the Landfill and will transport the processed green waste to the new compost facility. Biosolids will be transported to the new facility from the City's Water Reclamation Facility. The initial plan is to co-compost approximately 25,000 tons per year and gradually increase the composting facility capacity to 50,000 tons per year over the next 3 to 5 years, as well as look at the potential to incorporate special wastes such as cardboard, pallet grindings and food waste.

The scope of work for this services agreement includes completion of an initial study that will include alternatives analysis, cost estimates, and the development of a conceptual plan for the facility. After the City selects the preferred alternative, Great West will complete design of the new facility. The scope also includes bidding services, construction administration, assistance with equipment procurement, and owner training.

Great West Engineering was selected for the project using the proposal process. Three other proposals were received from Burns and McDonnell, HDR Engineering, and Trihydro Corporation. The selection was based on Project Team and Availability, Project Approach, and Firm Qualifications and Experience as related to project needs.

**ALTERNATIVES**

City Council may:

- Award a professional services contract for W.O. 20-46, Landfill Compost Facility, to Great West Engineering in the amount of \$176,000.00; or
- Do not award a professional services contract, which will delay the project, which will then delay other related future projects included in the CIP.

## **FISCAL EFFECTS**

The project is budgeted in FY21 using solid waste funds. The amount budgeted was \$2.6 million and this contract is for \$176,000. The remaining budget of \$2,424,000 will be used for construction and procurement of equipment.

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## **Attachments**

WO 20-46 Professional Services Contract

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# Contract for Professional Architectural and Engineering Services

## W.O. 20-46, Landfill Compost Facility

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In consideration of the mutual promises herein, City of Billings and Great West Engineering, Inc. agree as follows. This Contract consists of:

- Part I, consisting of 15 Sections of Special Provisions;
- Part II, consisting of 11 Sections of General Provisions;
- Appendix A consisting of 8 pages (Basic Services of Contractor);
- Appendix B consisting of 1 page (Methods and Times of Payment);
- Appendix C consisting of 1 page (Additional Services of Contractor);
- Appendix D consisting of 1 pages (Schedule of Professional Fees);
- Appendix E consisting of 1 page (Project Schedule);
- Appendix F consisting of 1 page (Certificate(s) of Insurance); and

### PART I SPECIAL PROVISIONS

#### Section 1. Definitions.

In this Contract:

- A. "Administrator" means the City Engineer of the Engineering Division of the Public Works Department or his/her designee.
- B. "Billings" means the City of Billings.
- C. "Contractor" or "Engineer" means Great West Engineering, Inc.

#### Section 2. Scope of Services.

- A. The Contractor shall perform professional services in accordance with Appendix A, which is attached hereto and incorporated in this Section by reference.
- B. Billings shall pay the Contractor in accordance with the Schedule of Professional Fees attached as Appendix D and incorporated herein by reference for services actually performed under this Contract.
- C. Billings shall not allow any claim for services other than those described in this Section. However, the Contractor may provide, at its own expense, any other services that are consistent with this Contract.

- D. The Engineer shall provide as-built drawings as approved by the City of Billings, to the Administrator within 30 days after the project completion date. Final payment will be withheld until the as-built drawings are received by the City of Billings.

Requirements for submitting as constructed documents of completed Private Contracts, Work Orders, Special Improvement Districts and Site plans involving any City of Billings infrastructure: a point file; 1 (\*.asc, \*.txt, comma delimited; point number, northing, easting, elevation and description) / 2 (\*.csv, with headings for; point number, northing, easting, elevation and description), with northings and eastings to the nearest tenth of a foot, elevations to the nearest hundredth of a foot, representing new, updated or relocated City of Billings infrastructure features such as, but not limited to Sanitary Sewer Manholes, Storm Drain Manholes, Water Valves, Water Bends, Signals, Street Light, etc., in the coordinates of Montana State Plane, Zone 2500 using NAD83(2011), Horizontal and NAVD88 Vertical, Horizontal units and Vertical units will be International feet, one half size paper copy to scale, one full size paper copy to scale, two CD's or DVD's with PDF files being half size to scale and full size to scale and AutoCAD DWG files as-constructed / as-built, Version 2016, or equivalent.

- E. The Contractor shall provide certified construction payrolls to the Administrator stating in writing that the payrolls have been reviewed and are acceptable.

### Section 3. Time for Performance.

- A. This Contract becomes effective when signed on behalf of Billings.
- B. The Contractor shall commence performance of the Work described in Section 2 on receipt of written Notice to Proceed and complete that performance in accordance with the schedule set forth in Appendix E.
- C. This Contract shall terminate at midnight on December 31, 2021.

### Section 4. Compensation; Method of Payment.

- A. Each month, or at the conclusion of each phase of the Work for which payment is due, as negotiated on a per-task basis, the Contractor shall present a bill to the Administrator describing the Work for which it seeks payment and documenting expenses and fees to the satisfaction of the Administrator. If any payment is withheld because the Contractor's performance is unsatisfactory, the Administrator must, within ten (10) days of the payment denial, notify the Contractor of the payment denial and set forth, with reasonable specificity, what was unsatisfactory and why. Billings will pay Contractor within 30 days of receiving an acceptable invoice.
- B. The Contractor is not entitled to any compensation under this Contract, other than is expressly provided for in this Section.
- C. As a condition of payment, the Contractor shall have paid all City taxes currently due and owing by the Contractor.

## Section 5. Termination of the Contractor's Services.

The Contractor's services under Section 2 of this Part may be terminated:

- A. By mutual consent of the parties.
- B. For the convenience of Billings, provided that Billings notifies the Contractor in writing of its intent to terminate under this paragraph at least 10 days prior to the effective date of the termination.
- C. For cause, by either party where the other party fails in any material way to perform its obligations under this Contract. Termination under this Subsection is subject to the condition that the terminating party notifies the other party of its intent to terminate, stating with reasonable specificity the grounds therefor, and the other party fails to cure the default within 30 days after receiving the notice.

## Section 6. Duties Upon Termination

- A. If Billings terminates the Contractor's services for convenience, Billings shall pay the Contractor for its actual costs reasonably incurred in performing before termination and Billings shall pay for services rendered prior to termination. Payment under this Subsection shall never exceed the total compensation allowable under Section 4 of this Part. All finished and unfinished documents and materials prepared by the Contractor shall become the property of Billings.
- B. If the Contractor's services are terminated for cause, Billings shall pay the Contractor the reasonable value of the services satisfactorily rendered prior to termination, less any damages suffered by Billings because of the Contractor's failure to perform satisfactorily. The reasonable value of the services rendered shall never exceed ninety percent (90%) of the total compensation allowable under Section 4 of this Part. Any finished or unfinished documents or materials prepared by the Contractor under this Contract shall become the property of Billings at its option.
- C. If the Contractor receives payments exceeding the amount to which it is entitled under Subsections A or B of this Section, he shall remit the excess to the Administrator within 30 days of receiving notice to do so.
- D. The Contractor shall not be entitled to any compensation under this Section until the Contractor has delivered to the Administrator all documents, records, Work product, materials and equipment owned by Billings and requested by the Administrator.
- E. If the Contractor's services are terminated for whatever reason the Contractor shall not claim any compensation under this Contract, other than that allowed under this Section.
- F. If a final audit has not been performed before the Contractor's services are terminated, Billings may recover any payments for costs disallowed as a result of the final audit.
- G. Except as provided in this Section, termination of the Contractor's services under Section 5 of this Part does not affect any other right or obligation of a party under this Contract.

Section 7. Insurance.

- A. The Contractor shall maintain in good standing the insurance described in Subsection B of this Section. Before rendering any services under this Contract, the Contractor shall furnish the Administrator with proof of insurance in accordance with Subsection B of this Section.
- B. The Contractor shall provide the following insurance:
  - 1. Workers' compensation and employer's liability coverage as required by Montana law.
  - 2. Commercial general liability, including contractual and personal injury coverage's -- \$1,500,000 per occurrence.
  - 3. Commercial automobile liability -- \$1,500,000 per accident.
  - 4. Professional liability in the amount of \$1,500,000 per claim.
- C. Each policy of insurance required by this Section shall provide for no less than 30 days' advance notice to Billings prior to cancellation.
- D. Billings SHALL be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies. In addition, all policies except Professional Liability and Worker's Compensation shall contain a waiver of subrogation against Billings.

Section 8. Assignments.

Unless otherwise allowed by this Contract or in writing by the Administrator, any assignment by the Contractor of its interest in any part of this Contract or any delegation of duties under this Contract shall be void, and an attempt by the Contractor to assign any part of its interest or delegate duties under this Contract shall give Billings the right immediately to terminate this Contract without any liability for Work performed.

Section 9. Ownership; Publication, Reproduction and Use of Material.

- A. Except as otherwise provided herein, all data, documents and materials produced by the Contractor under this Contract shall be the property of Billings, which shall retain the exclusive right to publish, disclose, distribute and otherwise use, in whole or in part, any such data, documents, or other materials. Exclusive rights shall not be attributed to portions of such materials presently in the public domain or which are not subject to copyright. Contractor shall retain rights to pre-existing proprietary property including but not limited to interactive models. The Contractor shall have the right to include photographic or artistic representations of the design and construction of the Project among the Contractor's promotional and professional materials. The Contractor's materials shall not include Billings' confidential or proprietary information regardless of whether Billings has previously advised the Contractor in writing of the specific information considered by Billings to be confidential and proprietary.
- B. Equipment purchased by the Contractor with Contract funds: See Appendix A, Section 3. Scope of Work.
- C. Should Billings elect to reuse Work products provided under this Contract for other than the original project and/or purpose, Billings will indemnify and hold harmless

the Contractor from any and all claims, demands and causes of action of any kind or character arising as a result of reusing the documents developed under this contract. Additionally, any reuse of design drawings or specifications provided under this Contract must be limited to conceptual or preliminary use for adaptation, and the original Contractor's or subcontractor's signature, professional seals and dates removed. Such reuse of drawings and specifications, which require professional seals and dates removed, will be signed, sealed, and dated by the professional who is in direct supervisory control and responsible for adaptation.

Section 10. Notices.

Any notice required pertaining to the subject matter of this Contract shall be either sent via facsimile (FAX) or mailed by prepaid first class registered or certified mail, return receipt requested to the following addresses:

Billings: Will Robbins  
City of Billings  
Public Works/Engineering  
2224 Montana Avenue  
Billings, Montana 59101  
e-mail: robbinsw@billingsmt.gov  
FAX: (406) 237-6291

Contractor: Stephanie Beckert, PE  
Great West Engineering, Inc.  
P.O. Box 4817  
Helena, MT 59601  
e-mail: sbeckert@greatwesteng.com  
FAX: 406-449-8631

Notices are effective upon the earlier of receipt, proof of good transmission (facsimiles only), or 5 days after proof of proper posting.

Section 11. Contract Budget.

In connection with its performance under this Contract, the Contractor shall not make expenditures other than as provided in line items in the Contract budget.

Section 12. Force Majeure.

- A. Any failure to perform by either party due to force majeure shall not be deemed a violation or breach hereof.
- B. As used in this Contract, force majeure is an act or event of substantial magnitude, beyond the control of the delayed party, which delays the completion of this Contract, including without limitation:
  - 1. Any interruption, suspension or interference resulting solely from the act of Billings or neglect of Billings not otherwise governed by the terms of this Contract.
  - 2. Strikes or Work stoppages.

3. Any interruption, suspension or interference with the project caused by acts of God, or acts of a public enemy, wars, blockades, insurrections, riots, arrests or restraints of governments and people, civil disturbances or similar occurrences.
4. Order of court, administrative agencies or governmental officers other than Billings.

### Section 13. Financial Management System.

The Contractor shall establish and maintain a financial management system that:

- A. Provides accurate, current, and complete disclosure of all financial transactions relating to the Contract;
- B. Maintains separate accounts by source of funds for all revenues and expenditures and identifies the source and application of funds for the Contractor's performance under this Contract, including information pertaining to subcontracts, obligations, unobligated balances, assets, liabilities, outlays and income;
- C. Effectively controls and accounts for all municipal funds and Contract property;
- D. Compares actual expenditures with budgeted amounts and relates financial information to performance or productivity data including unit cost information where applicable;
- E. Allocates administrative costs to direct service delivery units;
- F. Minimizes the time between receipt of funds from Billings and their disbursement by the Contractor;
- G. Provides accounting records supported by source documentation; and
- H. Provides a systematic method assuring the timely and appropriate resolution of audit findings and recommendations.

### Section 14. Funding Requirements.

In the event that any funding source for this Contract should impose additional requirements upon Billings for the use of those funds, the Contractor agrees to abide by those additional requirements immediately upon receipt of written notice thereof from Billings.

### Section 15. Subcontracts.

The Contractor may enter into subcontracts for the purchase of goods and services necessary for the performance of this Contract, provided:

- A. Every subcontract shall be reduced to writing and contain a precise description of the services or goods to be provided and the nature of the consideration paid therefor.
- B. Every subcontract under which the Contractor delegates the provision of services shall be subject to review and approval by the Administrator before it is executed by the Contractor.
- C. Every subcontract in an amount exceeding \$1,000 shall require reasonable access to business records of the subcontractor relating to the purchase of goods or services pursuant to the subcontract.

## PART II GENERAL CONTRACT PROVISIONS

### Section 1. Relationship of Parties.

The Contractor shall perform its obligations hereunder as an independent Contractor of Billings. Billings may administer the Contract and monitor the Contractor's compliance with its obligations hereunder. Billings shall not supervise or direct the Contractor other than as provided in this Section.

### Section 2. Nondiscrimination.

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, or marital status or who is a "qualified individual with a disability" (as that phrase is defined in the Americans With Disabilities Act of 1990). The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, or mental or physical impairment/disability. Such action shall include, without limitation, employment, upgrading, demotion or transfer, recruitment or recruiting advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- B. The Contractor shall state, in all solicitations or advertisements for employees to Work on Contract jobs, that all qualified applicants will receive equal consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex or marital status, or mental or physical impairment/disability.
- C. The Contractor shall comply with any and all reporting requirements that may apply to it which the City of Billings may establish by regulation.
- D. The Contractor shall include the provisions of Subsections A through C of this Section in every subcontract or purchase order under this Contract, so as to be binding upon every such subcontractor or vendor of the Contractor under this Contract.
- E. The Contractor shall comply with all applicable federal, state, and city laws concerning the prohibition of discrimination.
- F. The Contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

Section 3. Permits, Laws, and Taxes.

The Contractor shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this Contract. All actions taken by the Contractor under this Contract shall comply with all applicable statutes, ordinances, rules and regulations. The Contractor shall pay all taxes pertaining to its performance under this Contract.

Section 4. Nonwaiver.

The failure of either party at any time to enforce a provision of this Contract shall in no way constitute a waiver of the provision, nor in any way affect the validity of this Contract or any part hereof, or the right of such party thereafter to enforce each and every provision hereof.

Section 5. Amendment.

- A. This Contract shall only be amended, modified or changed by a writing, executed by authorized representatives of the parties, with the same formality as this Contract was executed.
- B. For the purposes of any amendment modification or change to the terms and conditions of this Contract, the only authorized representatives of the parties are:

Contractor: Bill Lloyd, PE President  
(title of position)

Billings: City Council or Authorized Designee

- C. Any attempt to amend, modify, or change this Contract by either an unauthorized representative or unauthorized means shall be void.

Section 6. Jurisdiction; Choice of Law.

Any civil action rising from this Contract shall be brought in the District Court for the Thirteenth Judicial District of the State of Montana, Billings. The law of the State of Montana shall govern the rights and obligations of the parties under this Contract.

Section 7. Severability.

Any provision of this Contract decreed invalid by a court of competent jurisdiction shall not invalidate the remaining provisions of the Contract.

Section 8. Integration.

This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions or obligations other than

those contained herein; and this Contract shall supersede all previous communications, representations or agreements, either oral or written, between the parties hereto.

Section 9. Liability.

The Contractor shall indemnify, defend, save, and hold Billings harmless from any and all claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including reasonable attorneys' fees and costs, arising from any wrongful or negligent act, error or omission of the Contractor or any agent, employee or subcontractor as a result of the Contractor's or any subcontractor's performance pursuant to this Contract.

- A. The Contractor shall not indemnify, defend, save and hold Billings harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or attorneys' fees and costs arising from wrongful or negligent acts, error or omission solely of Billings occurring during the course of or as a result of the performance of the Contract.
- B. Where claims, lawsuits or liability, including attorneys' fees and costs arise from wrongful or negligent act of both Billings and the Contractor, the Contractor shall indemnify, defend, save, and hold Billings harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, which result from the Contractor's or any subcontractor's wrongful or negligent acts occurring as a result from the Contractor's performance pursuant to this Contract.

Section 10. Inspection and Retention of Records.

The Contractor shall, at any time during normal business hours and as often as Billings may deem necessary, make available to Billings, for examination, all of its records with respect to all matters covered by this Contract for a period ending three years after the date the Contractor is to complete performance in accordance with Section 2 of the Special Provisions. Upon request, and within a reasonable time, the Contractor shall submit such other information and reports relating to its activities under this Contract, to Billings, in such form and at such times as Billings may reasonably require. The Contractor shall permit Billings to audit, examine and make copies of such records, and to make audits of all invoices, materials, payrolls, records of personnel, and other data relating to all matters covered by this Contract. Billings may, at its option, permit the Contractor to submit its records to Billings in lieu of the retention requirements of this Section.

Section 11. Availability of Funds.

Payments under this Contract may require funds from future appropriations. If sufficient funds are not appropriated for payments required under this Contract, this Contract shall terminate without penalty to Billings; and Billings shall not be obligated to make payments under this Contract beyond those which have previously been appropriated.

IN WITNESS WHEREOF, the parties have executed this Contract on the date and at the place shown below.

City of Billings

Contractor

\_\_\_\_\_  
William A. Cole, Mayor

**Great West Engineering, Inc.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Name: William B. Lloyd, PE

Title: President

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
IRS Tax ID # 20-2501633

\_\_\_\_\_  
Denise R. Bohlman, City Clerk

APPROVED AS TO FORM:

Date: \_\_\_\_\_

By \_\_\_\_\_

BRENT BROOKS, City Attorney

## Appendix A

### Basic Services of Engineer

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#### Section 1. Engineer's Rights and Duties.

- A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete the Engineer's portion of the project as defined in the scope of work and to prepare and deliver to Billings all plans, specifications, bid documents, and other material as designated herein.
- B. Ascertain such information as may have a bearing on the work from local units of government, utility companies, and private organizations and shall be authorized to procure information from other authorities besides Billings, but shall keep Billings advised as to the extent of these contacts and the results thereof.
- C. Prepare and present such information as may be pertinent and necessary in order for Billings to pass critical judgment on the features of the work. The Engineer shall make changes, amendments or revisions in the detail of the work as may be required by Billings. When alternates are being considered, Billings shall have the right of selection.
- D. Engineer's work shall be in accordance with the standards of sound engineering and present City, State, and National standards and policies currently in use.
- E. Conform to the requirements of the Montana Code Annotated Title 18 "Public Contracts" and more particularly Sections 18-2-121 and 18-2-122, and all other codes of the State of Montana applicable to providing professional services including codes and standards nationally recognized.
- F. The Engineer shall certify with the submission of final plans that the plans are in conformance with applicable sections of Title 69, Chapter 4, Part 5, of the Montana Code Annotated as pertaining to existing utilities.
- G. To perform professional services in connection with the project and will serve as Billings' representative in those phases of the project to which this agreement applies.
- H. Where Federal funds are involved, the necessary provisions to meet all requirements will be complied with and documents secured and placed in the bidding documents.
- I. Submit an estimated progress schedule as to time and costs at the beginning of the work, and monthly progress reports thereafter until complete. The reports will include any problems, potential problems, and delays as foreseen by the Engineer. Reports will be submitted in a timely manner to permit prompt resolution of problems.
- J. Contract administration duties will include review of contractor certified payrolls for wage rate compliance. Discrepancies in certified payrolls will be resolved with the

Contractor. A signed Engineer's Payroll Check Sheet (included in the Standard Modifications to MPWSS) will be submitted as proof of this review with one copy of each payroll.

- K. Name a Task Director who shall be the liaison between Billings and the Engineer. For this project the Task Director designated for the Engineer is Stephanie Beckert, PE working under the Principal-in-Charge, Robert E Church, PE.

## Section 2. Billings Rights and Duties.

- A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete Billings' portion of the project as designated in the scope of work.
- B. Name a Task Director who shall be the liaison between the Engineer and Billings. For this project, the Task Director designated is Will Robbins, working under the City Engineer, Debi Meling.

## Section 3. Scope of Work.

The project consists of professional engineering services for the City of Billings W.O. 20-46, Landfill Compost Facility. This Scope of Services is for assisting the City of Billings with the development of a composting facility for the Billings Regional Landfill.

### **BACKGROUND**

The City of Billings plans to implement a new composting facility at the Billings Regional Landfill (BRL). The new composting facility will be located across Hillcrest Road from the active landfill on City property recently licensed by the Montana DEQ for solid waste operations.

The City of Billings currently diverts green waste at their landfill, shreds it and runs a static pile composting system. The City wants to phase in the implementation of the full scale composting operation over time. The first phase will be a co-composting operation which will include yard waste, wood waste and biosolids. The City will continue to accept and shred wood waste in their current location at the landfill and will truck that processed green waste to the new compost facility. Biosolids will be trucked to the facility from the City's wastewater plant. The City wants to initially plan for co-compositing 25,000 tons/year and gradually increase the composting facility capacity over time to 50,000 tons/year as well as look at potentially incorporating special wastes such as cardboard, pallet grindings and food waste.

The Scope of Work includes completion of an initial study which will include the evaluation of up to three low-tech composting alternatives and the development of a conceptual plan for the preferred alternative for the facility. During the study phase, the City and the Great West team will build consensus on how to move forward during the design phase of the project.

## Task 1 – Project Study

Great West Engineering will conduct a project kickoff meeting with the City to review the scope of services (scope, schedule and budget) and discuss (list) data needed for the project. Data gathering and review will follow. The task includes coordination with the City Engineering Department and Solid Waste Division staff.

Great West Engineering will complete a study and develop a conceptual plan for the new facility. The conceptual plan will be the basis for the design of the project. The study will also evaluate long term improvements needed to increase the volume of waste processed and expand the types of materials that are processed. Specific tasks during the study phase will include:

- Evaluate feed stock quantities of yard waste, wood waste and biosolids from the City and recommend a recipe for the target of 25,000 tons/year
- Evaluate up to three low-tech alternatives for Phase 1 of the project including both aerated and non-aerated static turned windrows
- Provide recommendations on sizing and configuration for initial low-tech facility layout to handle 25,000 tons/year
- Develop conceptual plan for the facility which includes composting pads, stormwater control, and access roads
- Develop detailed construction cost estimates for initial facility
- Provide recommendations on initial manpower and equipment needs
- Estimate initial operations and maintenance costs
- Evaluate necessary capital improvements, manpower and equipment needs for the future expansion of the system to 50,000 tons/year including special wastes listed above.
- Provide planning level cost estimates on any specialized equipment that the City will need to purchase
- Summarize findings in draft study for review by City staff
- Finalize study based on City comment

### Subtasks/Deliverables:

- **1.1 – Project Kickoff Meeting:** A meeting will be held with the City via conference call or video call to kick-off the project. **It is assumed this and all other meetings for the project will be conducted via video conference or conference call unless otherwise noted in this scope of work.**
- **1.2 – 30% Project Study Meeting:** A meeting will be held with City staff at 30% development of the study findings including the evaluation of alternatives, initial composting recipe and preliminary facility layout.
- **1.3 – Submit Draft Study to City:** Great West will submit to the City electronic and/or hard copy versions of the draft study. The draft study will include a detailed analysis and narrative on all the specific task items listed above.
- **1.4 – Draft Study Meeting:** A meeting will be held with City staff to go over the findings of the draft study. Great West's project manager will attend this meeting in person. The other team members will attend via video conference.

- **1.5 – Final Study Meeting:** A meeting will be held with City staff to go over the final study.
- **1.6 – Final Study:** The City's comments will be incorporated, and the document will be finalized and sealed by a Professional Engineer Licensed in Montana.

## **Task 2 – Project Design**

**Description.** Great West Engineering will prepare the design plans and specifications for the project. The project design will be based on the final conceptual plan accepted by the City during the study phase.

Great West will utilize the existing topographic mapping information available for the project site for the development of the design. This topographic information is still accurate since this area has not been disturbed since it was last mapped. Great West will utilize existing geotechnical information available for the site to design the project. Great West will log test pits in the proposed construction area to confirm previous geotechnical information. The City Solid Waste Division will provide an excavator and operator to dig the test pits. It is estimated that up to 10 test pits will be excavated to a maximum depth of 12 feet.

### **A. Plans, Specifications and Bid Documents**

The Engineer shall prepare and assemble the plans, specifications and bid documents for the items listed above. The plans will include the project design elements including final grading plan, stormwater control infrastructure, access roads, road and compost pad surfacing, and other features as necessary. Great West will design an access road approach and obtain a County approach permit, if needed as part of City's chosen alternative. The City will be responsible for any fees charged by the County for the approach permit.

At 60% complete, preliminary plans and specifications and estimate of probable cost shall be submitted to City for review. The Engineer shall then make noted revisions and prepare the necessary 100% plans and specifications needed for bidding. This package shall be submitted to the Owner and the DEQ for review and comment. A final estimate of probable cost shall be done prior to bidding.

### **B. Operations Plan Amendment**

Great West will prepare an operations plan for the compost facility which will be submitted to the Montana DEQ as an amendment to the City's landfill operations plan. Great West will also prepare an addendum to the City's Industrial Stormwater Discharge Permit and SWPPP to include the new compost facility.

### **C. DEQ Approval**

The project will require DEQ Solid Waste approval of the operations plan. The construction SWPPP permitting will be the responsibility of the general contractor.

### **Subtasks/Deliverables:**

- **2.1 – Draft Design Documents:** The documents will include drawings, specifications and Project Manual for bidding.
- **2.2 – Draft Design Review Meeting:** A review meeting will be held with the City to go over the documents and discuss the City's comments. Great West's project manager will attend this meeting in person. The remainder of the team will attend via video conference.
- **2.3 – Final Design Review Meeting:** A review meeting will be held with the City to go over the documents and discuss the City's comments.
- **2.4 – Final Design Documents:** The City's comments will be incorporated, and the documents will be finalized and sealed by a Professional Engineer Licensed in Montana.

### **Task 3 – Bidding Services**

For the work included in Task 3, the Engineer shall provide the necessary work to advertise for bids. The major tasks shall be as follows:

#### **A. Assistance in Bidding Procedures**

The Engineer shall prepare an electronic bid package in a book-marked PDF format which will be uploaded to QuestCDN. Bidders will obtain bid packages through QuestCDN only. The Engineer shall assist the Owner in obtaining competitive bids, will address questions from general contractors, and prepare addendums, if necessary. The Engineer shall arrange and conduct a pre-bid conference.

#### **B. Finalize Bidding Process**

Engineer shall review and tabulate all bids and make a recommendation to the Owner on the selection of a general contractor. The budget does not include attendance at the bid opening by Engineer personnel.

#### **C. Award & Agreements**

Upon award of the bids, the Engineer shall prepare the final contracts to be executed, including the necessary Agreement Form, Performance and Payment Bond forms and Notice to Proceed forms for use in executing the contract. Engineer shall coordinate delivery of contracts to General Contractor for final execution.

## **Task 4 – Construction Engineering**

The Engineer shall provide the engineering and construction management necessary to assure that the work conforms to the plans and specifications and local, State and Federal requirements. These services shall include:

### **A. Construction and Control Staking**

The Engineer shall provide necessary control staking including offset lines, benchmarks and other pertinent information to allow the General Contractor to construct the project and the inspector to check and approve the work.

### **B. Pre-Construction Conference**

The Engineer shall conduct a pre-construction conference to discuss all appropriate details concerning the construction of the improvements with the General Contractor, owner and Local and State officials. An on-site visit will be included.

### **C. Shop Drawings**

The Engineer shall review all shop drawings submitted by the General Contractor to assure that all materials, systems and components meet or exceed the specifications.

### **D. Inspection**

The Engineer shall provide part time inspection during the project. For this project 220 hours is budgeted for inspection services. For the purposes of estimating the budget, we assume that the project will be a 90 day construction time frame. The inspector shall be responsible for construction adhering to the requirements of the plans and specifications. Inspector shall keep logs of the work performed and provide the Owner weekly progress reports.

### **E. Progress Meetings**

The Engineer shall conduct progress meetings bi-weekly or as necessary to provide updates to the construction schedule and tasks.

### **F. Quality Assurance**

- The Engineer shall perform the necessary quality assurance for the project. The Scope of Work shall include the following:
- Inspection and monitoring installation of earthwork embankment and excavations.
- Inspection of the road, ditches, road surfacing, stormwater pond and other construction elements.
- Tracking General Contractor equipment and manpower resources on the project site.

### **G. Nuclear Density Testing**

The General Contractor will be held responsible for Quality Control density testing of the project. The City will provide periodic quality assurance nuclear density and moisture testing services which are expected to be minimal.

#### **H. Soil Testing**

Soil laboratory testing will be needed during construction. Contractor will pay for all proctor, gradation, and atterberg limits testing needed during construction.

#### **I. Requests for Information / Change Orders**

The Engineer shall review and respond to Requests for Information (RFIs) received from the Construction General Contractor. Engineer shall recommend and prepare change orders as needed to be approved and processed by the City.

#### **J. Payment Requests**

The Engineer shall review each monthly payment request submitted by the General Contractor. Upon approval of each request, Engineer shall coordinate with the Owner for payment.

#### **K. Final Inspection & As-Built Drawings**

Upon completion of all work, the Engineer shall conduct a final inspection of the project. Upon approval of all work, the Engineer shall write a letter of acceptance to the Owner and issue Certificate of Substantial Completion. The Engineer shall also prepare "As-Constructed" drawings and submit them to the Owner and applicable State agencies for final approval.

Engineer shall submit to City one (1) CD and/or flashdrive with Contractor's submittals.

#### **L. Employee Training**

Once the project is completed the Engineer's subconsultant will be on site to provide classroom and in-field training to City staff on composting operations. The budget includes preparing classroom training materials and spending up to two days at the facility providing a combination of classroom and field training.

#### **M. Assistance with Equipment Procurement**

Great West will assist the City on an as-needed basis with the procurement of equipment needed for the facility. This includes writing the technical specifications for the equipment which the City will incorporate into its standard equipment procurement solicitation.

#### **N. Warranty Period Assistance**

Great West and its subconsultant will provide the City assistance during the one-year warranty period. This includes up to 10 hours of assistance from the Engineer's subconsultant on operations questions.

## **Additional Services**

Additional services that are outside the scope of this budget are listed in Appendix C of the contract.

## **City Staff Requirements:**

We will work closely with Solid Waste Division and City Engineering staff throughout the entire project and actively solicit ideas and comments from the staff as we develop the plan. We will need the City staff to be available for site tours and interviews. We also expect that key staff will review and comment on draft deliverables in a timely manner during the course of the project. City Solid Waste Division equipment and staff will be available to excavate test pits during the project design phase.

Current billing rates are attached in Exhibit D.

## Appendix B

### Methods and Times of Payment

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#### Section 1. Payments for Basic Services.

Billings shall authorize payment to the Engineer for services performed under Appendix A of this Agreement. Partial payment shall be due the Engineer upon receipt of the Engineer's pay estimate, said estimate being proportioned to the work completed by the Engineer.

Partial payment shall be made to the Engineer upon receipt of the Engineer's pay estimate, said estimate being proportioned to the work completed by the Engineer. Billings shall deduct five percent (5%) from each monthly pay estimate to be held until the completion of the final scope of work. The final payment shall be made only after acceptance of final documents by Billings, and determination that the scope of work has been satisfactorily completed.

- A. For services rendered prior to construction, Appendix A, the Engineer shall be paid based upon actual time accrued, but not to exceed the total contract amount.

\$ 47,000	Task 1 – Study Phase
\$ 47,500	Task 2 – Project Design
\$ 5,500	Task 3 – Initial Bidding Services
\$ 76,000	Task 4 – Construction Engineering

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**\$ 176,000**

- B. Final payment shall be the above stated basic fee less all previous payments.

#### Section 2. Payments for Extra Services when Authorized by Billings.

Requests made or conditions identified by interested groups at the agency or public meetings, which are beyond the scope and intent of this study shall be paid for on an hourly basis at the applicable fees in Appendix D.

#### Section 3. Corrections.

Costs of Billings work that is required for corrections to the Engineer's work which requires redoing by Billings shall be deducted from any payments due the Engineer, if the Engineer fails to make the required corrections.

#### Section 4. Fee Increases

For contracts and services that are expected to require more than one (1) year to complete, the above stated basic services payments may be reviewed and adjusted annually by mutual agreement of the parties, based upon documented evidence that the Engineer's costs and hourly rates as shown in Appendix D have increased for all comparable clients.

## **Appendix C**

### **Additional Services of Engineer**

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Extra Services of the Engineer will be paid only with written prior authorization by Billings. Any work desired by the City on these task items will be negotiated with the City on a task by task basis:

- A. Geotechnical investigations or report are not included except test pit logging in project area during final project design.
- B. Design of water main extension to new facility.
- C. Additional services not specifically listed in Tasks 1-4 in Appendix A.

## Appendix D

### Schedule of Professional Fees

Current agreements for engineering services stipulate that the standard hourly rates are subject to review and adjustments. Hourly rates for services effective on the date of this Agreement are included below.

The itemized schedule provided below includes direct labor costs, normal payroll and overhead costs, transportation, furnishing equipment and materials normally required for performance of the work and reasonable profit. Direct project costs not itemized herein shall be paid for at actual cost.

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#### 2020 SCHEDULE OF BILLING RATES

	<u>Hourly Rate</u>
Clerical Support.....	\$65
Project Assistant .....	77
Project Coordinator .....	88
Project Administrator .....	125
Ecologist .....	98
GIS Specialist .....	88
Construction Inspector 1 .....	114
Construction Inspector 2 .....	125
Designer.....	107
Senior Designer .....	120
Senior Technician/Planner.....	130
Senior Hydrogeologist.....	156
Engineering Tech.....	79
Engineer 1 .....	113
Engineer 2 .....	120
Engineer 3 .....	125
Engineer 4 .....	140-152
Engineer 5 .....	174-185
Engineer 6 .....	179

Reimbursable Expenses include but are not limited to:

Auto Mileage.....	\$.65/mile
Outside Consultants, Fees, Shipping, Supplies, Travel and Per Diem.....	1.05xcost

## Appendix E

### Project Schedule

Based on a notice to proceed by Billings dated no later than July 28, 2020, the targeted completion dates for the Engineer's work shall be:

<b>Task 1</b>	<b>Project Initiation</b>	
1.1	Project Kickoff Meeting	August 2020
1.2	30% Draft Study Meeting	September 2020
1.3-1.4	Submit Draft Study and Conduct Draft Study Meeting	October 2020
1.5	Final Study Meeting	November 2020
1.6	Submit Final Study	Late November 2020
<b>Task 2</b>	<b>Project Design</b>	
2.1-2.2	Submit Draft Design Documents & Draft Design Meeting	February 2021
2.3	Final Design Meeting	Late February 2021
2.4	Final Design Documents	March 2021
<b>Task 3</b>	<b>Bidding Services</b>	April 2021
<b>Task 4</b>	<b>Construction Engineering Services</b>	May – August 2021

Delays affecting the completion of the work within the time specified of more than ninety (90) days, not attributable to or caused by the Parties hereto, may be considered as cause for the renegotiation or termination of this Contract.

If the Engineer is behind on this Contract due to no fault of Billings, then the Engineer hereby acknowledges the right of Billings to withhold future Contracts to the Engineer in addition to any other remedy until this Contract is brought back on schedule or otherwise resolved.

**Appendix F**

**Certificate(s) of Insurance**

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Attach Certificate(s) of Insurance

**Regular City Council Meeting**

**Meeting Date:** 07/27/2020

**TITLE:** Grant Award from Phillips 66 - \$20,000

**PRESENTED BY:** William Rash, Fire Chief

**Department:** Fire

**Division:** Fire

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**RECOMMENDATION**

Staff recommends accepting the \$20,000 grant award from Phillips 66 for the purpose of replacing a fire station failing standby generator.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

The City of Billings Fire Department has submitted a grant application to Phillips 66 in the amount of \$20,000 to offset the cost to replace one standby generator.

**ALTERNATIVES**

City Council may Approve, or; Disapprove accepting these grant funds.

**FISCAL EFFECTS**

Standby generators at fire stations are aging in place. The cost to replace one generator is approximately \$40,000-\$50,000. Acceptance of this grant award would off set the cost to the City.

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**Regular City Council Meeting**

**Meeting Date:** 07/27/2020

**TITLE:** Donation from the Yellowstone County DUI Task Force in the Amount of \$4,000

**PRESENTED BY:** Rich St. John, Police Chief

**Department:** Police

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**RECOMMENDATION**

Council policy requires that any donation greater than \$500 must be approved by the City Council. City Council is being asked to accept a donation in the amount of \$4,000 from the Yellowstone County DUI Task Force.

The donation of \$4,000 to the Billings Police Department (BPD) will be used to fund overtime for special DUI shifts during peak DUI hours.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

The Yellowstone County DUI Task Force wishes to donate \$4,000 to the Billings Police Department (BPD) to fund overtime for special DUI shifts during peak DUI hours.

**ALTERNATIVES**

City Council may:

- Approve the \$4,000 donation from the Yellowstone County DUI Task Force or;
- Disapprove the \$4,000 donation which will result in the Billings Police Department not running the special DUI patrols, event patrols, and compliance checks.

**FISCAL EFFECTS**

There is no impact to the General Fund.

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**Regular City Council Meeting**

**Meeting Date:** 07/27/2020

**TITLE:** Payment of Claims for the week of June 22, 2020

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

**Department:** Finance

**Presentation:** No

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**PROBLEM/ISSUE STATEMENT**

Claims in the amount of \$2,125,237.73 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

**FISCAL EFFECTS**

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.

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## **Attachments**

Councilmemo wk of 06222020

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Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/22/2020	834097	Aerzen USA Corp	Wastewater	\$ 3,342.51	SEPI-20-002223; BLOWER FILTERS
06/22/2020	834098	Am Medical Response	Public Safety	\$ 12.65	164764 TWILL TAPE COTTON 1/2" X 36 YARDS, WHITE NON-STERILE
06/22/2020	834098	Am Medical Response	Public Safety	\$ 22.73	419877 SAFETY SCALPEL BARD-PARKER #11 BOX/10
06/22/2020	834098	Am Medical Response	Public Safety	\$ 2,094.96	AED BATTERIES, LP1000 11141-000100
06/22/2020	834098	Am Medical Response	Public Safety	\$ 8.36	ANCET, SAFETY PRESS ACTIV GRN 2.0MM 100/BX - 20BX/CS
06/22/2020	834098	Am Medical Response	Public Safety	\$ 248.90	CALCIUM GLUCONATE CS/25
06/22/2020	834098	Am Medical Response	Public Safety	\$ 137.00	CHEST SEAL DRESSING SAM, COMBO
06/22/2020	834098	Am Medical Response	Public Safety	\$ 192.74	INTRANASAL MUCOSAL ATOMIZATION DEVICE LMA BX/25
06/22/2020	834098	Am Medical Response	Public Safety	\$ 145.20	PNEUMOTHORAX SET ARS
06/22/2020	834098	Am Medical Response	Public Safety	\$ 305.60	QUICK CLOT Z-FOLD 3" X 4-YARDS
06/22/2020	834098	Am Medical Response	Public Safety	\$ 17.25	SKIN PRED, CHLORAPREP FREPP 1.5CC 20/CT - 25CT/CS ENTURA
06/22/2020	834101	Angel Armor	Public Safety	\$ 4,056.71	Angel Armor 12899, SWAT armor plates
06/22/2020	834102	Archie Cochrane	Fleet	\$ 244.35	5327302 PO NUM 310555
06/22/2020	834102	Archie Cochrane	General	\$ 2.12	5327359
06/22/2020	834102	Archie Cochrane	Public Safety	\$ 1,757.82	5326637
06/22/2020	834102	Archie Cochrane	Public Safety	\$ 276.92	5326695
06/22/2020	834102	Archie Cochrane	Public Safety	\$ (400.00)	5326764
06/22/2020	834102	Archie Cochrane	Public Safety	\$ 147.26	5326824
06/22/2020	834102	Archie Cochrane	Public Safety	\$ 69.91	5327120
06/22/2020	834102	Archie Cochrane	Public Safety	\$ 202.73	5327155
06/22/2020	834102	Archie Cochrane	Public Safety	\$ 225.30	5327215
06/22/2020	834102	Archie Cochrane	Public Safety	\$ 213.70	5327302
06/22/2020	834102	Archie Cochrane	Public Safety	\$ 75.39	5327359
06/22/2020	834102	Archie Cochrane	Transit	\$ 243.19	5328854
06/22/2020	834104	Azteca Systems	General	\$ 9,600.00	PRPL -CityWorks licenses
06/22/2020	834104	Azteca Systems	P.W. Admin	\$ 5,505.00	PW CityWorks License renewal
06/22/2020	834104	Azteca Systems	Parks Maint	\$ 9,600.00	PRPL -CityWorks licenses
06/22/2020	834104	Azteca Systems	Street/Traffic	\$ 8,950.00	PW CityWorks License renewal
06/22/2020	834104	Azteca Systems	Wastewater	\$ 3,578.00	PW CityWorks License renewal
06/22/2020	834104	Azteca Systems	Water	\$ 5,367.00	PW CityWorks License renewal
06/22/2020	834111	Billings Times	P.W. Admin	\$ 1,289.00	Public Works- liquid waste permits
06/22/2020	834111	Billings Times	Public Safety	\$ 321.90	Animal Control- impound forms
06/22/2020	834111	Billings Times	Public Safety	\$ 456.89	Animal Control- license forms
06/22/2020	834111	Billings Times	Public Safety	\$ 96.10	Animal Control- window envelopes
06/22/2020	834111	Billings Times	Public Safety	\$ 521.68	Police -fingerprint envelopes
06/22/2020	834111	Billings Times	Public Safety	\$ 572.00	Police- receipt books
06/22/2020	834109	Blgs Carpet Clean	Public Safety	\$ 4,700.00	FIRE 3: MOLD REMEDIATION & MATERIAL REPLACEMENT
06/22/2020	834109	Blgs Carpet Clean	Public Safety	\$ 906.00	FIRE3: FOUND DURING MOLD MITIGATION PROJECT.
06/22/2020	834112	Brenntag Pacific	Water	\$ 3,450.00	BPI53298; CHLORINE FOR STAPLES PUMP STATION FEED
06/22/2020	834115	Business Tax Section	Airport	\$ 328.24	Restripe Airfield Paint Markings. Taxiways and Runway 10L/28R
06/22/2020	834115	Business Tax Section	Airport	\$ 3.49	Retainage Release

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/22/2020	834115	Business Tax Section	General	\$ 119.63	Business Tax for City PO 20-000654 Terracon
06/22/2020	834115	Business Tax Section	Park District 1	\$ 748.99	WO 20-03 Overlay/Chip Seal; Pmt 1
06/22/2020	834115	Business Tax Section	Public Safety	\$ 960.96	Police Evidence Building
06/22/2020	834115	Business Tax Section	Public Safety	\$ 8,351.56	Police Evidence Building
06/22/2020	834115	Business Tax Section	Rose Pool Const	\$ 1,539.34	Centennial Park phase 1 construction-FristMark Construction
06/22/2020	834115	Business Tax Section	Rose Pool Const	\$ -	Change order #1 for FirstMark (176,204)
06/22/2020	834115	Business Tax Section	Storm Sewer	\$ 8.98	WO 17-05 Monad Rd & Daniel St Traffic Signal; Pmt 4F
06/22/2020	834115	Business Tax Section	Tax Incr S	\$ 2,073.60	Police Evidence Building
06/22/2020	834115	Business Tax Section	Tax Incr S	\$ -	Police Evidence Building
06/22/2020	834115	Business Tax Section	Wastewater	\$ 258.16	Replace Siding, Roof, Gutters on Primary Digester Bldg.
06/22/2020	834115	Business Tax Section	Water	\$ 216.35	20002; WATERLINE REPAIR LIST 8/2/19
06/22/2020	834115	Business Tax Section	Water	\$ 277.50	WO 18-15 Voelker Pump Station Improvements and Staples Generator; Pmt 5
06/22/2020	834122	Chicago Title of MT	CDBG	\$ 10,000.00	FTHB Dustin Ferguson 1326 Yellowstone River Road
06/22/2020	834125	CompuNet	Library	\$ 4,750.27	149128 projector for the community room. Moved up in the TRP
06/22/2020	834130	Crewsense	EOC 911	\$ 3,114.97	FIRE/911: Scheduling software annual renewal-06/13/20 thru 06/12/2022
06/22/2020	834130	Crewsense	Public Safety	\$ 11,302.90	FIRE/911: Scheduling software annual renewal-06/13/20 thru 06/12/2021
06/22/2020	834141	Dixie Petro-Chem	Water	\$ 7,504.00	BULK CHLORINE
06/22/2020	834145	Dustbusters	Street/Traffic	\$ 8,424.99	inv#63529 dustgard used for dust suppressant on gravel streets
06/22/2020	834148	Energy Laboratories	Wastewater	\$ 802.00	318652; COMPLIANCE TESTING
06/22/2020	834148	Energy Laboratories	Wastewater	\$ 385.00	319324; COMPLIANCE TESTING
06/22/2020	834148	Energy Laboratories	Wastewater	\$ 2,462.00	Primary effluent and secondary effluent testing
06/22/2020	834148	Energy Laboratories	Wastewater	\$ 154.00	Sampling on Nutter and 9th/3rd
06/22/2020	834152	First Interstate Bank	Tax Incr E	\$ 121,004.00	FY 2020 Development Agreement Payment
06/22/2020	834153	First Montana Title	CDBG	\$ 10,000.00	FTHB Danica Codden 399 Bohl Avenue
06/22/2020	834155	First Montana Title	CDBG	\$ 10,000.00	FTHB Daniel Hutchinson 837 Broadwater
06/22/2020	834154	First Montana Title	CDBG	\$ 15,000.00	FTHB Roxanne Shult 105 Jefferson
06/22/2020	834161	Galaxy Digital	Park District 1	\$ 3,250.00	volunteer management software
06/22/2020	834162	Galles Filter Service	Facilities	\$ 37.34	P-96654.01
06/22/2020	834162	Galles Filter Service	Fleet	\$ 48.46	P96188.01 PO NUM 310115
06/22/2020	834162	Galles Filter Service	Fleet	\$ 126.21	P96258.01 PO NUM 310115
06/22/2020	834162	Galles Filter Service	Fleet	\$ 223.74	P96364.01 PO NUM 310115
06/22/2020	834162	Galles Filter Service	Fleet	\$ 89.00	P96432.01 PO NUM 310115
06/22/2020	834162	Galles Filter Service	Fleet	\$ 52.24	P-96565.01 PO NUM 310115
06/22/2020	834162	Galles Filter Service	Fleet	\$ 248.01	P-96566.01 PO NUM 310115
06/22/2020	834162	Galles Filter Service	Fleet	\$ 214.55	P-96644.01 PO NUM 310115
06/22/2020	834162	Galles Filter Service	Fleet	\$ 24.87	P-96645.01 PO NUM 310115
06/22/2020	834162	Galles Filter Service	Fleet	\$ 105.87	P-96715.01 PO NUM 310115
06/22/2020	834162	Galles Filter Service	Fleet	\$ 404.12	P-96779.01 PO NUM 310115
06/22/2020	834162	Galles Filter Service	Fleet	\$ 12.19	P96988.01 PO NUM 310115
06/22/2020	834162	Galles Filter Service	Public Safety	\$ 18.58	P-96203.01
06/22/2020	834162	Galles Filter Service	Solid Waste	\$ 407.01	Filters for the Landfill

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/22/2020	834162	Galles Filter Service	Solid Waste	\$ 97.18	Filters for the Landfill
06/22/2020	834162	Galles Filter Service	Solid Waste	\$ 388.72	Filters for the Landfill
06/22/2020	834162	Galles Filter Service	Solid Waste	\$ 379.07	Filters for the Landfill
06/22/2020	834162	Galles Filter Service	Solid Waste	\$ 611.60	Filters for the Landfill
06/22/2020	834162	Galles Filter Service	Solid Waste	\$ 91.10	P96066.01
06/22/2020	834162	Galles Filter Service	Solid Waste	\$ 91.10	P-96473.01
06/22/2020	834162	Galles Filter Service	Solid Waste	\$ 208.57	P-96777.01
06/22/2020	834162	Galles Filter Service	Street/Traffic	\$ 267.34	P-96476.01
06/22/2020	834162	Galles Filter Service	Transit	\$ 12.46	P-96280-01 PO NUM 310115
06/22/2020	834162	Galles Filter Service	Transit	\$ 63.79	P-96363-01 PO NUM 310115
06/22/2020	834162	Galles Filter Service	Transit	\$ 24.60	P-96368-01
06/22/2020	834162	Galles Filter Service	Transit	\$ 6.23	T-86907 PO NUM 310115
06/22/2020	834162	Galles Filter Service	Wastewater	\$ 21.82	NONSTOCKING ITEMS-P.U.D.
06/22/2020	834162	Galles Filter Service	Wastewater	\$ 36.93	NONSTOCKING ITEMS-P.U.D.
06/22/2020	834162	Galles Filter Service	Wastewater	\$ 103.93	NONSTOCKING ITEMS-P.U.D.
06/22/2020	834162	Galles Filter Service	Wastewater	\$ 32.94	NONSTOCKING ITEMS-P.U.D.
06/22/2020	834162	Galles Filter Service	Wastewater	\$ 10.91	NONSTOCKING ITEMS-P.U.D.
06/22/2020	834162	Galles Filter Service	Wastewater	\$ 2.71	P96190.01
06/22/2020	834162	Galles Filter Service	Water	\$ 291.96	NONSTOCKING ITEMS-P.U.D.
06/22/2020	834162	Galles Filter Service	Water	\$ 15.66	NONSTOCKING ITEMS-P.U.D.
06/22/2020	834162	Galles Filter Service	Water	\$ 29.44	NONSTOCKING ITEMS-P.U.D.
06/22/2020	834162	Galles Filter Service	Water	\$ 122.51	NONSTOCKING ITEMS-P.U.D.
06/22/2020	834162	Galles Filter Service	Water	\$ 45.88	NONSTOCKING ITEMS-P.U.D.
06/22/2020	834162	Galles Filter Service	Water	\$ 117.73	NONSTOCKING ITEMS-P.U.D.
06/22/2020	834162	Galles Filter Service	Water	\$ 11.36	NONSTOCKING ITEMS-P.U.D.
06/22/2020	834162	Galles Filter Service	Water	\$ 134.10	NONSTOCKING ITEMS-P.U.D.
06/22/2020	834162	Galles Filter Service	Water	\$ 70.64	NONSTOCKING ITEMS-P.U.D.
06/22/2020	834162	Galles Filter Service	Water	\$ 11.00	P96189.01
06/22/2020	834164	Gillig Corporation	Transit	\$ 413.30	40704031
06/22/2020	834164	Gillig Corporation	Transit	\$ 94.50	40701948 PO NUM 310519
06/22/2020	834164	Gillig Corporation	Transit	\$ 1,977.66	40701949 PO NUM 310519
06/22/2020	834164	Gillig Corporation	Transit	\$ 1,185.78	40702288 PO NUM 310519
06/22/2020	834173	HDR	Light Maint	\$ 152.93	WO 20-33 Public Works GIS Services
06/22/2020	834173	HDR	Solid Waste	\$ 305.87	WO 20-33 Public Works GIS Services
06/22/2020	834173	HDR	Storm Sewer	\$ 611.73	WO 20-33 Public Works GIS Services; 1200273818
06/22/2020	834173	HDR	Street/Traffic	\$ 458.80	WO 20-33 Public Works GIS Services
06/22/2020	834173	HDR	Wastewater	\$ 764.67	WO 20-33 Public Works GIS Services
06/22/2020	834173	HDR	Water	\$ 764.67	WO 20-33 Public Works GIS Services
06/22/2020	834174	High Point Networks	IT Resources	\$ 10,799.20	13month KACE renewal -Qty. 900 6/30/20-7/31/21
06/22/2020	834174	High Point Networks	IT Resources	\$ 2,258.00	EX340 -24Port Juniper Network switch -Airport
06/22/2020	834174	High Point Networks	Phone System	\$ 11,039.00	EX3400 24Port and EX3400 48MP Juniper switches for Evidence cameras

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/22/2020	834178	laff	Payroll Clearing	\$ 5,063.88	Payroll Summary
06/22/2020	834206	Mail Tech Service	Central Services	\$ 5,203.39	MTS Mail Service for May 2020
06/22/2020	834215	Montana CSED	Payroll Clearing	\$ 3,181.68	Payroll Summary
06/22/2020	834216	Montana Dakota Utilities	Airport	\$ 73.81	129 573 1000 1. Mud Wash. June 2020
06/22/2020	834216	Montana Dakota Utilities	Airport	\$ 35.41	160 723 3573 6. USDA. June 2020
06/22/2020	834216	Montana Dakota Utilities	Airport	\$ 79.73	185 580 1000 7. TSA Building. June 2020
06/22/2020	834216	Montana Dakota Utilities	Airport	\$ 42.31	283 116 0655 3. IP-12 Alpine Maintenance. June 2020
06/22/2020	834216	Montana Dakota Utilities	Airport	\$ 114.70	285 580 1000 6
06/22/2020	834216	Montana Dakota Utilities	Airport	\$ 21.68	29 573 1000 0. Detail Bay 1 Hertz. June 2020
06/22/2020	834216	Montana Dakota Utilities	Airport	\$ 31.02	295 580 1000 4. Aero Interiors. June 2020
06/22/2020	834216	Montana Dakota Utilities	Airport	\$ 25.09	329 573 1000 9. Detail Bay 3 Enterprise. June 2020
06/22/2020	834216	Montana Dakota Utilities	Airport	\$ 24.11	429 573 1000 8. Detail Bay 4 Avis/Budget. June 2020
06/22/2020	834216	Montana Dakota Utilities	Airport	\$ 18.69	529 573 1000 7. Detail Bay 5 Thrifty/Dollar. June 2020
06/22/2020	834216	Montana Dakota Utilities	Airport	\$ 2,625.51	595 580 1000 1
06/22/2020	834216	Montana Dakota Utilities	Airport	\$ 22.64	629 573 1000 6. Detail Bay 2 National/Alamo. June 2020
06/22/2020	834216	Montana Dakota Utilities	Airport	\$ 181.62	706 580 1000 7
06/22/2020	834216	Montana Dakota Utilities	Airport	\$ 79.24	889 373 1000 6. Car Wash. June 2020
06/22/2020	834216	Montana Dakota Utilities	General	\$ 28.57	501 473 1000 2
06/22/2020	834216	Montana Dakota Utilities	Public Safety	\$ 61.98	668 670 1000 2
06/22/2020	834216	Montana Dakota Utilities	Public Safety	\$ 17.15	FIRE3: GENERATOR, JUNE 2020
06/22/2020	834216	Montana Dakota Utilities	Wastewater	\$ 33.94	596 733 1000 5
06/22/2020	834216	Montana Dakota Utilities	Wastewater	\$ 33.46	713 064 3190 0
06/22/2020	834216	Montana Dakota Utilities	Wastewater	\$ 34.34	843 879 2205 1
06/22/2020	834216	Montana Dakota Utilities	Water	\$ 9.84	373 580 1000 9
06/22/2020	834216	Montana Dakota Utilities	Water	\$ 9.84	373 580 1000 9
06/22/2020	834216	Montana Dakota Utilities	Water	\$ 20.15	541 380 1000 1
06/22/2020	834216	Montana Dakota Utilities	Water	\$ 33.46	921 580 1000 6
06/22/2020	834224	MPPA	Payroll Clearing	\$ 3,572.75	Payroll Summary
06/23/2020	834304	MT State Fireman	Payroll Clearing	\$ 4,283.97	Payroll Summary
06/22/2020	834225	MT Waterworks	Water	\$ 32.00	32112; POLY PIPE
06/22/2020	834225	MT Waterworks	Water	\$ 125.88	6" GRIP RING ACCESSORY PACK P/N: 2420690
06/22/2020	834225	MT Waterworks	Water	\$ 716.08	8" GRIP RING ACCESSORY PACK P/N: 2420905
06/22/2020	834225	MT Waterworks	Water	\$ 2,076.00	8" X 15" CI-FC REPAIR CLAMP - F1-939 X 15-SH
06/22/2020	834225	MT Waterworks	Water	\$ 557.71	TYLER 5-1/4" HD 12# DROP LID - WATER (TY502418)
06/22/2020	834225	MT Waterworks	Water	\$ 1,766.82	TYLER 6860 HD 26" TOP SECTION (TY502166) (COB-100)
06/22/2020	834225	MT Waterworks	Water	\$ 454.22	VALVE BOX RISER #69A SLIP TYPE P/N: VBR69A
06/22/2020	834225	MT Waterworks	Water	\$ 358.90	WEATHER SHIELD NUT SP-A101 - WATEROUS (SP-A101) P/N: SP-A101
06/22/2020	834227	Napa Auto Parts	Facilities	\$ 101.63	199388
06/22/2020	834227	Napa Auto Parts	Facilities	\$ 6.92	200863
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 7.00	203618
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 256.44	114266 PO NUM 310529

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 14.95	114577 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 149.40	199413 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 84.00	199770 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 49.31	201021 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 17.52	201486 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 28.76	201792 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 8.10	201810 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 17.66	201839 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 38.00	201839 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 6.40	202645 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 6.38	202848 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 9.87	203130 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 34.50	203130 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 28.98	203130 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 9.87	203776 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 30.68	203792 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 10.18	203848 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	Fleet	\$ 8.38	204034 PO NUM 310529
06/22/2020	834227	Napa Auto Parts	General	\$ 105.40	200702
06/22/2020	834227	Napa Auto Parts	General	\$ 34.04	200787
06/22/2020	834227	Napa Auto Parts	General	\$ 68.85	200879
06/22/2020	834227	Napa Auto Parts	Public Safety	\$ 23.20	199455
06/22/2020	834227	Napa Auto Parts	Public Safety	\$ 152.10	199730
06/22/2020	834227	Napa Auto Parts	Public Safety	\$ 24.45	199841
06/22/2020	834227	Napa Auto Parts	Public Safety	\$ 24.05	199872
06/22/2020	834227	Napa Auto Parts	Public Safety	\$ 784.98	200960
06/22/2020	834227	Napa Auto Parts	Public Safety	\$ 19.00	201532
06/22/2020	834227	Napa Auto Parts	Public Safety	\$ 182.10	201535
06/22/2020	834227	Napa Auto Parts	Public Safety	\$ 3.91	202919
06/22/2020	834227	Napa Auto Parts	Public Safety	\$ 76.05	203135
06/22/2020	834227	Napa Auto Parts	Public Safety	\$ 44.84	203431
06/22/2020	834227	Napa Auto Parts	Public Safety	\$ 164.36	203579
06/22/2020	834227	Napa Auto Parts	Solid Waste	\$ 10.39	199486
06/22/2020	834227	Napa Auto Parts	Solid Waste	\$ 16.07	199596
06/22/2020	834227	Napa Auto Parts	Solid Waste	\$ 79.60	200018
06/22/2020	834227	Napa Auto Parts	Solid Waste	\$ 46.41	200348
06/22/2020	834227	Napa Auto Parts	Solid Waste	\$ (79.60)	200372
06/22/2020	834227	Napa Auto Parts	Street/Traffic	\$ 21.52	199965
06/22/2020	834227	Napa Auto Parts	Street/Traffic	\$ 5.29	201805
06/22/2020	834227	Napa Auto Parts	Street/Traffic	\$ 33.31	203113
06/22/2020	834227	Napa Auto Parts	Transit	\$ 21.76	3977-00-203798

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/22/2020	834227	Napa Auto Parts	Transit	\$ 120.12	3977-00-203798 PO NUM 310445
06/22/2020	834227	Napa Auto Parts	Transit	\$ 37.96	3977-00-204003
06/22/2020	834227	Napa Auto Parts	Transit	\$ 51.56	3977-00-206337
06/22/2020	834227	Napa Auto Parts	Transit	\$ 409.00	3977-00-206598
06/22/2020	834227	Napa Auto Parts	Transit	\$ 248.40	3977-00-206598
06/22/2020	834227	Napa Auto Parts	Transit	\$ 149.86	3977-00-206598
06/22/2020	834227	Napa Auto Parts	Transit	\$ 62.56	3977-00-206598 PO NUM 310445
06/22/2020	834227	Napa Auto Parts	Transit	\$ 35.10	3977-00-207186 PO NUM 310445
06/22/2020	834227	Napa Auto Parts	Transit	\$ 5.69	3977-00-207571 PO NUM 310445
06/22/2020	834227	Napa Auto Parts	Transit	\$ 25.37	3977-00-208729 PO NUM 310445
06/22/2020	834227	Napa Auto Parts	Transit	\$ 54.00	3977-00-208838 PO NUM 310445
06/22/2020	834227	Napa Auto Parts	Transit	\$ 17.96	3977-00-209122 PO NUM 310445
06/22/2020	834227	Napa Auto Parts	Transit	\$ (54.00)	3977-00-210510
06/22/2020	834227	Napa Auto Parts	Transit	\$ 299.72	3977-00-210520
06/22/2020	834227	Napa Auto Parts	Transit	\$ 146.37	3977-00-210520 PO Num 310548
06/22/2020	834227	Napa Auto Parts	Transit	\$ 24.46	3977-00-210644
06/22/2020	834227	Napa Auto Parts	Transit	\$ 14.99	3977-00-210744
06/22/2020	834227	Napa Auto Parts	Water	\$ 286.18	200316
06/22/2020	834230	Northwest Pipe	Fleet	\$ 99.18	7309335
06/22/2020	834230	Northwest Pipe	Street/Traffic	\$ 100.00	inv#7316770 blower brackets on units 1106, 1105, 1102, 1127
06/22/2020	834230	Northwest Pipe	Wastewater	\$ 125.78	7301004; WWTP GREASE PUMP
06/22/2020	834230	Northwest Pipe	Wastewater	\$ 73.15	7301953; FOR #2 GREASE PUMP
06/22/2020	834230	Northwest Pipe	Wastewater	\$ 152.06	7305027; SLUDGE BAY NON-POTABLE
06/22/2020	834230	Northwest Pipe	Wastewater	\$ 37.50	7308561; ADMIN SPRINKLER
06/22/2020	834230	Northwest Pipe	Wastewater	\$ 64.52	7311479; FOR SSPS
06/22/2020	834230	Northwest Pipe	Wastewater	\$ 31.70	7314247; SSP #2
06/22/2020	834230	Northwest Pipe	Wastewater	\$ 7.10	7314247-1; SSP #2
06/22/2020	834230	Northwest Pipe	Wastewater	\$ 49.55	7314286; SSP #2
06/22/2020	834230	Northwest Pipe	Wastewater	\$ 319.04	7317363; AFT SAMPLE POINT
06/22/2020	834230	Northwest Pipe	Wastewater	\$ 4,593.58	SEWER LINES ROTO SCREEN
06/22/2020	834230	Northwest Pipe	Water	\$ 25.20	1" T-10 BOTTOM CAP GASKET (8340-038)
06/22/2020	834230	Northwest Pipe	Water	\$ 259.90	1-1/2" TD METER FLANGES
06/22/2020	834230	Northwest Pipe	Water	\$ 9,385.20	3/4 T10 2BD 4 WHEEL - REGISTER HEADS R62F21 (R62F21)
06/22/2020	834230	Northwest Pipe	Water	\$ 111.50	3/4" T-10 BOTTOM CAP CAST - IRON (9833-010)
06/22/2020	834230	Northwest Pipe	Water	\$ 8,984.00	5/8" ARB 5 REGISTER 2 BD - 202NS90607 (RH2F11) 5/8" PIT
06/22/2020	834230	Northwest Pipe	Water	\$ 16.50	5/8" T-10 BOTTOM CAP GASKET (8340-069) 2031879
06/22/2020	834230	Northwest Pipe	Water	\$ 855.60	6" GEAR TRAIN ASSM 6X8 - T/T &T/F 9441-101 (9441-101)
06/22/2020	834230	Northwest Pipe	Water	\$ 2,042.32	6" ROTOR ASSEM .6T/T &T/F - 9474-101 (9474-101)
06/22/2020	834230	Northwest Pipe	Water	\$ 719.92	7291281; METER REGISTERS
06/22/2020	834230	Northwest Pipe	Water	\$ 1,725.00	7292891; GATEWAY REPAIR CHARGES
06/22/2020	834230	Northwest Pipe	Water	\$ 81.70	7298310; STAPLES/STOCK

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/22/2020	834230	Northwest Pipe	Water	\$ 59.04	7299020; PUD WTP STOCK
06/22/2020	834230	Northwest Pipe	Water	\$ 77.39	7303217;VALVE
06/22/2020	834230	Northwest Pipe	Water	\$ 62.75	7304452; SHOP STOCK AND L STRUCTURE STREAMING CURRENT
06/22/2020	834230	Northwest Pipe	Water	\$ 197.04	7308090; WTP HIGH SERVICE COMP
06/22/2020	834230	Northwest Pipe	Water	\$ 2,100.00	7309533; TOP SECTION OF 10" METER
06/22/2020	834230	Northwest Pipe	Water	\$ 498.09	7309982; HOT WATER HEATER FOR LEAVENS
06/22/2020	834230	Northwest Pipe	Water	\$ 6.28	7310163; STAPLES IRRIGATION SYSTEM
06/22/2020	834230	Northwest Pipe	Water	\$ 85.97	7310275; H.S. AIR SYSTEM
06/22/2020	834230	Northwest Pipe	Water	\$ 102.36	7317160; IRRIGATION SYSTEM-STAPLES
06/22/2020	834230	Northwest Pipe	Water	\$ 7.38	7326070; H.S. INSTRUMENTATION
06/22/2020	834230	Northwest Pipe	Water	\$ 49,290.00	7336820; NEPTUNE SOFTWARE AGREEMENT, YEAR 2
06/22/2020	834230	Northwest Pipe	Water	\$ 554.51	739126; INSTRUMENT CLUSTER
06/22/2020	834230	Northwest Pipe	Water	\$ 540.48	8" X 15" CI-FC REPAIR CLAMP - F1-939 X 15-SH P/N: 333-070-00230
06/22/2020	834230	Northwest Pipe	Water	\$ 107.78	CAST IRON CURB BOX PLUG - 1-1/2" 58116 P/N: 111-075-00110
06/22/2020	834230	Northwest Pipe	Water	\$ 50.72	CAST IRON CURB BOX PLUG - 1-1/2" 58116 P/N: 111-075-00110
06/22/2020	834230	Northwest Pipe	Water	\$ 136.00	CAST IRON CURB BOX PLUG 1-1/4" - #58039 P/N: 2175728
06/22/2020	834230	Northwest Pipe	Water	\$ 44.80	INSTRUMENTATION WTP HIGH SERVICE
06/22/2020	834230	Northwest Pipe	Water	\$ (44.04)	INVENTORY CREDIT
06/22/2020	834230	Northwest Pipe	Water	\$ 253.36	PRESSURE REGULATOR WQP LEAVENS C117 SAMPLE LINE
06/22/2020	834230	Northwest Pipe	Water	\$ 16,660.00	R-900 ENHANCED WALL RR - MIU 13341-200 (RF'S) (2030905)
06/22/2020	834230	Northwest Pipe	Water	\$ 13,845.00	R900 MIU W/6' WIRE 13442- - 200 ENHANCED PIT (2034600)
06/22/2020	834230	Northwest Pipe	Water	\$ 227.43	SHUT OFF KEY. 7322
06/22/2020	834230	Northwest Pipe	Water	\$ 111.78	STAPLES BACKFLOW REPAIR KIT
06/22/2020	834230	Northwest Pipe	Water	\$ (129.85)	WO 20-35 Rims Waterline Replacement; CM7279789
06/22/2020	834232	NorthWestern Energy	Airport	\$ 2,372.90	0100483-7. Runway Lights. June 2020
06/22/2020	834232	NorthWestern Energy	Airport	\$ 1,368.67	0100484-5. ARFF Facility. June 2020
06/22/2020	834232	NorthWestern Energy	Airport	\$ 67.49	1138926-9. Aero Interiors. June 2020
06/22/2020	834232	NorthWestern Energy	Airport	\$ 77.04	1647695-4. De Icer. June 2020
06/22/2020	834232	NorthWestern Energy	Airport	\$ 496.32	1669567-8. TSA Building. June 2020
06/22/2020	834232	NorthWestern Energy	Airport	\$ 707.69	1993430-6. Car Wash. June 2020
06/22/2020	834232	NorthWestern Energy	Airport	\$ 227.23	2001846-1. Mud Wash. June 2020
06/22/2020	834232	NorthWestern Energy	Airport	\$ 237.52	2001848-7. Detail Bay 1 Hertz. June 2020
06/22/2020	834232	NorthWestern Energy	Airport	\$ 68.01	2001855-2. Detail Bay 2 National/Alamo. June 2020
06/22/2020	834232	NorthWestern Energy	Airport	\$ 96.66	2001862-8. Detail Bay 3 Enterprise. June 2020
06/22/2020	834232	NorthWestern Energy	Airport	\$ 70.64	2001865-1. Detail Bay 4 Avis/Budget. June 2020
06/22/2020	834232	NorthWestern Energy	Airport	\$ 39.22	2001867-7. Detail Bay 5 Thrifty/Dollar. June 2020
06/22/2020	834232	NorthWestern Energy	Airport	\$ 54.32	3085107-5. New Employee Parking. June 2020
06/22/2020	834232	NorthWestern Energy	Airport	\$ 167.42	3446396-8. USDA. June 2020
06/22/2020	834232	NorthWestern Energy	Airport	\$ 956.85	3477231-9. Parking Zone. June 2020
06/22/2020	834232	NorthWestern Energy	Airport	\$ 8.40	3733186-5. Airport Building (Hilsendeger). June 2020
06/22/2020	834232	NorthWestern Energy	Facilities	\$ 551.85	0975808-7

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/22/2020	834232	NorthWestern Energy	Facilities	\$ 822.88	1160802-3
06/22/2020	834232	NorthWestern Energy	Facilities	\$ 1,711.42	1160804-9
06/22/2020	834232	NorthWestern Energy	Facilities	\$ 3,314.53	1269391-7
06/22/2020	834232	NorthWestern Energy	General	\$ 45.88	0712387-0
06/22/2020	834232	NorthWestern Energy	General	\$ 139.50	0712536-2
06/22/2020	834232	NorthWestern Energy	General	\$ 23.39	0720818-4
06/22/2020	834232	NorthWestern Energy	General	\$ 1,089.17	0720821-8
06/22/2020	834232	NorthWestern Energy	General	\$ 175.19	0722287-0
06/22/2020	834232	NorthWestern Energy	General	\$ 523.84	0723045-1
06/22/2020	834232	NorthWestern Energy	General	\$ 312.24	0925496-2
06/22/2020	834232	NorthWestern Energy	General	\$ 467.98	1191404-1
06/22/2020	834232	NorthWestern Energy	General	\$ 23.39	1836666-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,051.57	SILMD 10 Acct# 0712546-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,901.49	SILMD 100 Acct# 0712559-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,589.96	SILMD 107 Acct# 0712560-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 3,987.53	SILMD 109 Acct# 0712561-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 194.84	SILMD 113 Acct# 0712562-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 858.07	SILMD 114 Acct# 0712563-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 201.90	SILMD 115 Acct# 0712564-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 529.98	SILMD 116 Acct# 0712565-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 2,887.58	SILMD 117 Acct# 0712566-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 185.97	SILMD 118 Acct# 0712567-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 113.52	SILMD 119 Acct# 0712568-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 2,271.39	SILMD 121 Acct# 0712570-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 170.46	SILMD 122 Acct# 0712571-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 302.85	SILMD 123 Acct# 0712572-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 883.31	SILMD 124 Acct# 0712573-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 353.32	SILMD 125 Acct# 0712574-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 176.67	SILMD 126 Acct# 0712575-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 639.23	SILMD 127 Acct# 0712576-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 447.45	SILMD 128 Acct# 0712577-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 302.85	SILMD 129 Acct# 0712578-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 4,431.25	SILMD 13 Acct# 0721276-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 108.49	SILMD 130 Acct# 0712579-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 782.35	SILMD 131 Acct# 0712580-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 201.47	SILMD 133 Acct# 0712581-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 464.93	SILMD 134 Acct# 0712582-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 468.75	SILMD 135 Acct# 0712583-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 429.04	SILMD 136 Acct# 0712584-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 341.79	SILMD 137 Acct# 0712585-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 681.42	SILMD 138 Acct# 0712586-7

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 227.15	SILMD 139 Acct# 0712587-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 2,177.46	SILMD 14 Acct# 0721277-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 529.98	SILMD 143 Acct# 0712588-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 25.21	SILMD 144 Acct# 0712589-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 426.15	SILMD 145 Acct# 0712590-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 328.09	SILMD 146 Acct# 0712591-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 399.73	SILMD 147 Acct# 0712592-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,453.42	SILMD 149 Acct# 0712593-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 681.84	SILMD 150 Acct# 0712594-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 580.45	SILMD 151 Acct# 0712595-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 3,917.57	SILMD 152 Acct# 0712596-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 490.06	SILMD 153 Acct# 0712597-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,107.99	SILMD 154 Acct# 0712598-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 454.28	SILMD 155 Acct# 0712599-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 831.00	SILMD 157 Acct# 0712600-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 731.89	SILMD 158 Acct# 0712601-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 885.56	SILMD 159 Acct# 0712602-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 656.17	SILMD 160 Acct# 0712603-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 958.84	SILMD 161 Acct# 0712604-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 43.39	SILMD 162 Acct# 0712605-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 710.73	SILMD 163 Acct# 0712606-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 340.92	SILMD 164 Acct# 0712607-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 807.60	SILMD 165 Acct# 0712608-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 213.09	SILMD 167 Acct# 0712609-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,051.68	SILMD 17 Acct# 0712553-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 511.38	SILMD 171 Acct# 0712610-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 464.93	SILMD 172 Acct# 0712611-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,065.37	SILMD 173 Acct# 0712612-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 894.91	SILMD 174 Acct# 0712613-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 298.30	SILMD 175 Acct# 0712614-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 30.99	SILMD 176 Acct# 0712615-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 234.39	SILMD 178 Acct# 0712616-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 468.75	SILMD 179 Acct# 0712617-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 95.29	SILMD 18 Acct# 0712554-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 319.63	SILMD 180 Acct# 0712618-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,539.49	SILMD 181 Acct# 0712619-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 532.70	SILMD 182 Acct# 0712620-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,065.39	SILMD 183 Acct# 0712621-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 340.92	SILMD 184 Acct# 0712622-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 127.85	SILMD 185 Acct# 0712623-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 658.68	SILMD 186 Acct# 0712624-6

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 213.09	SILMD 187 Acct# 0712625-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 255.69	SILMD 188 Acct# 0712626-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 213.09	SILMD 189 Acct# 0712627-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,107.99	SILMD 190 Acct# 0712628-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 380.32	SILMD 191 Acct# 0712629-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 277.00	SILMD 192 Acct# 0712630-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 681.84	SILMD 193 Acct# 0712631-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 288.90	SILMD 194 Acct# 0712632-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 231.12	SILMD 195 Acct# 0712633-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 73.72	SILMD 196 Acct# 0712634-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 73.72	SILMD 197 Acct# 0712635-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 106.54	SILMD 198 Acct# 0712636-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 81.17	SILMD 200 Acct# 0712637-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 447.45	SILMD 201 Acct# 0712638-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 613.71	SILMD 202 Acct# 0712639-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 19.65	SILMD 203 Acct# 0712640-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 391.13	SILMD 204 Acct# 0712641-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 24.79	SILMD 205 Acct# 0712642-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 298.30	SILMD 206 Acct# 0712643-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 340.92	SILMD 207 Acct# 0712644-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 234.53	SILMD 208 Acct# 0712645-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 490.06	SILMD 209 Acct# 0712646-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 88.45	SILMD 210 Acct# 0712647-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 49.16	SILMD 211 Acct# 0712648-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 49.16	SILMD 212 Acct# 0712649-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 29.49	SILMD 213 Acct# 0712650-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 345.18	SILMD 214 Acct# 0712651-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 127.85	SILMD 216 Acct# 0712652-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 375.36	SILMD 217 Acct# 0712653-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 265.78	SILMD 220 Acct# 0712654-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 6.20	SILMD 221 Acct# 0712655-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 77.99	SILMD 222 Acct# 0712656-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 117.95	SILMD 223 Acct# 0712657-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,315.46	SILMD 224 Acct# 0712658-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 371.39	SILMD 225 Acct# 0712659-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 319.08	SILMD 226 Acct# 0712660-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 645.38	SILMD 227 Acct# 0712661-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 731.89	SILMD 228 Acct# 0712662-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 378.58	SILMD 229 Acct# 0712663-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 883.31	SILMD 230 Acct# 0712664-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 529.98	SILMD 231 Acct# 0712665-9

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 2,296.62	SILMD 232 Acct# 0712666-7
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06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 488.01	SILMD 234 Acct# 0712668-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 545.80	SILMD 235 Acct# 0712669-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 173.33	SILMD 236 Acct# 0712670-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 362.24	SILMD 237 Acct# 0712671-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 12.40	SILMD 238 Acct# 0712672-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 85.23	SILMD 239 Acct# 0712673-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 415.99	SILMD 240 Acct# 0712674-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 533.43	SILMD 241 Acct# 0712675-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 75.71	SILMD 242 Acct# 0712676-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 100.95	SILMD 244 Acct# 0712677-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 67.79	SILMD 245 Acct# 0712678-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 302.85	SILMD 246 Acct# 0712679-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 923.20	SILMD 247 Acct# 0712680-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 2,558.69	SILMD 248 Acct# 0712681-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 2,498.51	SILMD 249 Acct# 0718734-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 207.99	SILMD 250 Acct# 0719001-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 3,540.48	SILMD 251 Acct# 0718801-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 504.75	SILMD 252 Acct# 0719162-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,665.21	SILMD 253 Acct# 0719644-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 155.99	SILMD 254 Acct# 0719763-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 176.25	SILMD 255 Acct# 0720813-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 928.46	SILMD 257 Acct# 0720360-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 2,389.78	SILMD 258 Acct# 0720606-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,388.72	SILMD 259 Acct# 0720810-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 454.28	SILMD 261 Acct# 0720705-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 2,825.60	SILMD 262 Acct# 0720937-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 994.01	SILMD 263 Acct# 0720716-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 170.17	SILMD 264 Acct# 0721427-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 331.19	SILMD 265 Acct# 0721556-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 43.85	SILMD 266 Acct# 0721684-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 454.06	SILMD 270 Acct# 0906944-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 874.51	SILMD 271 Acct# 0995095-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 2,583.17	SILMD 272 Acct# 0905005-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 187.65	SILMD 273 Acct# 0926386-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 495.27	SILMD 276 Acct# 0961926-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 777.95	SILMD 277 Acct# 1058710-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 219.55	SILMD 278 Acct# 1087619-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 54.23	SILMD 279 Acct# 1124127-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 706.18	SILMD 280 Acct# 1045653-1

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 458.48	SILMD 283 Acct# 1172743-5
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 298.53	SILMD 285 Acct# 1206985-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 223.02	SILMD 286 Acct# 1296582-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,693.89	SILMD 288 Acct# 1303978-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 231.96	SILMD 289 Acct# 1685375-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 121.05	SILMD 290 Acct# 1433921-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 555.21	SILMD 292 Acct# 1481532-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 213.09	SILMD 293 Acct# 1481534-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 426.15	SILMD 294 Acct# 1481535-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 100.95	SILMD 295 Acct# 1481536-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,129.29	SILMD 296 Acct# 1481537-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 191.78	SILMD 297 Acct# 1481539-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 170.46	SILMD 298 Acct# 1481540-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 373.29	SILMD 300 Acct# 1662840-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 5,013.99	SILMD 301 Acct# 1687005-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 205.02	SILMD 302 Acct# 1607534-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 755.84	SILMD 305 Acct# 1695873-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 163.55	SILMD 306 Acct# 1740353-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 2,487.92	SILMD 307 Acct# 2049005-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 247.78	SILMD 308 Acct# 2072459-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 299.95	SILMD 309 Acct# 2001311-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 200.48	SILMD 310 Acct# 2060519-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 251.77	SILMD 311 Acct# 3014475-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 201.67	SILMD 312 Acct# 3146127-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 317.65	SILMD 315 Acct# 3305804-1
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,109.53	SILMD 316 Acct# 3291842-7
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 71.09	SILMD 317 Acct# 3253826-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 741.88	SILMD 318 Acct# 3372018-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 56.65	SILMD 320 Acct# 0712569-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 355.47	SILMD 321 Acct# 3338917-2
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 66.92	SILMD 322 Acct# 3402033-9
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 573.76	SILMD 323 Acct# 3597170-4
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 260.18	SILMD 324 Acct# 1246537-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 212.74	SILMD 325 Acct# 3587598-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 354.95	SILMD 8 Acct# 0712544-6
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 327.86	SILMD 9 Acct# 0712545-3
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 482.00	SILMD 95 Acct# 0712556-0
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 10,822.98	SILMD 97 Acct# 0712557-8
06/22/2020	834231	NorthWestern Energy	Light Maint	\$ 1,276.42	SILMD 99 Acct# 0712558-6
06/22/2020	834232	NorthWestern Energy	Parks Maint	\$ 5.16	2055817-7
06/22/2020	834232	NorthWestern Energy	Parks Maint	\$ 0.96	electrical charges for Annafeld - 3707234-5

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/22/2020	834232	NorthWestern Energy	Parks Maint	\$ 1.07	electrical charges for Annafeld-3707236-0
06/22/2020	834232	NorthWestern Energy	Public Safety	\$ 554.60	0871546-8
06/22/2020	834232	NorthWestern Energy	Solid Waste	\$ 1,948.57	3252194-0
06/22/2020	834232	NorthWestern Energy	Street/Traffic	\$ 0.24	1740357-7
06/22/2020	834232	NorthWestern Energy	Street/Traffic	\$ 0.60	1748896-6
06/22/2020	834231	NorthWestern Energy	Street/Traffic	\$ 11,266.62	Signal Bills 6.17.2020
06/22/2020	834232	NorthWestern Energy	Wastewater	\$ 1,611.02	0100606-3
06/22/2020	834232	NorthWestern Energy	Wastewater	\$ 167.41	1175972-7 MAY 2020; MONTHLY SERVICE FEES
06/22/2020	834232	NorthWestern Energy	Wastewater	\$ 338.34	1756893-2 MAY 2020; MONTHLY SERVICE FEE
06/22/2020	834232	NorthWestern Energy	Water	\$ 1,271.33	0100485-2
06/22/2020	834232	NorthWestern Energy	Water	\$ 9,430.53	0100540-4
06/22/2020	834232	NorthWestern Energy	Water	\$ 4,833.06	0100606-3
06/22/2020	834232	NorthWestern Energy	Water	\$ 122,437.50	0100606-3
06/22/2020	834232	NorthWestern Energy	Water	\$ 8,447.12	0722264-9
06/22/2020	834232	NorthWestern Energy	Water	\$ 6,657.90	0723040-2
06/22/2020	834232	NorthWestern Energy	Water	\$ 5.80	0723059-2
06/22/2020	834232	NorthWestern Energy	Water	\$ 838.01	1116452-2
06/22/2020	834232	NorthWestern Energy	Water	\$ 959.73	2082903-2 May 2020 MONTHLY SERVICE FEE
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 390.00	20 April Ancillary Drug
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 1,770.00	20 April Ancillary DUI
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 450.00	20 April Ancillary ETC
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 700.00	20 April No Ins., Copays, Deduct. Drug
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 1,996.51	20 April No Ins., Copays, Deduct. DUI
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 1,061.14	20 April No Ins., Copays, Deduct. ETC
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 200.00	20 April Screenings DUI/Drug
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 100.00	20 April Screenings ETC
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 1,200.00	20 May Rimrock Ancillary DUI
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 420.00	20 May Rimrock Ancillary ETC
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 540.00	20 May Rimrock Drug Ancillary
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 670.00	20 May Rimrock Other Charges Drug
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 1,906.13	20 May Rimrock Other Charges DUI
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 542.28	20 May Rimrock Other Charges ETC
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 100.00	20 May Rimrock Screenings DUI
06/22/2020	834249	Rimrock Foundation	Court Grants	\$ 150.00	Peabody Psyc. Eval DUI
06/22/2020	834257	Schutz Foss Architects	Facilities	\$ -	Amendment #1 Topographics Survey/Soil Geotech Testing
06/22/2020	834257	Schutz Foss Architects	Facilities	\$ 5,184.00	Police Evidence Expansion Final Design Services - Phase II
06/22/2020	834257	Schutz Foss Architects	Facilities	\$ 171.70	Reimbursable Expenses
06/22/2020	834260	Solid Waste Systems	Fleet	\$ 1,854.95	123416 PO NUM 310533
06/22/2020	834260	Solid Waste Systems	Fleet	\$ 1,061.03	123543 PO NUM 310546
06/22/2020	834260	Solid Waste Systems	Solid Waste	\$ 197.51	122354
06/22/2020	834260	Solid Waste Systems	Solid Waste	\$ 3,494.83	123179

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/22/2020	834260	Solid Waste Systems	Solid Waste	\$ 1,285.84	123186
06/22/2020	834260	Solid Waste Systems	Solid Waste	\$ 348.01	123217
06/22/2020	834260	Solid Waste Systems	Solid Waste	\$ 125.20	123232
06/22/2020	834260	Solid Waste Systems	Solid Waste	\$ 450.42	123234
06/22/2020	834260	Solid Waste Systems	Solid Waste	\$ 194.19	123306
06/22/2020	834260	Solid Waste Systems	Solid Waste	\$ 211.45	123474
06/22/2020	834260	Solid Waste Systems	Solid Waste	\$ 78.95	123489
06/22/2020	834260	Solid Waste Systems	Solid Waste	\$ 20.80	123543
06/22/2020	834260	Solid Waste Systems	Solid Waste	\$ 128.87	123584
06/22/2020	834260	Solid Waste Systems	Solid Waste	\$ 1,011.29	123589
06/22/2020	834260	Solid Waste Systems	Solid Waste	\$ 2,720.62	123717
06/22/2020	834260	Solid Waste Systems	Solid Waste	\$ 2,546.02	123718
06/22/2020	834260	Solid Waste Systems	Solid Waste	\$ 672.07	123748
06/22/2020	834260	Solid Waste Systems	Street/Traffic	\$ 595.50	123132
06/22/2020	834260	Solid Waste Systems	Street/Traffic	\$ 552.57	123574
06/22/2020	834263	SRF Consulting Group	Planning	\$ 8,843.99	Contract to complete the 2020 BUILD Grant FINAL Invoice 13592.00-3
06/22/2020	834268	Stewart Title Company	CDBG	\$ 10,000.00	FTHB Aaron Wiese 1212 Harney Drive
06/22/2020	834272	T.W. Clark Const	Public Safety	\$ 263,070.05	Police Evidence Building
06/22/2020	834272	T.W. Clark Const	Public Safety	\$ 826,803.71	Police Evidence Building
06/22/2020	834272	T.W. Clark Const	Tax Incr S	\$ 37,351.27	Police Evidence Building
06/22/2020	834272	T.W. Clark Const	Tax Incr S	\$ -	Police Evidence Building
06/22/2020	834274	Terracon Consultants	General	\$ 11,843.27	Terracon Asbestos Survey for 206 S 30th St
06/22/2020	834275	The Boyer Company	Tax Incr E	\$ 22,773.50	FINAL DEVELOPMENT AGREEMENT PAYMENT TO GSA FY 2020
06/22/2020	834276	Titan Machinery	Fleet	\$ 95.61	13945804 PO NUM 310541
06/22/2020	834276	Titan Machinery	Fleet	\$ 286.83	13977617 PO NUM 310541
06/22/2020	834276	Titan Machinery	Solid Waste	\$ 60.60	14002006
06/22/2020	834276	Titan Machinery	Solid Waste	\$ 84.90	14002006
06/22/2020	834276	Titan Machinery	Solid Waste	\$ 19.59	14002006
06/22/2020	834276	Titan Machinery	Street/Traffic	\$ 305.53	13928240
06/22/2020	834276	Titan Machinery	Street/Traffic	\$ 4,925.75	13929442
06/22/2020	834276	Titan Machinery	Street/Traffic	\$ 3,566.84	13929459
06/22/2020	834276	Titan Machinery	Street/Traffic	\$ 646.88	13934866
06/22/2020	834276	Titan Machinery	Street/Traffic	\$ 124.50	13965214
06/22/2020	834276	Titan Machinery	Street/Traffic	\$ 12,006.54	13977604
06/22/2020	834276	Titan Machinery	Street/Traffic	\$ 908.22	13977609
06/22/2020	834276	Titan Machinery	Street/Traffic	\$ 248.06	13977621
06/22/2020	834276	Titan Machinery	Street/Traffic	\$ 1,004.74	13996323
06/22/2020	834276	Titan Machinery	Street/Traffic	\$ 815.01	13996323
06/22/2020	834276	Titan Machinery	Street/Traffic	\$ (122.25)	13996894
06/22/2020	834276	Titan Machinery	Street/Traffic	\$ 138.11	14003858
06/22/2020	834278	Town & Country Supply	Fleet	\$ 14,769.03	408663 PO NUM 310560

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/22/2020	834278	Town & Country Supply	Transit	\$ 7,486.80	409006 PO NUM 310523
06/22/2020	834280	Tractor & Equipment	Airport	\$ 3,217.20	Invoice #BLCS0733069. Replacement Batteries for Automatic Security Gates.
06/22/2020	834283	Uniforms2gear	Public Safety	\$ 2,943.97	8 Point Blank CIIA-3 Ballistic Panels
06/22/2020	834283	Uniforms2gear	Public Safety	\$ 1,520.00	8 Point Blank Endeavor Carrier
06/22/2020	834283	Uniforms2gear	Public Safety	\$ 663.04	8 Point Blank Steel Plate 555 5"x8"
06/22/2020	834283	Uniforms2gear	Public Safety	\$ 510.11	8 Point Blank ThorShield Sleeve
06/22/2020	834283	Uniforms2gear	Public Safety	\$ 904.09	8 Point Blank Vision Gen II Carrier
06/22/2020	834291	Western Heritage	Planning	\$ 1,250.00	Invoice 11456
06/22/2020	834291	Western Heritage	Planning	\$ 1,847.99	Invoice 11457
06/22/2020	834292	Wstrn State Automate	Water	\$ 2,604.97	11533; CONTROL STRUCTURE C-2 VALVE
06/22/2020	834302	Yllwstn Animal Shelter	Public Safety	\$ 2,400.00	chameleon software fees
06/22/2020	834302	Yllwstn Animal Shelter	Public Safety	\$ 22,855.58	contract

**Regular City Council Meeting**

**Meeting Date:** 07/27/2020

**TITLE:** Payment of Claims for the week of June 29, 2020

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

**Department:** Finance

**Presentation:** No

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**PROBLEM/ISSUE STATEMENT**

Claims in the amount of \$3,722,262.62 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

**FISCAL EFFECTS**

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.

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## **Attachments**

Councilmemo wk of 06292020

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Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/29/2020	834306	A & E Architects	Wastewater	\$ 663.39	WO 19-16 Belknap Office Remodel
06/29/2020	834306	A & E Architects	Water	\$ 2,828.16	WO 19-16 Belknap Office Remodel; 1900610 Pmt 7
06/29/2020	834307	A & I Distributors	Airport	\$ (487.82)	Invoice #3456102. Credit for Serv Pro Syn MATF. Wrong Oil
06/29/2020	834307	A & I Distributors	Fleet	\$ 2,043.32	3460864 PO NUM 310112
06/29/2020	834307	A & I Distributors	Fleet	\$ 574.31	3460864 PO NUM 310112
06/29/2020	834307	A & I Distributors	Fleet	\$ 127.78	3460864 PO NUM 310112
06/29/2020	834307	A & I Distributors	Fleet	\$ 4,826.47	3463549 PO NUM 310112
06/29/2020	834307	A & I Distributors	Fleet	\$ 859.04	3464723 PO NUM 310112
06/29/2020	834307	A & I Distributors	Public Safety	\$ 512.92	3463561
06/29/2020	834307	A & I Distributors	Solid Waste	\$ 53.64	3462515
06/29/2020	834307	A & I Distributors	Solid Waste	\$ 61.74	Barrel pump and cordless pump for Landfill
06/29/2020	834307	A & I Distributors	Solid Waste	\$ 412.50	DEF for Solid Waste
06/29/2020	834307	A & I Distributors	Solid Waste	\$ 412.50	Oil for Solid Waste
06/29/2020	834307	A & I Distributors	Transit	\$ 92.95	3462627
06/29/2020	834307	A & I Distributors	Transit	\$ 35.00	3462628
06/29/2020	834307	A & I Distributors	Transit	\$ 446.00	3472006 PO NUM 310112
06/29/2020	834308	Advanced Eng & Enviro	Water	\$ 5,637.25	WO 19-17 Water Plant Drought and Flood Control Plan; 66921 PMT 10
06/29/2020	834308	Advanced Eng & Enviro	Water	\$ 14,021.05	WO 19-17 Water Plant Drought and Flood Control Plan; 67457 PMT 11
06/29/2020	834308	Advanced Eng & Enviro	Water	\$ 3,170.62	WO 19-17 Water Plant Drought and Flood Control Plan; 67868 PMT 12
06/29/2020	834311	Altitude Signal LLC	Street/Traffic	\$ 34,560.00	Gridsmart processors and modules for signal vehicle detection
06/29/2020	834311	Altitude Signal LLC	Street/Traffic	\$ 15,454.00	wireless upgrades to signals per attached quote
06/29/2020	834315	Arm Scor Cartridge	Public Safety	\$ 4,415.00	Arm Scor 6/22/20 Invoice 11705, 9mm, 223 ammo
06/29/2020	834317	AT & T Corp	Airport	\$ 516.16	Airport
06/29/2020	834317	AT & T Corp	Building	\$ 122.74	COVID -BUILDING- Mary Krenzler & Becky Klein
06/29/2020	834317	AT & T Corp	Building	\$ 467.64	PW-Building Cell Phones
06/29/2020	834317	AT & T Corp	Building	\$ 361.26	PW-Building Tablets (Planning)
06/29/2020	834317	AT & T Corp	Court Grants	\$ 209.92	Muni Court DC
06/29/2020	834317	AT & T Corp	Engineering	\$ 104.52	Engineering Tablets
06/29/2020	834317	AT & T Corp	Engineering	\$ 184.21	PW-Engineering Cell Phones and MiFi
06/29/2020	834317	AT & T Corp	Facilities	\$ 120.37	Facilities BOC Plus 70% of 406-672-3027
06/29/2020	834317	AT & T Corp	Facilities	\$ 104.33	Facilities City Hall Plus 30% of 406-672-3027
06/29/2020	834317	AT & T Corp	Facilities	\$ 44.94	Facilities -Jessica
06/29/2020	834317	AT & T Corp	General	\$ 97.16	City Attorney -Legal
06/29/2020	834317	AT & T Corp	General	\$ 22.99	Code Enforcement COVID19 -Trina Adams cell phone
06/29/2020	834317	AT & T Corp	General	\$ 357.39	Code Enforcement COVID19 -Trina Adams cell phone
06/29/2020	834317	AT & T Corp	General	\$ 89.96	COVID- Parks Dept- Allison Reichert, Melonie Trang
06/29/2020	834317	AT & T Corp	General	\$ 631.23	COVID- Parks Dept- Allison Reichert, Melonie Trang
06/29/2020	834317	AT & T Corp	General	\$ 22.47	COVID -Planning- Dave Green, Monica Plecker, Nicole Cromwell
06/29/2020	834317	AT & T Corp	General	\$ 47.19	Legal Dept -Domestic Violence
06/29/2020	834317	AT & T Corp	General	\$ 50.00	Municipal Court
06/29/2020	834317	AT & T Corp	General	\$ 91.19	Parks Seasonal

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/29/2020	834317	AT & T Corp	General	\$ 319.61	PRPL - Recreation Division
06/29/2020	834317	AT & T Corp	General	\$ 174.20	PRPL Parks Tablets
06/29/2020	834317	AT & T Corp	General	\$ 137.30	REC -Seasonal
06/29/2020	834317	AT & T Corp	General	\$ 104.52	REC Tablets
06/29/2020	834317	AT & T Corp	IT Resources	\$ 47.19	IT Department -On call Phone 6200 19110 403450
06/29/2020	834317	AT & T Corp	Library	\$ 271.20	Library
06/29/2020	834317	AT & T Corp	Library	\$ 139.98	Library Out Reach
06/29/2020	834317	AT & T Corp	P.W. Admin	\$ 32.40	PWBLKNP OFFICE -60/40
06/29/2020	834317	AT & T Corp	P.W. Admin	\$ 48.60	PWBLKNP OFFICE -60/40
06/29/2020	834317	AT & T Corp	Parking	\$ 87.63	Parking Division Meter Maintenance 406-860-7232 5210 15210 403450
06/29/2020	834317	AT & T Corp	Parking	\$ 108.91	Parking Phones
06/29/2020	834317	AT & T Corp	Phone System	\$ 16.85	Donation Center phone YCT. 406.208.8154
06/29/2020	834317	AT & T Corp	Phone System	\$ 0.03	TeleComm Manager
06/29/2020	834317	AT & T Corp	Planning	\$ 58.03	COVID -Planning -Dave Green, Monica Plecker, Nicole Cromwell
06/29/2020	834317	AT & T Corp	Planning	\$ 22.47	COVID -Planning- Dave Green,Monica Plecker,Nicole Cromwell
06/29/2020	834317	AT & T Corp	Police Prgms	\$ 80.28	CCSIU Toughbook
06/29/2020	834317	AT & T Corp	Police Prgms	\$ 47.19	Domestic Violence -Katie Nash
06/29/2020	834317	AT & T Corp	Public Safety	\$ 283.17	Animal Control Cell Phones
06/29/2020	834317	AT & T Corp	Public Safety	\$ 240.84	Animal Control -MDT 1500 21700 403450
06/29/2020	834317	AT & T Corp	Public Safety	\$ 120.42	Cellular Charges -Three cradlepoints -Fire Dept. bills YC
06/29/2020	834317	AT & T Corp	Public Safety	\$ 252.62	Comm. Center 9-1-1 1500-22250-403450
06/29/2020	834317	AT & T Corp	Public Safety	\$ 40.14	Detective Chartier -Toughbook
06/29/2020	834317	AT & T Corp	Public Safety	\$ 1,147.66	Fire Department Cell Phones- COVID
06/29/2020	834317	AT & T Corp	Public Safety	\$ 49.97	Fire Department Cell Phones -COVID19
06/29/2020	834317	AT & T Corp	Public Safety	\$ 87.33	ICAC -Campbell and Spare
06/29/2020	834317	AT & T Corp	Public Safety	\$ 1,158.46	MDT Fire
06/29/2020	834317	AT & T Corp	Public Safety	\$ 2,817.03	Police Department Cell Phone 1500 21110 403450
06/29/2020	834317	AT & T Corp	Public Safety	\$ 3,692.88	Police MDT Toughbooks 1500 21110 403450
06/29/2020	834317	AT & T Corp	Public Safety	\$ 283.13	Police -Resource Officers
06/29/2020	834317	AT & T Corp	Transit	\$ 1,003.50	MET Transit Max Transit
06/29/2020	834317	AT & T Corp	Transit	\$ 408.60	MET Transit Tablets 5710 71470 403160
06/29/2020	834317	AT & T Corp	Wastewater	\$ 89.88	PW Environmental
06/29/2020	834317	AT & T Corp	Wastewater	\$ 438.02	PWBELKNAP-DIST COLL 60/40
06/29/2020	834317	AT & T Corp	Wastewater	\$ 471.50	PWBLKNP Electricians -Phones
06/29/2020	834317	AT & T Corp	Wastewater	\$ 32.75	PWBLKNP STORES -75/25
06/29/2020	834317	AT & T Corp	Wastewater	\$ 861.10	PWBLNP-WWTRMNT1 Wastewater Treatment Plant
06/29/2020	834317	AT & T Corp	Wastewater	\$ 207.10	PW-Dis/Coll. Cityworks iPads 60/40
06/29/2020	834317	AT & T Corp	Wastewater	\$ 84.40	PW-Distribution Collection Tablets 60/40
06/29/2020	834317	AT & T Corp	Water	\$ 657.02	PWBELKNAP-DIST COLL 60/40
06/29/2020	834317	AT & T Corp	Water	\$ 1,041.80	PWBELKNAP-WT Water Treatment
06/29/2020	834317	AT & T Corp	Water	\$ 609.89	PWBLKNP COMM-METER CityWorks/Neptune 5020-73120-403450

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/29/2020	834317	AT & T Corp	Water	\$ 336.36	PWBLKNP MTRSHOP
06/29/2020	834317	AT & T Corp	Water	\$ 98.25	PWBLKNP STORES -75/25
06/29/2020	834317	AT & T Corp	Water	\$ 310.64	PW-Dis/Coll. Cityworks iPads 60/40
06/29/2020	834317	AT & T Corp	Water	\$ 126.60	PW-Distribution Collection Tablets 60/40
06/29/2020	834319	Avery Dennison Corp	Street/Traffic	\$ 330.40	inv#61723316 blue and red ink cartridge
06/29/2020	834319	Avery Dennison Corp	Street/Traffic	\$ 2,885.10	inv#61723349 white sheeting and anti-graffiti sheeting
06/29/2020	834320	Beartooth Enviro	Solid Waste	\$ 4,760.50	Hazardous waste removal from the landfill
06/29/2020	834328	Billings Tourism	Tourism BID #2	\$ 725,898.00	Paid May Distributed June 2020
06/29/2020	834329	Black Box Network	Phone System	\$ 6,587.37	3 Month renewal for services for VM Maint
06/29/2020	834329	Black Box Network	Phone System	\$ (975.00)	3 Month renewal for services for VM Maint
06/29/2020	834521	Border States Electric	Street/Traffic	\$ 32.62	919916278
06/29/2020	834521	Border States Electric	Street/Traffic	\$ 104.33	920015820
06/29/2020	834521	Border States Electric	Street/Traffic	\$ 40.35	919916278 PO NUM 310381
06/29/2020	834521	Border States Electric	Wastewater	\$ 668.00	919923153; REPAIR FOR 15 KVA RELAY FOR BOXCAR
06/29/2020	834521	Border States Electric	Wastewater	\$ 40.20	920040893; INDICATING LIGHTS FOR MCC PANELS IN HEADWORKS
06/29/2020	834521	Border States Electric	Water	\$ 698.76	919915993; FOR WALTERS PROJECT
06/29/2020	834521	Border States Electric	Water	\$ 61.35	919916337; FOR WALTERS PROJECT
06/29/2020	834521	Border States Electric	Water	\$ 128.21	919923110; UNISTRUT BASES FOR H.S. AIR COMPRESSOR PROJECT
06/29/2020	834521	Border States Electric	Water	\$ 621.40	919929798;WALTERS PLC CABINET DIN RAIL, TERMINALS % FUSES
06/29/2020	834521	Border States Electric	Water	\$ 9.59	919931617; PANEL BOX FOR H.S. POWER BRANCH PANEL
06/29/2020	834521	Border States Electric	Water	\$ 371.10	919931633; WALTER PLC CABINET POWER SUPPLIES
06/29/2020	834521	Border States Electric	Water	\$ 228.00	919983053; WALTER RADIO/PLC PROJECT
06/29/2020	834521	Border States Electric	Water	\$ 123.83	919992642;HIGH SERVICE AIR COMPRESSOR
06/29/2020	834521	Border States Electric	Water	\$ 730.06	920007594; HIGH SERVICE AIR COMPRESSOR PROJECT
06/29/2020	834521	Border States Electric	Water	\$ 112.68	920008757; HIGH SERVICE AIR COMPRESSORS PROJECT
06/29/2020	834521	Border States Electric	Water	\$ 86.95	HIGH SERVICE AIR COMPRESSOR/INSTR BLANKET
06/29/2020	834521	Border States Electric	Water	\$ 94.30	HIGH SERVICE AIR COMPRESSORS BLANKET
06/29/2020	834521	Border States Electric	Water	\$ 186.72	LED (NO BALLAST) LIGHTS. HALCO T8FR14/835/BYP2/DE/LED/120/277
06/29/2020	834521	Border States Electric	Water	\$ 789.51	PLC radio project blanket
06/29/2020	834334	Business Tax Section	Airport	\$ 189.87	AIP-62 Terminal Expansion Construction Phase 2 - Ineligible Share
06/29/2020	834334	Business Tax Section	Airport	\$ 2,019.90	AIP-63 Terminal Expansion Construction Phase 2 - Federal Share
06/29/2020	834334	Business Tax Section	Airport	\$ 224.43	AIP-63 Terminal Expansion Construction Phase 2 - Local Share
06/29/2020	834334	Business Tax Section	Airport	\$ 1.98	Retainage Release
06/29/2020	834334	Business Tax Section	Gas Tax	\$ 1,589.27	WO 19-03 City Digouts; Pmt 4
06/29/2020	834334	Business Tax Section	Park District 1	\$ 146.90	tax on the Ponderosa project (Hanna Construction)
06/29/2020	834334	Business Tax Section	Public Safety	\$ 1,181.66	CCTV security system at the Evidence Building.
06/29/2020	834334	Business Tax Section	Sidewalk Repair	\$ 39.00	WO 20-21 Sidewalk Tripper Repair; Pmt 1
06/29/2020	834334	Business Tax Section	Tax Increment S	\$ 6,623.38	change order #1- synthetic grass on soccer field at Amend.
06/29/2020	834334	Business Tax Section	Water	\$ 799.26	WO 20-29 Leavens Pump Station Electrical; Pmt 1F
06/29/2020	834336	C&B Operations	Wastewater	\$ 8,500.00	2020 John Deere Gator
06/29/2020	834339	Century Link	Airport	\$ 61.46	406-256-6014 Airport P9 Building

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/29/2020	834339	Century Link	Airport	\$ 57.35	406-256-7070 Airport
06/29/2020	834339	Century Link	Engineering	\$ 112.10	406-259-7758 Measured Lines Depot
06/29/2020	834339	Century Link	EOC 911	\$ 7,317.51	406-245-8527 New 9-1-1 Center
06/29/2020	834339	Century Link	Fleet	\$ 58.20	406-256-5047 Motor Pool
06/29/2020	834339	Century Link	P.W. Admin	\$ 73.99	406-259-7758 Measured Lines Depot
06/29/2020	834339	Century Link	Phone System	\$ 59.86	406.259.7121 -Crime Prevention
06/29/2020	834339	Century Link	Phone System	\$ 112.78	406.259.7214 Crime Prevention Center
06/29/2020	834339	Century Link	Phone System	\$ 59.86	406.259.7752 Parks n Rec
06/29/2020	834339	Century Link	Planning	\$ 41.08	406-656-9578 Planning Traffic Central Broadwater
06/29/2020	834339	Century Link	Planning	\$ 41.08	406-656-9604 Planning Traffic Central 9th
06/29/2020	834339	Century Link	Public Safety	\$ 51.46	406-651-0282 Fire 5 911 Line
06/29/2020	834339	Century Link	Solid Waste	\$ 72.10	406-256-7001 Solid Waste Scale House
06/29/2020	834339	Century Link	Street/Traffic	\$ 15.76	406.245.9906 Traffic Signal -Disconnected
06/29/2020	834344	County of Cascade	Police Prgms	\$ 3,594.52	Travel & Training.
06/29/2020	834349	Cross Match Tech	Airport	\$ 4,651.83	Invoice #310575. Airport Police Fingerprint System
06/29/2020	834351	Dale & Jax Door & Glass	Building	\$ 2,392.50	21985
06/29/2020	834351	Dale & Jax Door & Glass	Building	\$ 221.25	21986
06/29/2020	834351	Dale & Jax Door & Glass	General	\$ 1,595.00	21985
06/29/2020	834351	Dale & Jax Door & Glass	General	\$ 147.50	21986
06/29/2020	834351	Dale & Jax Door & Glass	Planning	\$ 278.75	21985
06/29/2020	834351	Dale & Jax Door & Glass	Planning	\$ 2,113.75	21985
06/29/2020	834351	Dale & Jax Door & Glass	Planning	\$ 221.25	21986
06/29/2020	834352	Dana Safety Supply	Public Safety	\$ 1,866.00	Dana Safety 637565, WEC Inner edge XLP SUV accessories
06/29/2020	834352	Dana Safety Supply	Public Safety	\$ 174.85	Dana Safety 637639, SUV mount lights and surface mounts
06/29/2020	834352	Dana Safety Supply	Public Safety	\$ 1,110.03	Dana Safety 639991, push bumpers
06/29/2020	834352	Dana Safety Supply	Public Safety	\$ 180.00	Dana Safety 6399939, stud Mounts red and blue
06/29/2020	834352	Dana Safety Supply	Public Safety	\$ 1,314.00	Dana Safety 644210, SUV bumper, headlights and skid plates
06/29/2020	834352	Dana Safety Supply	Public Safety	\$ 691.00	Dana Safety 644703, SUV lights and MTG kits
06/29/2020	834356	Donnes Inc	Water	\$ 4,875.00	CLEAN INTAKE AND POND AT WTP; 06/17/2020 Pmt 4
06/29/2020	834357	DOWL	SID Const	\$ 26,415.00	SID1410 Annafeld Subdivision-2nd Filing Streetlights&Park Improve-Pmt 3
06/29/2020	834357	DOWL	Storm Sewer	\$ 29,741.55	WO 20-24 Westend Storm System Improve- Pmt 2
06/29/2020	834358	Downtown Billings BID	Downtown BID	\$ 130,523.68	Paid May Distributed June 2020 / BID Assessment
06/29/2020	834359	Downtown Billings Partner	Tax Incrt N 27	\$ 23,286.75	Urban Revitalization District operating agreement
06/29/2020	834359	Downtown Billings Partners	Tax Incrt N 27	\$ 23,286.75	Urban Revitalization District operating agreement
06/29/2020	834361	Empire Garage Owners	Parking	\$ 8,604.61	6192020_ CITY OF BILLINGS JUNE ASSESSMENTS
06/29/2020	834364	Ennis-Flint	Street/Traffic	\$ 317.70	12" white premark
06/29/2020	834364	Ennis-Flint	Street/Traffic	\$ 1,563.90	2' x 3' sharks teeth premark
06/29/2020	834364	Ennis-Flint	Street/Traffic	\$ 3,494.70	24" white premark
06/29/2020	834367	FieldTurf USA	Tax Increment S	\$ 655,714.14	Change order #1-Construction of synthetic field at Amend Park
06/29/2020	834370	First MT Title	CDBG	\$ 10,000.00	FTHB Shawn Baxter 130 Antelope Trail West
06/29/2020	834369	First MT Title	CDBG	\$ 10,000.00	FTHB Tina Altman 4002 Cambridge

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/29/2020	834371	FirstMark Const	Rose Pool Const	\$ -	Change order #1-increase po (176,204)1% business tax taken out
06/29/2020	834371	FirstMark Const	Rose Pool Const	\$ 26,576.25	Construct phase 1 of Centennial Park; change order #2
06/29/2020	834376	Gallagher Benefit	General	\$ 2,950.00	2020 Compensation Study
06/29/2020	834379	Glock Professional	Public Safety	\$ 3,500.00	14 students for GLOCK Armorer's course
06/29/2020	834382	Graybar Electric	Water	\$ 3,959.53	9315449927; REPLACEMENT ELECTRICAL SHOP LIGHTING
06/29/2020	834382	Graybar Electric	Water	\$ 176.16	9316193520;WTP SERVER ROOM GPS ANTENNA FOR TIME SYNC
06/29/2020	834382	Graybar Electric	Water	\$ 33.93	9316257218; CHRISTENSON TRANSFER SWITCH LIGHTING DAMAGE
06/29/2020	834384	Hanna Construction	Park District 1	\$ 4,850.00	office sidewalk replacement
06/29/2020	834384	Hanna Construction	Park District 1	\$ 14,543.10	Ponderosa sidewalk and shade structure-2726
06/29/2020	834385	Hanson Chemical	Street/Traffic	\$ 2,762.28	inv#369900 orange tough degreaser for equipment
06/29/2020	834388	HDR	Solid Waste	\$ 46,065.58	WO 17-12 Landfill Drop-off Facility; 1200274766 Pmt 35
06/29/2020	834388	HDR	Solid Waste	\$ 2,921.31	WO 20-07 Solid Waste CNG Station Expansion; 1200274772 Pmt 4
06/29/2020	834388	HDR	Wastewater	\$ 94,552.39	WO 14-11 WWTP Nutrient Upgrade Expansion & Improvements
06/29/2020	834388	HDR	Wastewater	\$ 28,335.42	WO 19-21 WRF Influent Lift Station; 1200275440 Pmt 12
06/29/2020	834388	HDR	Wastewater	\$ 31,364.35	WO 20-11 Lloyd Mangrum & Lake Hills Lift Station Rehab, Pmt 4
06/29/2020	834388	HDR	Water	\$ 10,987.80	WO 18-23 Water Master Plan Update; Pmt 16
06/29/2020	834388	HDR	Water	\$ 88,257.23	WO 19-12 West End Reservoir; 1200275441 Pmt 14
06/29/2020	834388	HDR	Water	\$ 2,339.00	WO 20-20 Walter Pump Station Addition; 1200275437 Pmt 4
06/29/2020	834391	High Point Network	Phone System	\$ 9,642.00	Qty.14 Conference phones Qty.8 480 wall adapters Qty.6 420 wall adapter
06/29/2020	834391	High Point Network	Public Safety	\$ 6,138.00	power supply, 3yr support, power cord -police evidence
06/29/2020	834400	Invoice Cloud	Building	\$ 44.46	1703-2020-5; BILLER PORTAL ACCESS FEE
06/29/2020	834400	Invoice Cloud	Parking	\$ 29.94	1703-2020-5; BILLER PORTAL ACCESS FEE
06/29/2020	834400	Invoice Cloud	Solid Waste	\$ 5,879.78	1703-2020-5; BILLER PORTAL ACCESS FEE
06/29/2020	834400	Invoice Cloud	Wastewater	\$ 7,727.25	1703-2020-5; BILLER PORTAL ACCESS FEE
06/29/2020	834400	Invoice Cloud	Water	\$ 8,787.85	1703-2020-5; BILLER PORTAL ACCESS FEE
06/29/2020	834402	JBT Aero Tech	Airport	\$ 27,099.71	3 Jet Bridge Roller Kits, 3734700.1 KIT RLR UNIT A3 STD
07/01/2020	834516	Johnson	Sidewalk Debt	\$ 7,500.00	Bond Payments July 1, 2020
06/29/2020	834408	King Transfer & Storage	General	\$ 6,628.16	Inv. I-12-0 Moving expenses for Chris Kukulski
06/29/2020	834414	KTVQ Communications	P.W. Admin	\$ 3,000.00	All-inclusive plan,create & produce-video content & digital display
06/29/2020	834414	KTVQ Communications	P.W. Admin	\$ 115.00	All-inclusive plan,create & produce-video content & digital display
06/29/2020	834414	KTVQ Communications	P.W. Admin	\$ 125.00	All-inclusive plan,create & produce-video content & digital display
06/29/2020	834414	KTVQ Communications	P.W. Admin	\$ 5,000.00	All-inclusive plan,create & produce-video content & digital display
06/29/2020	834423	LSC Enviro Products	Solid Waste	\$ 18,315.00	Posi Shell for the Landfill
06/29/2020	834426	Marshall and Assoc	General	\$ 2,690.00	LiGO setup and activation
06/29/2020	834433	Montana Peterbilt	Solid Waste	\$ 24.98	103328
06/29/2020	834433	Montana Peterbilt	Solid Waste	\$ 84.68	107834
06/29/2020	834433	Montana Peterbilt	Solid Waste	\$ 83.38	108222
06/29/2020	834433	Montana Peterbilt	Solid Waste	\$ 227.36	108238
06/29/2020	834433	Montana Peterbilt	Solid Waste	\$ 198.98	108355
06/29/2020	834433	Montana Peterbilt	Solid Waste	\$ 208,355.00	tandem cab over cab 2019 GVW cab, chassis and 5 year warranty.
06/29/2020	834435	Morrison Maierle	Airport	\$ 4,976.48	AIP-62 Terminal Expansion Project Engineering - CA - Federal Share

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/29/2020	834435	Morrison Maierle	Airport	\$ 552.94	AIP-62 Terminal Expansion Project Engineering - CA - Local Share
06/29/2020	834435	Morrison Maierle	Airport	\$ 467.78	AIP-62 Terminal Expansion Project Engineering - CA - Note Eligible
06/29/2020	834435	Morrison Maierle	Airport	\$ 5,040.00	Amendment #5 Terminal Security-Design-Federal Share
06/29/2020	834435	Morrison Maierle	Airport	\$ 560.00	Amendment #5 Terminal Security-Design-Local Share
06/29/2020	834435	Morrison Maierle	Wastewater	\$ 30,615.85	WO 20-01 Water/Sewer Replacement Project; 204673 Pmt 5
06/29/2020	834435	Morrison Maierle	Wastewater	\$ 21,572.50	WO 20-01 Water/Sewer Replacement Project; 204828 Pmt 6
06/29/2020	834435	Morrison Maierle	Water	\$ 12,771.51	WO 20-40 Walter Pump Station Generator; 204829 Pmt 3
06/29/2020	834437	Moulton Bellingham	General	\$ 11,979.39	Inv. #136570 Houser WWFF v. COB
06/29/2020	834437	Moulton Bellingham	General	\$ 1,102.50	Inv. #136571 Abromeit et al v. COB
06/29/2020	834437	Moulton Bellingham	General	\$ 3,025.00	Inv. #136572 County Water District Dispute
06/29/2020	834437	Moulton Bellingham	General	\$ 13,721.25	Inv. #136573 McDaniel v. COB
07/01/2020	834517	MT & WY Oil Company	Sidewalk Debt	\$ 13,535.50	Bond Payments July 1, 2020
07/01/2020	834518	MT Municipal Cooperative	SID Fund	\$ 45,899.00	Bond Payments July 1, 2020
07/01/2020	834518	MT Municipal Cooperative	SID Fund	\$ 16,912.50	Bond Payments July 1, 2020
07/01/2020	834518	MT Municipal Cooperative	SID Fund	\$ 45,695.00	Bond Payments July 1, 2020
07/01/2020	834518	MT Municipal Cooperative	SID Fund	\$ 656.25	Bond Payments July 1, 2020
07/01/2020	834518	MT Municipal Cooperative	SID Fund	\$ 36,839.00	Bond Payments July 1, 2020
07/01/2020	834518	MT Municipal Cooperative	Sidewalk Debt	\$ 40,407.50	Bond Payments July 1, 2020
07/01/2020	834518	MT Municipal Cooperative	Sidewalk Debt	\$ 28,187.50	Bond Payments July 1, 2020
07/01/2020	834518	MT Municipal Cooperative	Sidewalk Debt	\$ 9,942.26	Bond Payments July 1, 2020
06/29/2020	834445	North Ridge Fire Equip	Public Safety	\$ 300.00	FREIGHT/SHIPPING ESTIMATE
06/29/2020	834445	North Ridge Fire Equip	Public Safety	\$ 300.00	FREIGHT/SHIPPING ESTIMATE
06/29/2020	834445	North Ridge Fire Equip	Public Safety	\$ 1,264.38	HUSKY ALF-2500 FOLDING TANK, 30-OZ VINYL, COMPLETE.
06/29/2020	834445	North Ridge Fire Equip	Public Safety	\$ 1,264.38	HUSKY ALF-2500 FOLDING TANK, 30-OZ VINYL, COMPLETE.
06/29/2020	834445	North Ridge Fire Equip	Public Safety	\$ 165.00	RED, 18-OZ - HUSKY GROUND COVER FOR PORTABLE WATER TANK
06/29/2020	834445	North Ridge Fire Equip	Public Safety	\$ 165.00	RED, 18-OZ - HUSKY GROUND COVER FOR PORTABLE WATER TANK
06/29/2020	834447	NorthWestern Energy	Airport	\$ 24,652.63	0100482-9. Airport Main Account. June 2020
06/29/2020	834447	NorthWestern Energy	Airport	\$ 368.64	0712792-1. IP-7. June 2020
06/29/2020	834447	NorthWestern Energy	Airport	\$ 735.41	0712800-2. IP-9. June 2020
06/29/2020	834447	NorthWestern Energy	Airport	\$ 274.11	0712809-3. IP-11/12 Alpine. June 2020
06/29/2020	834447	NorthWestern Energy	Engineering	\$ 782.35	1741314-7
06/29/2020	834447	NorthWestern Energy	Engineering	\$ 29.26	Depot Parking Lot Electricity #0698856-2
06/29/2020	834447	NorthWestern Energy	Facilities	\$ 61.09	3602453-7
06/29/2020	834447	NorthWestern Energy	Facilities	\$ 1,004.25	3602454-5
06/29/2020	834447	NorthWestern Energy	General	\$ 1,138.27	0100506-5
06/29/2020	834447	NorthWestern Energy	General	\$ 5.92	0722237-5
06/29/2020	834447	NorthWestern Energy	General	\$ 5.92	0722247-4
06/29/2020	834447	NorthWestern Energy	General	\$ 234.42	0722251-6
06/29/2020	834447	NorthWestern Energy	General	\$ 98.04	0722255-7
06/29/2020	834447	NorthWestern Energy	General	\$ 270.49	0722257-3
06/29/2020	834447	NorthWestern Energy	General	\$ 348.08	0722260-7

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/29/2020	834447	NorthWestern Energy	General	\$ 62.76	0722261-5
06/29/2020	834447	NorthWestern Energy	General	\$ 23.58	0722262-3
06/29/2020	834447	NorthWestern Energy	General	\$ 25.16	0722263-1
06/29/2020	834447	NorthWestern Energy	General	\$ 56.84	0722265-6
06/29/2020	834447	NorthWestern Energy	General	\$ 44.75	0722266-4
06/29/2020	834447	NorthWestern Energy	General	\$ 10.17	0722268-0
06/29/2020	834447	NorthWestern Energy	General	\$ 16.10	0722269-8
06/29/2020	834447	NorthWestern Energy	General	\$ 12.77	0722292-0
06/29/2020	834447	NorthWestern Energy	General	\$ 23.09	0722293-8
06/29/2020	834447	NorthWestern Energy	General	\$ 14.34	0722905-7
06/29/2020	834447	NorthWestern Energy	General	\$ 125.17	0722933-9
06/29/2020	834447	NorthWestern Energy	General	\$ -	0723027-9
06/29/2020	834447	NorthWestern Energy	General	\$ 108.58	0723035-2
06/29/2020	834447	NorthWestern Energy	General	\$ 7.43	0723036-0
06/29/2020	834447	NorthWestern Energy	General	\$ 198.48	0723037-8
06/29/2020	834447	NorthWestern Energy	General	\$ 19.73	0723038-6
06/29/2020	834447	NorthWestern Energy	General	\$ 37.08	0723042-8
06/29/2020	834447	NorthWestern Energy	General	\$ 11.58	0723044-4
06/29/2020	834447	NorthWestern Energy	General	\$ 80.93	0723048-5
06/29/2020	834447	NorthWestern Energy	General	\$ 145.56	0723050-1
06/29/2020	834447	NorthWestern Energy	General	\$ 9.43	0723051-9
06/29/2020	834447	NorthWestern Energy	General	\$ 1.32	0723052-7
06/29/2020	834447	NorthWestern Energy	General	\$ 388.53	0723054-3
06/29/2020	834447	NorthWestern Energy	General	\$ 11.58	0723055-0
06/29/2020	834447	NorthWestern Energy	General	\$ 26.54	0723056-8
06/29/2020	834447	NorthWestern Energy	General	\$ 10.20	0723057-6
06/29/2020	834447	NorthWestern Energy	General	\$ 33.81	0723058-4
06/29/2020	834447	NorthWestern Energy	General	\$ 8.40	0723090-7
06/29/2020	834447	NorthWestern Energy	General	\$ 5.80	0723162-4
06/29/2020	834447	NorthWestern Energy	General	\$ 665.39	0723170-7
06/29/2020	834447	NorthWestern Energy	General	\$ 20.88	0789437-1
06/29/2020	834447	NorthWestern Energy	General	\$ 63.63	electrical charges for tennis courts at Pioneer
06/29/2020	834447	NorthWestern Energy	P.W. Admin	\$ 195.59	1741314-7
06/29/2020	834447	NorthWestern Energy	P.W. Admin	\$ 7.32	Depot Parking Lot Electricity #0698856-2
06/29/2020	834447	NorthWestern Energy	Parking	\$ 507.29	0720829-1
06/29/2020	834447	NorthWestern Energy	Parking	\$ 1,636.59	0720834-1
06/29/2020	834447	NorthWestern Energy	Parking	\$ 739.30	1594282-4
06/29/2020	834447	NorthWestern Energy	Parking	\$ 1,695.43	3067416-2
06/29/2020	834447	NorthWestern Energy	Parking	\$ 208.69	3279035-4
06/29/2020	834447	NorthWestern Energy	Parks Maint	\$ 132.25	1059093-3
06/29/2020	834447	NorthWestern Energy	Public Safety	\$ 2,324.41	0100476-1: FIRE 1 MONTHLY ELECTRICAL SERVICE

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/29/2020	834447	NorthWestern Energy	Public Safety	\$ 227.24	1984150-1
06/29/2020	834447	NorthWestern Energy	Public Safety	\$ 157.50	1984155-0
06/29/2020	834447	NorthWestern Energy	Public Safety	\$ 2,154.02	3448739-7
06/29/2020	834447	NorthWestern Energy	Radio	\$ 269.28	0721580-9
06/29/2020	834447	NorthWestern Energy	Street/Traffic	\$ 5.80	0723644-1
06/29/2020	834447	NorthWestern Energy	Street/Traffic	\$ 5.80	0723645-8
06/29/2020	834446	NW Playground Equip	Park District 1	\$ 25,144.53	REMAINING BALANCE-46357
06/29/2020	834446	NW Playground Equip	Park District 1	\$ 114,122.92	replace playground equipment for Ponderosa Park-part of the CIP plan
06/29/2020	834448	Ozark Materials LLC	Street/Traffic	\$ 2,397.60	5 gallon buckets white
06/29/2020	834448	Ozark Materials LLC	Street/Traffic	\$ 7,870.50	white tote
06/29/2020	834448	Ozark Materials LLC	Street/Traffic	\$ 18,749.50	yellow tote
06/29/2020	834457	Precision Concrete Cutting	Sidewalk Repair	\$ 3,861.00	WO 20-21 Sidewalk Tripper Repair; Pmt 1
06/29/2020	834458	Public Utilities	Wastewater	\$ 2,708.78	111176
07/01/2020	834519	Purinton Family Trust	Sidewalk Debt	\$ 21,675.00	Bond Payments July 1, 2020
07/01/2020	834519	Purinton Family Trust	Sidewalk Debt	\$ 29,625.00	Bond Payments July 1, 2020
07/01/2020	834519	Purinton Family Trust	Sidewalk Debt	\$ 30,125.00	Bond Payments July 1, 2020
06/29/2020	834460	Qal-Tek Associates	Public Safety	\$ 475.00	032-0207-000 AMMONIA SENSOR, QRAE 3
06/29/2020	834460	Qal-Tek Associates	Public Safety	\$ 204.00	CARBON MONOXIDE (CO) SENSOR MULTI RAE
06/29/2020	834460	Qal-Tek Associates	Public Safety	\$ 180.00	CARBON MONOXIDE SENSOR, QRAE 3
06/29/2020	834460	Qal-Tek Associates	Public Safety	\$ 204.00	COMBUSTIBLE CATALYTIC BEAD % LEL SENSOR
06/29/2020	834460	Qal-Tek Associates	Public Safety	\$ 681.00	DUPONT TYVEK 400 DISPOSAL COVERALLS, ASSORTED SIZES
06/29/2020	834460	Qal-Tek Associates	Public Safety	\$ 764.00	GAP0022 022-0902-000 (O2) OXYGEN SENSOR QRAE 3
06/29/2020	834460	Qal-Tek Associates	Public Safety	\$ 602.00	GAP0033 C03-0978-000 CHLORINE, CL2 SENSOR, MUTLI-RAE
06/29/2020	834460	Qal-Tek Associates	Public Safety	\$ 360.00	HYDROGEN CYANIDE SENSOR (4R FORMAT) QARAE 3
06/29/2020	834460	Qal-Tek Associates	Public Safety	\$ 180.00	LEL COMBUSTIBLES SENSOR, QRAE 3 SENSORS
06/29/2020	834460	Qal-Tek Associates	Public Safety	\$ 348.00	MS0001 050-0001-000, 11.7 ev interchangeable 1/2" PID LAMP
06/29/2020	834460	Qal-Tek Associates	Public Safety	\$ 408.00	OXYGEN (O2) SENSOR ALL MULTI-RAE MODELS
06/29/2020	834460	Qal-Tek Associates	Public Safety	\$ 50.00	SHP0009, SHIPPING & HANDLING
06/29/2020	834464	Rocky Mt Oilfield	Public Safety	\$ 5,520.00	20T17 TP9400 4-KEY P25 PORTABLE VHF RADIO, BLACK
06/29/2020	834464	Rocky Mt Oilfield	Public Safety	\$ 132.00	21T30 TP9300/9400 PORTABLE ANTENNAS, 800MHZ
06/29/2020	834464	Rocky Mt Oilfield	Public Safety	\$ 1,590.00	21T42 SFE P25 CAI
06/29/2020	834464	Rocky Mt Oilfield	Public Safety	\$ 4,200.00	21T43, SFE, P25 TRUNKING PHASE 1
06/29/2020	834464	Rocky Mt Oilfield	Public Safety	\$ -	21T50 TP9400 SFE SINGLE KEY AES, DES, ARC4 ENCRYPTION
06/29/2020	834464	Rocky Mt Oilfield	Public Safety	\$ 44.94	SHIPPING
06/29/2020	834464	Rocky Mt Oilfield	Public Safety	\$ 684.00	T1T47 TP9400 2400 MAH BATTERY
06/29/2020	834464	Rocky Mt Oilfield	Public Safety	\$ 4,710.00	TP9400 GENESIS SPEAKER MIC
07/01/2020	834520	Royal C. Johnson Trust	SID Fund	\$ 37,305.00	Bond Payments July 1, 2020
07/01/2020	834520	Royal C. Johnson Trust	SID Fund	\$ 9,680.00	Bond Payments July 1, 2020
07/01/2020	834520	Royal C. Johnson Trust	SID Fund	\$ 3,877.80	Bond Payments July 1, 2020
07/01/2020	834520	Royal C. Johnson Trust	Sidewalk Debt	\$ 32,250.00	Bond Payments July 1, 2020
07/01/2020	834520	Royal C. Johnson Trust	Sidewalk Debt	\$ 84,500.00	Bond Payments July 1, 2020

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/29/2020	834465	Sanderson Stewart	Tax Increment S	\$ 5,857.97	WO 19-22 King Ave. E (Orchard to Jackson; 48003 Pmt 13
06/29/2020	834466	Schaefer Systems	Solid Waste	\$ 25,254.00	90-100 gallon refuse carts
06/29/2020	834474	Sletten Construction	Airport	\$ 199,970.02	AIP-63 Terminal Expansion Construction Phase 2 - Federal Share
06/29/2020	834474	Sletten Construction	Airport	\$ 18,796.89	AIP-63 Terminal Expansion Construction Phase 2 - Ineligible Share
06/29/2020	834474	Sletten Construction	Airport	\$ 22,218.89	AIP-63 Terminal Expansion Construction Phase 2 - Local Share
06/29/2020	834476	Spencer Industries	Solid Waste	\$ 2,869.56	3140878.00
06/29/2020	834483	Tel Net Systems	Phone System	\$ 1,492.80	connect City Hall to State fiber conduit on 27th St-1st Ave S to Airport
06/29/2020	834483	Tel Net Systems	Public Safety	\$ 116,983.81	CCTV Security System.
06/29/2020	834486	Tire-Rama	Solid Waste	\$ 516.40	Tires for Landfill
06/29/2020	834486	Tire-Rama	Solid Waste	\$ 4,640.00	Tires for Solid Waste
06/29/2020	834486	Tire-Rama	Solid Waste	\$ 4,640.00	Tires for Solid Waste
06/29/2020	834486	Tire-Rama	Solid Waste	\$ 4,977.00	Tires for Solid Waste
06/29/2020	834486	Tire-Rama	Solid Waste	\$ 4,357.50	Tires for Solid Waste
06/29/2020	834486	Tire-Rama	Solid Waste	\$ 2,641.50	Tires for Solid Waste
06/29/2020	834486	Tire-Rama	Street/Traffic	\$ 337.32	1050002416
06/29/2020	834486	Tire-Rama	Street/Traffic	\$ 720.00	1050002712
06/29/2020	834486	Tire-Rama	Street/Traffic	\$ 133.05	1050002969
06/29/2020	834487	Titan Machinery	Street/Traffic	\$ 126.13	14010083
06/29/2020	834487	Titan Machinery	Street/Traffic	\$ 212.42	14010083
06/29/2020	834487	Titan Machinery	Street/Traffic	\$ 97.95	14023320
06/29/2020	834487	Titan Machinery	Street/Traffic	\$ 141.77	14042248
06/29/2020	834487	Titan Machinery	Street/Traffic	\$ 2,009.48	14043358
06/29/2020	834489	Town & Country Supply	Airport	\$ 3,303.71	Invoice #409143. Unleaded Fuel for Ops
06/29/2020	834489	Town & Country Supply	Airport	\$ 15,080.05	Invoice #409184. QTA Car Rental Facility.
06/29/2020	834489	Town & Country Supply	Fleet	\$ 10,132.26	409140 PO NUM 310585
06/29/2020	834489	Town & Country Supply	Fleet	\$ 15,363.92	409188 PO NUM 310590
06/29/2020	834489	Town & Country Supply	Transit	\$ 3,490.00	409125 PO NUM 310589
06/29/2020	834490	Tractor & Equipment	Solid Waste	\$ 35,000.00	Compactor for the Landfill
06/29/2020	834492	Ultra Graphics	General	\$ 3,682.22	Invoice # 250951 Municipal Court
06/29/2020	834493	Uniforms2gear	Public Safety	\$ 5,171.20	Uniforms2Gear 103470, SWAT vests for Fjetland and Kirkpatrick
06/29/2020	834500	Verizon Wireless	Airport	\$ 53.84	Airport
06/29/2020	834500	Verizon Wireless	Engineering	\$ 134.85	PW-Engineering
06/29/2020	834500	Verizon Wireless	General	\$ 107.26	City Administrator 0100-13130-403450
06/29/2020	834500	Verizon Wireless	Library	\$ 26.97	LBRY OTRCH Library Outreach
06/29/2020	834500	Verizon Wireless	Parking	\$ 26.97	Parking 406-690-5822
06/29/2020	834500	Verizon Wireless	Police Pgrms	\$ 424.51	CCSIU Cell/PTT M Frank Phone
06/29/2020	834500	Verizon Wireless	Police Pgrms	\$ 53.94	CCSIU MDT
06/29/2020	834500	Verizon Wireless	Police Pgrms	\$ 80.02	CCSIU RAVEN
06/29/2020	834500	Verizon Wireless	Public Safety	\$ 560.26	MDT Toughbooks
06/29/2020	834500	Verizon Wireless	Public Safety	\$ 80.02	Police iPad St John 406-690-5955 Police iPad Lawrence 406-690-2161
06/29/2020	834500	Verizon Wireless	Public Safety	\$ 40.01	Police MiFi 406-633-0820 406-598-6294

Check Date	Check#	Name	Fund Name	Amount	Item Desc
06/29/2020	834500	Verizon Wireless	Public Safety	\$ 53.84	Police -Mike Robinson
06/29/2020	834500	Verizon Wireless	Solid Waste	\$ 26.97	PW Dozer Trimble Dozer
06/29/2020	834500	Verizon Wireless	Solid Waste	\$ 107.88	PW-Solid Waste
06/29/2020	834500	Verizon Wireless	Solid Waste	\$ 268.99	PW-SW-ON CALL Solid Waste On Call
06/29/2020	834500	Verizon Wireless	Solid Waste	\$ 479.40	Solid Waste Tablets -Routware
06/29/2020	834500	Verizon Wireless	Street/Traffic	\$ 53.94	PW-Streets 406-647-1377 iPad, 406-633-1991 iPad
06/29/2020	834500	Verizon Wireless	Street/Traffic	\$ 161.82	PW-Streets City Works
06/29/2020	834500	Verizon Wireless	Transit	\$ 308.27	MET AVL
06/29/2020	834500	Verizon Wireless	Wastewater	\$ 43.15	PW-DIS-COLL Cityworks 60/40
06/29/2020	834500	Verizon Wireless	Wastewater	\$ 155.65	PW-Distribution Collection Tablets 60/40
06/29/2020	834500	Verizon Wireless	Water	\$ 26.97	PW Belknap Meter Shop
06/29/2020	834500	Verizon Wireless	Water	\$ 26.97	PWBLKNP Water Treatment Brian Risser 406-696-4245
06/29/2020	834500	Verizon Wireless	Water	\$ 188.79	PWBLNP Comm-Meter CityWorks/Neptune
06/29/2020	834500	Verizon Wireless	Water	\$ 64.73	PW-DIS-COLL Cityworks 60/40
06/29/2020	834500	Verizon Wireless	Water	\$ 233.48	PW-Distribution Collection Tablets 60/40
06/29/2020	834502	WatchGuard Video	Police Prgms	\$ 6,990.00	Cameras for Street Crimes Unit.
06/29/2020	834504	Western Water Consult	SID Const	\$ 39,039.25	SID 14-13 Winged Foot Road and Greenbriar Road; 200910001 Pmt 1
06/29/2020	834504	Western Water Consult	SID Const	\$ 31,253.03	SID 14-13 Winged Foot Road and Greenbriar Road; 200910002 Pmt 2
06/29/2020	834504	Western Water Consult	Storm Sewer	\$ 6,305.97	WO 20-18 Morocco Storm Drain; 192640004 Pmt 4F
06/29/2020	834507	Wharton Asphalt	Gas Tax	\$ 157,338.18	WO 19-03 City Digouts; Pmt 4
06/29/2020	834508	Wilbur Ellis Co	Park District 1	\$ 18,240.00	fertilizer for parks
06/29/2020	834512	Yellowstone Electric	Airport	\$ 195.57	Retainage Release
06/29/2020	834512	Yellowstone Electric	Water	\$ 79,126.74	WO 20-29 Leavens Pump Station Electrical; Pmt 1F
06/29/2020	834513	Yllwstn Animal Shelter	Public Safety	\$ 22,855.58	contract 5-22-20/6-21-20
06/29/2020	834514	Yllwstn Valley Elec	Light Maint	\$ 364.67	SILMD 299 Vintage Estates; 4179014 6.22.2020
06/29/2020	834514	Yllwstn Valley Elec	Light Maint	\$ 665.82	SILMD 313 Vintage Estates Sub Phase II; 4179017 6-22-2020
06/29/2020	834514	Yllwstn Valley Elec	Solid Waste	\$ 6,500.00	Solid Waste Container Storage Building
06/29/2020	834514	Yllwstn Valley Elec	Street/Traffic	\$ 46.74	54th St W & Grand Signal; 4179019 6.22.2020
06/29/2020	834514	Yllwstn Valley Elec	Street/Traffic	\$ 74.39	54th St W & Rimrock; 4179019 6.22.2020
06/29/2020	834514	Yllwstn Valley Elec	Street/Traffic	\$ 55.50	Alkali Cr Rd & Interbelt Loop lights; 4179018 6-22-2020
06/29/2020	834514	Yllwstn Valley Elec	Street/Traffic	\$ 30.12	Ben Steele School - 56th St W; 4179020 6.22.2020





















**Regular City Council Meeting**

**Meeting Date:** 07/27/2020

**TITLE:** Public Hearing - Central Court Village, Senior Low-Income Rental Housing Project

**PRESENTED BY:** Wyeth Friday

**Department:** Planning & Community Services      **Division:** Community Development

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**RECOMMENDATION**

Staff recommends the City Council conduct the public hearing to meet statutory requirements and provide an opportunity for the public to comment on whether the project meets a community housing need. There is no other action requested or required on this matter from the project owners.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

Peak Capital Partners and The Hearthstone Group, a 501 (c) (3) non-profit corporation, have acquired Central Court Village, a Senior low income multi-family rental housing complex located at 78 27<sup>th</sup> Street West in Billings. Central Court Village is an 81-unit senior project, originally built in 2000. The development has easy access to shopping, healthcare, and major transportation arteries that connect to downtown Billings.

The project is a Low Income Housing Tax Credit (“LIHTC”) property and operates under a Montana Board of Housing Declaration of Restrictive Covenants for Low-Income Housing Credits. The project is laid out over 3 acres, and consists of 1 residential building containing one and two bedroom units. The building is a three-story garden style structure and residents’ benefit from community amenities such as a clubhouse, covered parking, on-site laundry facilities, fitness room, and game room. Units are outfitted with a full appliance package, air conditioning, garages, and high-speed internet access.

The initial compliance period (income restrictions and rent caps) for the project ended on December 31, 2015, and has now entered an extended use period for such income and rent restrictions that ends on December 31, 2050. Peak Capital Partners and The Hearthstone Group plan to continue providing safe, well maintained, affordable housing to the senior residents of Billings. Billings is a market that has strong demographics to support the demand for quality senior housing, which the new owners are dedicated to providing. Peak has owned and operated over 26,000 apartment units since 2007, including over 12,000 affordable units. Peak Capital Partners is dedicated to providing safe, well-maintained, affordable housing to communities across the country.

**ALTERNATIVES**

City Council will conduct a public hearing, there are no viable alternatives.

**FISCAL EFFECTS**

There will be no fiscal impacts to City Department budgets by conducting this hearing.

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## Regular City Council Meeting

3.

**Meeting Date:** 07/27/2020

**TITLE:** Public Hearing - Annexation 20-02 Tract F of Certificate of Survey No. 537

**PRESENTED BY:** Monica Plecker

**Department:** Planning & Community Services

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### RECOMMENDATION

Staff recommends the City Council hold a public hearing and conditionally approve the Resolution of Annexation. Staff recommends the following condition of approval:

1. Prior to site development and within six months of the approval of this resolution, 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.

### BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

Propiedad, LLC, submitted a petition to annex land they own at 1053 Lincoln Lane. The property is currently located in Yellowstone County. The owner intends to develop two duplexes on the property. One duplex is already existing. Adding the second duplex requires a lot size variance. Since it's the developers intent to develop the second duplex in the City, the application for variance was submitted to the City Board of Adjustment. The intent of the annexation petition is to be contingent upon a favorable outcome with the City Board of Adjustment. Without the City Council acting on the petition to annex and placing conditions of approval on the annexation, the City BOA would not have the jurisdictional authority to consider the variance application.

The subject property is Tract F of Certificate of Survey No. 537, totaling approximately .475 gross acres. The property is zoned Residential 7000 and has one duplex on the property. The parcel is located approximately 600 feet north of the intersection of Lincoln Lane and Bench Boulevard. The owners are requesting annexation in order to begin developing the property as two duplexes.

The property is in an area of County that the City included in its Limits of Annexation Map for future annexation and adjacent to the already existing city limits. Water is provided by County Water District of Billings Heights and not by the City of Billings Public Works. The annexation petition process is scheduled as follows:

- On June 5, 2020, the annexation petition was submitted to the Planning Division by the owner's agent.
- On July 27, 2020, the City Council will conduct the public hearing for the annexation and may take action on the request.
- Within six months the applicant shall execute a development agreement with the City of Billings, the Ward Boundary Ordinance will run concurrent with the Development Agreement.

Although MCA, Sections 7-2-46 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 7000 (R-70). 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.

- Water: This property is intended to be served by the County Water District of Billings Heights. An 8 inch water line is located in Lincoln Lane.
- Sewer: The property will be served by an existing sanitary sewer line that is located in Lincoln Lane.
- 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 fronts Lincoln Lane. The developer will be required to identify and mitigate all traffic impacts at the time of development review.
- 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 are built out, additional fire department resources will be needed. The nearest fire station is Station #6, located at 1601 St. Andrews, about 2.44 road miles west of the subject property and an estimated 5 minutes away.
- Parks: The subject property is to be developed with residential uses. Parks has not provided comments on whether an existing PMD in the area will need to be expanded.
- School facilities: The subject property would be served by Alkali Elementary School, Medicine Crow Middle School and Skyview High School. No concerns were expressed by the School District.

General City Services: These are the City services that are provided to all residents and businesses in the City, such as police and fire protection, 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 transit system currently operates north and south along Main Street. It is a .25 mile walk to access this route from the property.
- Police: The Police Department staff stated the area is in an already established patrol area.
- Public Utilities: The Public Works-- Distribution and Collection Division had no concerns with the annexation request.
- Public Works -Street and Traffic Division: The Street and Traffic Division stated that it has no concerns with serving the property.
- 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 Red Area of Annexation, has access to City services, and is in an area where urban development in the City is expected in the future.

## **STAKEHOLDERS**

Annexation by petition does not require notification of adjoining landowners; however, it does require 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 July 10 and published in the Yellowstone County News on July 10th and July 17th, 2020. The Planning Division has not received any inquiries about this petition at the time this memo was prepared.

## **FISCAL EFFECTS**

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

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### **Attachments**

Resolution  
Petition and Map  
Limits of Annexation Map

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## 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:

A tract of land situated in the NE 1/4 and the SE1/4 of Section 27, T.1N., R.26E., P.M.M., Yellowstone County, Montana, more particularly described as:

Being Tract F of Certificate of Survey No. 537, Recorded September 23rd, 1952, under Document Number 496850, on file and of record in the office of the Yellowstone County Clerk & Recorder.

Including all adjacent Right-Of-Way of Lincoln Lane.

Containing 0.475 gross and 0.443 net acres more or less.

(# 20-02) See Exhibit "A" Attached

2. CONDITIONS. The annexation is approved, subject to the following condition:

- Prior to site development and within six months of the approval of the resolution, 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 July, 2020.

CITY OF BILLINGS:

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

William A. Cole, Mayor

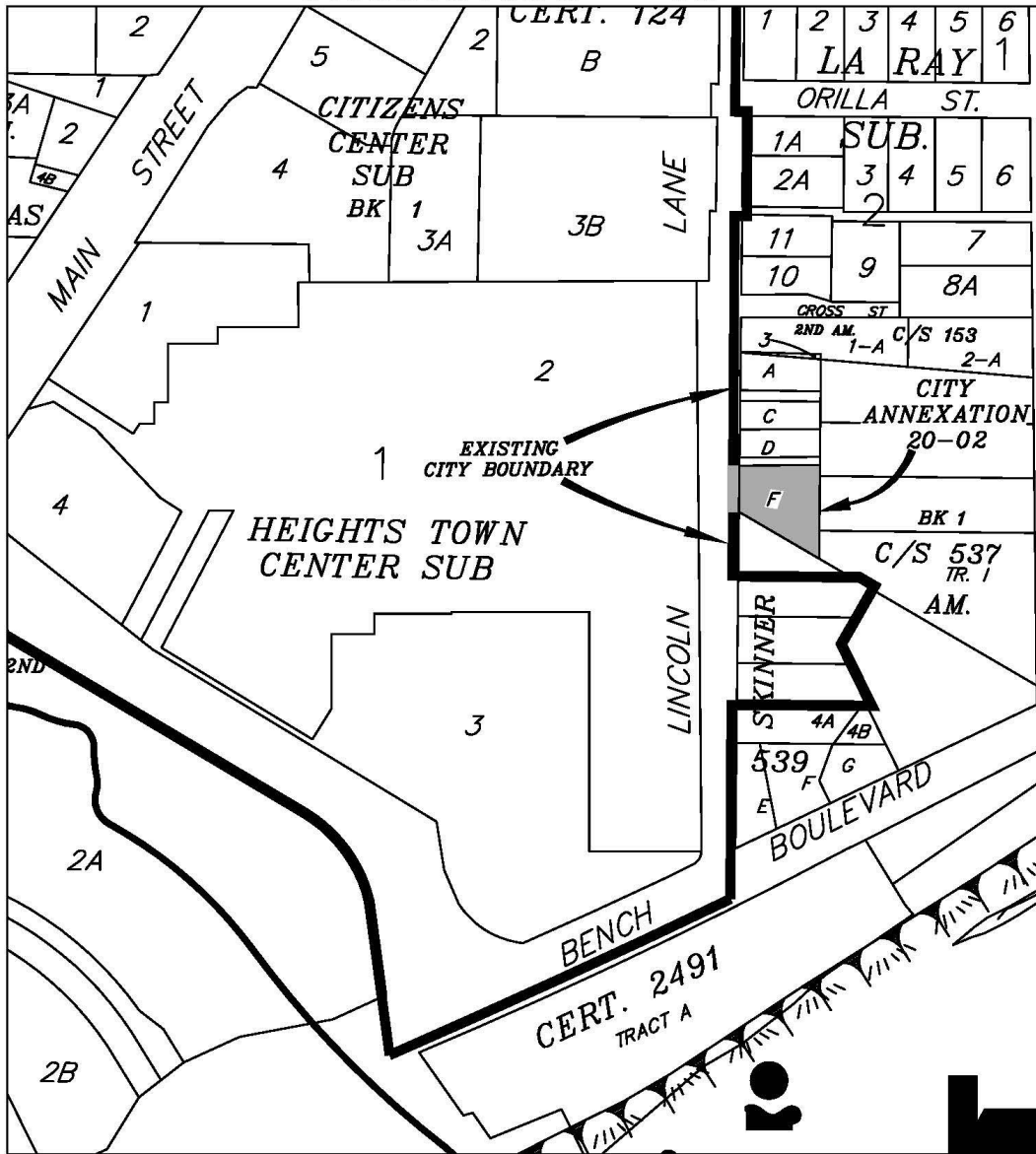
ATTEST:

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

Denise R. Bohlman, City Clerk

(AN# 20-02)

# EXHIBIT "A"







PROPRIETED, LLC

BILLINGS, MT

1053 LINCOLN LANE

DSGN BY	DESIGNED BY	QUALITY ASSURANCE
DRWN BY	DRAWN BY	CHK BY
DATE	DATE	DATE
REV BY	DATE	CHKD BY

SHEET TITLE  
1053 LINCOLN LANE  
ANNEXATION MAP

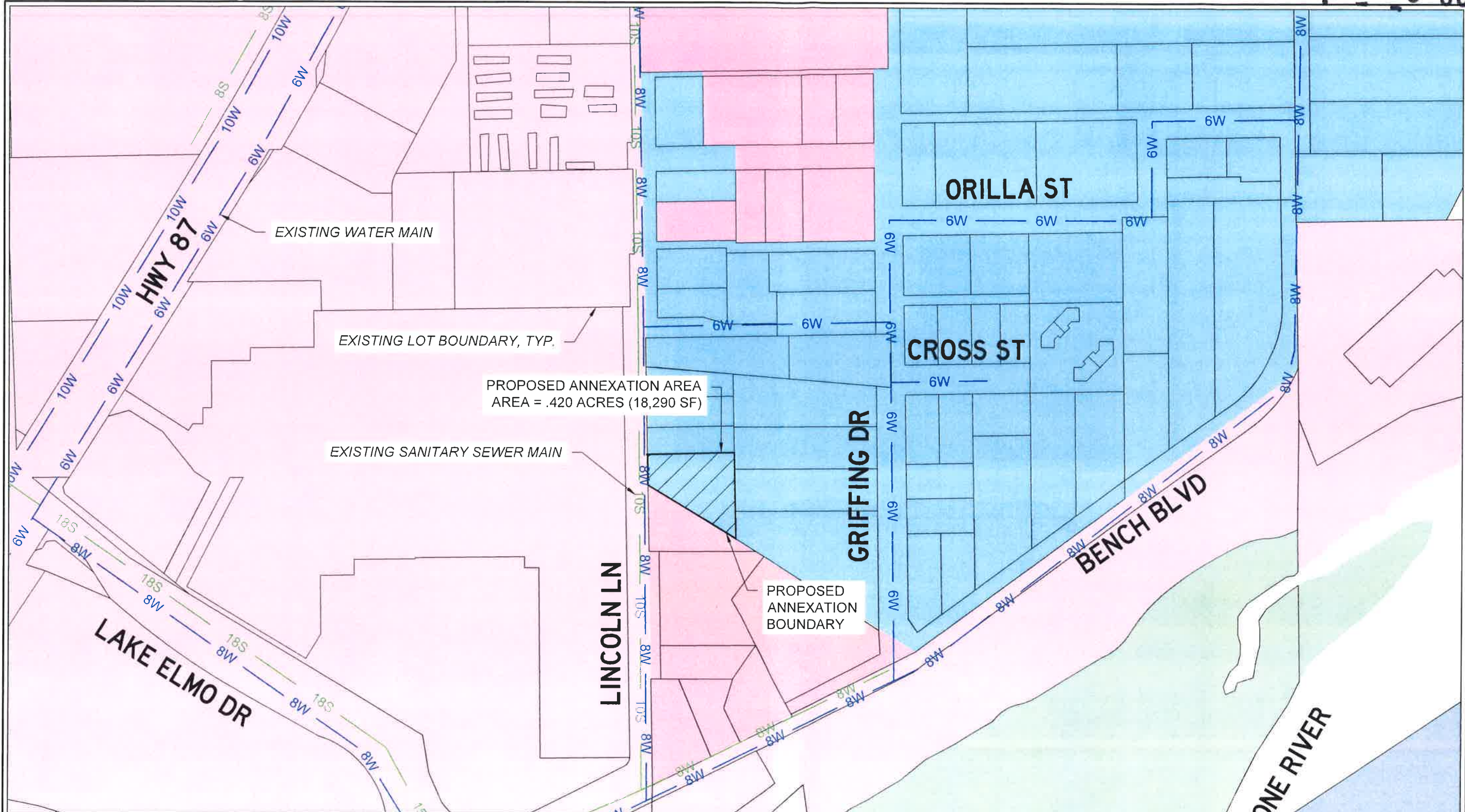
PROJECT NUMBER  
2020-046

SHEET NUMBER  
1 OF 2

DRAWING NUMBER

EX 1

COPYRIGHT 2020 ©



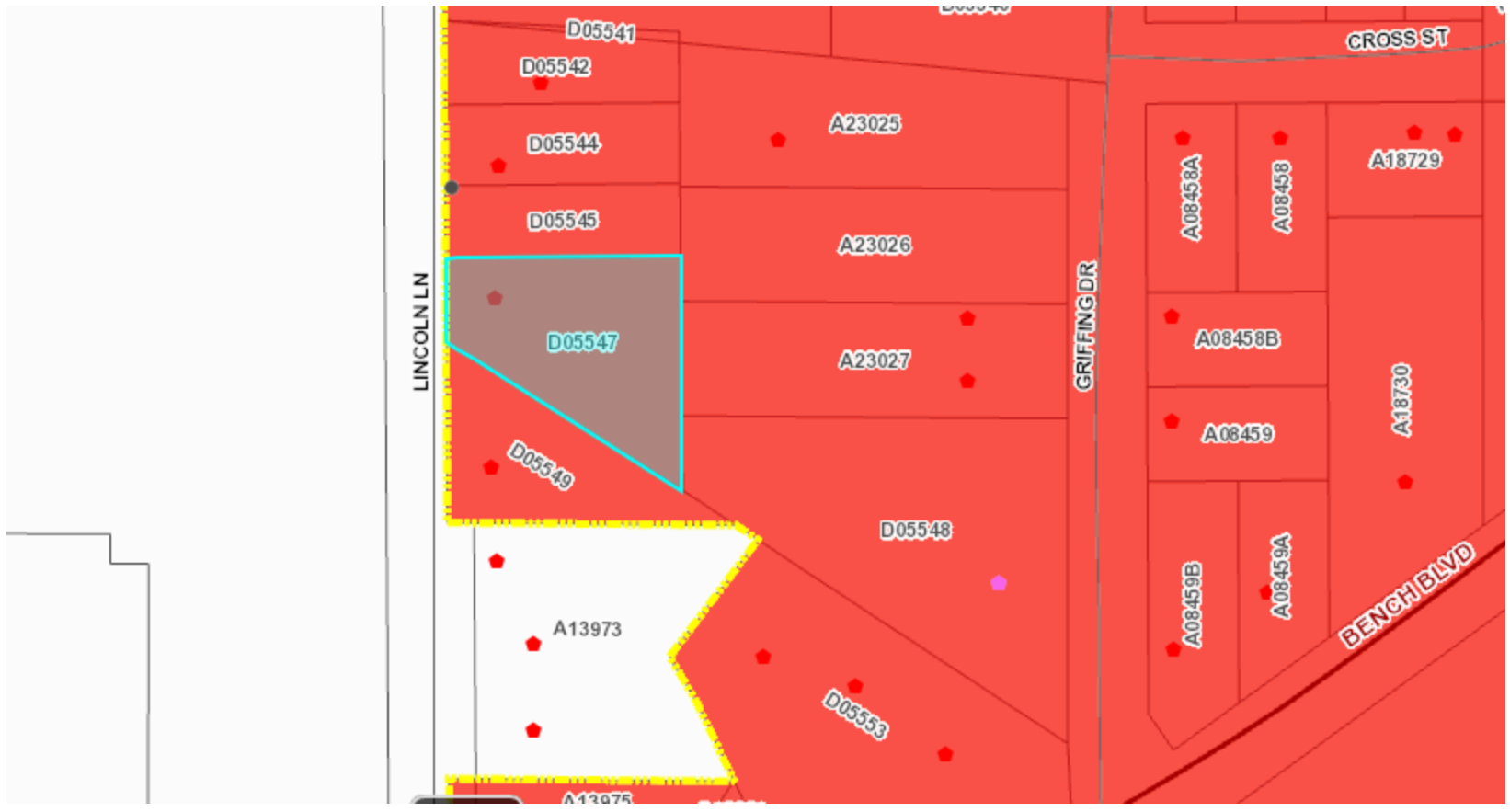
### LEGEND

- COMMUNITY COMMERCIAL
- PUBLIC
- PROPOSED ANNEXATION BOUNDARY
- HIGHWAY COMMERCIAL
- INDUSTRIAL CONTROLLED
- EXISTING SANITARY SEWER MAIN, VARYING SIZE
- EXISTING HEIGHTS WATER MAIN, VARYING SIZE
- RESIDENTIAL 7,000
- EXISTING LOT LINE BOUNDARY

### LEGAL DESCRIPTION

INCLUDES PARCEL F OF C.O.S. 537, SECTION 27, TOWNSHIP 01 NORTH, RANGE 26 EAST, P.M.M., BILLINGS, MONTANA





**Regular City Council Meeting**

**Meeting Date:** 07/27/2020

**TITLE:** Zone Change 978 - 4160 King Ave W - ELI to HC

**PRESENTED BY:** Nicole Cromwell

**Department:** Planning & Community Services

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**RECOMMENDATION**

The Zoning Commission recommends approval of Zone Change 978 and adoption of the findings of the 10 criteria. The findings are found in the Background portion of the staff report.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

This is a zone change request from Entryway Light Industrial (ELI) to Highway Commercial (HC) on a parcel in Montana Sapphire Subdivision to facilitate the construction of a new apartment complex. The development will be similar to the Long Beach apartments south and west of the property. The Entryway zoning does not allow residential uses by right. A zone change to the HC zone will allow all types of residential uses including single family, two-family and multi-family residences. The applicant states there might be 70 to 100 units on this 8.5 acre parcel of land. The maximum density allowed in the HC zone would be about 28 units per acre. The average development density for multi-family apartments in Billings is much lower usually around 12 to 18 units per acre. The proposed development is in line with the average density in the area. The property is the largest undeveloped lot remaining in the subdivision.

The property has good access to local streets that connect to the north, east and west to King Avenue West and Shiloh Road. The area is developing as a mixed use area with retail, service businesses, medical services, and residential. The Shiloh Conservation Area to the south is a significant outdoor amenity for the area. The City has recently purchased additional acres for water conservation and development of a new open water reservoir. The Western Sky Subdivision to the west, and the two subdivisions to the north are also developing in a mixed use pattern allowing for residential, commercial and office uses in an urban environment.

Development of both arterial streets, (King Avenue West and Shiloh Road) is progressing as property adds traffic and infill to the area. Traffic on Shiloh Road averages about 17,250 vehicle trips per week day while King Ave West in this area averages about 10,500 vehicle trips per day. MET Transit operates a fixed route bus line that runs through Montana Sapphire subdivision making transportation options convenient. There is a multi-use trail along the west side of Shiloh Road that also connects to nearby open space and retail areas. The property can be served by all city utilities and services. It is within a developed area of West Billings and is in conformance with the goals, policies and guidance of the 2001 West Billings Neighborhood Plan and the 2011 Infill Policy.

Prior to making a decision on the zone change request, the City Council shall consider the findings recommended by the Zoning Commission.

**1. Is the new zoning designed in accordance with the Growth Policy?**

The proposed zone change is consistent with the following guidelines of the 2016 Growth Policy

and the West Billings Neighborhood Plan (2001).

The West Billings Neighborhood Plan goals and objectives stated the need to locate compatible uses and offer a range of housing choices and development densities. The West Billings Plan adopted a number of Goals, Policies, and Implementation Strategies. The proposed zone change is consistent with the following adopted Policies of Planned Growth Goal 1: Establish Development Patterns that Use Land More Efficiently Policy R "Encourage innovative land-use planning techniques to be used in building higher density and mixed-use developments as well as infill developments." The proposed zone change will accommodate uses that are compatible in a mixed-use environment and will fulfill a growing market for a variety of housing choices. The proposed development will also have good access to outdoor activities and is in close proximity to commercial centers and transportation options.

The proposed zone change is also in line with the adopted 2016 Growth Policy goals for:

**Home Base:**

- 1) A mix of housing types that meet the needs of a diverse population is important
- 2) Common to all types of housing choices is the desire to live in surroundings that are affordable, healthy and safe

**Strong Neighborhoods:**

- 1) Zoning regulations that allow a mixture of housing types provide housing options for all age groups and income levels
- 2) Walkable neighborhoods that permit convenient destinations such as neighborhood services, open space, parks, schools and public gathering spaces foster health, good will and social interaction
- 3) Neighborhoods that are safe and attractive and provide essential services are much desired
- 4) Implementation of the Infill Policy is important to encourage development of underutilized properties

The proposed zoning would accommodate a variety of housing choices and bring more residents into the area. Additional residents will help make this area a complete "neighborhood" where activity is not just during business hours. A mixture of uses can encourage a safer place by having more "eyes" on the street. The diverse housing choices and other commercial services in the area will help create a solid neighborhood in this area of West Billings.

**2. Is the new zoning designed to secure from fire and other dangers?**

The new zoning requires minimum setbacks, open and landscaped areas and building separations. The new zoning, as do all zoning districts, provides adequate building separations and density limits to provide security from fire and other dangers.

**3. Whether the new zoning will promote public health, public safety and general welfare?**

Public health and public safety will be promoted by the proposed zoning. The proposed amendment will allow new residential uses in an area with high demand for housing choices.

**4. Will the new zoning facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirement?**

**Transportation:** The proposed amendment will have a measurable effect on the transportation system. The city has reviewed a traffic study for the entire subdivision and proposed uses. Initially, the subdivision was intended for all commercial uses with some light industrial uses as well. The addition of residential uses has changed the original anticipated traffic impact and updates to the original study have been done whenever a new proposal is brought forward through the Master Site Plan approval process. Any changes needed to mitigate the new type of traffic will be implemented through the City Engineering Division.

**Water and Sewer:** The City will provide water and sewer to the property. There will be no additional impacts to the system from the proposed zoning.

**Schools and Parks:** Schools and parks may be effected by the proposed amendment. Residential dwellings typically include school-age children so this may increase the student population in the Elysian Elementary and Billings West High School districts. The closest community park to this location is Centennial Park (north of Central on 32nd St West). Although this is some miles from the subject property there are recreational trails and activities in the immediate area.

**Fire and Police:** The subject property is served by city public safety services. The Police and Fire Departments had no concerns with the zone change.

**5. Will the new zoning provide adequate light and air?**

The proposed zoning provides for sufficient setbacks to allow for adequate separation between structures and adequate light and air.

**6. Will the new zoning effect motorized and non-motorized transportation?**

The proposed zone change and development for residential uses will have an impact on the functioning of the local intersections with King Ave W and Shiloh Road. Prior traffic studies for Montana Sapphire Subdivision may need to be updated to consider this new type of traffic. The City Traffic Engineer will make this determination when a proposal is submitted for construction as part of the Master Site Plan Process. Traffic counts in the arterial streets. MDT retains jurisdiction over the management of King Avenue West.

**7. Will the new zoning will promote compatible urban growth?**

The new zoning does promote compatible urban growth in this area. The proposed will allow a mixed use urban neighborhood in an area with this existing pattern in place.

**8. Does the new zoning consider the character of the district and the peculiar suitability of the property for particular uses?**

The proposed zoning does consider the character of the district and the suitability of the property for the proposed use. This area between Shiloh Road and 48 th St West is an area undergoing rapid growth population growth. The proposed amendment will allow additional housing choices in the area. The property is suitable for the proposed use given its location in the area.

**9. Will the new zoning conserve the value of buildings?**

The property is currently undeveloped. Approval of the zone change will provide more certainty to surrounding land owners and may help to stabilize property values of adjacent buildings.

**10. Will the new zoning encourage the most appropriate use of land throughout the City of Billings?**

The proposed zoning may encourage the most appropriate use of this land in Billings. This specific location and use is appropriate.

## **STAKEHOLDERS**

The Zoning Commission conducted a public hearing in a virtual format on July 7, 2020 and received the staff report and testimony from the applicant's agent, Scott Aspenlieder of Performance Engineering. No other testimony was received.

## **FISCAL EFFECTS**

Approval of the zone change has no impact on the Planning Division Budget.

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## **Attachments**

Zoning Map & Site Photos  
Application and Letter  
ZC 978 Ordinance

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**Subject Property Photos**



Affinity in  
Billings

Subject Property – view north from Montana Sapphire Dr



Affinity in  
Billings

View north west from Montana Sapphire Dr

**Subject Property Photos**



View east along Montana Sapphire Drive



View south and east across Montana Sapphire Dr

**Subject Property Photos**



View south and west across Montana Sapphire Dr

# APPLICATION FORM

CITY ZONE CHANGE Billings Zone Change # \_\_\_\_\_ - Project # \_\_\_\_\_

The undersigned as owner(s) of the following described property hereby request a Zone Change as outlined in the City of Billings Zoning Regulations.

Present Zoning: Entryway Light Industrial

Proposed Zoning: Highway Commercial

TAX ID# C13965 CITY ELECTION WARD # 5

Legal Description of Property: Montana Sapphire Subdivision, S15, T01 S, R25 E, Block 1, Lot 12, Acres 8.536

Address or General Location (If unknown, contact City Engineering): 4160 King AVE W

Size of Parcel (Area & Dimensions): 8.536 Acres

Present Land-Use: Agricultural

Proposed Land-Use: Residential complex

Covenants or Deed Restrictions on Property: Yes \_\_\_\_\_ No X

If yes, please attach to application

\*\*\* Additional information may be required as determined by the Zoning Coordinator in order to fully evaluate the application.

Owner(s): MT Sapphire, LLC - Bert Arnlund

(Recorded Owner) 4160 King AVE W

(Address) (702) 682 - 9782 bertarnlund1943@icloud.com

(Phone Number) (email)

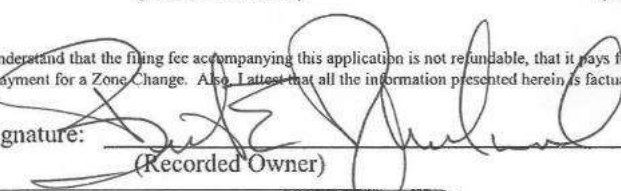
Agent(s): Performance Engineering, LLC - Scott Aspenlieder

(Name) 608 N 29th ST Billings, MT 59101

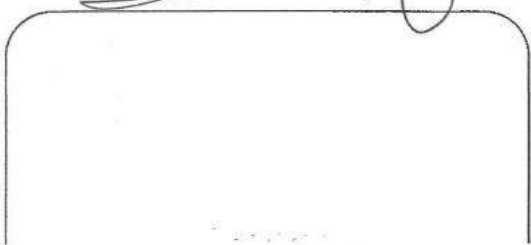
(Address) (406) 384 - 0080 scott@performance-ec.com

(Phone Number) (email)

I understand that the filing fee accompanying this application is not refundable, that it pays for the cost of processing, and that the fee does not constitute a payment for a Zone Change. Also, I attest that all the information presented herein is factual and correct.

Signature:   
(Recorded Owner)

Date: 5-29-20





May 26<sup>th</sup> 2020 6:00pm  
ZOOM Conference Meeting

Meeting Notes  
*MT Sapphire, LLC*

Representatives: Scott Aspenlieder (PE)

Attendees

Allen McCormick (Beartooth Bank, CEO) - 4130 King AVE W - 406-294-6505

Points of Discussion

Brief review of Project Development  
Requesting comments from Home/Property owners  
Addressed Comments/Concerns from Home/Property owners

Project Development

Development of a residential complex in the West End of the City of Billings.

Home/Property Owners Comments, Concerns, & Questions

1. "How many units are going into the development?"  
*We cannot say for certain now, but our guess would be around 70-100 home units.*
2. "Is the only access to the property off of Daniel Street?"  
*No, there is access off of MT Sapphire Drive as well.*
3. "Does this meeting involve anything to do with street corrections or is it strictly regarding rezoning?"  
*This meeting is strictly regarding the rezoning of the property and what potentially expect in the future.*
4. "We would be very hesitant on the construction of another casino or bank facility, but the development of a residential area causes no concern for us."

Meeting Adjourned 6:20 pm.

**1. In what ways is your proposal consistent with the goals and policies of the adopted Growth Policy?**

The lot of interest is currently zoned Entryway Light Industrial. The land surrounding the property is Highway Commercial to the south and west, and Entryway Light Industrial to the north and east. The Growth Policy has several goals that would be met by changing the zoning of the property from Entryway Light Industrial to Highway Commercial.

First, existing site use is incompatible with the current zoning under the current zoning ordinances and subdivision regulations. The existing site is currently undeveloped. The owner is looking into building a residential complex where construction is not allowed in Entryway Light Industrial zones. This issue would be resolved by changing the zoning to Highway Commercial which would match the Highway Commercial directly to the south and west and have little to no impact on the surrounding Entryway Light Industrial zones.

Second, neighborhoods experiencing pressures from new development and land use changes also cause issues. The surrounding land is zoned Highway Commercial and Entryway Light Industrial. The goal is to have predictable land use decisions that are consistent with neighborhood character and preferred land use patterns. Having the land zoned Highway Commercial will accomplish these goals and provide continuity and consistency.

Third, the proposed zone change will further develop an infill property in the West End, which is a priority in the Growth Policy. The existing zoning has prohibited the lot owner from further developing his property. Rezoning will continue the expansion of the Shiloh area and further grow in the West End.

**2. Explain your need for the intended zone change and why the property cannot be used under the existing zoning. Explain how the new zoning will fit in with the existing zoning and land uses of the immediate area.**

The proposed development plan is to develop several multi-purpose family home units located on the lot. Entryway Light Industrial zoning will not allow this type of development. The Highway Commercial zone will allow the development of the lot. The land surrounding the property is Highway Commercial and Entryway Light Industrial. The proposed land use will match the existing land use, having an insignificant impact on the surrounding community.

ORDINANCE 20-\_\_\_\_\_

AN ORDINANCE OF THE CITY OF BILLINGS,  
PROVIDING THE ZONE CLASSIFICATION ON LOT 12,  
BLOCK 1 of Montana Sapphire Subdivision

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BILLINGS THAT:

**Section 1. RECITALS.** *Title 76, Chapter 2, Part 3, MCA, and Sections 27-302 and 27-1502, BMCC,* provide for amendment to the City Zoning Map from time to time. The City Zoning Commission and staff have reviewed the proposed zoning for the real property hereinafter described. The Zoning Commission and staff have considered the ten (10) criteria required by Title 76, Chapter 2, Part 3, MCA. The recommendations of the Zoning Commission and staff have been submitted to the City Council, and the City Council, in due deliberation, has considered the ten (10) criteria required by state law.

**Section 2. DESCRIPTION.** Lot 12, Block 1, Montana Sapphire Subdivision, **GENERALLY LOCATED AT 4160 King Ave West** is presently zoned **Entryway Light Industrial (ELI)** and is shown on the official zoning map within this zone.

**Section 3. ZONE AMENDMENT.** The official zoning map is hereby amended and the zoning for **Lot 12, Block 1, Montana Sapphire Subdivision**, is hereby changed from **Entryway Light Industrial (ELI)** to **Highway Commercial (HC)** and from the effective date of this ordinance, shall be subject to all the rules and regulations pertaining **Highway Commercial (HC)** as set out in the Billings, Montana City Code.

**Section 4. EFFECTIVE DATE.** This ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law.

**Section 5. REPEALER.** All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

**Section 6. SEVERABILITY.** If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions of this ordinance which may be given effect without the invalid provisions or application, and, to this end, the provisions of this ordinance are declared to be severable.

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

PASSED, ADOPTED and APPROVED on second reading this 10<sup>th</sup> day of August, 2020.

CITY OF BILLINGS

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

William A. Cole, Mayor

Attest:

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

Denise R. Bohlman, City Clerk  
Zone Change 978 – 4160 King Ave W

**Regular City Council Meeting**

**Meeting Date:** 07/27/2020

**TITLE:** Zone Change 979 - High Sierra 16th Filing - R-70-R to R-50

**PRESENTED BY:** Nicole Cromwell

**Department:** Planning & Community Services

**Division:** Planning

**RECOMMENDATION**

The Zoning Commission recommends approval of Zone Change 979 and adoption of the findings of the ten review criteria.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

This is a zone change request from R-70-R, a single family only zone district, to R-50 to allow the development of two-family dwellings. The proposed zone change would allow the prospective buyer, Trent Parks, to develop townhomes similar to the dwellings on the north end of Gleneagles Blvd. Those unit ownership developments - The Nest, Stewart, Granlund and Gleneagles - consist of one and two-level townhomes with attached garages. These townhome units are selling at above the median home price for Billings (>\$250,000/unit). The proposed two-family townhomes on these lots would include a 3-car attached garage and a covered patio space. These would likely be at higher price point than the townhomes on Gleneagles Blvd.

The proposed lot layout would include nine two-family dwellings (18 total dwelling units) on the 2.4 acres of land. The maximum density of single family dwellings on this size of parcel with an R-50 zone is 20, while up to 13 two-family dwellings could be constructed (26 total dwelling units). The existing zoning of R-70-R could allow 14 to 15 single family dwellings. The proposed townhomes have a proposed main floor living area of ~1,450 square feet and about 870 square feet of attached garage space. The proposed townhomes include 3 bedrooms and a 230 square foot covered patio for each unit. The applicant has proposed a lot coverage variance to allow the 3-car attached garages and the covered patios. The Board of Adjustment approved the variance on July 1, 2020. A condition of the variance approval is approval of the zone change.

The lots are within the High Sierra Subdivision, 16th Filing, a subdivision that received preliminary plat approval from the City Council in March 2020. Each of the proposed lots is equal to or greater than 10,000 square feet, the minimum lot area required for a two-family dwelling. Mission Oaks Drive, the access road for this subdivision, is a proposed local street and will be constructed to the required minimum standards for a local street. The road connects to Morocco Drive on the east and Matador Avenue on the west. The three parcels directly south of the subject property are owned by School District #2 and is the likely location of a new elementary school for this growing area of Billings Heights.

Traffic in the area is between 5,000 and 6,000 vehicle trips per average weekday on Wicks Lane and Governors Boulevard. Traffic to the high school and middle school is not included in these traffic counts but likely adds a considerable number of trips to both arterial streets. There are no traffic counts available for Gleneagles north of Wicks Lane. The addition of a few extra dwelling units (R-70-R compared to R-50) would not add any significant number of additional daily trips to this area of High Sierra. When required, a subdivision application must submit a

traffic analysis to the City Traffic Engineer to ensure new vehicle trips can be accommodated and any mitigation or improvements required can be paid for by the developer in advance. The current three filings of High Sierra - 14th, 15th, & 16th Filings - are required to make contributions to off-site intersection improvements. These contributions are part of the signed Subdivision Improvement Agreement (SIA) with the city.

The city adopted the Billings Heights Neighborhood Plan in 2006 and the new Growth Policy for the entire city in 2016. The Billings Heights Neighborhood Plan did not indicate any major changes for this area other than to keep the lower density residential development in place. Lake Hills Subdivision to the east and south has a variety of zoning districts that has allowed a complete range of housing choices from multi-family apartments, to townhomes to half-million dollar+ homes along the golf course, while keeping the overall neighborhood density on the low end of the development scale. A sustainable neighborhood allows this range of housing choices. For example, along Cherry Hills Rd, a newer section of Lake Hills, homes with back yards on the golf course are selling for \$500,000+ while more modest homes on the north side of Cherry Hills Rd are selling for \$100,000 to \$200,000 less. To the west on Gleneagles Blvd are duplex townhomes for sale in the \$250,000 to \$290,000 price range (each unit). Further west in the R-70-R zone district of High Sierra prices range from \$175,000 up to \$370,000 for new homes. The R-70-R does not allow a variety of housing choices and the price ranges reflect the square footage of living space and off street parking as well as the finish materials.

The 2016 Growth Policy adopted several guidelines to help the city in an efficient and cost effective way. The Growth Policy adopted statement of purpose is: "**In the next 20 years, Billings will manage its growth by encouraging development within and adjacent to the existing City limits, but preference will be given to areas where City infrastructure exists or can be extended within a fiscally constrained budget and with consideration given to increased tax revenue from development. The City will prosper with strong neighborhoods with their own unique character that are clean, safe, and provide a choice of housing and transportation options.**" As Billings continues to grow land use decisions should be based on the adopted growth policy statement and the guidelines with the policy. These guidelines encourage housing choices throughout the city's neighborhoods, providing safe and affordable housing while observing the unique character of each area as the city grows. The proposed zoning is supported by several growth guidelines including Strong Neighborhoods (livable, safe, sociable and resilient neighborhoods) and Home Base (healthy, safe and diverse housing options).

Prior to making a decision on the zone change the City Council, shall consider the findings recommended by the Zoning Commission.

### **1. Is the new zoning designed in accordance with the Growth Policy?**

The proposed zone change is consistent with the following guidelines of the 2016 Growth Policy:

#### **Strong Neighborhoods:**

- 1) Zoning regulations that allow a mixture of housing types provide housing options for all age groups and income levels
- 2) Neighborhoods that are safe and attractive and provide essential services are much desired

#### **Home Base:**

- 1) A mix of housing types that meet the needs of a diverse population is important
- 2) The Housing Needs Assessment is an important tool to ensure Billings recognizes and meets the demands of future development
- 3) Common to all types of housing choices is the desire to live in surroundings that are

affordable, healthy and safe

The proposed zone change is consistent with the following goals of the 2006 Billings Heights Neighborhood Plan:

- 1) To provide safe, good quality and affordable housing in the Heights.
- 2) Develop housing patterns that are compatible with existing neighborhoods.
- 3) Encourage high density multi-family development along arterial routes.
- 4) Maintain similar housing in established neighborhoods.

The proposed zoning will allow another housing choice in an area with primarily only one housing choice. The Lake Hills Subdivision to the east has allowed similar housing choices by allowing zoning to vary within the subdivision. Existing demand for housing choice is going up for all ages of buyers including “boomers” and millennials just buying a first home. The proposed zoning would allow a townhome choice in an area where the only choice right now is a detached single family residence on a larger lot. The overall density will remain essentially the same throughout the High Sierra Subdivision.

## **2. Is the new zoning designed to secure from fire and other dangers?**

The new zoning requires minimum setbacks, open and landscaped areas and building separations. The new zoning, as do all zoning districts, provides adequate building separations and density limits to provide security from fire and other dangers.

## **3. Whether the new zoning will promote public health, public safety and general welfare?**

Public health and public safety will be promoted by the proposed zoning. The additional dwelling units will help increase the number of rate payers to the city utility systems and increase the taxable value of the property.

## **4. Will the new zoning facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirement?**

**Transportation:** The proposed zoning will not significantly increase post-development traffic volume. The applicant is paying assessments to the city for off-site traffic management at surrounding intersections.

**Water and Sewer:** The City provides water and sewer to the property.

**Schools and Parks:** Schools and parks should not be affected by the proposed zoning.

**Fire and Police:** The subject property is served by city public safety services. The Police and Fire Departments had no concerns with the zone change.

## **5. Will the new zoning provide adequate light and air?**

The proposed zoning provides for sufficient setbacks to allow for adequate separation between structures and adequate light and air.

## **6. Will the new zoning effect motorized and non-motorized transportation?**

Traffic generation from 18 dwelling units will be between 180 and 250 vehicle trips per day. This trip counts includes trips to the new residences for services such as mail, deliveries, solid waste and similar as well as the trips by the occupants. The new subdivision will have sidewalks and will connect to other sidewalks and pedestrian facilities in the neighborhood. The new zoning will not have any increase effect on the transportation system.

## **7. Will the new zoning promote compatible urban growth?**

The new zoning does promote compatibility with urban growth. The proposed zoning will allow this parcel to provide new housing compatible with the existing neighborhood.

**8. Does the new zoning consider the character of the district and the peculiar suitability of the property for particular uses?**

The proposed zoning does consider the character of the district and the suitability of the property for the proposed use. The proposed zoning will allow a housing choice that is in demand in the area. The property is directly across the street for a potential new school and between two developing single family districts.

**9. Will the new zoning conserve the value of buildings?**

There are no existing buildings on the property and the closest existing residence is about 600 feet to the west on Vesca Way or 600 feet to the south on Sierra Granda Blvd.

**10. Will the new zoning encourage the most appropriate use of land throughout the City of Billings?**

The proposed zoning will allow the development of another housing choice in this area of Billings Heights. This is the most appropriate use of the land.

**STAKEHOLDERS**

The Zoning Commission conducted a public hearing in a virtual format on July 7, 2020 and received the staff report and testimony from Gary Owen from Sanderson Stewart (agent for the owner), Trent Parks, builder for this project, and Landy Leep representing Oakland Companies, owner of property.

Planning staff received three letters of objection to the proposed zone change from surrounding owners. Those letters are attached to this report. Letters were received from Susan Pogue, 1980 Morocco Drive; Ed & Crystal Hellier, 2000 Greenbriar Rd and Lauren & Barb Scholten, 2050 Vesca Way.

In response to questions from Commission members, Mr. Landy Leep and Trent Parks explained the price point for each of the 3-bedroom townhome units would be about \$285,000 with some ranging higher depending on interior finishes. Mr. Leep stated the Oakland Company owns all the surrounding single family zoned lots and was impressed with Mr. Parks townhomes that are finishing construction up on the north end of Gleneagles Blvd. Mr. Leep stated Oakland Company has no concern with building single family homes adjacent to these townhomes.

There was no other testimony at the public hearing.

**FISCAL EFFECTS**

Approval of this zone change does not impact the Planning Division budget.

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**Attachments**

- Zoning Map & Site Photos
  - Application and Letter
  - ZC 979 Ordinance
  - Letters opposed
-





Subject Property

# EXHIBIT A

HIGH SIERRA SUBDIVISION, 14TH, 15TH AND 16TH FILINGS - CONCEPT  
WITHIN  
TRACT A1-1 OF AMENDED TRACT A1 CERTIFICATE OF SURVEY 3573

PREPARED FOR : HIGH SIERRA I, INC.  
PREPARED BY : **SANDERSON STEWART**

DECEMBER, 2019  
BILLINGS, MONTANA



**Subject Property Photos**



Subject Property -view east from current dead-end of Matador



View east to subject property



Development further east and north on Gleneagles Blvd



View south and east across subject property



View north and east



Builder's current townhome project on the north end of Gleneagles Blvd



**ZONE CHANGE PRE-APPLICATION MEETING AFFIRMATION**



The owner(s), contract purchasers (if any) and agents (if any) are required to submit this completed form and any attachments along with a zone change application.

Check one:  City of Billings Zone Change  Yellowstone County Zone Change

Property Address North of Mission Oaks Dr, between Morocco Dr. and Matador Ave.

Legal Description Lots 17-25, Block 31, proposed High Sierra Subdivision 16th Filing

Present Zoning R-70R Residential 7,000 Restricted

Proposed Zoning R-50 Residential 5,000

Neighborhood Task Force Area? Heights Task Force

Task Force Chairperson Jennifer Owen

Task Force Chairperson Mailing Address jennifer@designing-trust.com

**Required Uploads to Online Project Attachments:**

- o Zone Change Pre-application Meeting Affirmation Form
- o STATEMENT:  
Written description of the Zone Change Plan including square footage or acres of proposed new zoning.
- o Subject Property Map
- o Roster of persons who attended the pre-application neighborhood meeting
- o Meeting Notice and a brief synopsis of the meeting results

**Affirmation:**

1) The pre-application neighborhood meeting was held on: 05/26/2020

2) The zone change application is based on materials presented at the meeting.

Recorded Owner(s) Gary Oakland/High Sierra II, Inc.

Owner's Address 175 N. 27th Street, Suite 900, Billings, MT 59101

Owner's Phone Number 406-248-3641 E-mail goakland@oaklandcompanies.com

Applicant/Agent Sanderson Stewart c/o Gary Owen

Applicant/Agent's Address 1300 N. Transtech Way, Billings Mt 59102

Applicant/Agent's Phone Number 406-869-3342 E-mail gowen@sandersonstewart.com

Date 06/01/2020

\*\*Additional information may be required as determined by the Zoning Coordinator in order to fully evaluate the application.



**ZONE CHANGE REQUEST**



The undersigned as owner(s) of the following described property hereby request a Zone Change as outlined in the Yellowstone County Regulations.

Check one:  **City of Billings Zone Change**       **Yellowstone County Zone Change**

Address                                      North of Mission Oaks Dr, between Morocco Dr. and Matador Ave.

Legal Description      Lots 17-25, Block 31, proposed High Sierra Subdivision 16th Filing

**STATEMENT: Answer the following questions on a separate document and upload to the online project attachments.**

1. In what ways is your proposal consistent with the goals and policies of the adopted Growth Policy?
2. Explain your need for the intended zone change and why the property cannot be used under the existing zoning.
3. Explain how the new zoning will fit in with the existing zoning and land uses of the immediate area.

**REQUIRED UPLOADS Online Applications: <https://services.billingsmt.gov/citizenaccess/>**

**--Pre-Application Statement of Owner(s) or Agent(s)** affirming pre-application meeting was held, and include the following: 1) the pre-application neighborhood meeting was held, and 2) the zone change application is based on materials presented at the meeting. Include a copy of the meeting notice, written materials mailed or provided at the meeting, the sign-in sheet of attendees, and a brief synopsis of the meeting results.

**--Signed Application and Zone Change Statement** (Zone Change questions)

**--Site Plan**

**--Typed Mailing Labels Certified Surrounding Property Owners**

**--Radius Map & Certified List of Property Owners**

*I understand that the filing fee accompanying this application is not refundable, that it pays for the cost of processing, and that the fee does not constitute a payment for a Zone Change. I attest that all the information presented herein is factual and correct.*

Recorded Owner(s) **Gary Oakland/High Sierra II, Inc.**

Owner's Address **175 N. 27th Street, Suite 900, Billings, MT 59101**

Owner's Phone Number **406-248-3641**      E-mail **goakland@oaklandcompanies.com**

Applicant/Agent **Sanderson Stewart c/o Gary Owen**

Applicant/Agent's Address **1300 N. Transtech Way, Billings Mt 59102**

Applicant/Agent's Phone Number **406-869-3342**      E-mail **gowen@sandersonstewart.com**

Signature of Recorded Owner(s)

Date **06/01/2020**

**AUTHORITIES: Procedures and Review Criteria for Zone Change requests Billings Montana City Code (BMCC) Section 27-1502 et seq. SEC. 27-1502. AMENDMENTS TO CHAPTER.** (a) General. This chapter, including the official zoning map, may be amended only by the city council but no amendment shall be finally approved by the city council unless it has been submitted to the city zoning commission for review and recommendation. Proposals to amend this chapter, including the official zoning map, may be initiated by the city council or by the board of planning. Proposals to amend this chapter, except for the official zoning map, may also be initiated by the city zoning commission. Before enacting an amendment to this chapter, the city council shall give public notice and hold a public hearing thereon. Before enacting on its own motion an amendment to the official zoning map, the city council shall provide written notification by mail of such amendment to each property owner whose name appears on the last tax record of the property subject to the amendment. The notification shall include what the proposed amendment is, the time, date and place of the public hearing on the proposed amendment. Such notification shall be made no less than fifteen (15) days nor more than thirty (30) days in advance of the date of public hearing.

**AUTHORITIES: Procedures and Review Criteria for Zone Change requests Unified Zoning Regulations Section 27-1508 et seq. SEC. 27-1508. AMENDMENTS TO CHAPTER.** (a) General. Although each zoning district is primarily intended for a predominant type of use, there are a number of uses which may or may not be appropriate in a particular district depending upon all the circumstances of the individual case. For example, the location, nature of the proposed use, the character of the surrounding development, traffic capacities of adjacent streets and potential environmental effects, all may indicate that the circumstances of the development should be individually reviewed. It is the intent of this chapter to provide a system of review of such uses so that the community is assured that the uses are compatible with their locations and with surrounding land uses, and will further the purpose of this chapter and the objectives of the comprehensive plan. **\*\*Additional information may be required as determined by the Zoning Coordinator in order to fully evaluate the application.**

## MEETING MINUTES

<b>PROJECT: Zone Change Amendment - High Sierra Subdivision, 16<sup>th</sup> Filing</b>			
Project No: 82061.134			
Meeting Location: Virtual Video/Call meeting via Microsoft Teams		Meeting Date: 05/26/20 5:30 P.M.	
Meeting Subject: Neighborhood Meeting/Zone Change Amendment		Prepared by: Teri Tritz	
Attending:	(see attached sign-in sheet)	Gary Owen	Sanderson Stewart
Mac Fogelsong	Sanderson Stewart	Landy Leep	High Sierra II Inc
Jennifer Owen	Heights Task Force	Teri Tritz	Sanderson Stewart
Carol Johnson	Ron Hill Representative	Trent Parks	Developer
Date of Issue: 05/29/20			

**Minutes:**

- In addition to Gary Owen, the other parties attended the meeting are listed below:
  - Landy Leep, representing the ownership, High Sierra II, Inc.
  - Trent Parks, Developer
  - Jennifer Owen, with the Billings Heights Task Force.
  - Carol Johnson, on behalf of Ron Hill
  - Mac Fogelsong, with Sanderson Stewart.
  - Teri Tritz, with Sanderson Stewart taking notes.
- Mr. Owen gave a general overview of the purpose for this neighborhood meeting, which is that the City of Billings requires a pre-application neighborhood meeting for any zone change request on property located within the city. He further clarified that the proposed zone change request for this property involves a zone change from the current R-7000 Restricted to the proposed R-5000 with a variance to allow up to 50% lot coverage. The proposed zone change would allow for duplex homes on the 2.4 acres of land with 18 units compared to the current zoning with only 13 units. The proposed R-5000 zoning allows for single family and duplexes, but does not allow larger multi-family units.
- Jennifer Owen posed the question on why the higher density living units is becoming more prevalent in the Heights. It was discussed that while these lots would house duplexes, the rest of the High Sierra Development has been single-family homes and the new 14<sup>th</sup> Filing

was adding 88 single-family lots, currently. The duplexes themselves would be a single level home intended for the retirement community market.

- Jennifer Owen also asked if the Heights water would be impacted by the new development. The lots within High Sierra Subdivision, 16<sup>th</sup> Filing are served by the City of Billings and therefore will not be affected by the Heights Water District.
- No other questions regarding the Zone Change were received or brought up by anyone else on the mailing invitation list.
- The meeting adjourned at 5:55pm.

June 1, 2020  
Project No. 82061.134

## PROPOSED HIGH SIERRA SUBDIVISION, 16th FILING ZONING MAP AMENDMENT

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### Statement of Proposal

The owner, Mr. Gary Oakland/High Sierra II, Inc., is seeking a zone change Map Amendment for a portion of proposed High Sierra Subdivision, 16th Filing, which is located between Morocco Drive and Matador Avenue and north of Mission Oaks Drive in Billings Heights. The overall area requested for a zone change is approximately 2.4 acres. The site is currently annexed in the City of Billings and has been used for agricultural purposes.

The property is currently zoned Residential 7000-Restricted. The applicant is requesting a zone change from Residential 7000-Restricted to Residential 5000. It is the intent of the applicant to construct one level duplex homes on the property. Please note, because the owner intends to construct single level duplexes on the lots, a variance to allow up to 50% lot coverage is also being requested with this zone change. The variance request is a separate process and is running concurrent with the zone change request.

### Accompanying Responses to Questions in Zoning Application Form

***1A. In what ways is your proposal consistent with the goals and policies of the adopted Growth Policy?***

***Goal 1. ESSENTIAL INVESTMENTS (relating public and private expenditures to public values)***

The adjacent properties include a mix of zoning and uses. This proposed development will provide another housing type within the existing High Sierra Subdivision, located immediately north and west of the subject property. The intent of the zone change is to allow the construction of duplex homes on the lots. This housing type has been very well received in developments adjacent to High Sierra Subdivision. The location of the High Sierra Subdivision, and the product type offered in this project, is also expected to be very well received by the market. It is anticipated the demand for housing in the Billings Heights will continue to be strong.

City of Billings infrastructure serves this portion of High Sierra Subdivision and services are currently being extended to the subject parcel with the construction of High Sierra Subdivision, 14th Filing. The services will be extended into this property at the time of development. The costs associated with providing on-site infrastructure and utility services to the project will be the responsibility of the developer.

Main water and sewer distribution lines will be sized to handle current and future needs to eliminate costly future replacement and/or upgrade costs. All plans will be required to design and construct improvements in accordance with City of Billings standards.

***Goal 2: PLACE MAKERS (Enhance, maintain, preserve, and improve public places)***

The proposed development plan of High Sierra Subdivision includes a neighborhood park area that would be the public gathering spot within the neighborhood. The proposed neighborhood park will be dedicated with High Sierra Subdivision, 14th Filing and is approximately 5.3 acres in size.

Also, School District No. 2 owns large tracts of land on the south side of Mission Oaks Drive that are planned for a future school site. Once a school is constructed and the property is developed, it is anticipated there will be recreational fields and potentially play equipment would be located on the property. The construction of the school would directly benefit the proposed development.

In addition, the City of Billings Heights Dog Park is located within 1-mile of the property. This would allow the proposed residents of the property another valuable opportunity to utilize existing City of Billings facilities and improve the quality of life of the residents.

***Goal 3: COMMUNITY FABRIC (attractive, aesthetically pleasing, uniquely Billings)***

The proposed zoning will provide multiple housing types and provide a very walkable community. The development would provide rental and ownership housing options for the city's diverse workforce. The property is already in an area influenced by growth and development within the City of Billings. As the City expands, this area will become increasingly urbanized.

***Goal 4: STRONG NEIGHBORHOODS (livable, safe, sociable and resilient neighborhoods)***

The zone change will provide for development of the property in a logical manner, fitting with the existing surrounding zoning. The intent is to provide a diversity of housing types within walking distance of schools and future commercial amenities (along Gleneagles Boulevard and Wicks Lane). A neighborhood park, existing and future schools, connected by a network of sidewalks, will provide a public gathering spots from children to grandparents.

***Goal 5: HOME BASE (healthy, safe and diverse housing options)***

The proposed development is intended to provide the City of Billings with affordable and safe housing option. The development will receive police protection from the City of Billings Police Department and fire protection from the Billings Fire Department. Services provided include: fire suppression, emergency medical response, dispatch and communication services for local fire, police and ambulance services, hazardous materials response and vehicle accident extrication. The Billings

Fire Department Fire Station No. 6, located at Wicks Lane and St. Andrews Drive, is the closest station to the subject property being approximately 1.6 miles from the property.

***Goal 6: MOBILITY AND ACCESS (transportation choices in places where goods and services are accessible to all)***

The adjacent improvements will be constructed to City of Billings standards, which will include the construction of 5-foot boulevard sidewalks. These sidewalks will promote safety by allowing the residents the ability to safely travel to adjacent parks and schools. The proposed development has also been evaluated for traffic impacts which will promote safety.

***Goal 7: PROSPERITY (promoting equal opportunity and economic advancement) - enable "a diverse, welcoming community where people prosper, and business succeeds."***

The intent of this development is to build 1-story duplex units that will provide the community with an accessible and economical housing option. The units will be inclusive of first-time home buyers with small children to senior citizens looking for a single level housing option. The development is anticipated to complement existing choices and for residents to have access to reasonable housing choices, thus helping to stabilize the employment base and provide better jobs to households. The intention is for this neighborhood to provide highly sought-after housing opportunities.

***1B. Explain your need for the intended zone change and why the property cannot be used under the existing zoning. Explain how the new zoning will fit in with the existing zoning and land uses in the immediate area.***

The existing zoning does not allow for the construction of duplex units. Duplex units have been constructed in subdivisions adjacent to the High Sierra Subdivision. It is anticipated the proposed zoning should complement the existing neighborhood, meet a demonstrated market demand for residential development, provide a variety of housing options, and provide an attractive overall development plan of which the applicant and the community can be proud.

ORDINANCE 20-\_\_\_\_\_

AN ORDINANCE OF THE CITY OF BILLINGS,  
PROVIDING THE ZONE CLASSIFICATION ON LOTS 17  
THROUGH 25, BLOCK 31 OF HIGH SIERRA SUBDIVISION,  
16<sup>TH</sup> FILING

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BILLINGS THAT:

**Section 1. RECITALS.** *Title 76, Chapter 2, Part 3, MCA, and Sections 27-302 and 27-1502, BMCC,* provide for amendment to the City Zoning Map from time to time. The City Zoning Commission and staff have reviewed the proposed zoning for the real property hereinafter described. The Zoning Commission and staff have considered the ten (10) criteria required by Title 76, Chapter 2, Part 3, MCA. The recommendations of the Zoning Commission and staff have been submitted to the City Council, and the City Council, in due deliberation, has considered the ten (10) criteria required by state law.

**Section 2. DESCRIPTION.** LOTS 17 THROUGH 25, BLOCK 31 OF HIGH SIERRA SUBDIVISION 16<sup>TH</sup> FILING, GENERALLY LOCATED on the north side of Mission Oaks Drive is presently zoned Residential 7,000-Restricted (R-70-R) and is shown on the official zoning map within this zone.

**Section 3. ZONE AMENDMENT.** The official zoning map is hereby amended and the zoning for LOTS 17 THROUGH 25, BLOCK 31 OF HIGH SIERRA SUBDIVISION 16<sup>TH</sup> FILING, is hereby changed from Residential 7,000-Restricted (R-70-R) to Residential 5,000 (R-50) and from the effective date of this ordinance, shall be subject to all the rules and regulations pertaining Residential 5,000 (R-50) as set out in the Billings, Montana City Code.

**Section 4. EFFECTIVE DATE.** This ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law.

**Section 5. REPEALER.** All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

**Section 6. SEVERABILITY.** If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other

provisions of this ordinance which may be given effect without the invalid provisions or application, and, to this end, the provisions of this ordinance are declared to be severable.

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

PASSED, ADOPTED and APPROVED on second reading this 10<sup>th</sup> day of August, 2020.

CITY OF BILLINGS

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

William A. Cole, Mayor

Attest:

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

Denise R. Bohlman, City Clerk  
Zone Change 979 – High Sierra Sub 16<sup>th</sup> Filing, Lots 17 through 25, Block 31

**From:** [Barb Scholten](#)  
**To:** [Cromwell, Nicole](#)  
**Subject:** [EXTERNAL] City Variance 1314 / Mission Oaks Subdivion  
**Date:** Sunday, July 5, 2020 9:02:12 PM

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**ATTENTION:** This email originated from outside of the City of Billings. Use caution when clicking links or opening attachments unless you recognize the sender and are expecting the contents.

I am writing this email to appose the variance of the Mission Oaks High Sierra subdivision. Myself and my wife who are property owners close to this area do not want to see an increase of density. We see the zoning that has had a negative impact on the neighborhoods that allow this. We welcome single family homes that bring an asset to the area that makes a subdivision a neighborhood. I will use the street on Clubhouse Way as an example as why we did not build or buy in that area.

Thank you for your time and service to the Billings area,  
Lauren Scholten

**From:** [Susan Pogue](#)  
**To:** [Cromwell, Nicole](#)  
**Subject:** [EXTERNAL] Proposed zone change 979  
**Date:** Friday, June 26, 2020 12:12:35 PM

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**ATTENTION:** This email originated from outside of the City of Billings. Use caution when clicking links or opening attachments unless you recognize the sender and are expecting the contents.

Hello,

I recently learned of proposed zone change 979 which would allow multi-family duplexes and 40% lot coverage. I am NOT in favor of this proposed change. I have lived in Billings Heights for 28 years and it has always had lower property values than some other areas of town. Being a homeowner with new, high priced homes being built around me, I believe putting additional duplexes in this area will decrease the value of my home. I am NOT in favor of increasing the density of this area. Thank you for hearing my opinion and concerns on this matter.

Susan Pogue  
406-850-3241  
1980 Morocco Drive  
Billings MT, 59105

**From:** [Ed Hellier](#)  
**To:** [Cromwell, Nicole](#); [Bartley, Robbin](#)  
**Subject:** [EXTERNAL] Zone change 979 and Variance 1314 Mission Oaks Property  
**Date:** Friday, June 26, 2020 12:56:05 PM

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**ATTENTION:** This email originated from outside of the City of Billings. Use caution when clicking links or opening attachments unless you recognize the sender and are expecting the contents.

Planning Division,

I am sending you this email with great concern with the upcoming request for Zone change 979 project PZX-20-00121 and Variance 1314 project PZX-20-00122. We believe that these requests will have a negative impact on our property and our value of our home which is very close to the proposed Project location. We searched for quite some time to find a home that had a larger lot than most single family homes around it when we moved to Billings. We have enjoyed the community here in the Heights and the privacy that the current zoning provides us for our property. We believe if this request is granted it won't be long that more variances and zone changes will be granted and the homes will be stacked on top of each other reducing our privacy and effecting the current feel of the neighborhood.

The Zone Change 979 is requesting a 10% increase in lot coverage and switching to multi family homes. We believe this would decrease our current property value and create a busier environment to the neighborhood. The more homes and families, the more hustle and bustle. The added Variance 1314 requesting an additional 10 percent lot coverage is not acceptable. In the proposed Exhibit A lot layout there is 5'-0" from garage building line to property line. I'm sure most people, when they want to buy their home, do not want to be looking out the window to another home 10 feet away. The building size compared to the lot size for this project is totally unacceptable for our neighborhood.

In the proposed filing from Sanderson Stewart they state that the Infrastructure services are currently being worked on. With this work is there any plan to address the water issue that accumulates at the corner of Gleneagles and Black Diamond Roads? During large rainfalls the drain near the corner of this intersection plugs up and floods the area. In the past this has flooded basements in the area. The current construction will add a major amount of water going into the current Storm Sewer system. Will this new system drain into this area? How will this be addressed? It also suggests these homes will be intended for first time home buyers and families with small children. How is a home with such a small lot size suitable for a family with small children? Where is room for them to play in their own yard (instead of the very busy streets)?

Recently you had negative feedback for a zone change for property on Clubhouse Way. Why should this location be any different? If there is a need for these types of homes they need to set up a development away from other homes for this - not in the middle of an existing housing community.

We are not opposed to the building of new homes in the community but there needs to be better planning to keep from stacking these homes on top of each other. We think the best use for these properties would be to keep them as single family homes with the current lot zoning for 30% lot coverage.

We hope that you will respect our views on this matter in your decisions moving forward in this project and other future projects in Billings Heights.

Thank you

Ed Hellier  
2000 Greenbriar Road  
Billings MT 59105

**From:** [crystal.hellier](#)  
**To:** [Cromwell, Nicole](#); [Bartley, Robbin](#)  
**Subject:** [EXTERNAL] Zone Change 979 and Variance 1314 Mission Oaks Project  
**Date:** Friday, June 26, 2020 12:43:24 PM

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**ATTENTION:** This email originated from outside of the City of Billings. Use caution when clicking links or opening attachments unless you recognize the sender and are expecting the contents.

Planning Division,

Our single family home at 2000 Greenbriar Road greatly oppose the proposed R5000 zone changes regarding Mission Oaks property. We purchased our home in September 2017. One of the main reasons we purchased our home in this area is due to the spacious areas between houses. Just because we live and want to live in the “city” of Billings (Heights), doesn’t mean we prefer neighbors in very close proximity. If we wanted to be able to peer into our neighbor’s windows and yards and not have privacy, we would have purchased elsewhere in Billings. The current zoning is single family. We oppose this zone being changed to multi family homes.

Another reason we oppose this zone change is by increasing lot area coverage by 20% as proposed will decrease our property value. Our property value has been increasing since we purchased our home in 2017. We are hard working, tax paying citizens and do not appreciate our home value decreasing secondary to these proposed changes. A home is an investment! We take pride in our home, property and neighborhood. Therefore, we oppose this zone being changed to increase lot area coverage.

It is well known by neighbors that Glen Eagles Blvd has issues with storm sewer and water already. Increasing ground coverage by 50% will only exacerbate the issues already present. Increasing density will most likely cause other problems also, requiring further service by law enforcement, fire station, etc.

It is sad and depressing watching land “where the antelope roam” (which we see daily) being replaced with infrastructure. In our opinion, the proposed zone changes to multi family homes, increasing lot area coverage by 20%, increasing storm sewer water issues already present is not welcome or acceptable. Therefore, as stated above, we greatly oppose these proposed zone changes.

We hope our concerns are sincerely reviewed by the Zoning Commission.

Thank you.

Crystal Hellier

2000 Greenbriar Road

Billings, MT 59105

**Regular City Council Meeting**

**Meeting Date:** 07/27/2020

**TITLE:** Special Review 982 - 2244 & 2248 Grand Avenue - Expansion of Gordy's All Beverage license with gambling

**PRESENTED BY:** Nicole Cromwell

**Department:** Planning & Community Services

**Division:** Planning

**RECOMMENDATION**

The Zoning Commission recommends conditional approval of Special Review 982 based on the findings of the three criteria for special reviews.

1. The special review approval is for the proposed expansion of the all beverage liquor license and gambling into 2,160 square feet of vacant interior tenant space in the existing building located at 2244 Grand Avenue, on Block 2, Lot 8, Arnold Sub. 1 st Filing, a 12,280 square foot parcel of land. No other use is intended or implied.
2. The applicant and owner shall continue to maintain the existing landscape buffer along the south property line.
3. No outdoor seating, outdoor music or outdoor public announcement systems will be allowed with this application.
4. Any new lighting on the building or within the parking lot shall have full cut-off shields so light is directed to the ground and not onto adjacent property. Lighting of signs shall be as allowed within the City Sign Code (Section 27-701 BMCC).
5. The applicant will comply with all other city codes including building, engineering and fire codes that may apply to the proposed expansion and use of the building.
6. All other limitations on expansion shall apply in accordance with Section 27-613 of the Billings Montana City Code.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

This is a special review request to expand Gordy's Casino currently in one of the two tenant spaces in an existing building at 2244/2248 Grand Avenue. Gordy's Casino received conditional approval from the City Council for its current tenant space in 2005. The expansion floor area is about 2,160 square feet. The applicant would like to have the space for private events and catering. There are ample parking spaces on the east and west sides of the building. The location is not within 600 feet of any church, school, or park with a playground.

The zoning history in this area of Grand includes 14 special review requests since 1984 to allow alcohol service with and without gambling. Most of these were approved. Most of these special review requests were not for restaurant venues but for bars and casinos. Some locations may also serve made-to-order meals such as The Winner's Circle Sports Bar. Enzo's at 1502 Rehberg Lane does not have gambling and is only a restaurant that serves alcohol with meals.

The Council has expressed concern with the number of alcohol and gaming locations within the city and how to better regulate these uses to protect neighborhoods, and improve the community character along its commercial corridors. Project ReCode has proposed major changes to how these uses will be regulated including adoption of casino, bar

and restaurant definitions, making separation distances non-waivable, changing how those separations are measured, and allowing some alcohol service businesses without special review approval. For example, if this application were submitted after the adoption of the new code, it might not be feasible to approve the expansion due to the residential zone to the south. New casinos with 10 or more gambling machines would not be an allowed use in this location due to the proximity of residential zoning.

The property is directly north of the residential neighborhood along Alderson Avenue and is about 500 feet east of the major arterial intersection with 24th Street West. Grand Avenue in this location is a 5-lane principal arterial street that sustains about 18,500+ vehicle trips per day on an average weekday. Grand Avenue has a posted speed limit of 35 mph, and has a center turn lane to allow turning movements to the businesses along the corridor. The property currently has vehicle access from three driveways off Grand Avenue - one east of the building and two west of the building.

Police reports for this general area (1/4-mile radius of 2244 Grand) for the last six months indicate 139 reported incidents including five DUI, five assaults, three burglaries and 22 larcenies. The largest category of reports are disturbing the peace (83), which includes suspicious activity and noise complaints. This is not an unusually high number of incidents along the Grand Avenue corridor.

Before a recommendation of approval or conditional approval can be made, each special review request must demonstrate conformance with three primary criteria: 1) the application complies with all parts of the Zoning Regulations, 2) the application is consistent with the objectives and purposes of the Zoning Regulations and the 2016 Growth Policy, and 3) the application is compatible with surrounding land uses and is otherwise screened and separated from adjacent land to minimize adverse impacts.

This application conforms to the first criteria in so far that the zoning regulations adopted by the City Council has designated all CC zones can have a liquor license with gaming as long as they go through the special review process. The proposed location and site development complies with the zoning requirements. There is no access to the residential area to the south and there is a mature and significant landscaped buffer along the south property line. The solid waste dumpster is not enclosed but it is shared with the adjacent business (Steve's Hot Dogs) and is located at the back of the property. The remaining landscaping on the site appears to meet the code requirements in Section 27-1100.

The application does meet the second criteria, as it is consistent with some of the objectives of the 2016 Growth Policy:

**Strong Neighborhoods:**

- Neighborhoods that are safe and attractive and provide essential services are much desired.

Neighborhoods sharing a boundary with intense commercial uses can experience conditions detrimental to the quiet enjoyment of the area. The substantial buffer between this property and the residential area to the south ensures the potential negative impacts are mitigated.

**Prosperity:**

- Successful businesses that provide local jobs benefit the community
- Retaining and supporting existing businesses helps sustain a healthy economy

The proposed expansion would support a local and successful business and help retain this business in Billings. The COVID-19, Phase II re-opening guidelines for bars, restaurants and casinos will require more indoor space. Allowing this expansion will improve the sustainability of this business at this location.

The third criteria for special review is whether the proposed use is screened and separated for the adjacent uses to minimize adverse impacts. The site has sufficient landscaping and buffering for the adjacent residential area. The only recommended condition is to maintain this landscape buffer and to continue the previous conditions from SR 777 concerning the parking lot lighting and the prohibition on outdoor service or music.

The Zoning Commission recommends the following conditions of approval:

1. The special review approval is for the proposed expansion of the all beverage liquor license and gambling into 2,160 square feet of vacant interior tenant space in the existing building located at 2244 Grand Avenue, on Block 2, Lot 8, Arnold Sub. 1 st Filing, a 12,280 square foot parcel of land. No other use is intended or implied.
2. The applicant and owner shall continue to maintain the existing landscape buffer along the south property line.
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5. The applicant will comply with all other city codes including building, engineering and fire codes that may apply to the proposed expansion and use of the building.
6. All other limitations on expansion shall apply in accordance with Section 27-613 of the Billings Montana City Code.

## **STAKEHOLDERS**

The Zoning Commission conducted a public hearing in a virtual format on July 7, 2020 and received the staff report and testimony from the applicant, Gordy Roma. No other testimony was received.

## **FISCAL EFFECTS**

Conditional approval of this Special Review has no impact on the Planning Division budget.

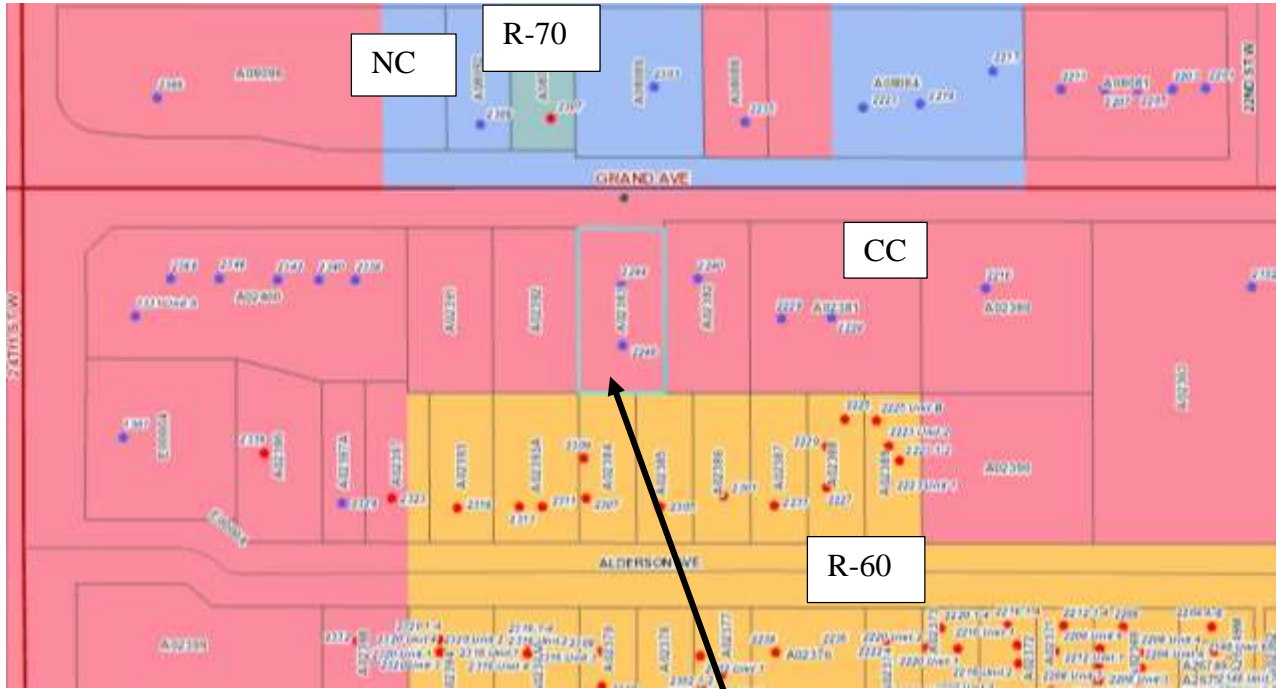
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## **Attachments**

Zoning Map & Site Photos  
Site Plan  
Application and Letter

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# Zoning Map and Site Photos



Subject Property



Aerial



2244 Grand - Subject Property



Front façade at 2244 Grand – subject property



View west to multi-tenant property – pet store



View north and west across Grand Ave



View north and east across Grand Ave



View east down Grand Ave



Physical Address: 2248 Grand Avenue  
 Billings, MT 59102  
 County: Yellowstone (3)



Expansion Area Address 2244 Grand Avenue  
 Billings MT 59102

Establishment Name: Gordy's  
 Operator Name: G Rock LLC  
 EIN: 46-2760600  
 Liquor License: 03-101-9142-001  
 Account ID: 6045863-002-GOA

1/4"=1'  
 May 2020  
 Existing

Application, Applicant Letter

APPLICATION FORM

CITY SPECIAL REVIEW Billings Special Review# \_\_\_\_\_ - Project # \_\_\_\_\_

The undersigned as owner(s) of the following described property hereby request a Special Review as outlined in the City of Billings Zoning Regulations.

Present Zoning: Community Commercial (CC)

Special Review Requested: Expansion of current business.

TAX ID# A02383 CITY ELECTION WARD # Ward 5

Legal Description of Property: ARNOLD SUBD 1ST FILING, S06, T01 S, R26 E, BLOCK 2, Lot 8, LTS 10 - 12 & PT 9 (LESS N 6.5' FOR ST) AMND (90)

Address or General Location (If unknown, contact City Engineering): 2244 GRAND AVENUE, BILLINGS, MT. 59102

Size of Parcel (Area & Dimensions): 53' X 40' Approximately 2160 SQ FT.

Present Land-Use: Private Events/Catering

Covenants or Deed Restrictions on Property: Yes \_\_\_\_\_ No X

If yes, please attach to application

\*\*\* Additional information may be required as determined by the Zoning Coordinator in order to fully evaluate the application.

Owner(s): G ROCK BUILDING LLC

(Recorded Owner) 2244 GRAND AVENUE, BILLINGS, MT. 59102

(Address)

(Phone Number) 406-861-2727 (email) g-roma@live.com

Agent(s): Gordy Roma

(Name) 2244 GRAND AVENUE, BILLINGS, MT 59102

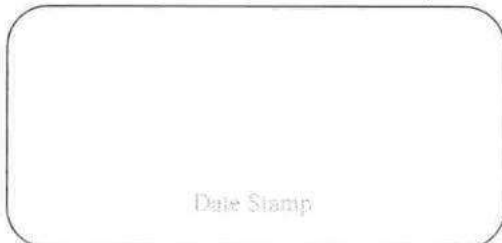
(Address) 406-861-2727 g-roma@live.com

(Phone Number) (Email)

I understand that the filing fee accompanying this application is not refundable, that it pays for the cost of processing, and that the fee does not constitute a payment for a Special Review. Also, I attest that all the information presented herein is factual and correct.

Signature: \_\_\_\_\_ Date: 5/20/20

(Recorded Owner)



Date Stamp

1. Answer the following questions:

A. In what ways is your proposal consistent with the goals and policies of the adopted Growth Policy?

**Land Use Element**

**1. ISSUE:** *Neighborhoods are experiencing pressures from new development and land use changes. This proposal would allow expansion into an existing business.*

**2. ISSUE:** *The current zoning ordinances and subdivision regulations do not always prevent incompatible uses in and adjacent to existing City neighborhoods and County townsites. The use of the space would be consistent with its current business model.*

**3. ISSUE:** *Rural townsites are not prepared to handle increased growth. N/A*

**4. ISSUE:** *Urban sprawl threatens the rural character of land surrounding Billings, increases the cost of providing public services, and threatens the vitality of the city core and downtown area. This proposal would allow for expansion into an existing commercial space.*

**5. ISSUE:** *There is a serious lack of affordable housing for low to moderate income households. N/A*

**6. ISSUE:** *There is a desire for more mixed-use neighborhoods. N/A*

**Economic Development Element**

**1. ISSUE:** *We need to continue a cohesive focus in economic development.*

**2. ISSUE:** *Lack of living-wage jobs*

**This proposal will create living wage jobs for multiple employees and suppliers of the services.**

**3. ISSUE:** *Entryways to our communities should be attractive and not present physical barriers discouraging economic development. This proposal would expand a viable business in an area that is frequented by newcomers to Billings and those from surrounding communities.*

**4. ISSUE:** *Government supported programs and improvements are not sufficiently funded. N/A*

**5. ISSUE:** *Like many other Montana cities, the economic viability of Downtown Billings is uncertain. N/A*

**6. ISSUE:** *Safety in the Downtown Billings is an important element. N/A*

**7. ISSUE:** *Surrounding communities in the County need economic development to sustain them. N/A*

**8. ISSUE:** *Billings needs to attract businesses that pay higher wages. This proposal will meet the objectives of improving the quality of life for residents, strengthening the local economy and creating living wage jobs.*

**9. ISSUE:** *The economic development of Billings Heights is overlooked. N/A*

10. **ISSUE:** *The quality of our schools is a determining factor for whether businesses locate in Billings. N/A*

11. **ISSUE:** *Neighborhoods provide the character and strength of the community and the quality of neighborhoods should be preserved. N/A*

12. **ISSUE:** *The Billings economy faces a severe shortage of skilled workers in a number of sectors (a problem that will worsen as the population ages). N/A*

#### **Aesthetics Element**

1. **ISSUE:** *There are areas in the City and County that are unattractive and present a poor image of the community. **The property is landscaped and very well maintained to improve the general areas image.***

2. **ISSUE:** *New development and signs, cell towers, power lines and other structures could reduce the visual quality of the rims. N/A*

3. **ISSUE:** *Urban interstate corridors through the County are unattractive. N/A*

#### **Natural Resources Element**

1. **ISSUE:** *The quality of the Yellowstone River and the associated riparian habitat is threatened. N/A*

2. **ISSUE:** *Water is an important resource and it is becoming scarcer. N/A*

3. **ISSUE:** *Due in part to the arid nature of our environment and the remoteness of some developments, there is an increased risk to human life and property from wildfires. N/A.*

4. **ISSUE:** *Weeds detract from the beauty of an area, pose a fire danger, and reduce the productivity of agricultural land. N/A*

5. **ISSUE:** *Human encounters with wildlife often result in a painful consequence for wildlife, pets, and humans. N/A*

6. **ISSUE:** *Certain development is damaging our natural resources. N/A*

#### **Open Space and Recreation Element**

**This proposal will have no negative impact on the open space and recreation elements addressed in the Growth Policy Statement.**

1. **ISSUE:** *Some neighborhood parks appear to receive more funding for improvements than other neighborhood parks. N/A*

2. **ISSUE:** *Billings and Yellowstone County need more major recreation facilities and need to improve those we already have. N/A*

3. **ISSUE:** *Private land development sometimes restricts access to public land. N/A*

4. ISSUE: *Billings and surrounding County townsites need more multiple use trails.* N/A

**Transportation Element**

1. ISSUE: *Speeding in City neighborhoods and outlying communities.* N/A

2. ISSUE: *Safe and efficient traffic circulation around and through the City.*  
**The property is on established and controlled thoroughfares.**

3. ISSUE: *Lack of adequate traffic control.*

**This property is situated where traffic flow has been already established and safely monitored.**

4. ISSUE: *The design of roads, streets, and pedestrian facilities can be more attractive and functional.* **This property is situated where traffic flow has been already established and safely monitored.**

5. ISSUE: *Obstacles to efficient and safe traffic flow.* **This property is situated where traffic flow has been already established and safely monitored**

6. ISSUE: *Deteriorated conditions of City streets and County roads.*  
**This property is on a street that is in good condition.**

7. ISSUE: *Resources for transportation improvements should be rationally allocated throughout City neighborhoods and County townsites.* N/A

8. ISSUE: *More convenient bus schedules are needed to attract MET ridership.* N/A

9. ISSUE: *The sidewalk system in the City needs upgrading; many sidewalks are cracked and broken, several critical sections are missing, and important sidewalk routes are not adequately maintained.* **Sidewalks in this area are in good condition.**

10. ISSUE: *Lack of adequate bicycle facilities.*

**The property is in an area that is conducive to bicycle transportation.**

11. ISSUE: *MET Transit is underfunded.*

**The property is in an area that can be accessed by MET Ridership.**

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12. ISSUE: *Deterioration of air quality due to vehicle emissions.* **The property is in an area that is conducive to bicycle transportation and in area that can be accessed by MET Ridership.**

**Public Facilities and Services Element**

1. ISSUE: *Residents are not adequately informed of County and City projects.* N/A

2. ISSUE: *Dilapidated and unsafe properties in City neighborhoods and County townsites.*  
**This proposal will decrease the amount of area that is vacant, unused and subject to vandalism.**

3. ISSUE: *Safety is a concern in neighborhoods and outlying County townsites.* N/A

4. ISSUE: *There are safety and functionality issues with City streets.*  
**The street at the proposed location is in good condition with normal traffic flow and safety items present.**

5. ISSUE: *Funding for community facilities and infrastructure is very limited.* N/A

6. ISSUE: *Public funds are not distributed rationally throughout City neighborhoods and County townsites.* N/A

7. ISSUE: *There are vacant structures around Billings and in the County that could be reused.*  
N/A

8. ISSUE: *Community services are not always available to everyone.* N/A

9. ISSUE: *Subdivision review, zoning applications, and other development permit review are not always conducted in a streamlined and timely manner.* N/A

10. ISSUE: *Maintenance of existing K-12 school facilities and planning for new schools is critically important to maintaining existing communities built around the neighborhood school concept and fostering new communities surrounding school sites.* N/A

11. ISSUE: *Multiple community interests (including local government, arts organizations, and social organizations) are competing for tax dollars for facility development and maintenance, resulting in taxpayer fatigue and overall declining support for capital and maintenance projects.* N/A

#### **Cultural and Historic Resources Element**

**Because this proposal is situated in an established retail area, it will have no negative impact on the cultural and historic resources elements addressed in the Growth Policy Statement.**

#### **Community Health Element**

**This proposal will have no negative impact on the community health elements addressed in the Growth Policy Statement.**

B. Why is there a need for the intended use of the property at this location?

**Expanding into this location will reduce the amount of vacant commercial lots in the City of Billings.**

C. How will the public interest be served if this application is approved?

**This would allow the location to adhere to any social distancing requirements in the future for customers and employee's safety.**

D. Prepare a written statement addressing what is intended to be done with the property, including new construction or change in the use of the property, and why the special review is being sought.

G Rock LLC owns the property next to the current established business. Due to demands on space requirements in regards to Covid19, G Rock LLC would like to expand the licensed premise to include 2244 Grand. The current licensed premise is 2248 Grand.