



Livingston City Commission Agenda

May 17, 2022

5:30 PM

<https://us02web.zoom.us/j/81173010865?pwd=VHdPdExOTVhwcE1sRkVOdFNrSFpVdz09>

Meeting ID: 811 7301 0865 **Passcode: 562075** Call In: (669) 900-6833

1. Call to Order
2. Roll Call
3. Public Comment

Individuals are reminded that public comments should be limited to item over which the City Commission has supervision, control jurisdiction, or advisory power (MCA 2-3-202)

ìò Consent Items

- A. APPROVE MINUTES FROM MAY 3, 2022, REGULAR MEETING. Pg. 4**
- B. APPROVE MINUTES FROM MAY 4, 2022, CITY/COUNTY JOINT COMPACT MTG. Pg. 13**
- C. RATIFY CLAIMS PAID 04/21/2022-05/03/2022. Pg. 16**
- D. ACCEPT 3RD QUARTER FINANCIAL SUMMARY FROM CITY FINANCE DIRECTOR. Pg. 26**
- E. ACCEPT APRIL 2022 CITY COURT FINANCIAL REPORT. Pg. 60**
- F. APPROVE APPLICATION FOR LOADING ZONE IN FRONT OF FRANZEN DAVIS FUNERAL HOME. Pg. 62**
- G. ACCEPTING KATHLEEN KAULS APPLICATION TO SERVE ON THE CVB/DMO BOARD TO REPLACE A MEMBER WITH AN UNEXPIRED TERM. Pg. 65**

ëò Proclamations

êò Scheduled Public Comment

- A. ALEXIS VAN PERNIS PRESENTS THE 2021 ANNUAL CONSERVATION BOARD REPORT. 67**
- B. KRIS KING, PRESENTS THE FY22-23 CVB MARKETING PLAN AND BUDGET AND INFORMATION REGARDING CHANGES OCCURING AT THE STATE LEVEL FROM CONVENTION AND VISITORS BUREAU TO DESTINATION MARKETING/MANAGEMENT ORGANIZATION. Pg. 70**
- C. RON NEMETZ, CHAIR OF THE HISTORIC PRESERVATION COMMISSION PRESENTS THE 2021 ANNUAL REPORT. Pg. 95**

éò Public Hearings

Individuals are reminded that testimony at a public hearing should be relevant, material, and not repetitious. (MCA 7-1-4131 and Livingston City Code Section 2-21)

A. RESOLUTION NO. 5028: ADOPTING THE 2022 CITY TRAILS AND ACTIVE TRANSPORTATION PLAN, AS AN APPENDIX TO THE LIVINGSTON GROWTH POLICY Pg. 97

B. PUBLIC HEARING: ORDINANCE NO. 3031: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, RESCINDING ORDINANCE 3015, AMENDING ARTICLE II OF THE LIVINGSTON MUNICIPAL CODE ENTITLED CITY COMMISSION AND CHAIR BY AMENDING SECTION 2-12 AS IT PERTAINS TO LOCATION OF CITY COMMISSION POSTING BOARD, AMENDING SECTION 2-16 AS IT PERTAINS TO THE PROCESS FOR SETTING AGENDA, AMENDING SECTION 2-19 BY PERTAINING TO THE PROCEDURE TO CONDUCT BUSINESS. Pg. 204

C. ORDINANCE NO. 3032: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING ARTICLE II OF THE LIVINGSTON MUNICIPAL CODE ENTITLED CITY COMMISSION AND CHAIR BY AMENDING SECTIONS 2-12 AS IT PERTAINS TO THE LOCATION OF THE CITY COMMISSION POSTING BOARD, AMENDING 2-13 AS IT PERTAINS TO THE TIME OF MEETINGS, AND AMENDING SECTION 2- 16 AS IT PERTAINS TO THE PROCESS FOR SETTING AGENDA, 2-21 AS IT PERTAINS TO PUBLIC HEARINGS, AND 2-23 AS IT PERTAINS TO ORDINANCES AND RESOLUTIONS. Pg. 221

èò Ordinances

çò Resolutions

A. RESOLUTION NO. 5039: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA AUTHORIZING THE CITY MANAGER TO SIGN A LEASE AGREEMENT WTHE ITH MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES, FOR A TERM BEGINNING JULY 1, 2022, AND ENDING JUNE 30, 2024. Pg. 231

ïòò Action Items

A. DISCUSS/APPROVE/DENY: LIVINGSTON CHAMBER'S REQUEST FOR FEE WAIVER FOR THE 2022 ANNUAL PARADE. Pg. 236

B. DISCUSS/APPROVE/DENY: APPROVE DESTINATION MANAGEMENT MARKETING ORGANIZATIONS (DMO) BUDGET AND MARKETING PLAN FOR FY 22-23. Pg. 256

C. DISCUSS/APPROVE/DENY: DISCOVERY VISTA, LLC, PHASE 2 SUBDIVISION PRELIMINARY APPROVAL. Pg. 266

D. DISCUSS/APPROVE/DENY: STREET AND LIGHT MAINTENANCE ASSESSMENT METHODS AND POSSIBLE FUTURE METHODS. Pg. 350

E. DISCUSS/APPROVE/DENY: APPOINTMENT OF CITY COMMISSIONERS TO SERVE ON THE ARPA VISIONING AD-HOC COMMITTEE.

F. DISCUSS/APPROVE/DENY: CITY COMMISSION HANDBOOK POLICY UPDATE ON PROCEDURES REGARDING ORDER OF BUSINESS. Pg. 366

11. City Manager Comment

12. City Commission Comments

13. Adjournment

Calendar of Events

Supplemental Material

Notice

- **Public Comment:** The public can speak about an item on the agenda during discussion of that item by coming up to the table or podium, signing-in, and then waiting to be recognized by the Chairman. Individuals are reminded that public comments should be limited to items over which the City Commission has supervision, control, jurisdiction, or advisory power (MCA 2-3-202).
- **Meeting Recording:** An audio and/or video recording of the meeting, or any portion thereof, may be purchased by contacting the City Administration. The City does not warrant the audio and/or video recording as to content, quality, or clarity.
- **Special Accommodation:** If you need special accommodations to attend or participate in our meeting, please contact the Fire Department at least 24 hours in advance of the specific meeting you are planning on attending.

File Attachments for Item:

A. APPROVE MINUTES FROM MAY 3, 2022, REGULAR MEETING



Livingston City Commission Minutes

May 03, 2022

5:30 PM

Via Zoom

<https://us02web.zoom.us/j/83942865702?pwd=UFFPVG8wTDhTczd6UkFCSnk1SzdZd>

Meeting ID: 839 4286 5702 **Passcode: 441921** Call In: (669) 900-6833

1. Call to Order

2. Roll Call:

In attendance: Chair Melissa Nootz, Vice-chair Karrie Kahle, Commissioner Friedman, Commissioner Schwarz, and Commissioner Lyons. Staff in attendance: City Manager Michael Kardoes, HR Director Lisa Lowy, City Attorney Courtney Lawellin, Public Works Director Shannon Holmes, Recording Secretary Faith Kinnick

3. SPECIAL ACTION ITEM: DISCUSS/APPROVE/DENY: ACCEPTING THE CITY MANAGER'S NOMINATION OF JOSHUA CHABALOWASKI TO SERVE AS FIRE CHIEF. (00:01:53)

- **Kardoes introduced Chabalowaski to City Commission**
 - **Chabalowaski made comments**
 - **Schwarz welcomed Chabalowaski to the City**
 - **Friedman welcomed Chabalowaski to the City**
 - **Kahle asked a few questions**
 - **Lyons welcomed Chabalowaski**
 - **Nootz welcomed Chabalowaski**
 - **Motion by Schwarz, second by Friedman**
- All in favor, passes 5-0**

4. Public Comment 5:44 p.m. (00:10:06)

Individuals are reminded that public comments should be limited to item over which the City Commission has supervision, control jurisdiction, or advisory power (MCA 2-3-202)

- **Becky Douglass made comments**
- **Chuck Tanner made comments**
- **Julie Walker made comments**
- **Christina Nelson made comments**
- **Leslie Feigle made comments**

4. Consent Items 5:59 p.m. (00:24:12)

- A. APPROVE MINUTES FROM APRIL 5, 2022, REGULAR MEETING.
- B. APPROVE APRIL 22, 2022, SPECIAL CITY COMMISSION MEETING MINUTES.
- C. RATIFY CLAIMS PAID 03/16/2022-04/20/2022.

- Motion by Friedman, second by Kahle
All in favor passes 5-0

5. Proclamations 5:59 p.m. (00:25:00)

- A. NATIONAL PUBLIC WORKS WEEK PROCLAMATION, MAY 15 – 21, 2022, “READY AND RESILIENT”.

6. Scheduled Public Comment (Will reschedule)

- A. RON NEMETZ, CHAIR, OF THE HISTORIC PRESERVATION COMMISSION, PRESENTS THE 2021 ANNUAL REPORT.

7. Public Hearings

Individuals are reminded that testimony at a public hearing should be relevant, material, and not repetitious. (MCA 7-1-4131 and Livingston City Code Section 2-21)

8. Ordinances

9. Resolutions 6:01 p.m. (00:28:00)

- A. RESOLUTION NO. 5032: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT AMENDMENT WITH THE MONTANA DEPARTMENT OF COMMERCE FOR AN EXTENSION OF THE MONTANA MAIN STREET CONTRACT # MT-MMS-20-006.

- Kardoes introduced item
- No clarifying questions by Commission
- Motion by Lyons, second by Kahle
- No public comments
- Lyons made comments
- Kahle made comments
All in favor, passes 5-0

- B. RESOLUTION NO. 5033: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DECLARING CERTAIN PROPERTY ABANDONED OR SURPLUS AND DIRECTING THAT PROPERTY TO BE SOLD AT AUCTION. 6:06 p.m. (00:33:53)

- Kardoes introduced item
 - Lyons asked clarifying question
 - Kardoes answered
 - Motion by Kahle, second by Schwarz
 - No public comment
 - Lyons made comments
- All in favor, passes 5-0

C. RESOLUTION NO. 5034: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON MONTANA, AUTHORIZING THE CITY MANAGER TO SIGN A PROFESSIONAL SERVICES AGREEMENT (PSA) WITH WGM GROUP THE VIEW VISTA SEWER AND WATER EXTENSION PRELIMINARY ENGINEERING REPORT (PER), AND AUTHORIZATION TO EXECUTE THE AGREEMENT. 6:13 (00:38:54)

- Kardoes turned the meeting over to Shannon Holmes to introduce
 - Lyons asked clarifying question
 - Shannon dropped off call, Kardoes answered
 - Kahle asked clarifying question
 - Nootz asked clarifying question
 - Kardoes answered
 - Motion by Friedman, second by Kahle
 - No public comments
 - Schwarz made comments
 - Nootz made comments
- All in favor, passes 5-0

D. RESOLUTION NO. 5035: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AUTHORIZING THE CITY MANAGER TO SIGN AN AGREEMENT THAT GRANTS AN EASEMENT TO THE CITY THROUGH THE PROPERTY OF SCHOOL DISTRICT #4, AT THE HIGH SCHOOL, FOR THE INSTALLATION AND MAINTENANCE OF A SEWER LINE. 6:24 p.m. (00:50:22)

- Kardoes turned the meeting over to Shannon Holmes to introduce
 - No Commission questions
 - No public comments
 - Nootz made comments
- All in favor, passes 5-0

E. RESOLUTION NO. 5036: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON MONTANA, AUTHORIZING THE CITY MANAGER TO SIGN A MEMORANDUM OF UNDERSTANDING WITH PARK COUNTY, FOR THE RELINQUISHMENT OF CONTROL OVER JOINT-OWNED PROPERTY, FOR THE DEVELOPMENT OF RECREATIONAL TRAILS ON OLD BOULDER ROAD. 6:29 p.m. (00:55:26)

- **Kardoes introduced item**
 - **Lyons asked clarifying questions**
 - **Motion by Schwarz second by Friedman**
 - **No public comments**
 - **Kahle made comments**
 - **Lyons made comments**
 - **Nootz made comments**
 - **Friedman made comment**
 - **Schwarz made comments**
 - **Lyons made additional comments**
 - **Kahle made additional comments**
 - **Lyons noted edits to exhibit C, removing recital F**
 - **Kardoes notified that striking information would make serious changes to insurance requirements**
 - **Nootz would like to see the information in a staff report at the next meeting.**
 - **Lyons made motion to postpone item to first meeting in June, second by Kahle**
- All in favor to postpone, passes 5-0**

F. RESOLUTION NO. 5037: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AUTHORIZING THE CITY MANAGER TO SIGN FEDERAL AVIATION ADMINISTRATION (FAA) APPLICATION DOCUMENTS FOR FEDERAL ASSISTANCE- DESIGNATED FOR MISSION FIELD AIRPORT. 6:53 p.m. (01:19:23)

- **Kardoes introduced item and noted it included additional documents in the addendum, before turning over to County Planning Director Matt Whitman for additional questions**
- **Kahle asked clarifying questions**
- **Motion by Friedman, second by Scharz**
- **No public comments**

- Nootz made comments
All in favor, passes 5-0
- Nootz advised she will turn meeting over to Kahle for the next two items, pertaining to the library and will abstain from voting.

****5-minute recess** Reconvened at 7:03 p.m.**

G. RESOLUTION NO. 5038: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ALLOWING THE CITY TO SEEK PROPOSALS FOR A COMBINATION OF IN-PERSON AND VIRTUAL MEETING ROOMS IN THE LIVINGSTON-PARK COUNTY PUBLIC LIBRARY. (01:24:11)

- Kardoes introduced item
- Motion by Friedman, second by Lyons
- No public comment
- No commissioner comments
- Schwarz made comments
- All in favor, passes 4-0; Nootz abstain

10. Action Items 7:10 p.m.(01:30:53)

A. DISCUSS/APPROVE/DENY: FINAL CITY COMMISSION ACCEPTABLE USE OF CITY-OWNED TECHNOLOGY RESOURCES POLICY AND ACKNOWLEDGEMENT.

- Kardoes introduced item
- Nootz made comments
- No commissioner questions
- Motion by Schwarz, second by Friedman
- Nootz made additional comments
- All in favor, passes 5-0

B. DISCUSS/APPROVE/DENY: APPOINTMENT OF MEMBERS TO THE ARPA VISIONING AD-HOC COMMITTEE. 7:16 p.m. (1:37:05)

- Kardoes introduced item
- Nootz opened to applicant's comments
- Warren Mabie made comments
- Nootz asked for nominations
- Friedman nominates Cooper, Stevens and Mabie
- Schwarz nominates King, Cooper and Mabie
- Kahle nominates Stevens, Stands, and either King or Cooper

- Lyons nominates Mabie, Cooper, and Stevens
- Nootz nominates Stevens, Stands and Cooper
- Stevens received 4, Warren received 3, Cooper received 3
- Schwarz made motion for Stevens, Mabie and Cooper to serve on the Ad-Hoc Committee, second by Lyon
All in favor, passes 5-0

C. DISCUSS/APPROVE/DENY: LIVINGSTON CHAMBER'S REQUEST FOR FEE WAIVER FOR 2022 ANNUAL PARADE. 7:31 p.m. (01:52:05)

- Kardoes introduced item
- Kahle asked clarifying questions
- Motion by Friedman, second by Schwarz
- Leslie Feigle made comment
- Brian Deckard made comment
- Nootz asked Kardoes for clarifying comments
- Schwarz made comments
- Kahle made comments
- Nootz made comments, asked clarifying question about timeline and possibly bringing it back for the next meeting
- Kahle added Chamber could submit application to the TBID by next week and still be considered, Kahle knows this for a work related event
- Schwarz motioned to postpone consideration until the May 17th meeting, second by Friedman.
All in favor, passes 5-0

D. DISCUSS/APPROVE/DENY: LIVINGSTON AREA CHAMBER OF COMMERCE'S FEE WAIVER REQUEST FOR 16TH ANNUAL WHEELS CLUB CAR SHOW. 7:59 p.m. (02:19:34)

- Kardoes introduced item
- Kahle asked clarifying question
- Motion by Friedman, second by Schwarz
- Kathy Martin made comments not relevant to discussion
- Leslie Feigle made comments
- Christina Nelson made comments
- 406-697-7036 tried to comment
- Schwarz made comments
- Kahle made comments
- Kathy Martin interrupted Kahle

- Nootz redirected, and stated if it happens again, will be removed from the meeting.
- Kahle finished
All in favor, passes 5-0

Nootz turned meeting over to Vice-Chair Kahle, due to ethical conflict

E. DISCUSS: NOTICE FROM MMIA REGARDING DISCONTINUATION OF INSURANCE COVERAGE FOR THE LIVINGSTON CITY/COUNTY LIBRARY. (02:36:24)

- Kardoos opened the discussion
- Schwarz asked clarifying question
- Mitch Grady, Library Director made comments
- Lyons asked clarifying questions
- Kahle asked for comments from Library Board
- Jack Longbine, Library Board chair made comments
- Kardoos provided additional information
- Lyons made comments
- Jack provided additional comments
- Lyons asked additional question of Grady
- Motion to extend the meeting by Schwarz, second by Lyons 8:28 p.m. (02:49:24)
- Grady made additional comments
- Lyons asked process question
- Schwarz motioned the City of Livingston seek coverage for the Library that is adequate, second by Friedman.
- No public comment
- Schwarz made comments
- Lyons made additional comments
Passes, 4-0, Nootz abstain

11. City Manager Comment 8:39 p.m. (03:00:00)

12. City Commission Comments (03:00:32)

13. Adjournment 8:45 p.m. (03:06:12)

PUBLIC IN VIRTUAL ATTENDANCE:

1. Elizabeth Douglas
2. Leslie Feigle

11. Jack Longbine
12. Julie Walker

20. 406-839-4143
21. 406-697-1034

- 3. Matt Whitman
- 4. Warren Mabie
- 5. Theresa
- 6. Michael
- 7. Jason Bacaj
- 8. Jacob Nelson
- 9. Christina Nelson

- 13. Paula Flatt
- 14. Mitch Grady
- 15. Sara
- 16. Kathy Martin
- 17. Callie
- 18. Erica Strickland
- 19. 407-697-2265

- 22. 415-297-9105
- 23. 406-223-5921
- 24. 406-224-5315
- 25. 406-697-7036
- 26. iPhone User
- 27. Call in user
- 28. Call in user 2

File Attachments for Item:

B. APPROVE MINUTES FROM MAY 4, 2022, CITY/COUNTY JOINT COMPACT MEETING.



Livingston City Commission & Park County Commission City/County Joint Compact Meeting Minutes

Wednesday, May 04, 2022

1:00 to 4:00 PM

Livingston City Hall 220 E. Park Street and Via Zoom:

<https://us02web.zoom.us/j/85203494981?pwd=UEVkdTmhXbEl6VjY2U2NZb3VPTis3dz09>

Meeting ID: 852 0349 4981 **Passcode: 385741** Call In: (669) 900-6833

(Recording started late)

1. Call to Order

2. Roll Call

In attendance representing the City: Chair Melissa Nootz, Vice-Chair Karrie Kahle, Commissioner Mel Friedman, Commissioner Torrey Lyons, Commissioner Schwarz excused. City Manager Michael Kardoes, City Attorney Courtney Lawellin, City Finance Director Paige Fetterhoff and Recording Secretary Faith Kinnick

In attendance representing the County: Commissioner Clint Tinsley, Commissioner Bill Berg, Chairman Caldwell excused, County Attorney Chad Glen, Deputy Co. Attorney Deb Pratt, Grants & Project Coordinator Kristen Galbraith, County Finance Director Erica Strickland, Public Works Director Matt Whitman, Executive Assistant Carley Ahern.

3. Public Comment

Individuals are reminded that public comments should be limited to item over which the City Commission has supervision, control jurisdiction, or advisory power (MCA 2-3-202)

None

4. Consent Items

5. Proclamations

6. Scheduled Public Comment

7. Public Hearings

8. Ordinances

9. Resolutions

10. Action Items:

DISCUSS/APPROVE/DENY: DRAFT 2022 CITY/COUNTY COMPACT CHAPTER UPDATES

- Chair Nootz opened the discussion, discussed process and next steps
- Kahle asked process questions
- Kardoes gave overview
- Tinsley stated the County would not be signing today
- Lyons asked about expiration of current compact
- Friedman shared his experience and history of joint monthly meetings with the county
- Tinsley commented there were issues from the previous manager, not Mike and the joint meetings stopped.
- Berg shared it was desirous of the ongoing joint meetings
- Gordon Elley gave public comment (04:45)
- No additional public comment
- Nootz made comments
- Ericka Strickland asked about reference to appendix mentioned in document. (08:20)
- Kardoes answered

11. City Manager Comment- None 1:27 p.m. (9:23)

12. City Commission Comments- 1:27 p.m. (9:35)

- Lyons
- Friedman
- Kahle
- Nootz

13. County Commission Comments 1:28 p.m. (10:56)

- Tinsley
- Berg

14. Adjournment 1:32 p.m. (00:13:58)

Notice

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- Special Accommodation: If you need special accommodations to attend or participate in our meeting, please contact the Fire Department at least 24 hours in advance of the specific meeting you are planning on attending.

Public in attendance:

- Christina Nelson
- Gordon Elley
- Kathy Martin
- Nicole K.
- Call in user

File Attachments for Item:

C. RATIFY CLAIMS PAID 04/21/2022-05/03/2022.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
ADVANCED TECHNOLOGY PRODUCTS, INC							
3357	ADVANCED TECHNOLOGY PRO	32319	ACID MAGIC	03/31/2022	2,760.00	2,760.00	04/27/2022
Total ADVANCED TECHNOLOGY PRODUCTS, INC:					2,760.00	2,760.00	
ALL SERVICE TIRE & ALIGNMENT							
22	ALL SERVICE TIRE & ALIGNME	63662	Flat repair	04/11/2022	45.00	45.00	04/25/2022
22	ALL SERVICE TIRE & ALIGNME	63675	Tire Repair/OIL CHANGE	04/13/2022	99.00	99.00	04/25/2022
Total ALL SERVICE TIRE & ALIGNMENT:					144.00	144.00	
ALPINE ELECTRONICS RADIO SHACK							
402	ALPINE ELECTRONICS RADIO	10279476	Batteries	04/11/2022	25.98	25.98	04/27/2022
402	ALPINE ELECTRONICS RADIO	10279644	FLASH DRIVE	04/19/2022	89.94	89.94	04/27/2022
Total ALPINE ELECTRONICS RADIO SHACK:					115.92	115.92	
AMERICAN AUTOMOTIVE							
3378	AMERICAN AUTOMOTIVE	3506	REPAIR & MAINT VEH	04/18/2022	838.00	838.00	04/27/2022
Total AMERICAN AUTOMOTIVE:					838.00	838.00	
AMTRUST NORTH AMERICA							
10002	AMTRUST NORTH AMERICA	2022.3.11	WORKERS COMP	03/11/2022	156.00	156.00	04/25/2022
Total AMTRUST NORTH AMERICA:					156.00	156.00	
BALCO UNIFORM COMPANY, INC.							
3371	BALCO UNIFORM COMPANY, IN	57249	ReserveS CLOTHING	02/14/2022	267.34	267.34	04/27/2022
3371	BALCO UNIFORM COMPANY, IN	65673-4	Uniform-MITCHELL	01/18/2022	88.00	88.00	04/25/2022
Total BALCO UNIFORM COMPANY, INC.:					355.34	355.34	
BOUND TREE MEDICAL, LLC							
2662	BOUND TREE MEDICAL, LLC	84478208	Patient Supplies	04/07/2022	556.00	556.00	04/27/2022
2662	BOUND TREE MEDICAL, LLC	84480014	Patient Supplies	04/08/2022	246.50	246.50	04/27/2022
Total BOUND TREE MEDICAL, LLC:					802.50	802.50	
BUDGET AUTO GLASS							
89	BUDGET AUTO GLASS	22-2245	Windshield Replacem	03/15/2022	200.00	200.00	04/25/2022
89	BUDGET AUTO GLASS	22-2246	Windshield Replacem	03/15/2022	290.00	290.00	04/25/2022
89	BUDGET AUTO GLASS	22-2254	Windshield Replacem	03/30/2022	410.00	410.00	04/25/2022
Total BUDGET AUTO GLASS:					900.00	900.00	
CANON FINANCIAL SERVICES, INC							
1747	CANON FINANCIAL SERVICES, I	28408705	Copier FIRE	04/12/2022	29.31	29.31	04/27/2022
1747	CANON FINANCIAL SERVICES, I	28408706	Printer FIRE	04/12/2022	29.75	29.75	04/27/2022
Total CANON FINANCIAL SERVICES, INC:					59.06	59.06	
CAROLINA SOFTWARE, Inc.							
3326	CAROLINA SOFTWARE, Inc.	83238	Waste Works Support	04/21/2022	975.00	975.00	04/27/2022
Total CAROLINA SOFTWARE, Inc.:					975.00	975.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
CENGAGE LEARNING INC							
10001	CENGAGE LEARNING INC	76694080	2 books	01/21/2022	58.20	58.20	04/25/2022
10001	CENGAGE LEARNING INC	77447638	1 book	03/15/2022	26.59	26.59	04/25/2022
10001	CENGAGE LEARNING INC	77456589	1 book	03/16/2022	23.79	23.79	04/25/2022
Total CENGAGE LEARNING INC:					108.58	108.58	
CENTRON SERVICES							
682	CENTRON SERVICES	2022.3.28	Parking Collections	03/28/2022	65.01	65.01	04/25/2022
Total CENTRON SERVICES:					65.01	65.01	
CENTURYLINK							
162	CENTURYLINK	2022.4.16	406-222-0137 441B	04/16/2022	76.44	76.44	04/27/2022
Total CENTURYLINK:					76.44	76.44	
CHARTER COMMUNICATIONS							
3440	CHARTER COMMUNICATIONS	019544503182	ELEVATOR PHONE	03/18/2022	49.99	49.99	04/25/2022
Total CHARTER COMMUNICATIONS:					49.99	49.99	
CITY OF LIVINGSTON							
131	CITY OF LIVINGSTON	TK2019-0133	Bond Conversion	04/12/2022	360.00	360.00	04/21/2022
Total CITY OF LIVINGSTON:					360.00	360.00	
COMDATA							
2671	COMDATA	20370936-XW7	CG72S-XW717	04/01/2022	2,703.95	2,703.95	04/25/2022
Total COMDATA:					2,703.95	2,703.95	
CULLIGAN WATER CONDITIONING							
10000	CULLIGAN WATER CONDITIONING	0634623	SALT	03/26/2022	12.00	12.00	04/25/2022
Total CULLIGAN WATER CONDITIONING:					12.00	12.00	
DELTA SIGNS & GRAPHICS							
509	DELTA SIGNS & GRAPHICS	2636	REPAIR MAINT	04/20/2022	400.00	400.00	04/27/2022
Total DELTA SIGNS & GRAPHICS:					400.00	400.00	
DEMCO							
199	DEMCO	7104292	Supplies	03/28/2022	85.87	85.87	04/25/2022
Total DEMCO:					85.87	85.87	
DENTON, KRISTINE							
3596	DENTON, KRISTINE	2022.4.21	SPRING CONF-REIMB	04/21/2022	204.25	204.25	04/25/2022
Total DENTON, KRISTINE:					204.25	204.25	
DOCTOR CLEAN							
10000	DOCTOR CLEAN	W2360	remove stains	03/03/2022	175.00	175.00	04/25/2022
Total DOCTOR CLEAN:					175.00	175.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
DXP ENTERPRISES, INC.							
10002	DXP ENTERPRISES, INC.	52534955	HYDROTEST SCBA BOTTLES	11/29/2021	1,643.60	1,643.60	04/27/2022
10002	DXP ENTERPRISES, INC.	52560716	SCBA BOTT REPAIR	12/09/2021	41.75	41.75	04/27/2022
Total DXP ENTERPRISES, INC.:					1,685.35	1,685.35	
ENERGY LABORATORIES, INC.							
424	ENERGY LABORATORIES, INC.	460852	WATER	03/22/2022	329.00	329.00	04/25/2022
424	ENERGY LABORATORIES, INC.	460853	WATER	03/22/2022	168.00	168.00	04/25/2022
424	ENERGY LABORATORIES, INC.	462756	Analysis parameter	03/31/2022	168.00	168.00	04/25/2022
Total ENERGY LABORATORIES, INC.:					665.00	665.00	
EXEC U CARE SERVICES, INC.							
3298	EXEC U CARE SERVICES, INC.	3048	Janitorial Services library	04/05/2022	1,665.00	1,665.00	04/25/2022
Total EXEC U CARE SERVICES, INC.:					1,665.00	1,665.00	
FARSTAD OIL							
3353	FARSTAD OIL	IN-767431-22	Diesel 518G	04/18/2022	2,324.78	2,324.78	04/27/2022
Total FARSTAD OIL:					2,324.78	2,324.78	
FERGUSON WATERWORKS #1701							
2386	FERGUSON WATERWORKS #17	0815919	SR2 METER	04/07/2022	5,583.60	5,583.60	04/25/2022
Total FERGUSON WATERWORKS #1701:					5,583.60	5,583.60	
FISHER SAND AND GRAVEL							
2904	FISHER SAND AND GRAVEL	64842	ROCK-PARKS	04/09/2022	1,360.91	1,360.91	04/27/2022
Total FISHER SAND AND GRAVEL:					1,360.91	1,360.91	
GATEWAY OFFICE SUPPLY							
54	GATEWAY OFFICE SUPPLY	53972	POSTAGE-POLICE	04/04/2022	19.10	19.10	04/25/2022
54	GATEWAY OFFICE SUPPLY	53991	POSTAGE-POLICE	04/05/2022	15.02	15.02	04/25/2022
54	GATEWAY OFFICE SUPPLY	54063	Office Supplies	04/11/2022	21.70	21.70	04/25/2022
54	GATEWAY OFFICE SUPPLY	54086	Office Supplies COMMISSION	04/13/2022	41.22	41.22	04/25/2022
54	GATEWAY OFFICE SUPPLY	54161	Office Supplies FIRE	04/19/2022	101.70	101.70	04/27/2022
54	GATEWAY OFFICE SUPPLY	54162	Office Supplies FIRE	04/19/2022	63.82	63.82	04/27/2022
Total GATEWAY OFFICE SUPPLY:					262.56	262.56	
GRAINGER							
528	GRAINGER	9256662868	CLEANING	03/24/2022	10.00	10.00	04/25/2022
528	GRAINGER	926335337	UTILITY PUMP	03/30/2022	154.58	154.58	04/25/2022
Total GRAINGER:					164.58	164.58	
HILLYARD OF MONTANA							
63	HILLYARD OF MONTANA	604668247	Cleaning supplies	03/11/2022	33.38	33.38	04/25/2022
Total HILLYARD OF MONTANA:					33.38	33.38	
INDUSTRIAL COMM & ELEC OF BOZEMAN							
3455	INDUSTRIAL COMM & ELEC OF	95445	Sewer plant	04/19/2022	46.64	46.64	04/27/2022

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total INDUSTRIAL COMM & ELEC OF BOZEMAN:					46.64	46.64	
INDUSTRIAL TOWEL							
102	INDUSTRIAL TOWEL	93428	Towel Service	03/24/2022	42.59	42.59	04/25/2022
Total INDUSTRIAL TOWEL:					42.59	42.59	
KELLEY CONNECT							
10001	KELLEY CONNECT	IN991107	printer	02/23/2022	31.90	31.90	04/27/2022
Total KELLEY CONNECT:					31.90	31.90	
LIVINGSTON FIREFIGHTERS							
10001	LIVINGSTON FIREFIGHTERS	2022.4.14	RESERVE CLOTHING	04/14/2022	110.00	110.00	04/27/2022
Total LIVINGSTON FIREFIGHTERS:					110.00	110.00	
LIVINGSTON FLOORING AND CARPET CENTER							
10000	LIVINGSTON FLOORING AND C	2430	CONGOLEUM	04/08/2022	278.81	278.81	04/27/2022
10000	LIVINGSTON FLOORING AND C	2430	CONGOLEUM	04/08/2022	278.81	278.81	04/27/2022
Total LIVINGSTON FLOORING AND CARPET CENTER:					557.62	557.62	
LIVINGSTON TRUE VALUE HARDWARE							
282	LIVINGSTON TRUE VALUE HAR	D176551	SUPPLIES	04/04/2022	11.04	11.04	04/25/2022
Total LIVINGSTON TRUE VALUE HARDWARE:					11.04	11.04	
LIVINGSTON UTILITY BILLING							
147	LIVINGSTON UTILITY BILLING	2022.4	1012100 228 W CALLENDER	04/05/2022	162.54	162.54	04/25/2022
Total LIVINGSTON UTILITY BILLING:					162.54	162.54	
MID-AMERICAN RESEARCH CHEMICAL							
10002	MID-AMERICAN RESEARCH CH	0759012-IN	SUPPLIES	04/08/2022	1,202.04	1,202.04	04/27/2022
Total MID-AMERICAN RESEARCH CHEMICAL:					1,202.04	1,202.04	
MISC							
99999	MISC	2022.4	OVERPAYMENT 50050054601	04/20/2022	52.19	52.19	04/27/2022
99999	MISC	2022.4.19	OVERPAYMENT 1814800	04/19/2022	10.22	10.22	04/27/2022
99999	MISC	TK2019-0156	Bond Release	04/12/2022	40.00	40.00	04/21/2022
99999	MISC	TK2019-0394.2	Bond Release	04/12/2022	470.00	470.00	04/21/2022
99999	MISC	TK2022-0003	Bond Release	04/14/2022	340.00	340.00	04/21/2022
99999	MISC	TK2022-0003	Bond Release	04/14/2022	345.00	345.00	04/28/2022
Total MISC:					1,257.41	1,257.41	
MONTANA AIR CARTAGE							
3808	MONTANA AIR CARTAGE	LVQ331211	Courier CONTRACT	04/01/2022	207.90	207.90	04/25/2022
Total MONTANA AIR CARTAGE:					207.90	207.90	
MONTANA INFRASTRUCTURE COALITION							
3658	MONTANA INFRASTRUCTURE	232031	Membership Dues	04/19/2022	250.00	250.00	04/27/2022
3658	MONTANA INFRASTRUCTURE	232031	Membership Dues	04/19/2022	250.00	250.00	04/27/2022

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total MONTANA INFRASTRUCTURE COALITION:					500.00	500.00	
MORTON BUILDINGS INC							
10004	MORTON BUILDINGS INC	B148102877	BUILDING	04/15/2022	42,939.33	42,939.33	04/27/2022
10004	MORTON BUILDINGS INC	B148102877	BUILDING	04/15/2022	42,939.33	42,939.33	04/27/2022
10004	MORTON BUILDINGS INC	B148102877	BUILDING	04/15/2022	42,939.34	42,939.34	04/27/2022
Total MORTON BUILDINGS INC:					128,818.00	128,818.00	
NORTHWESTERN ENERGY							
151	NORTHWESTERN ENERGY	0107897-1 202	0107897-1 LIBRARY	03/09/2022	2,731.18	2,731.18	04/25/2022
151	NORTHWESTERN ENERGY	0708370-2202	8th & Park Sprinklers	04/14/2022	6.36	6.36	04/27/2022
151	NORTHWESTERN ENERGY	0709793-4202	City Shop Building 50% 406 Benn	04/14/2022	433.96	433.96	04/27/2022
151	NORTHWESTERN ENERGY	0709793-4202	City Shop Building 50% 406 Benn	04/14/2022	433.96	433.96	04/27/2022
151	NORTHWESTERN ENERGY	0709794-2202	WRF 316 Bennett	04/07/2022	2,681.69	2,681.69	04/27/2022
151	NORTHWESTERN ENERGY	0709796-7202	97 View Vista Drive	04/14/2022	6.00	6.00	04/27/2022
151	NORTHWESTERN ENERGY	0709869-2202	Carol Lane	04/14/2022	114.39	114.39	04/27/2022
151	NORTHWESTERN ENERGY	0709870-0202	422 S G- G Street Park	04/14/2022	247.49	247.49	04/27/2022
151	NORTHWESTERN ENERGY	0709871-8202	Star Addition - Lights	04/14/2022	264.06	264.06	04/27/2022
151	NORTHWESTERN ENERGY	0709873-4202	800 W Cambridge - Pump Station	04/14/2022	26.92	26.92	04/27/2022
151	NORTHWESTERN ENERGY	0709874-2202	Werner Addition Pump	04/08/2022	124.56	124.56	04/27/2022
151	NORTHWESTERN ENERGY	0709875-9202	900 River Drive Pump	04/08/2022	3,129.76	3,129.76	04/27/2022
151	NORTHWESTERN ENERGY	0709876-7202	132 South B Street - B St Well	04/11/2022	1,610.98	1,610.98	04/27/2022
151	NORTHWESTERN ENERGY	0709877-5202	200 E Reservoir (north side hill)	04/07/2022	525.14	525.14	04/27/2022
151	NORTHWESTERN ENERGY	0709878-3202	227 River Drive - Concessions sta	04/14/2022	39.63	39.63	04/27/2022
151	NORTHWESTERN ENERGY	0709879-1202	227 River Drive - Softball Field	04/13/2022	344.84	344.84	04/27/2022
151	NORTHWESTERN ENERGY	0709880-9202	200 River Drive - Pool	04/11/2022	167.55	167.55	04/27/2022
151	NORTHWESTERN ENERGY	0709881-7202	229 River Drive - Civic Center	04/11/2022	1,676.31	1,676.31	04/27/2022
151	NORTHWESTERN ENERGY	0709882-5202	229 River Drive - Pump Civic Cent	04/14/2022	13.33	13.33	04/27/2022
151	NORTHWESTERN ENERGY	0709886-6202	200 E Reservoir	04/14/2022	86.18	86.18	04/27/2022
151	NORTHWESTERN ENERGY	0709891-6202	Cemetery Road Shop - 15 Fleshm	04/15/2022	156.01	156.01	04/27/2022
151	NORTHWESTERN ENERGY	0709892-4202	40 Water Tower Avenue	04/14/2022	46.94	46.94	04/27/2022
151	NORTHWESTERN ENERGY	0709894-0202	56 Water Tower	04/07/2022	521.42	521.42	04/27/2022
151	NORTHWESTERN ENERGY	0709914-6202	1011 River Dr - Edge Water Sewe	04/08/2022	26.01	26.01	04/27/2022
151	NORTHWESTERN ENERGY	0719058-0202	3 Rogers Lane Lift Station	04/08/2022	116.11	116.11	04/27/2022
151	NORTHWESTERN ENERGY	0719271-9202	601 Robin Lane - Well	04/08/2022	1,422.73	1,422.73	04/27/2022
151	NORTHWESTERN ENERGY	0719272-7202	4 Billman Lane - Well	04/08/2022	1,014.07	1,014.07	04/27/2022
151	NORTHWESTERN ENERGY	0719358-4202	Street Lights - Livingston	04/14/2022	2,550.00	2,550.00	04/27/2022
151	NORTHWESTERN ENERGY	0719373-3202	229 River Drive	04/14/2022	8.20	8.20	04/27/2022
151	NORTHWESTERN ENERGY	0720048-8202	330 Bennett 1/4	04/07/2022	283.01	283.01	04/27/2022
151	NORTHWESTERN ENERGY	0720048-8202	330 Bennett 1/4	04/07/2022	283.01	283.01	04/27/2022
151	NORTHWESTERN ENERGY	0720048-8202	330 Bennett 1/4	04/07/2022	283.01	283.01	04/27/2022
151	NORTHWESTERN ENERGY	0720048-8202	330 Bennett 1/4	04/07/2022	283.02	283.02	04/27/2022
151	NORTHWESTERN ENERGY	0720113-02022	229 River Drive - CC Building	04/11/2022	220.85	220.85	04/27/2022
151	NORTHWESTERN ENERGY	0720122-1202	400 North M	04/14/2022	10.02	10.02	04/27/2022
151	NORTHWESTERN ENERGY	0720176-7202	Weimer Park	04/14/2022	13.94	13.94	04/27/2022
151	NORTHWESTERN ENERGY	0802599-1202	608 W Chinook	04/14/2022	35.55	35.55	04/27/2022
151	NORTHWESTERN ENERGY	0933715-5202	710 W Callender	04/14/2022	30.60	30.60	04/27/2022
151	NORTHWESTERN ENERGY	1134866-12022	N 2nd & Montana & Chinook	04/14/2022	46.94	46.94	04/27/2022
151	NORTHWESTERN ENERGY	1134879-42022	N 7th & Montana & Chinook	04/14/2022	25.11	25.11	04/27/2022
151	NORTHWESTERN ENERGY	1155965-52022	229 River Drive	04/14/2022	6.00	6.00	04/27/2022
151	NORTHWESTERN ENERGY	1290352-2202	School Flasher Park & 13th	04/14/2022	8.44	8.44	04/27/2022
151	NORTHWESTERN ENERGY	1441030-2202	D & Geyser Well House	04/11/2022	1,052.26	1,052.26	04/27/2022
151	NORTHWESTERN ENERGY	1452951-5202	Booster Station Starlow on Monro	04/08/2022	504.38	504.38	04/27/2022
151	NORTHWESTERN ENERGY	1493850-0202	412 W Callender	04/14/2022	57.48	57.48	04/27/2022
151	NORTHWESTERN ENERGY	1498936-2202	l90 & 89S-ing	04/14/2022	6.00	6.00	04/27/2022

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
151	NORTHWESTERN ENERGY	1594141-2202	9th & 10th Lift Station	04/08/2022	37.28	37.28	04/27/2022
151	NORTHWESTERN ENERGY	1613803-4202	M & N on Callender	04/14/2022	49.15	49.15	04/27/2022
151	NORTHWESTERN ENERGY	1728687-3202	Transfer Station 408 Bennett Stre	04/07/2022	380.30	380.30	04/27/2022
151	NORTHWESTERN ENERGY	1747570-8202	D & E on Callender	04/14/2022	35.59	35.59	04/27/2022
151	NORTHWESTERN ENERGY	1747572-4202	F & G on Callender	04/14/2022	25.62	25.62	04/27/2022
151	NORTHWESTERN ENERGY	1893530-4202	600 W Park	04/14/2022	57.68	57.68	04/27/2022
151	NORTHWESTERN ENERGY	1893536-1202	E Street & Alley	04/14/2022	26.19	26.19	04/27/2022
151	NORTHWESTERN ENERGY	1893541-1202	18 W Park	04/14/2022	78.43	78.43	04/27/2022
151	NORTHWESTERN ENERGY	1906055-7202	815 North 13th - Irrigation Soccer	04/14/2022	1.73	1.73	04/27/2022
151	NORTHWESTERN ENERGY	2023479-5202	900 W Geyser Street School Light	04/14/2022	6.48	6.48	04/27/2022
151	NORTHWESTERN ENERGY	2023484-5202	1100 W Geyser Street School Lig	04/14/2022	6.36	6.36	04/27/2022
151	NORTHWESTERN ENERGY	2114861-42022	132 South B Street Lights	04/14/2022	140.64	140.64	04/27/2022
151	NORTHWESTERN ENERGY	2138754-3202	G Street Park - Mike Webb Park	04/14/2022	6.12	6.12	04/27/2022
151	NORTHWESTERN ENERGY	2171060-3202	Scale House 408 Bennett Street	04/14/2022	75.63	75.63	04/27/2022
151	NORTHWESTERN ENERGY	3015965-1202	330 Bennett - Fire Training Center	04/14/2022	104.10	104.10	04/27/2022
151	NORTHWESTERN ENERGY	3093003-6202	114 West Summit	04/14/2022	25.57	25.57	04/27/2022
151	NORTHWESTERN ENERGY	3093023-4202	320 North Main	04/14/2022	3.46	3.46	04/27/2022
151	NORTHWESTERN ENERGY	3093027-5202	105 West Park	04/14/2022	37.38	37.38	04/27/2022
151	NORTHWESTERN ENERGY	3141997-1202	C & D on Lewis	04/14/2022	21.00	21.00	04/27/2022
151	NORTHWESTERN ENERGY	3184602-5202	202 South 2nd	04/14/2022	13.82	13.82	04/27/2022
151	NORTHWESTERN ENERGY	3210240-2202	616 River Drive	04/14/2022	6.12	6.12	04/27/2022
151	NORTHWESTERN ENERGY	3258086-2202	2800 East Park Lift Station	04/14/2022	457.63	457.63	04/27/2022
151	NORTHWESTERN ENERGY	3258262-9202	320 Alpenglow Lift Station	04/07/2022	199.68	199.68	04/27/2022
151	NORTHWESTERN ENERGY	3267010-1202	330 Bennett - Compactor	04/07/2022	51.45	51.45	04/27/2022
151	NORTHWESTERN ENERGY	3287727-6202	320 Alpenglow LN-	04/14/2022	36.27	36.27	04/27/2022
151	NORTHWESTERN ENERGY	3386783-9202	Btwn G and H on Clark	04/14/2022	34.38	34.38	04/27/2022
151	NORTHWESTERN ENERGY	3386845-6202	Btwn I and K on Callender	04/14/2022	26.72	26.72	04/27/2022
151	NORTHWESTERN ENERGY	3386846-4202	Btwn 7th and 8th on Summit	04/14/2022	15.92	15.92	04/27/2022
151	NORTHWESTERN ENERGY	3506014-4202	Brookstone/Elm	04/14/2022	5.55	5.55	04/27/2022
151	NORTHWESTERN ENERGY	3566038-0202	114 East Callender	04/14/2022	19.07	19.07	04/27/2022
151	NORTHWESTERN ENERGY	3566039-8202	115 East Lewis	04/14/2022	15.29	15.29	04/27/2022
151	NORTHWESTERN ENERGY	3585235-9202	New WRF 316 Bennett	04/08/2022	15,975.78	15,975.78	04/27/2022
151	NORTHWESTERN ENERGY	3643752-3202	115 East Clark	04/14/2022	31.91	31.91	04/27/2022
151	NORTHWESTERN ENERGY	3643753-1202	112 East Clark	04/14/2022	34.23	34.23	04/27/2022
151	NORTHWESTERN ENERGY	3678204-3202	502 River Dr. Pmp	04/12/2022	8.92	8.92	04/27/2022
151	NORTHWESTERN ENERGY	3725873-8202	340 Bennett	04/14/2022	31.00	31.00	04/27/2022
151	NORTHWESTERN ENERGY	3753023-5202	410 Bennett Transfer St Shop	04/07/2022	616.66	616.66	04/27/2022
151	NORTHWESTERN ENERGY	3787060-7202	Green Acres Lights	04/14/2022	66.51	66.51	04/27/2022
151	NORTHWESTERN ENERGY	3787427-8202	Green Acres Sub Ph II	04/14/2022	204.22	204.22	04/27/2022
151	NORTHWESTERN ENERGY	3828216-6202	203 W Callender	04/14/2022	22.87	22.87	04/27/2022
151	NORTHWESTERN ENERGY	3837245-4 202	220 E PARK	04/11/2022	704.12	704.12	04/27/2022
151	NORTHWESTERN ENERGY	3867654-0202	2222 Willow Dr. Lt A	04/14/2022	.00	.00	
151	NORTHWESTERN ENERGY	3913678-3202	Green Acres Park -	04/08/2022	.00	.00	
151	NORTHWESTERN ENERGY	3950711-62022	Scenic Drive & Sweetgrass Lane	04/14/2022	43.64	43.64	04/27/2022
Total NORTHWESTERN ENERGY:					43,415.87	43,415.87	
O'REILLY AUTOMOTIVE, INC							
2437	O'REILLY AUTOMOTIVE, INC	1558-275983	BATTERY	04/21/2022	123.51	123.51	04/27/2022
Total O'REILLY AUTOMOTIVE, INC:					123.51	123.51	
PARK COUNTY CLERK & RECORDER							
1553	PARK COUNTY CLERK & RECO	2022.4.22	RES 5030 VACATING 12TH	04/22/2022	144.00	144.00	04/22/2022
Total PARK COUNTY CLERK & RECORDER:					144.00	144.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PLUMMER, JAMIE							
10003	PLUMMER, JAMIE	2022.4.6	CLERK	04/06/2022	547.50	547.50	04/25/2022
Total PLUMMER, JAMIE:					547.50	547.50	
POLYDYNE INC.							
3144	POLYDYNE INC.	1626520	Clarifloc	03/23/2022	3,289.00	3,289.00	04/25/2022
Total POLYDYNE INC.:					3,289.00	3,289.00	
REPUBLIC SERVICES #670							
10000	REPUBLIC SERVICES #670	0670-0003321	RECYCLING	03/31/2022	90,709.48	90,709.48	04/25/2022
Total REPUBLIC SERVICES #670:					90,709.48	90,709.48	
SPECIAL LUBE							
1814	SPECIAL LUBE	224-280-2058	Oil Change	03/31/2022	80.00	80.00	04/25/2022
Total SPECIAL LUBE:					80.00	80.00	
TD&H ENGINEERING, INC							
3390	TD&H ENGINEERING, INC	28805	ON CALL CIVIL SERVICES-MPW	03/10/2022	104.25	104.25	04/25/2022
3390	TD&H ENGINEERING, INC	28805	REGIONAL SEWER & ARPA ASS	03/10/2022	616.50	616.50	04/25/2022
3390	TD&H ENGINEERING, INC	28805	6TH & 7TH STREET REBID	03/10/2022	1,563.80	1,563.80	04/25/2022
3390	TD&H ENGINEERING, INC	28805	PARKING DESIGN-ATS & HOME	03/10/2022	410.50	410.50	04/25/2022
3390	TD&H ENGINEERING, INC	28806	LIVINGSOTN CIVIC CENTER SE	03/10/2022	3,808.70	3,808.70	04/25/2022
3390	TD&H ENGINEERING, INC	29149	STORMWATER PER	04/14/2022	4,350.00	4,350.00	04/25/2022
3390	TD&H ENGINEERING, INC	29149	STORMWATER PER	04/14/2022	4,350.00	4,350.00	04/25/2022
Total TD&H ENGINEERING, INC:					15,203.75	15,203.75	
TOTAL FIRE PROTECTION WEST LLC							
10004	TOTAL FIRE PROTECTION WES	12105581	INSPECTION 24139157	03/10/2022	181.00	181.00	04/25/2022
TOTAL FIRE PROTECTION WEST LLC:					181.00	181.00	
TRANSUNION RISK & ALTERNATIVE							
3376	TRANSUNION RISK & ALTERNA	380349-20220	investigative resear	04/01/2022	75.00	75.00	04/25/2022
Total TRANSUNION RISK & ALTERNATIVE:					75.00	75.00	
TREE INCARNATION ARBOR CARE							
10004	TREE INCARNATION ARBOR CA	2022.4.22	REMAVAL 2 BOX ELDERS	04/22/2022	700.00	700.00	04/27/2022
Total TREE INCARNATION ARBOR CARE:					700.00	700.00	
ULINE							
3564	ULINE	147296702	Supplies	04/06/2022	153.00	153.00	04/27/2022
Total ULINE:					153.00	153.00	
US BANK EQUIPMENT FINANCE							
10001	US BANK EQUIPMENT FINANCE	469363584	PRINTER LIBRARY	04/05/2022	258.61	258.61	04/25/2022
Total US BANK EQUIPMENT FINANCE:					258.61	258.61	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
VERIZON WIRELESS							
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	63.25	63.25	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	48.33	48.33	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	19.86	19.86	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	19.86	19.86	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	19.86	19.86	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	19.86	19.86	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	63.25	63.25	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	44.21	44.21	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	19.86	19.86	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	19.86	19.86	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	44.21	44.21	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	19.86	19.86	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	19.86	19.86	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	44.21	44.21	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	16.82	16.82	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	16.82	16.82	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	70.34	70.34	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	19.86	19.86	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	19.86	19.86	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	13.77	13.77	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	12.26	12.26	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	48.33	48.33	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	44.21	44.21	04/27/2022
879	VERIZON WIRELESS	9903682906	APRIL 2022 CELLPHONE	04/08/2022	44.23	44.23	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	46.48	46.48	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	35.37	35.37	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	46.48	46.48	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	10.44	10.44	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	10.44	10.44	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	50.29	50.29	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	12.88	12.88	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	20.89	20.89	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	12.88	12.88	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	12.88	12.88	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	12.88	12.88	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	12.88	12.88	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	46.48	46.48	04/27/2022
879	VERIZON WIRELESS	9903682907	APRIL 2022 CELLPHONE	04/08/2022	46.44	46.44	04/27/2022

Total VERIZON WIRELESS: 1,433.80 1,433.80

VIRGINIA DEPARTMENT OF MOTOR VEHICLES

10004	VIRGINIA DEPARTMENT OF MO	2022.4.18	RECORDS	04/18/2022	9.00	9.00	04/25/2022
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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total VIRGINIA DEPARTMENT OF MOTOR VEHICLES:					9.00	9.00	
WHISTLER TOWING, LLC							
3237	WHISTLER TOWING, LLC	37436	IMPOUND-INTERNATIONAL	04/07/2022	325.00	325.00	04/25/2022
3237	WHISTLER TOWING, LLC	6846	E1 REPAIR	04/04/2022	118.86	118.86	04/27/2022
Total WHISTLER TOWING, LLC:					443.86	443.86	
Grand Totals:					314,807.13	314,807.13	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

File Attachments for Item:

D. ACCEPT 3RD QUARTER FINANCIAL SUMMARY FROM CITY FINANCE DIRECTOR.

Summary of Fund Revenues by Type

Fund	Taxes & Assessments	Licenses & Permits	Intergovernmental	Charge for Services	Fines & Forfeitures	Miscellaneous	Investment Earnings	Other Financing Sources	Transfers	Total
1000 - General	\$ 1,666,151	\$ 303,267	\$ 958,467	\$ 76,126	\$ 93,218	\$ 87,353	\$ 1,307	\$ 35,000	\$ 755,618	\$ 3,976,507
2190 - Comprehensive Liability	661	-	-	-	-	-	11	-	-	672
2220 - Library	72,074	-	396,438	4,147	760	135	223	-	-	473,778
2300 - Communications/Dispatch Services	-	-	-	229,415	-	-	64	303,200	-	532,679
2310 - Tax Increment District - Downtown	339,270	-	20,483	-	-	-	306	-	-	360,060
2372 - Permissive Health Levy	315,711	-	-	-	-	-	67	-	-	315,778
2397 - CDBG Economic Dev Revolving	-	-	-	-	-	-	3,673	-	-	3,673
2399 - Impact Fees	-	-	-	263,864	-	-	616	-	-	264,480
2400 - Light Maintenance	-	-	-	-	-	89,018	54	-	-	89,072
2500 - Street Maintenance	-	9,978	-	495	-	760,386	159	305,430	-	1,076,448
2600 - Sidewalks	-	-	-	-	-	39,825	(42)	-	-	39,783
2650 - Business Improvement District	-	-	-	-	-	26,601	2	-	-	26,602
2700 - Park Improvement	-	-	-	-	-	-	36	-	-	36
2750 - Law Enforcement Joint Equipment	-	-	-	-	-	-	3	-	-	3
2820 - Gas Tax	-	-	100,108	250	-	-	86	-	-	100,444
2991 - American Rescue Plan	-	-	2,997	-	-	-	505	-	-	3,502
3002 - 2016 Fire Truck GOB	41,125	-	-	-	-	-	11	-	-	41,136
3003 - 2000 Fire Truck GOB	132	-	-	-	-	-	3	-	-	134
3200 - West End Tax Increment District	61,224	-	6,595	-	-	-	231	-	-	68,050
3400 - SID Revolving	-	-	-	-	-	-	12	-	-	12
3550 - SID 179 - West End	-	-	-	-	-	40,683	14	-	-	40,697
3955 - SID 180 - Carol Lane	-	-	-	-	-	1,690	(1)	-	-	1,689
4010 - Capital Improvement	-	-	-	-	-	-	60	-	-	60
4020 - Library Capital Improvement	-	-	-	-	-	-	13	-	-	13
4099 - Railroad Crossing Levy	-	-	-	-	-	-	0	-	-	0
5210 - Water Department	-	-	-	1,572,042	-	-	1,240	8,040	-	1,581,322
5310 - Sewer Department	-	-	(22,500)	2,216,574	-	-	1,362	8,050	-	2,203,486
5410 - Solid Waste Department	-	-	-	2,027,009	-	-	873	-	-	2,027,883
5510 - Ambulance Services	20,582	-	7,804	1,591,026	-	6,340	374	7,000	-	1,633,125
8010 - Perpetual Cemetery	-	-	-	1,075	-	-	128	-	-	1,203
TOTAL	\$ 2,516,931	\$ 313,245	\$ 1,470,392	\$ 7,982,023	\$ 93,978	\$ 1,052,031	\$ 11,394	\$ 666,720	\$ 755,618	\$ 14,862,330
% of Total	16.93%	2.11%	9.89%	53.71%	0.63%	7.08%	0.08%	4.49%	5.08%	100.00%
Budget	\$ 4,058,625	\$ 336,000	\$ 2,940,551	\$10,567,338	\$ 88,000	\$ 1,709,085	\$ 40,775	\$ 1,234,200	\$1,007,500	\$ 21,982,074
% of Budget Received	62.01%	93.23%	50.00%	75.53%	106.79%	61.56%	27.94%	54.02%	75.00%	67.61%

Summary of Fund Expenditures by Type

Fund	Personnel &				Other		Total
	Benefits	Operations	Capital	Debt Service	Financing	Uses	
1000 - General	\$ 2,957,308	\$ 1,089,474	\$ 243,401	\$ 8,140	\$ 317,236	\$ 4,615,559	
2190 - Comprehensive Liability	-	-	-	-	-	-	
2220 - Library	357,905	127,817	982	-	-	486,704	
2300 - Communications/Dispatch Services	576,511	122,745	-	-	-	699,256	
2310 - Tax Increment District - Downtown	-	350	15,831	31,513	-	47,694	
2372 - Permissive Health Levy	-	-	-	-	-	-	
2397 - CDBG Economic Dev Revolving	-	3,545	-	-	-	3,545	
2399 - Impact Fees	-	11,650	108,420	-	-	120,070	
2400 - Light Maintenance	-	47,343	10,681	-	-	58,025	
2500 - Street Maintenance	372,914	212,492	118,086	93,463	-	796,956	
2600 - Sidewalks	-	-	-	-	-	-	
2650 - Business Improvement District	-	37,633	-	-	-	37,633	
2700 - Park Improvement	-	-	-	-	-	-	
2750 - Law Enforcement Joint Equipment	-	-	-	-	-	-	
2820 - Gas Tax	-	107,394	23,453	-	-	130,847	
2991 - American Rescue Plan	-	-	-	-	80,000	-	
3002 - 2016 Fire Truck GOB	-	350	-	9,797	-	10,147	
3003 - 2000 Fire Truck GOB	-	-	-	-	-	-	
3200 - West End Tax Increment District	-	-	-	38,213	-	38,213	
3400 - SID Revolving	-	-	-	-	-	-	
3550 - SID 179 - West End	-	-	-	16,306	-	16,306	
3955 - SID 180 - Carol Lane	-	-	-	-	-	-	
4010 - Capital Improvement	-	-	-	-	-	-	
4020 - Library Capital Improvement	-	-	-	-	-	-	
4099 - Railroad Crossing Levy	-	-	-	-	-	-	
5210 - Water Department	429,991	441,517	76,362	-	-	947,870	
5310 - Sewer Department	506,904	639,262	186,904	434,390	-	1,767,459	
5410 - Solid Waste Department	479,634	1,082,984	35,360	-	-	1,597,978	
5510 - Ambulance Services	895,717	315,040	15,783	-	-	1,226,540	
8010 - Perpetual Cemetery	-	-	-	-	-	-	
TOTAL	\$ 6,576,883	\$ 4,239,596	\$ 835,264	\$ 631,822	\$ 397,236	\$ 12,600,800	
% of Total	52.19%	33.65%	6.63%	5.01%	3.15%	100.00%	
Budget	\$ 9,733,492	\$ 6,306,623	\$ 4,190,606	\$ 1,240,658	\$ 1,057,954	\$ 22,529,333	
% of Budget Expended	67.57%	67.22%	19.93%	50.93%	37.55%	55.93%	

Summary of Fund Expenditures by Function

Fund	General Government	Public Safety	Public Works	Public Health	Culture & Recreation	Housing & Community Development	Debt Service	Miscellaneous	Other Financing Uses	Total
1000 - General	\$ 1,416,549	\$ 2,116,748	\$ 279,590	\$ 104,479	\$ 394,094	\$ -	\$ 8,140	\$ 758	\$ 295,200	\$ 4,615,559
2190 - Comprehensive Liability	-	-	-	-	-	-	-	-	-	-
2220 - Library	-	-	-	-	457,787	-	-	-	28,917	486,704
2300 - Communications/Dispatch Services	-	646,624	-	-	-	-	-	-	52,632	699,256
2310 - Tax Increment District - Downtown	-	-	-	-	-	15,831	31,863	-	-	47,694
2372 - Permissive Health Levy	-	-	-	-	-	-	-	-	-	-
2397 - CDBG Economic Dev Revolving	-	-	-	-	-	3,545	-	-	-	3,545
2399 - Impact Fees	-	108,420	-	-	11,650	-	-	-	-	120,070
2400 - Light Maintenance	-	58,025	-	-	-	-	-	-	-	58,025
2500 - Street Maintenance	-	-	597,401	-	-	-	93,463	1,500	104,591	796,956
2600 - Sidewalks	-	-	-	-	-	-	-	-	-	-
2650 - Business Improvement District	-	-	-	-	-	37,633	-	-	-	37,633
2700 - Park Improvement	-	-	-	-	-	-	-	-	-	-
2750 - Law Enforcement Joint Equipment	-	-	-	-	-	-	-	-	-	-
2820 - Gas Tax	-	-	130,847	-	-	-	-	-	-	130,847
2991 - American Rescue Plan	-	-	-	-	-	-	-	-	80,000	-
3002 - 2016 Fire Truck GOB	-	-	-	-	-	-	10,147	-	-	10,147
3003 - 2000 Fire Truck GOB	-	-	-	-	-	-	-	-	-	-
3200 - West End Tax Increment District	-	-	-	-	-	-	38,213	-	-	38,213
3400 - SID Revolving	-	-	-	-	-	-	-	-	-	-
3550 - SID 179 - West End	-	-	-	-	-	-	16,306	-	-	16,306
3955 - SID 180 - Carol Lane	-	-	-	-	-	-	-	-	-	-
4010 - Capital Improvement	-	-	-	-	-	-	-	-	-	-
4020 - Library Capital Improvement	-	-	-	-	-	-	-	-	-	-
4099 - Railroad Crossing Levy	-	-	-	-	-	-	-	-	-	-
5210 - Water Department	-	-	816,299	-	-	-	-	-	131,571	947,870
5310 - Sewer Department	-	-	1,157,641	-	-	-	434,390	-	175,428	1,767,459
5410 - Solid Waste Department	-	-	1,440,755	-	-	-	-	-	157,223	1,597,978
5510 - Ambulance Services	-	1,121,285	-	-	-	-	-	-	105,255	1,226,540
8010 - Perpetual Cemetery	-	-	-	-	-	-	-	-	-	-
TOTAL	\$ 1,416,549	\$ 4,051,101	\$ 4,422,535	\$ 104,479	\$ 863,531	\$ 57,009	\$ 632,522	\$ 2,258	\$ 1,130,818	\$ 12,600,800
% of Total	11.24%	32.15%	35.10%	0.83%	6.85%	0.45%	5.02%	0.02%	8.97%	100.00%
Budget	\$ 1,885,615	\$ 6,228,517	\$ 9,372,666	\$ 126,222	\$ 1,343,850	\$ 376,500	\$ 1,241,008	\$ 12,600	\$ 1,942,355	\$ 22,529,333
% of Budget Expended	75.12%	65.04%	47.19%	82.77%	64.26%	15.14%	50.97%	17.92%	58.22%	55.93%

1000 - General Fund Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
1000 - General Fund									
Revenues									
Taxes & Assessments	\$ 2,783,446	\$ 37,649	1.35%	\$ 1,316,735	47.31%	\$ 311,768	11.20%	\$ 1,666,151	59.86%
Licenses & Permits	330,000	55,539	16.83%	61,018	18.49%	186,710	56.58%	303,267	91.90%
Intergovernmental Revenue	1,750,006	302,993	17.31%	337,743	19.30%	317,731	18.16%	958,467	54.77%
Charge for Services	77,000	39,063	50.73%	14,168	18.40%	22,896	29.73%	76,126	98.87%
Fines & Forfeitures	88,000	31,185	35.44%	33,547	38.12%	28,486	32.37%	93,218	105.93%
Miscellaneous Revenue	122,620	23,927	19.51%	30,312	24.72%	33,114	27.01%	87,353	71.24%
Investment Earnings	2,500	878	35.11%	305	12.19%	124	4.97%	1,307	52.27%
Other Financing Sources	358,546	-	0.00%	-	0.00%	35,000	9.76%	35,000	9.76%
Transfers	1,007,500	251,873	25.00%	251,873	25.00%	251,873	25.00%	755,618	75.00%
Total Revenue	6,519,618	743,106	11.40%	2,045,700	31.38%	1,187,701	18.22%	3,976,507	60.99%
Expenditures									
Personnel & Benefits	4,569,802	1,007,084	22.04%	1,025,960	22.45%	924,264	20.23%	2,957,308	64.71%
Operations	1,305,603	535,095	40.98%	227,639	17.44%	326,740	25.03%	1,089,474	83.45%
Capital	337,675	79,740	23.61%	110,610	32.76%	53,051	15.71%	243,401	72.08%
Debt Service	9,166	4,064	44.34%	-	0.00%	4,076	44.47%	8,140	88.81%
Other Financing Uses	446,854	114,376	25.60%	98,383	22.02%	104,477	23.38%	317,236	70.99%
Total Expenditures	6,669,100	1,740,359	26.10%	1,462,592	21.93%	1,412,608	21.18%	4,615,559	69.21%
Expenditures by Function									
General Government	1,775,615	490,833	27.64%	433,139	24.39%	492,578	27.74%	1,416,549	79.78%
Public Safety	3,388,997	800,224	23.61%	706,964	20.86%	609,560	17.99%	2,116,748	62.46%
Public Works	402,350	120,748	30.01%	79,632	19.79%	79,211	19.69%	279,590	69.49%
Public Health	126,222	35,381	28.03%	26,061	20.65%	43,037	34.10%	104,479	82.77%
Culture & Recreation	562,896	189,952	33.75%	118,396	21.03%	85,746	15.23%	394,094	70.01%
Debt Service	9,166	4,064	44.34%	-	0.00%	4,076	44.47%	8,140	88.81%
Miscellaneous	9,600	758	7.89%	-	0.00%	-	0.00%	758	7.89%
Other Financing Uses	394,254	98,400	24.96%	98,400	24.96%	98,400	24.96%	295,200	74.88%
Total Expenditures	6,669,100	1,740,359	26.10%	1,462,592	21.93%	1,412,608	21.18%	4,615,559	69.21%
Fund Balance									
Beginning Fund Balance	2,095,454	2,754,003		1,756,750		2,339,858		2,754,003	
Revenue	6,519,618	743,106	11.40%	2,045,700	31.38%	1,187,701	18.22%	3,976,507	60.99%
Expenditures	6,669,100	1,740,359	26.10%	1,462,592	21.93%	1,412,608	21.18%	4,615,559	69.21%
Ending Fund Balance	1,945,972	1,756,750		2,339,858		2,114,951		2,114,951	

Special Revenue Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
2190 - Comprehensive Liability									
Revenues									
Taxes & Assessments	\$ -	\$ (187)	0.00%	\$ 833	0.00%	15	0.00%	\$ 661	0.00%
Investment Earnings	-	6	0.00%	3	0.00%	1	0.00%	11	0.00%
Total Revenue	-	(181)	0.00%	836	0.00%	17	0.00%	672	0.00%
Expenditures									
Operations	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Expenditures by Function									
General Government	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Fund Balance									
Beginning Fund Balance	19,178	20,353		20,172		21,008		20,353	
Revenue	-	(181)	0.00%	836	0.00%	17	0.00%	672	0.00%
Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Ending Fund Balance	19,178	20,172		21,008		21,025		21,025	

Special Revenue Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
2220 - Library									
Revenues									
Taxes & Assessments	106,300	433	0.41%	60,020	56.46%	11,621	10.93%	72,074	67.80%
Intergovernmental Revenue	542,393	17,454	3.22%	17,454	3.22%	361,530	66.65%	396,438	73.09%
Charge for Services	3,000	489	16.31%	-	0.00%	3,658	121.92%	4,147	138.24%
Fines & Forfeitures	-	938	0.00%	11,945	0.00%	(12,122)	0.00%	760	0.00%
Miscellaneous Revenue	2,000	135	6.73%	-	0.00%	-	0.00%	135	6.73%
Investment Earnings	200	132	65.95%	60	30.16%	31	15.58%	223	111.69%
Other Financing Sources	69,706	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Revenue	723,599	19,581	2.71%	89,479	12.37%	364,717	50.40%	473,778	65.48%
Expenditures									
Personnel & Benefits	486,692	116,694	23.98%	117,545	24.15%	123,666	25.41%	357,905	73.54%
Operations	168,286	57,724	34.30%	36,371	21.61%	33,722	20.04%	127,817	75.95%
Capital	-	-	0.00%	982	0.00%	-	0.00%	982	0.00%
Total Expenditures	654,978	174,418	26.63%	154,898	23.65%	157,388	24.03%	486,704	74.31%
Expenditures by Function									
Culture & Recreation	616,423	164,779	26.73%	145,259	23.56%	147,749	23.97%	457,787	74.27%
Other Financing Uses	38,555	9,639	25.00%	9,639	25.00%	9,639	25.00%	28,917	75.00%
Total Expenditures	654,978	174,418	26.63%	154,898	23.65%	157,388	24.03%	486,704	74.31%
Fund Balance									
Beginning Fund Balance	452,713	596,307		441,470		376,052		596,307	
Revenue	723,599	19,581	2.71%	89,479	12.37%	364,717	50.40%	473,778	65.48%
Expenditures	654,978	174,418	26.63%	154,898	23.65%	157,388	24.03%	486,704	74.31%
Ending Fund Balance	521,334	441,470		376,052		583,381		583,381	

Special Revenue Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
2300 - Dispatch									
Revenues									
Charge for Services	395,600	31,112	7.86%	131,680	33.29%	66,623	16.84%	229,415	57.99%
Investment Earnings	100	27	27.34%	28	27.56%	9	9.28%	64	64.18%
Other Financing Sources	465,246	98,400	21.15%	98,400	21.15%	106,400	22.87%	303,200	65.17%
Total Revenue	861,449	129,539	15.04%	230,108	26.71%	173,032	20.09%	532,679	61.84%
Expenditures									
Personnel & Benefits	705,490	186,413	26.42%	198,780	28.18%	191,317	27.12%	576,511	81.72%
Operations	153,355	68,750	44.83%	22,081	14.40%	31,914	20.81%	122,745	80.04%
Total Expenditures	858,845	255,163	29.71%	220,862	25.72%	223,231	25.99%	699,256	81.42%
Expenditures by Function									
Public Safety	788,673	237,619	30.13%	203,318	25.78%	205,687	26.08%	646,624	81.99%
Other Financing Uses	70,172	17,544	25.00%	17,544	25.00%	17,544	25.00%	52,632	75.00%
Total Expenditures	858,845	255,163	29.71%	220,862	25.72%	223,231	25.99%	699,256	81.42%
Fund Balance									
Beginning Fund Balance	46,614	290,427		164,803		174,049		290,427	
Revenue	861,449	129,539	15.04%	230,108	26.71%	173,032	20.09%	532,679	61.84%
Expenditures	858,845	255,163	29.71%	220,862	25.72%	223,231	25.99%	699,256	81.42%
Ending Fund Balance	49,218	164,803		174,049		123,850		123,850	

Special Revenue Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
2310 - Urban Renewal District									
Revenues									
Taxes & Assessments	416,586	3,327	0.80%	240,360	57.70%	95,584	22.94%	339,270	81.44%
Intergovernmental Revenue	40,967	-	0.00%	20,483	50.00%	-	0.00%	20,483	50.00%
Investment Earnings	1,000	152	15.24%	105	10.54%	48	4.84%	306	30.62%
Total Revenue	460,900	3,479	0.75%	260,949	56.62%	95,632	20.75%	360,060	78.12%
Expenditures									
Operations	15,850	-	0.00%	-	0.00%	350	2.21%	350	2.21%
Capital	287,000	-	0.00%	-	0.00%	15,831	5.52%	15,831	5.52%
Debt Service	158,025	-	0.00%	31,513	19.94%	-	0.00%	31,513	19.94%
Total Expenditures	460,875	-	0.00%	31,513	6.84%	16,181	3.51%	47,694	10.35%
Expenditures by Function									
Housing & Community Devel.	302,500	-	0.00%	-	0.00%	15,831	5.23%	15,831	5.23%
Debt Service	158,375	-	0.00%	31,513	19.90%	350	0.22%	31,863	20.12%
Total Expenditures	460,875	-	0.00%	31,513	6.84%	16,181	3.51%	47,694	10.35%
Fund Balance									
Beginning Fund Balance	312,407	354,159		357,638		587,075		354,159	
Revenue	460,900	3,479	0.75%	260,949	56.62%	95,632	20.75%	360,060	78.12%
Expenditures	460,875	-	0.00%	31,513	6.84%	16,181	3.51%	47,694	10.35%
Ending Fund Balance	312,432	357,638		587,075		666,525		666,525	

Special Revenue Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
2372 - Permissive Health Insurance									
Revenues									
Taxes & Assessments	531,200	2,277	0.43%	262,576	49.43%	50,858	9.57%	315,711	59.43%
Investment Earnings	150	13	8.86%	33	22.01%	20	13.63%	67	44.50%
Total Revenue	531,350	2,290	0.43%	262,609	49.42%	50,879	9.58%	315,778	59.43%
Expenditures									
Other Financing Uses	539,100	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	539,100	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Expenditures by Function									
Other Financing Uses	539,100	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	539,100	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Fund Balance									
Beginning Fund Balance	37,757	42,197		44,487		307,096		42,197	
Revenue	531,350	2,290	0.43%	262,609	49.42%	50,879	9.58%	315,778	59.43%
Expenditures	539,100	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Ending Fund Balance	30,007	44,487		307,096		357,975		357,975	

Special Revenue Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
2397 - CDBG Revolving Loan									
Revenues									
Investment Earnings	20,000	1,922	9.61%	0	0.00%	1,751	8.75%	3,673	18.37%
Total Revenue	20,000	1,922	9.61%	0	0.00%	1,751	8.75%	3,673	18.37%
Expenditures									
Operations	14,000	1,851	13.22%	-	0.00%	1,694	12.10%	3,545	25.32%
Total Expenditures	14,000	1,851	13.22%	-	0.00%	1,694	12.10%	3,545	25.32%
Expenditures by Function									
Housing & Community Devel.	14,000	1,851	13.22%	-	0.00%	1,694	12.10%	3,545	25.32%
Total Expenditures	14,000	1,851	13.22%	-	0.00%	1,694	12.10%	3,545	25.32%
Fund Balance									
Beginning Fund Balance	622,282	735,955		736,026		736,026		735,955	
Revenue	20,000	1,922	9.61%	0	0.00%	1,751	8.75%	3,673	18.37%
Expenditures	14,000	1,851	13.22%	-	0.00%	1,694	12.10%	3,545	25.32%
Ending Fund Balance	628,282	736,026		736,026		736,084		736,084	

Special Revenue Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
2399 - Impact Fees									
Revenues									
Charge for Services	442,068	42,724	9.66%	28,010	6.34%	193,130	43.69%	263,864	59.69%
Investment Earnings	1,500	407	27.16%	137	9.12%	72	4.81%	616	41.09%
Total Revenue	443,568	43,131	9.72%	28,146	6.35%	193,202	43.56%	264,480	59.63%
Expenditures									
Operations	-	-	0.00%	-	0.00%	11,650	0.00%	11,650	0.00%
Capital	464,500	68,608	14.77%	39,812	8.57%	-	0.00%	108,420	23.34%
Total Expenditures	464,500	68,608	14.77%	39,812	8.57%	11,650	2.51%	120,070	25.85%
Expenditures by Function									
Public Safety	46,000	68,608	149.15%	39,812	86.55%	-	0.00%	108,420	235.70%
Culture & Recreation	68,500	-	0.00%	-	0.00%	11,650	17.01%	11,650	17.01%
Total Expenditures	464,500	68,608	14.77%	39,812	8.57%	11,650	2.51%	120,070	25.85%
Fund Balance									
Beginning Fund Balance	627,337	681,804		656,327		644,662		681,804	
Revenue	443,568	43,131	9.72%	28,146	6.35%	193,202	43.56%	264,480	59.63%
Expenditures	464,500	68,608	14.77%	39,812	8.57%	11,650	2.51%	120,070	25.85%
Ending Fund Balance	606,405	656,327		644,662		826,214		826,214	

Special Revenue Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
2400 - Light Maintenance									
Revenues									
Miscellaneous Revenue	149,900	746	0.50%	73,711	49.17%	14,561	9.71%	89,018	59.38%
Investment Earnings	250	26	10.37%	20	7.86%	9	3.53%	54	21.76%
Total Revenue	150,150	772	0.51%	73,731	49.10%	14,569	9.70%	89,072	59.32%
Expenditures									
Operations	86,000	19,782	23.00%	8,934	10.39%	18,627	21.66%	47,343	55.05%
Capital	65,000	-	0.00%	-	0.00%	10,681	16.43%	10,681	16.43%
Total Expenditures	151,000	19,782	13.10%	8,934	5.92%	29,308	19.41%	58,025	38.43%
Expenditures by Function									
Public Safety	151,000	19,782	13.10%	8,934	5.92%	29,308	19.41%	58,025	38.43%
Total Expenditures	151,000	19,782	13.10%	8,934	5.92%	29,308	19.41%	58,025	38.43%
Fund Balance									
Beginning Fund Balance	66,927	102,722		83,712		148,509		102,722	
Revenue	150,150	772	0.51%	73,731	49.10%	14,569	9.70%	89,072	59.32%
Expenditures	151,000	19,782	13.10%	8,934	5.92%	29,308	19.41%	58,025	38.43%
Ending Fund Balance	66,077	83,712		148,509		133,770		133,770	

Special Revenue Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
2500 - Street Maintenance									
Revenues									
Licenses & Permits	6,000	6,393	106.54%	3,077	51.28%	509	8.48%	9,978	166.30%
Charge for Services	75	311	414.31%	66	87.35%	119	158.23%	495	659.88%
Miscellaneous Revenue	1,283,388	7,423	0.58%	628,864	49.00%	124,099	9.67%	760,386	59.25%
Investment Earnings	200	52	25.80%	62	31.23%	45	22.34%	159	79.36%
Other Financing Sources	340,702	-	0.00%	-	0.00%	305,430	89.65%	305,430	89.65%
Total Revenue	1,630,365	14,178	0.87%	632,069	38.77%	430,201	26.39%	1,076,448	66.02%
Expenditures									
Personnel & Benefits	530,572	124,122	23.39%	119,027	22.43%	129,765	24.46%	372,914	70.29%
Operations	344,609	84,373	24.48%	54,229	15.74%	73,891	21.44%	212,492	61.66%
Capital	627,000	8,428	1.34%	8,648	1.38%	101,010	16.11%	118,086	18.83%
Debt Service	128,364	46,669	36.36%	-	0.00%	46,794	36.45%	93,463	72.81%
Total Expenditures	1,630,545	263,591	16.17%	181,904	11.16%	351,461	21.55%	796,956	48.88%
Expenditures by Function									
Public Works	1,361,220	182,059	13.37%	145,540	10.69%	269,802	19.82%	597,401	43.89%
Debt Service	128,364	46,669	36.36%	-	0.00%	46,794	36.45%	93,463	72.81%
Miscellaneous	1,500	-	0.00%	1,500	100.00%	-	0.00%	1,500	100.00%
Other Financing Uses	139,461	34,864	25.00%	34,864	25.00%	34,864	25.00%	104,591	75.00%
Total Expenditures	1,630,545	263,591	16.17%	181,904	11.16%	351,461	21.55%	796,956	48.88%
Fund Balance									
Beginning Fund Balance	328,542	394,772		145,359		595,524		394,772	
Revenue	1,630,365	14,178	0.87%	632,069	38.77%	430,201	26.39%	1,076,448	66.02%
Expenditures	1,630,545	263,591	16.17%	181,904	11.16%	351,461	21.55%	796,956	48.88%
Ending Fund Balance	328,362	145,359		595,524		674,264		674,264	

Special Revenue Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
2600 - Sidewalks									
Revenues									
Miscellaneous Revenue	67,195	7,545	11.23%	21,046	31.32%	11,234	16.72%	39,825	59.27%
Investment Earnings	(300)	(26)	8.64%	(12)	4.10%	(3)	1.13%	(42)	13.87%
Total Revenue	66,895	7,519	11.24%	21,034	31.44%	11,230	16.79%	39,783	59.47%
Expenditures									
Capital	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Expenditures by Function									
Public Works	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Fund Balance									
Beginning Fund Balance	(35,413)	(97,298)		(89,779)		(68,745)		(97,298)	
Revenue	66,895	7,519	11.24%	21,034	31.44%	11,230	16.79%	39,783	59.47%
Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Ending Fund Balance	31,482	(89,779)		(68,745)		(57,515)		(57,515)	

Special Revenue Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
2650 - Business Improvement District									
Revenues									
Miscellaneous Revenue	42,650	517	1.21%	18,342	43.01%	7,742	18.15%	26,601	62.37%
Investment Earnings	20	(1)	-5.40%	2	10.40%	1	3.75%	2	8.75%
Total Revenue	42,670	516	1.21%	18,344	42.99%	7,743	18.15%	26,602	62.34%
Expenditures									
Operations	60,000	17,633	29.39%	-	0.00%	20,000	33.33%	37,633	62.72%
Total Expenditures	60,000	17,633	29.39%	-	0.00%	20,000	33.33%	37,633	62.72%
Expenditures by Function									
Housing & Community Devel.	60,000	17,633	29.39%	-	0.00%	20,000	33.33%	37,633	62.72%
Total Expenditures	60,000	17,633	29.39%	-	0.00%	20,000	33.33%	37,633	62.72%
Fund Balance									
Beginning Fund Balance	18,541	18,886		1,769		20,113		18,886	
Revenue	42,670	516	1.21%	18,344	42.99%	7,743	18.15%	26,602	62.34%
Expenditures	60,000	17,633	29.39%	-	0.00%	20,000	33.33%	37,633	62.72%
Ending Fund Balance	1,211	1,769		20,113		7,856		7,856	

Special Revenue Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
2700 - Park Improvement									
Revenues									
Investment Earnings	-	21	0.00%	11	0.00%	4	0.00%	36	0.00%
Total Revenue	-	21	0.00%	11	0.00%	4	0.00%	36	0.00%
Expenditures									
Other Financing Uses	70,500	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	70,500	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Expenditures by Function									
Culture & Recreation	70,500	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	70,500	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Fund Balance									
Beginning Fund Balance	70,532	70,754		70,775		70,786		70,754	
Revenue	-	21	0.00%	11	0.00%	4	0.00%	36	0.00%
Expenditures	70,500	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Ending Fund Balance	32	70,775		70,786		70,790		70,790	

Special Revenue Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
2750 - Law Enforcement Joint Equipment									
Revenues									
Investment Earnings	30	2	6.37%	1	3.50%	0	1.23%	3	11.10%
Total Revenue	30	2	6.37%	1	3.50%	0	1.23%	3	11.10%
Expenditures									
Operations	6,593	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	6,593	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Expenditures by Function									
Public Safety	6,593	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	6,593	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Fund Balance									
Beginning Fund Balance	6,564	6,553		6,555		6,556		6,553	
Revenue	30	2	6.37%	1	3.50%	0	1.23%	3	11.10%
Expenditures	6,593	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Ending Fund Balance	1	6,555		6,556		6,556		6,556	

Special Revenue Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
2820 - Gas Tax									
Revenues									
Intergovernmental Revenue	316,175	37,541	11.87%	25,027	7.92%	37,541	11.87%	100,108	31.66%
Charge for Services	150	100	66.67%	150	100.00%	-	0.00%	250	166.67%
Investment Earnings	500	50	10.05%	25	4.97%	11	2.13%	86	17.15%
Total Revenue	316,825	37,691	11.90%	25,202	7.95%	37,551	11.85%	100,444	31.70%
Expenditures									
Operations	236,500	86,938	36.76%	13,037	5.51%	7,419	3.14%	107,394	45.41%
Capital	80,000	-	0.00%	-	0.00%	23,453	29.32%	23,453	29.32%
Total Expenditures	316,500	86,938	27.47%	13,037	4.12%	30,872	9.75%	130,847	41.34%
Expenditures by Function									
Public Works	316,500	86,938	27.47%	13,037	4.12%	30,872	9.75%	130,847	41.34%
Total Expenditures	316,500	86,938	27.47%	13,037	4.12%	30,872	9.75%	130,847	41.34%
Fund Balance									
Beginning Fund Balance	111,687	192,802		143,555		155,720		192,802	
Revenue	316,825	37,691	11.90%	25,202	7.95%	37,551	11.85%	100,444	31.70%
Expenditures	316,500	86,938	27.47%	13,037	4.12%	30,872	9.75%	130,847	41.34%
Ending Fund Balance	112,012	143,555		155,720		162,399		162,399	

Special Revenue Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
2991 - American Rescue Plan									
Revenues									
Intergovernmental Revenue	-	2,997	0.00%	-	0.00%	-	0.00%	2,997	0.00%
Investment Earnings	-	293	0.00%	160	0.00%	53	0.00%	505	0.00%
Total Revenue	-	3,289	0.00%	160	0.00%	53	0.00%	3,502	0.00%
Expenditures									
Other Financing Uses	-	-	0.00%	-	0.00%	80,000	0.00%	80,000	0.00%
Total Expenditures	-	-	0.00%	-	0.00%	80,000	0.00%	80,000	0.00%
Expenditures by Function									
Other Financing Uses	-	-	0.00%	-	0.00%	80,000	0.00%	80,000	0.00%
Total Expenditures	-	-	0.00%	-	0.00%	80,000	0.00%	80,000	0.00%
Fund Balance									
Beginning Fund Balance	-	185		3,474		3,634		185	
Revenue	-	3,289	0.00%	160	0.00%	53	0.00%	3,502	0.00%
Expenditures	-	-	0.00%	-	0.00%	80,000	0.00%	80,000	0.00%
Ending Fund Balance	-	3,474		3,634		(76,313)		(76,313)	

Debt Service Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
3002 - 2016 Fire Truck General Obligation Bond									
Revenues									
Taxes & Assessments	\$ 60,550	\$ 201	0.33%	\$ 34,294	56.64%	6,630	10.95%	\$ 41,125	67.92%
Investment Earnings	25	4	17.00%	5	18.12%	3	10.32%	11	45.44%
Total Revenue	60,575	205	0.34%	34,298	56.62%	6,633	10.95%	41,136	67.91%
Expenditures									
Operations	350	-	0.00%	350	100.00%	-	0.00%	350	100.00%
Debt Service	54,594	-	0.00%	9,797	17.94%	-	0.00%	9,797	17.94%
Total Expenditures	54,944	-	0.00%	10,147	18.47%	-	0.00%	10,147	18.47%
Expenditures by Function									
Debt Service	54,944	-	0.00%	10,147	18.47%	-	0.00%	10,147	18.47%
Total Expenditures	54,944	-	0.00%	10,147	18.47%	-	0.00%	10,147	18.47%
Fund Balance									
Beginning Fund Balance	14,740	14,220		14,425		38,577		14,220	
Revenue	60,575	205	0.34%	34,298	56.62%	6,633	10.95%	41,136	67.91%
Expenditures	54,944	-	0.00%	10,147	18.47%	-	0.00%	10,147	18.47%
Ending Fund Balance	20,371	14,425		38,577		45,209		45,209	

Debt Service Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
3003 - 2000 Fire Truck General Obligation Bond									
Revenues									
Taxes & Assessments	60,550	(30)	-0.05%	159	0.26%	3	0.00%	132	0.22%
Investment Earnings	25	2	6.04%	1	3.40%	0	1.20%	3	10.64%
Total Revenue	60,575	(29)	-0.05%	160	0.26%	3	0.01%	134	0.22%
Expenditures									
Debt Service	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Expenditures by Function									
Debt Service	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Fund Balance									
Beginning Fund Balance	5,107	5,151		5,122		5,282		5,151	
Revenue	60,575	(29)	-0.05%	160	0.26%	3	0.01%	134	0.22%
Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Ending Fund Balance	65,682	5,122		5,282		5,285		5,285	

Debt Service Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
3200 - West End Tax Increment District									
Revenues									
Taxes & Assessments	130,000	-	0.00%	61,102	47.00%	123	0.09%	61,224	47.10%
Intergovernmental Revenue	13,189	-	0.00%	6,595	50.00%	-	0.00%	6,595	50.00%
Investment Earnings	1,000	130	13.03%	74	7.37%	27	2.74%	231	23.14%
Total Revenue	144,189	130	0.09%	67,770	47.00%	150	0.10%	68,050	47.20%
Expenditures									
Operations	365,000	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Debt Service	75,807	-	0.00%	38,213	50.41%	-	0.00%	38,213	50.41%
Total Expenditures	440,807	-	0.00%	38,213	8.67%	-	0.00%	38,213	8.67%
Expenditures by Function									
Public Works	365,000	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Debt Service	75,807	-	0.00%	38,213	50.41%	-	0.00%	38,213	50.41%
Total Expenditures	440,807	-	0.00%	38,213	8.67%	-	0.00%	38,213	8.67%
Fund Balance									
Beginning Fund Balance	449,404	445,662		445,792		475,350		445,662	
Revenue	144,189	130	0.09%	67,770	47.00%	150	0.10%	68,050	47.20%
Expenditures	440,807	-	0.00%	38,213	8.67%	-	0.00%	38,213	8.67%
Ending Fund Balance	152,786	445,792		475,350		475,500		475,500	

Debt Service Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
3400 - SID Revolving									
Revenues									
Investment Earnings	100	7	7.13%	4	3.90%	1	1.41%	12	12.44%
Total Revenue	100	7	7.13%	4	3.90%	1	1.41%	12	12.44%
Expenditures									
Other Financing Uses	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Expenditures by Function									
Other Financing Uses	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Fund Balance									
Beginning Fund Balance	24,384	24,376		24,383		24,387		24,376	
Revenue	100	7	7.13%	4	3.90%	1	1.41%	12	12.44%
Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Ending Fund Balance	24,484	24,383		24,387		24,388		24,388	

Debt Service Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
3550 - SID 179 - West End									
Revenues									
Miscellaneous Revenue	34,406	-	0.00%	17,203	50.00%	23,480	68.24%	40,683	118.24%
Investment Earnings	100	8	7.53%	4	3.93%	3	2.52%	14	13.98%
Total Revenue	34,506	8	0.02%	17,207	49.87%	23,483	68.05%	40,697	117.94%
Expenditures									
Debt Service	33,350	-	0.00%	16,306	48.89%	-	0.00%	16,306	48.89%
Total Expenditures	33,350	-	0.00%	16,306	48.89%	-	0.00%	16,306	48.89%
Expenditures by Function									
Debt Service	33,350	-	0.00%	16,306	48.89%	-	0.00%	16,306	48.89%
Total Expenditures	33,350	-	0.00%	16,306	48.89%	-	0.00%	16,306	48.89%
Fund Balance									
Beginning Fund Balance	25,748	25,746		25,754		26,654		25,746	
Revenue	34,506	8	0.02%	17,207	49.87%	23,483	68.05%	40,697	117.94%
Expenditures	33,350	-	0.00%	16,306	48.89%	-	0.00%	16,306	48.89%
Ending Fund Balance	26,904	25,754		26,654		50,137		50,137	

Debt Service Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
3955 - SID 180 - Carol Lane									
Revenues									
Miscellaneous Revenue	3,379	-	0.00%	1,408	41.67%	282	8.33%	1,690	50.01%
Investment Earnings	-	(0)	0.00%	(0)	0.00%	-	0.00%	(1)	0.00%
Total Revenue	3,379	(0)	-0.01%	1,408	41.67%	282	8.33%	1,689	49.99%
Expenditures									
Other Financing Uses	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Expenditures by Function									
Other Financing Uses	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Fund Balance									
Beginning Fund Balance	(1,696)	(1,673)		(1,673)		(265)		(1,673)	
Revenue	3,379	(0)	-0.01%	1,408	41.67%	282	8.33%	1,689	49.99%
Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Ending Fund Balance	1,683	(1,673)		(265)		16		16	

Capital Improvement Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
4010 - Capital Improvement									
Revenues									
Investment Earnings	50	\$ 35	69.04%	\$ 19	37.70%	7	13.64%	\$ 60	120.38%
Total Revenue	50	35	69.04%	19	37.70%	7	13.64%	60	120.38%
Expenditures									
Capital	110,000	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	110,000	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Expenditures by Function									
General Government	110,000	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	110,000	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Fund Balance									
Beginning Fund Balance	118,531	118,512		118,526		118,545		118,512	
Revenue	50	14	27.66%	19	37.70%	7	13.64%	60	120.38%
Expenditures	110,000	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Ending Fund Balance	8,581	118,526		118,545		118,552		118,572	

Capital Improvement Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
4020 - Library Capital Improvement									
Revenues									
Investment Earnings	150	7	4.95%	4	2.71%	1	0.98%	13	8.63%
Total Revenue	150	7	4.95%	4	2.71%	1	0.98%	13	8.63%
Expenditures									
Capital	25,531	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	25,531	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Expenditures by Function									
Culture & Recreation	25,531	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	25,531	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Fund Balance									
Beginning Fund Balance	25,381	25,355		25,402		25,406		25,355	
Revenue	150	47	31.01%	4	2.71%	1	0.98%	13	8.63%
Expenditures	25,531	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Ending Fund Balance	-	25,402		25,406		25,407		25,368	

Capital Improvement Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
4099 - Railroad Crossing Levy									
Revenues									
Investment Earnings	-	0	0.00%	-	0.00%	-	0.00%	0	0.00%
Total Revenue	-	0	0.00%	-	0.00%	-	0.00%	0	0.00%
Expenditures									
Debt Service	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Expenditures by Function									
Debt Service	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Fund Balance									
Beginning Fund Balance	11	2		3		3		2	
Revenue	-	0	0.00%	-	0.00%	-	0.00%	0	0.00%
Expenditures	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Ending Fund Balance	11	3		3		3		3	

Enterprise Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
5210 - Water									
Revenues									
Charge for Services	1,898,227	\$ 705,053	37.14%	\$ 382,199	20.13%	484,790	25.54%	\$ 1,572,042	82.82%
Investment Earnings	4,000	719	17.98%	376	9.40%	144	3.61%	1,240	31.00%
Other Financing Sources	-	-	0.00%	-	0.00%	8,040	0.00%	8,040	0.00%
Total Revenue	1,902,227	705,772	37.10%	382,575	20.11%	492,975	25.92%	1,581,322	83.13%
Expenditures									
Personnel & Benefits	565,400	138,401	24.48%	152,270	26.93%	139,320	24.64%	429,991	76.05%
Operations	679,231	185,948	27.38%	138,679	20.42%	116,890	17.21%	441,517	65.00%
Capital	1,222,000	35,399	2.90%	25,919	2.12%	15,043	1.23%	76,362	6.25%
Total Expenditures	2,466,631	359,748	14.58%	316,869	12.85%	271,254	11.00%	947,870	38.43%
Expenditures by Function									
Public Works	2,289,701	315,891	13.80%	273,012	11.92%	227,397	9.93%	816,299	35.65%
Miscellaneous	1,500	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Other Financing Uses	175,430	43,857	25.00%	43,857	25.00%	43,857	25.00%	131,571	75.00%
Total Expenditures	2,466,631	359,748	14.58%	316,869	12.85%	271,254	11.00%	947,870	38.43%
Working Capital									
Beginning Working Capital	1,745,861	2,112,192		2,458,216		2,523,923		2,112,192	
Revenue	1,902,227	705,772	37.10%	382,575	20.11%	492,975	25.92%	1,581,322	83.13%
Expenditures	2,466,631	359,748	14.58%	316,869	12.85%	271,254	11.00%	947,870	38.43%
Ending Working Capital	1,181,457	2,458,216		2,523,923		2,745,644		2,745,644	

Enterprise Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
5310 - Sewer									
Revenues									
Intergovernmental Revenue	-	(22,500)	0.00%	-	0.00%	-	0.00%	(22,500)	0.00%
Charge for Services	3,069,312	783,094	25.51%	668,525	21.78%	764,955	24.92%	2,216,574	72.22%
Investment Earnings	6,500	813	12.51%	398	6.13%	151	2.32%	1,362	20.96%
Other Financing Sources	-	-	0.00%	-	0.00%	8,050	0.00%	8,050	0.00%
Total Revenue	3,075,812	761,407	24.75%	668,924	21.75%	773,155	25.14%	2,203,486	71.64%
Expenditures									
Personnel & Benefits	668,017	158,790	23.77%	176,972	26.49%	171,142	25.62%	506,904	75.88%
Operations	839,771	240,413	28.63%	180,816	21.53%	218,033	25.96%	639,262	76.12%
Capital	827,500	24,672	2.98%	51,220	6.19%	111,013	13.42%	186,904	22.59%
Debt Service	780,652	40,650	5.21%	366,640	46.97%	27,100	3.47%	434,390	55.64%
Total Expenditures	3,115,940	464,524	14.91%	775,648	24.89%	527,287	16.92%	1,767,459	56.72%
Expenditures by Function									
Public Works	2,101,032	365,398	17.39%	350,532	16.68%	441,711	21.02%	1,157,641	55.10%
Debt Service	781,002	40,650	5.20%	366,640	46.94%	27,100	3.47%	434,390	55.62%
Other Financing Uses	233,906	58,476	25.00%	58,476	25.00%	58,476	25.00%	175,428	75.00%
Total Expenditures	3,115,940	464,524	14.91%	775,648	24.89%	527,287	16.92%	1,767,459	56.72%
Working Capital									
Beginning Working Capital	1,495,232	1,365,136		1,662,019		1,555,295		1,365,136	
Revenue	3,075,812	761,407	24.75%	668,924	21.75%	773,155	25.14%	2,203,486	71.64%
Expenditures	3,115,940	464,524	14.91%	775,648	24.89%	527,287	16.92%	1,767,459	56.72%
Ending Working Capital	1,455,104	1,662,019		1,555,295		1,801,163		1,801,163	

Enterprise Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
5410 - Solid Waste									
Revenues									
Charge for Services	2,603,006	791,702	30.41%	642,433	24.68%	592,874	22.78%	2,027,009	77.87%
Miscellaneous Revenue	1,200	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Investment Earnings	-	744	0.00%	92	0.00%	37	0.00%	873	0.00%
Total Revenue	2,604,206	792,446	30.43%	642,525	24.67%	592,911	22.77%	2,027,883	77.87%
Expenditures									
Personnel & Benefits	668,758	153,526	22.96%	169,855	25.40%	156,252	23.36%	479,634	71.72%
Operations	1,637,738	369,662	22.57%	371,982	22.71%	341,340	20.84%	1,082,984	66.13%
Capital	90,000	-	0.00%	8,648	9.61%	26,712	29.68%	35,360	39.29%
Total Expenditures	2,396,496	523,188	21.83%	550,486	22.97%	524,305	21.88%	1,597,978	66.68%
Expenditures by Function									
Public Works	2,186,863	470,780	21.53%	498,078	22.78%	471,897	21.58%	1,440,755	65.88%
Other Financing Uses	209,633	52,408	25.00%	52,408	25.00%	52,408	25.00%	157,223	75.00%
Total Expenditures	2,396,496	523,188	21.83%	550,486	22.97%	524,305	21.88%	1,597,978	66.68%
Working Capital									
Beginning Working Capital	234,092	476,675		745,933		837,973		476,675	
Revenue	2,604,206	792,446	30.43%	642,525	24.67%	592,911	22.77%	2,027,883	77.87%
Expenditures	2,396,496	523,188	21.83%	550,486	22.97%	524,305	21.88%	1,597,978	66.68%
Ending Working Capital	441,802	745,933		837,973		906,579		906,579	

Enterprise Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
5510 - Ambulance Services									
Revenues									
Taxes & Assessments	30,543	123	0.40%	17,140	56.12%	3,319	10.87%	20,582	67.39%
Intergovernmental Revenue	277,318	2,601	0.94%	2,601	0.94%	2,601	0.94%	7,804	2.81%
Charge for Services	2,076,400	343,721	16.55%	379,794	18.29%	867,511	41.78%	1,591,026	76.62%
Miscellaneous Revenue	-	-	0.00%	3,590	0.00%	2,750	0.00%	6,340	0.00%
Investment Earnings	1,200	235	19.56%	88	7.33%	51	4.26%	374	31.15%
Other Financing Sources	-	-	0.00%	-	0.00%	7,000	0.00%	7,000	0.00%
Total Revenue	2,385,461	346,681	14.53%	403,213	16.90%	883,231	37.03%	1,633,125	68.46%
Expenditures									
Personnel & Benefits	1,538,761	294,207	19.12%	309,692	20.13%	291,818	18.96%	895,717	58.21%
Operations	394,437	139,689	35.41%	86,288	21.88%	89,063	22.58%	315,040	79.87%
Capital	54,400	10,594	19.48%	5,188	9.54%	-	0.00%	15,783	29.01%
Total Expenditures	1,987,598	444,490	22.36%	401,169	20.18%	380,881	19.16%	1,226,540	61.71%
Expenditures by Function									
Public Safety	1,847,254	409,405	22.16%	366,084	19.82%	345,796	18.72%	1,121,285	60.70%
Other Financing Uses	140,344	35,085	25.00%	35,085	25.00%	35,085	25.00%	105,255	75.00%
Total Expenditures	1,987,598	444,490	22.36%	401,169	20.18%	380,881	19.16%	1,226,540	61.71%
Working Capital									
Beginning Working Capital	1,004,254	903,120		805,311		807,355		903,120	
Revenue	2,385,461	346,681	14.53%	403,213	16.90%	883,231	37.03%	1,633,125	68.46%
Expenditures	1,987,598	444,490	22.36%	401,169	20.18%	380,881	19.16%	1,226,540	61.71%
Ending Working Capital	1,402,117	805,311		807,355		1,309,706		1,309,706	

Permanent Funds Summary

FUND	FY 2022 Budget	Quarter Ended September 2021		Quarter Ended December 2021		Quarter Ended March 2022		Year Ended June 2022	
		Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget	Received/ Expended	% of Budget
8010 - Perptual Cemetery									
Revenues									
Charge for Services	2,500	\$ 925	37.00%	\$ 75	3.00%	75	3.00%	\$ 1,075	43.00%
Investment Earnings	1,500	73	4.88%	40	2.67%	14	0.96%	128	8.52%
Total Revenue	4,000	998	24.96%	115	2.88%	89	2.24%	1,203	30.07%
Expenditures									
Other Financing Uses	1,500	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	1,500	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Expenditures by Function									
Other Financing Uses	1,500	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Total Expenditures	1,500	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Fund Balance									
Beginning Fund Balance	247,378	249,734		250,732		250,847		249,734	
Revenue	4,000	998	24.96%	115	2.88%	89	2.24%	1,203	30.07%
Expenditures	1,500	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Ending Fund Balance	249,878	250,732		250,847		250,937		250,937	

File Attachments for Item:

E. ACCEPT APRIL 2022 CITY COURT FINANCIAL REPORT.

**LIVINGSTON CITY COURT
FINANCIAL REPORT**

Mar-22

Date PD Monthly Report Received from City of Livingston Finance Office 4/26/2022

Tickets/Criminal Complaints Cleared: **50**

Dismissed-Plea Areement:	3	
Dismissed-Pretrial Diversion/Deferred:	4	
Dismissed-Miscellaneous:	5	
Paid-Bond Forfeit/Fine:	10	\$1,605.00
Paid-Time Payments:	28	\$5,014.91
Warrant Fees:		

	Total	\$6,691.91
Parking Tickets:		\$4,596.00
	Total:	\$11,215.91

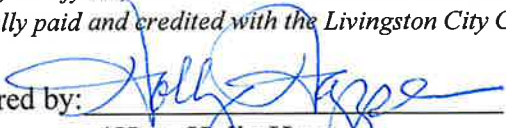
Surcharges/Costs/Fees:

MLEA Surcharge:	\$249.92
TECH Surcharge:	\$225.00
Victim/Witness Surcharge:	\$671.00
MISD Surcharge:	\$400.00
Court Costs:	\$95.00
Public Defender Fee:	
Public Defender Fee:	\$ -
Jury Fees	\$ -
Interpreter	\$ -

Total **(\$1,640.92)**

Total amount credited to City of Livingston General Fund: \$9,574.99

I hereby certify that this is a true and correct statement of the amount of fines/fees/costs which were fully paid and credited with the Livingston City Court during the month of: Mar. 2022

Prepared by: 
Hon. Holly Happe
Livingston City Judge

Date: 5-2-2022

File Attachments for Item:

F. APPROVE APPLICATION FOR LOADING ZONE IN FRONT OF FRANZEN DAVIS FUNERAL HOME.

City of Livingston
Application for Special Parking Spaces
Reserved for Disabled Persons On a Public Street
(Please note this process may take up to 90 days from date of submission)

Name of Applicant: Colin Zeman

Address: 118 N. 3rd Street Phone: 222-2531

Type of Special Parking Space Requested:

General Public Use Reserved for Personal Use of a Disabled Person. (\$50 fee)

Specific Location of the Requested Space: On 3rd Street in front of Franzen Davis

Reason for the Request: Funeral Home.

Requesting a loading zone for hours 8am to 5pm seven days a week. Open to public parking outside those hours. This is specifically for senior citizens having dedicated parking to attend funeral services.

If requesting a "special parking space" reserved for personal use in a residential area, please answer the following questions:

- Do you operate a vehicle displaying a specialty inscribed license plate issued by the state of Montana to disabled persons and displaying a wheelchair symbol, or the letters "DV" issued to disabled veteran's, or do you possess a special parking permit issued by the State of Montana to persons with a disability? *(Please provide a copy of the vehicle registration).* Yes No
- Is the requested parking space adjacent to your permanent residence? Yes No
- Does reasonably accessible and practicable off street parking exist? Yes No
- License plate number of vehicle(s) designated to use the space: _____
- Are the designated vehicles operated by you? Yes No

Administrative Use Only

Date application received: 5/3/22 Reviewed by: Shannon Holmes

Does request meet criteria? Yes No

Comments There are other loading zones in the CBD. This is a better alternative than ADA Parking because it allows public parking outside of the hours

City Commission Action: Approved Denied Date: _____

Installation of Sign:

Sign installed by: _____ Date: _____

Amount Collected: _____ Check no. _____

Removal of Sign

Sign removed by: _____ Date: _____

Reason for Removal: _____

of 8-5pm



File Attachments for Item:

G. ACCEPTING KATHLEEN KAULS APPLICATION TO SERVE ON THE CVB/DMO BOARD TO REPLACE A MEMBER WITH AN UNEXPIRED TERM.



CVB Board Application

Date of Application: 05-09-22

Name: Kathleen Kaul

Signed: [Signature]

Address: 19 Lake Drive

Telephone: work 400 222 1350

after 5:00 p.m.: _____

Cellphone: 400 222 3234

e-mail address: kathleenmariekaul@gmail.com

1. Are you a resident of the City of Livingston? yes

2. Are you a registered voter? yes

3. Will you be at least 18 years of age at the time of the appointment? yes

4. Describe the reasons you are interested in this appointment: cohesiveness - I chair the TBID Board. With the TBID and the CVB working together, we can handle twice as much with less effort

5. Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment:

A. Occupation: hotel owner and manager

B. Education: past

C. Experience: Yellowstone Country Board member
Hotel owner for 30 years

(please attach a detailed resume if desired)

6. Have you served on any previous boards or in any governmental positions in the past? yes
TBID, Yellowstone Country Board, several boards at the University of Minnesota.

7. Are you currently serving on any Community Boards? yes

A. If yes, please describe those boards. TBID Board

8. Current Employer? Murray Hotel / Murray Mgmt.

9. Are you available for night meetings? yes

10. Are you available for daytime meetings? yes

11. Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed office? no

12. If conflict of interest arose for you, how would you deal with it as an appointed member of this board? I would abstain

Return completed applications to CVB Executive Director Kris King at info@explorelivingstonmt.com or mail to: PO Box 284, Livingston, MT 59047

File Attachments for Item:

A. ALEXIS VAN PERNIS PRESENTS THE 2021 ANNUAL CONSERVATION BOARD REPORT.



414 East Callender Street
 Livingston, MT 59047
 (406) 823-6002
LivingstonMTConservationBoard@groups.io
<http://livingstonmontana.org>

Conservation Board

May 1st, 2022

To: Livingston City Commission and Livingston City Manager
 Re: Requesting the Presence of a City Commission Member at our next meeting

Dear City Manager and City Commissioners,

The City of Livingston Conservation Board has just passed its two-year anniversary. When created by the City Commission, the Board was tasked with “identifying opportunities for the City of Livingston to reduce costs and promote sustainable growth” and with aiding in “community-wide sustainability education.” While we have tried to live up to our Board’s incorporating statement—by providing input on the City’s Growth Policy and proposed green waste facility, recommending updating the procurement policy for electric vehicles and updating the City’s Dark Sky ordinance—we currently lack clarity in both process and topics for the Board’s consideration.

We look forward to our presentation of our annual report at the City Commission’s May 3rd meeting. There, we would like to discuss the process for the Conservation Board to interact with the City Commission as well as to get a sense of the City Commission’s priorities for the Conservation Board.

We would like to invite the City Manager and a City Commissioner to a special meeting, on Wednesday, May 18th, 2022 at 5:30 pm or on an alternate date. Specifically, we would like to discuss the details of several pending projects and the best way to bring them to completion.

Broad topics we have considered as a Board, and would like more input on are:

- Implementation of a Climate Action Plan, Energy Action Plan, Conservation Plan or other.
- Education projects about recycling, energy, or water conservation.
- Conservation recommendations for city buildings and vehicles.
- Additional topics as requested.

Thank you for your consideration,

City of Livingston Conservation Board
Amy Bowser
Michael DeChellis
Lindsay Ganong
Pamela Schaefer
Alexis Van Pernis

File Attachments for Item:

B. KRIS KING, PRESENTS THE FY22-23 CVB MARKETING PLAN AND BUDGET AND INFORMATION REGARDING CHANGES OCCURING AT THE STATE LEVEL FROM CONVENTION AND VISITORS BUREAU TO DESTINATION MARKETING/MANAGEMENT ORGANIZATION.

Mission Statement

The Livingston Business Improvement District (LBID) enhances the vitality of downtown Livingston by facilitating commerce, enhancing streetscapes, conducting maintenance and improving security and safety.

Vision

The LBID seeks to be one of the motivating forces behind a successful business district which preserves our historic downtown, enriches our culture and continues to improve and maintain the physical appearance and aesthetics of the District in order to continue to attract long-term and viable businesses, invigorate community activity and enhance visitor experiences.





Organizational Structure

In 2011, more than 60% of property owners within the proposed LBID boundaries signed a petition in favor of a District and the Livingston City Commission approved its formation. The LBID was formed and boundaries within the District were established. The stated purpose of the LBID is to promote the health, safety, prosperity, security and general welfare of the inhabitants of the City of Livingston and the District. Listed within the City of Livingston Resolution 4178, the LBID will also: 1) facilitate an improved business climate; 2) improve the functional characteristics of the business district; 3) conserve the historic district; and, 4) develop a strong, aggressive marketing program.

Pursuant to MCA 7-12-1141, on December 15, 2020, the LBID was unanimously renewed by Livingston City Commission Resolution 4932 from March 2021 to March 2031.

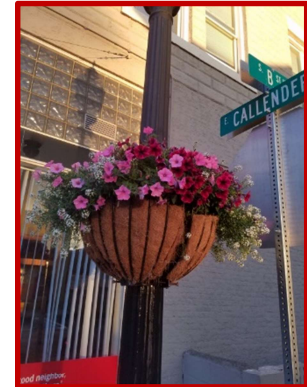
The LBID is governed by a seven-member Board of Trustees with each member serving a term of four years. The Livingston City Commission approves new or re-applying trustees when terms expire. The 2022 LBID trustees include District property owners (or their designees):

- Kathryn Bornemann – Owner of Out of Blue Antiques
- Tyler Erickson – Owner of American Bank
- Megan Eubank – Owner of Eubank Creative
- Kristen Galbraith – Co-Owner of 2nd Street Suite and Coffee Crossing
- James Langteaux – Owner of Tru North Cafe
- Brian Menges – Owner of 2nd Street Bistro, Murray Bar and Gils Goods
- Dale Sexton – Owner of Dan Baileys Outdoor Co.

LBID contracts part-time Executive Director services with Kris King of Buzz Media.

FY21/22 Achievements and Successes

Graffiti Remediation - In the historic downtown LBID boundaries and assistance for businesses and property owners outside of the boundaries. LBID contracts annually with a local private contractor to keep the District graffiti-free. The District is monitored for graffiti two to three times per week and the contractor attempts to remove tags within 24 hours. This “no hang time” policy greatly reduces incidents of additional graffiti activities from other individuals.



Flower Basket Program - Increasing from its humble beginnings of 24 baskets in 2016 to now - debuting in the summer of 2022 - 44 total baskets! These baskets are contracted with a local grower Heather’s Garden Service on the downtown light poles within the District. The LBID truck and watering system, which includes double tanks with two low-flow pumps, is used for watering activities. These services typically occur in the early hours of the morning in conjunction with emptying approximately 24 trash receptacles and monitoring the streets for litter. The City of Livingston Urban Renewal Agency (URA) generally provides funding for the annual cost to grow the flowers in the 44 baskets. The URA also purchases additional flower baskets.

Banner Program - LBID has designed, approved and had eight (up from four, not including Travel Safe) banner designs produced since the program began. Spring/Summer-themed banners are installed from April through late September and winter-themed banners are installed from October through April. The LBID Banner Program is intended to identify the downtown service area; add character and vitality to the downtown streetscapes; and, publicize a diverse range of events, activities and attractions; and banners leading into the district will be expanded to act as wayfinding signs to the District. Approved banners for local events and programs can be displayed in the downtown area for a nominal fee. This funding mechanism supports future banner bracket purchases and other downtown equipment and beautification needs.

Lamp Post Holiday Snowflake Decorations - New in 2020, 50 four-foot LED snowflake lights are hung and lit up on downtown lamp posts annually, from November to February. In 2021, in cooperation with the Holiday Lights Committee and Tourism Business Improvement District (TBID) funding was used to purchase an additional 39 snowflake decorations (in a different design and size that complement the original snowflake designs). LBID board members, volunteers and the LBID contracted service person assist in hanging these from the downtown lamp posts each November and removing them in late January.



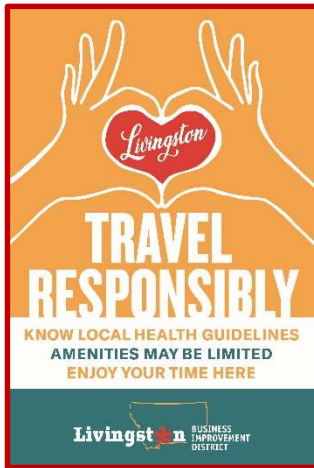
District Business Support - Including shop local and safety banners and posters; information about relevant happenings such as downtown construction and safety issues; and, grant, support, training, business and funding opportunities, such as the C-PACE program.

Media Outlet Relationships - Frequent communication with television and print media to promote Livingston, the District, businesses, events and area news.

Online and Social Media Presence - Through social media posts and videos, we promote District businesses' events and news - and the area - to increase commercial traffic. The LBID website is frequently updated with resources and opportunities for District business support and the e-newsletter – periodically produced and distributed - includes links to time sensitive and relevant resources.



Leveraging Resources through Grant Requests - In 2020, through a CARES Act grant, LBID provided Love Livingston Responsibly safety banners, hand



sanitizer stations on district sidewalks, safety signage for businesses and, partnering with other organizations and programs, spending locally with safety incentives and delivering thousands of masks and safety supplies. Many of these assets are still in use. In partnership with the Livingston Convention & Visitors Bureau (CVB), a 2022 Tourism Destination Recovery grant was funded for \$21,000 to market a new 2-day Yellowstone Harvest Festival in September, with the music ending at 7 pm so attendees may dine, shop and support downtown businesses and area hotels.

Coordinating Tourism Effort Partnerships - In collaboration with the Livingston CVB and the Tourism Business Improvement District (TBID), LBID took on the responsibility of coordinating funding and board member and executive director resources to amplify the annual budget and impact by working with these lodging bed tax funded organizations, promoting Livingston through beautification, economic development and marketing events to increase tourism, create visitor education campaigns, and Destination Management stewardship projects.

Downtown and Area Events Financial Support - Support for the Hoot music festival, Night Owl Run, Tap Into MT Brew Fest, Depot Christmas Tree Lights, Art Walks, Farmer's Markets, and many more. LBID also provides grant assistance for District associated programs or projects that align with LBID's mission.

Public Transit Community Partner Sponsorship - The LBID Board provides annual support to the free, fixed route Windrider Public Transit Program.



Other Past Event Sponsorships

- o Active Transportation Farmers Market Sponsorship
- o Montana State Classic Soccer Cup Sponsorship
- o Greater Livingston Outdoor Adventure Toy Swap
- o Building Active Community Initiatives Sponsorship
- o Centennial Celebration (National Park Service) Sponsorship
- o Downtown Parade Sponsorship
- o Holiday Story Walk
- o Green Door Gallery Mural Art Project
- o Livingston HealthCare Capital Fund Drive
- o Livingston Hoot 2015-2017

Miscellaneous Collaborations

- o Multiple letters in support related to various Livingston and Park County community projects.
- o In coordination with the URA, participation in utility box wrap program.

Proposed FY22/23 Budget

The LBID programs and services are funded by an annual special assessment of property owners within the District boundaries. Commercial and partially commercial properties are subject to the BID assessment. Exclusively residential properties, properties used for manufacturing and properties determined to be exempt from real estate taxes are not assessed. As of 2022, there were 224 property owners within the District contributing to the tax base. Taxes paid by property owners are based on the footprint of the property within the District.

The LBID assessment is applied to the annual property tax bills and is collected by the City of Livingston as part of property taxes. The funds are held by City Finance Office in a segregated account and disbursed to the LBID checking account at a separate financial institution. The current District budget for enhancement, facilitation, promotion and



Annual Report & Budget FY22/23

maintenance is approximately \$44,000 per year and is detailed below.

LBID FY22/23 Proposed Budget		Justification
Beginning Estimated LBID Fund Balance 7.1.22	\$ 15,000.00	Estimated balance of accounts at FY end.
Restricted Reserves - Holiday Lights	\$ (5,000.00)	Set aside for additional expenses related to holiday lights events.
Expected LBID Tax Income	\$ 45,000.00	Based on past years deposits from City advances.
Potential URA Contribution to Flower Baskets	\$ 10,000.00	Based on past years' contributions toward the total grow/hanging contract.
Banner Program Income	\$ 3,000.00	Potential income from organization banner rental fees.
Total Income/Available LBID Funds	\$ 68,000.00	
Operating Expenses		
Accounting/Bookkeeping	\$ 3,000.00	Fees for basic bookkeeping; check issuance; report prep for meetings; 1099 issuance; annual reporting.
Advertising	\$ 200.00	Miscellaneous ad fees.
Conferences/Meetings	\$ 800.00	Annual downtown MT convention.
Dues & Licenses	\$ 225.00	Post office box rental; annual state filing.
Executive Director Expenses	\$ 13,000.00	Average of 24 hours per month at \$45/hour
Insurance - BOD	\$ 600.00	Board of Director insurance.
Insurance - Truck	\$ 800.00	Work truck insurance.
Marketing Expenses	\$ 2,000.00	Design fees for LBID related outreach and banner materials.
Office Supplies	\$ 300.00	Paper, printer toner, envelopes, etc.
Other Office/Admin Expenses	\$ 200.00	Telephone, web, internet and bank fee expenses.
Postage	\$ 100.00	Postage for miscellaneous mailings.
Vehicle Expenses	\$ 750.00	General maintenance, tires and oil changes.
Storage Unit Rental Fees	\$ -	Paid in advance in 2021 for discounted monthly fee.
Total Operating Expenses	\$ 21,975.00	
Program/Maintenance/Event Expenses		
Banner Program	\$ 5,000.00	New LBID banners for summer and winter display.
Flower Basket Program	\$ 18,000.00	Projected flower basket price if split costs with URA (\$10,000); and contracted watering/fertilizing fees (\$8,000).
Fuel for Work Truck	\$ 800.00	Fuel costs based on past years' expenses.
Garbage Removal	\$ 3,725.00	Contracted emptying and hauling; bag replacement; receptacle minor repairs.
Graffiti Removal	\$ 3,000.00	Contracted graffiti removal on an as needed basis.
Winter Décor	\$ 5,000.00	Contractor hours to help hang and take down winter décor; purchase of light strings and replacement bulbs.
Program/Event Support - Miscellaneous	\$ 7,500.00	Miscellaneous support of annual or new events or programs that align with the LBID mission and priorities.
Reserve Contribution	\$ 3,000.00	Savings reserves for future year needs.
Total Program/Maintenance/Event Expenses	\$ 46,025.00	
Net Income/Loss	\$ -	

Livingston Destination Management Organization (previously called CVB)

FY23 Proposed Budget

As of 04.25.2022

Allowable Methods	FY23 DMO Handbook Description	Components/Tactics	Proposed Budget	Guidance from TAC
Administration	Up to, but not exceeding, 20% of the organization's new annual revenue may be designated to cover administrative expenses, which are identified in section 5.5.3. New annual revenue shall be defined as any new lodging facility use tax collections that have not had administrative expenses deducted from it. The intent of the administrative budget is to cover costs incurred in the implementation of approved methods funded by the lodging facility use tax.	Administration costs as identified in Section 5.5.3.	\$12,403.80	20% of budget
Joint Venture	The Department offers organizations the opportunity to partner in marketing projects (joint ventures) with the Department and other lodging facility use tax funded entities. Organizations shall request approval of joint ventures budget from the council at the time of the approval of the DMO plan. Projects that are decided upon after the approval of the DMO plan shall be funded through (1) opportunity marketing, (2) as a new project, or (3) by transferring funds within the approved organization's budget into their joint venture line item.	Livingston CVB is interested in participating in joint venture projects - including marketing and research opportunities - that support its destination marketing goals of attracting the Experience Seeker during the cooler season months. These projects have yet to be announced; thus the budget line item is \$0 and has been accounted for in the Opportunity Marketing line item.	\$0.00	
Opportunity Marketing	Organizations may use up to 10% of their total budget for Opportunity Marketing. These funds are then available to implement marketing methods which were unknown at the time the marketing plan was approved by the Council. Up to 50% of Opportunity funds may be committed to Convention and/or Event Subsidies. These methods should maximize the goals of the organization's marketing plan.	Livingston CVB anticipates using its opportunity marketing line item to support joint venture projects, potential cooperative marketing programs and other opportunities that support its overall FY23 goals.	\$6,201.90	10% of budget
Cooperative Marketing	The DMO Cooperative Marketing program is designed to allow organizations to promote an area or event on a cooperative basis with a nonprofit tourism-related organization. The intent of this program is to encourage the development of new or expanded marketing projects, thereby increasing the tourism appeal of the region or city.	Livingston CVB is interested in participating in cooperative marketing programs - including marketing and research opportunities - that support its destination marketing goals of attracting the Experience Seeker during the cooler season months. These initiatives have yet to be confirmed; thus the budget line item is \$0 and has been accounted for in the Cooperative Marketing line item.	\$0.00	
Marketing Personnel	Personnel related to publicity, marketing, sales and community outreach (costs can include gross wages for hours worked, paid time off, and employer state and federal taxes). • A job description including the duties of marketing personnel should be on file at the organization. • If an individual is compensated with lodging facility use tax funding for both the administrative position and the marketing personnel position concurrently, the following requirements apply: • Compensation must be made on an hourly basis for administrative duties and marketing duties. • At the end of each pay period, to the payroll invoice, each organization is required to: Attach a payroll summary showing the breakout of hours worked on administrative tasks versus marketing tasks during the pay period. Attach a marketing report which includes the days or date ranges and number of hours worked and duties performed during the pay period.	Personnel related to publicity, marketing, sales and community outreach	\$10,395.30	16.8%
Agency Services	Advertising, consulting, or contract services for marketing or destination stewardship and development. If agency is paid hourly, provide detail of service provided for work period. If paid by retainer, provide list of services provided during the billing period.	Advertising, consulting, and contract services for marketing and destination stewardship	\$6,000.00	9.7%
Marketing Resources	Online Support Services (Subscriptions or memberships such as Simpleview, CVENT, Meltwater, Cision, Submittable, Digital Asset Management, etc.)		\$468.00	0.8%
Paid Media	Multimedia, OOH, OTT, Broadcast Media, Digital Advertising, Social Media, Electronic Advertising, Digital Asset Acquisition and Management, Sweepstakes/Promotional Items			
	Multimedia, Broadcast Media, Digital Advertising, Social Media	"Experience Seeker" Winter Campaign paid media tactics to include: digital advertising, social media advertising, broadcast and print publications.	\$11,000.00	17.7%
	Sweepstakes/Promotional Items: Items for free giveaway at special events, trade shows, contests, FAM, incentives, etc.	"Sustainable Tourism Strategic Plan" incentives to encourage participation in the survey and listening sessions.	\$300.00	0.5%

Livingston Destination Management Organization (previously called CVB)

	Digital Asset Acquisition and Management: Purchase and storage of digital assets such as photographs, videos, documents, graphics, audio etc.	Purchase of digital assets for use in the "Experience Seeker" Winter Campaign and other ongoing content needs.	\$1,000.00	1.6%
Earned Media/Tourism Sales	Media Trips, Familiarization Tours, Crisis Communications, Convention and Events Promotions/Subsidies	"Experience Seeker" Winter Campaign earned media tactics to include: inviting influencers, photographers and journalists to visit during the cooler season and write stories and take photos, and capture videos about experiencing Livingston in the winter time.	\$2,000.00	3.2%
Website Development (Online, Website, Mobile)	Website Development (Online, Website, Mobile)	Update Explore Livingston website to continue to deliver content and information related to our three primary goals.	\$5,000.00	8.1%
Education/Outreach	Educational Programs, Trainings, Workshops, Conferences and Professional Development. Must be State sponsored VIC staff training or DMO approved customer service training. Costs associated with attendance to TAC meetings, Governor's Conference on Tourism, board meetings, etc. Expenses related to support of educational partners such as Voices of Montana Tourism.	Educational Programs, Trainings, Workshops, Conferences and Professional Development. Costs associated with attendance to TAC meetings, Governor's Conference on Tourism, board meetings, etc.	\$1,000.00	1.6%
Travel/Trade Shows	Exhibit fees, display materials and promotions for direct-to-consumer or meeting & convention, or events.	Not a priority at this time.	\$0.00	
Research	Market and industry research, data collection or analysis of information that helps you better understand the tourism economy, target audiences, trends and market forces, among other industry information. Results should guide development of DMO services, programs and/or promotions. DMOs should first reference cost-neutral sources from Montana Institute for Tourism and Recreation Research (ITRR) or Department partnerships for available data or research services.	Livingston CVB is using the cost-neutral sources for available data at this time.	\$0.00	
Product Development	Development or implementation of visitor amenities that enhance the visitor experience. Up to, but not exceeding, 35% of the organization's annual budget may be designated to this method. The DMO is to assess the community's needs to enhance the visitor experience and all projects must have DMO board approval. • Visitor Amenities include items such as VIC enhancements and improvements, visitor kiosks, visitor information, responsible recreation resources, cultural tourism, visitor signage and wayfinding, visitor amenities, visitor restroom enhancements, etc. • Visitor Amenities must be owned by a qualifying government entity, tribal government, or nonprofit organization. Funds are not to be used for major construction, utilities or underground infrastructure. <i>A DMO must define Destination Management/Stewardship/Development as part of its strategic role to use this method. Specific examples of allowable projects include, but not limited to: create and install brand-aligned banners at a VIC, repair public restrooms, create informational kiosk showing local Native American history, produce and circulate Recreate Responsibly information throughout community, public Wifi at key visitor location. Wayfinding/ Signage directing people to general visitor services - NOT TO SPECIFIC FOR-PROFIT BUSINESSES. Consulting fees for developing a wayfinding program.</i>	"Preserve and Protect" Campaign paid media tactics to include: billboards, banners, bumper stickers, visuals and other paid tactics.	\$6,250.00	10.1%
Visitor Services	All VICs requesting funding shall be non-profit tourism related organizations. • Every effort should be made for the VIC to be open at peak service hours between Memorial Day and Labor Day. • The lodging facility use tax revenue may be provided only to fund travel counselor manager/staffing. • Requests for funding should consider visitation figures and staffing for the previous two years of operation for the months that funding is being requested. • A job description for VIC staff should be on file at the organization. • VIC signage shall include the words "Visitor Information"	Not applicable. ExploreLivingstonMt.com functions as virtual Visitor Information Center and is updated weekly.	\$0.00	
TOTAL			\$62,019.00	

Revenue Projection

\$62,019.00

Rollover Funds at Commerce from Lodging Tax Revenue that is new

TBD

Leftover Funds from FY22 Allocated Budget that wasn't used

TBD

TOTAL

\$62,019.00

DMO Plan Narrative

NOTE: The overall goal for our FY23 DMO plan was to simplify and focus our efforts.

1. Describe Your Destination

Describe your destination (who you are, who you wish to attract and why they would come) addressing your strengths, opportunities, and potential challenges.

Livingston, Montana is an historic train town, the historic year round gateway to Yellowstone National Park, and a laidback home base for vibrant arts, epic recreation and an array of unexpectedly sophisticated dining, lodging, shopping and cultural experiences. Livingston is looking to attract travelers who appreciate the welcoming, small town vibe of a less populated Montana town, and who will recreate responsibly and relish Livingston as if it was their own.

The City of Livingston is more than the traditional gateway to Yellowstone National Park. It is a unique and desirable destination for international and national travelers, plus drive market visitors, with a wide range of interests that go beyond Yellowstone.

Livingston mixes casual small-town charm and world-class amenities with a twist of historic quirkiness and offers an impressive array of arts, culture, history, culinary, events, and recreation adventure amenities. We recently rebranded Livingston with the taglines “Rustic. Refined. Legendary.” and “Experience Epic.”

Livingston is the county seat of Park County and is situated in the middle of four stunning mountain ranges (Absaroka Beartooth Mountains, Crazy Mountains, Bangtail Mountains and the Bridger Mountains) and is nestled along the Yellowstone River - the longest, free-flowing river in the lower 48 states.

We are interested in attracting high-value, low impact visitors who appreciate all that Livingston has to offer, throughout all months of the year, but especially the cool weather season.

In addition to offering an incredible array of ways to “Stay. Play. Seize the Day”, we have preserved one of Montana’s most visually appealing and historic downtowns. Livingston is the original and year-round entrance into Yellowstone Park, offering year-round appeal, and is conveniently located 30 minutes from booming Bozeman and its international airport and less than two hours from Billings, Montana’s largest city.

Our town of approximately 8,000 residents has richly layered distinctive cultures: railroad and pioneer history; gateway to Yellowstone; fly fishing mecca; recreation hub; historically preserved downtown; rustic and luxury destination lodging and dining; popular filming location; more artists and writers per capita than anywhere in the state; thriving theatre, arts, culinary, and nightlife scenes for a town of its size; and serves a wide range of demographics from ranchers, to eco-conscious outdoor enthusiasts, to movie stars, renowned writers, artists and music icons.

Our Strengths

- **Strong Collaborations, Communications, and Partnerships:** Livingston CVB and the Livingston Tourism Business Improvement District, Downtown Business Improvement

District, Yellowstone Country, City of Livingston, Park County, Montana Downtown Directors, Montana Tourism Matters, Montana Department of Transportation, Montana Office of Tourism and Business Development, Bozeman Trail Regional Group, Livingston’s Historic Preservation Commission, Urban Renewal District, Business Owners for Community Health, Park Local Development Corp., and a wide range of local organizations addressing everything from passenger rail, public arts, Livingston Growth Policy, Parks and Trails, and Livingston’s designation in the Montana Main Street Program, among others.

- **Close Proximity to Year-Round National Park Entrance:** Historic gateway to Yellowstone National Park 55 miles away to the year-round entrance that offers year-round recreation and visiting opportunities.
- **Easily Accessible Location:** Conveniently located at the intersection of Interstate Highway 90 and Highway 89 to Yellowstone National Park, 30 minutes east of booming Bozeman and its international airport and less than two hours west of Billings, Montana’s largest city. Also between Paradise Valley to the south and Shields River Valley to the north.
- **Destination Lodging, Retreats and Hot Springs:** In addition to rustic, historic and family-friending lodging in Livingston, Park County is home to a wide range of unique short-term rentals, Sage Lodge, Chico Hot Springs, Mountain Sky Guest Ranch, Yellowstone Hot Springs, and numerous smaller dude ranches. These attract destination weddings, honeymooners, family reunions, corporate retreats and other group travelers.
- **Historic Downtown:** Preserved buildings and an Old West movie set aesthetic including many vintage neon signs and ‘ghost signs’ historic ads painted on brick buildings; attracting visitor photography and social media posts, and film scouts.
- **Small Town Shopping:** Downtown has no chain stores and a wealth of unique and boutique shops; handicrafts, records, books, art center and galleries, photography and ceramic studios, handmade chocolate shop, new-age boutiques, home goods, kitchen store, souvenirs, gifts, toys, antiques, resale and thrift stores, vintage fashion, outdoor gear and western wear. Visitors enjoy small-town, friendly service; often the owner of the business will wait on customers. Every stop is an opportunity to connect with locals.
- **Exit 333 Infrastructure:** The majority of national chain hotels and fast food are at this exit to Yellowstone National Park, but it also boasts: a large grocery store with pharmacy and sushi counter, a laundromat (with adjacent horse boarding), local meat shop and two ethnic eateries, gas stations, car wash, veterinarian, dog boarding, urgent care center, physical therapist, liquor store, smoke shop, casino, and bus stops for both free Livingston transport - Windrider is adding a Friday and Saturday evening shuttle from Exit 333 Hotels to Downtown in summer 2022 - and an events bus to Paradise Valley music venues.

Our Opportunities

- **Still Small Town Feel and Easily Accessible:** Although we’ve seen increased visitation, we’re still less populated and less visited than other parts of Montana and ideal for those who want to experience casual small-town charm and world-class amenities.
- **Cooler Season Recreation Hub:** Hundreds of miles of trails for cross country and backcountry skiing. Hiking and biking are accessible much of the cool season. New in 2021, Livingston has an indoor ice skating rink, and skating on the Lagoon when cold enough. Bridger Bowl is 30 miles away, plus access to eight state parks and several dozen trailheads are all under an hour drive from Livingston.

- **Warm Season Recreation Hub:** On the banks of the Yellowstone River with blue-ribbon fishing, whitewater rafting, scenic floating, kayaking, tour boats, and paddleboarding. Hundreds of miles of trails for hiking at all skill levels, camping, rock climbing and mountain biking. Access fourteen fishing access sites, eight state parks, several dozen trailheads; all under an hour drive from Livingston. There is also a golf course, bowling alley, shooting range and many horseback riding dude ranches.
- **Year-Round Recreation Infrastructure:** Strong recreation amenity infrastructure with robust rental and guide services: rent bikes, snowshoes, cross country and backcountry skis, kayaks, rafts, and stand-up paddleboards and book guides for fly fishing, white water rafting, horseback riding, and hunting.
- **Year-Round Foodie Paradise:** Vegan, fine dining, ethnic foods, rustic steakhouses, sushi and seafood, vintage burger joints, traditional and breakfast cafés, European style bakeries, numerous quirky coffee shops, diverse bars, two breweries, a gourmet wine shop and a regional craft beer store. Come hungry, and thirsty!
- **Year-Round Arts and Culture Hub:** Home to two live theatres and art centers, three museums with history, train, and fishing exhibits, over a dozen art galleries, a vintage movie house, outdoor and indoor live music venues, and literary events at several of our five book stores.
- **Year-Round Events:** Catering to a wide range of interests and tastes; rodeos, parades, auto show, artwalks, music, beer and film festivals, fun runs, holiday festivals, and more.
- **Breadth of Other High-Value, Low Impact Experiences**
 - **Agritourism:** Access farm-to-table fare at restaurants, the farm-to-table hospital cafeteria, Farmer’s Market, local food markets and caterers, local aquaponic growers, farms and ranches, and the Livingston Food Resource Center bakery and deli, which bakes bread for every food pantry in Montana.
 - **Destination Weddings:** offering a range of scenic wedding venues, caterers, lodging, photographers and videographers, and florists.
 - **Film Location:** Downtown Livingston’s intact historic visage has attracted commercials, television and movies for decades, the new Yellowstone Film Ranch has extensive sets, Paradise Valley and various Park County vistas are scenic year-round, and Livingston is home to many set scouts, set designers, makeup artists, set photographers, actors, musicians and prop resources. Livingston was named the 2020 Film Friendly Community of the Year at the Montana Tourism Awards and and hosted more films in 2021 than any other community in Montana.
 - **Family-Friendly Amenities:** Playgrounds, outdoor pool, skating rink, skateboard park, ceramic painting studio, youth activities at museums, free public transport, historic bus tours, golf course, winter indoor skating rink, dog parks, and trails and parks throughout town.

Our Challenges

- **Sustainability Challenges:** Livingston is experiencing increasing and unsustainable tourism, housing, workforce, small business, development and recreation pressures. Demands outpace current capacity and without a robust plan, our celebrated community character, historic architecture, and fragile recreational and environmental assets are all imperiled. To retain our irreplaceable historic assets and build a sustainable economy we are in a narrow time window to create a strategic foundational plan to forge an achievable and sustainable future.

- **Seasonality of Tourism:** Overcrowding in the warm season months (May through October) and less tourist traffic in the cooler season months (November through April) makes keeping businesses open and staff employed year-round a challenge.
- **Housing and Affordability Issues:** Increasing use of local housing as short-term rentals and the recent spike in home sales due to telecommuters has made affordable workforce housing the biggest challenge for Park County’s service and tourism industries. Short-term rentals also distort the occupancy and average daily room rates at traditional lodging properties, which also house construction crews, movie crews, and displaced residents.
- **Perception of Only a Pass-Through Location:** The perception that Livingston is a pass-through into Yellowstone National Park and not a destination in itself to explore.
- **COVID-19 Related Impacts:** Including public health wellness, business closure or limitations, staffing shortages and lack of J-1 visas, no lodging or camping vacancies, lack of rental cars, and overbooking overflow from Yellowstone National Park and surrounding communities.
- **Wayfinding Signs:** Livingston lacks comprehensive wayfinding signs at our three exits; our freeway tourism billboards are overdue for an update and are damaged; and in-town wayfinding signs are not visible, rudimentary, or non-existent.
- **Popularity of Yellowstone Series:** The popular Yellowstone series is fictionally set in Paradise Valley, increasing interest in the area by a more general audience who may have false expectations of what the area’s experience may be based on what’s been portrayed in the series.
- **National and World Events:** Including fluctuating gas prices, war, terrorism, infectious diseases, climate change (effecting water temps on our much loved and over-fished Yellowstone River) and natural disasters (floods and wildfires) all impact tourism.
- **Negative Perceptions:** Recent Montana State legislative initiatives have led to negative national press and perception of Montana as an undesirable destination due to legislation impacting trans youth, women, county health departments and public health, and expansion of open carry laws.
- **Impacts to Infrastructure and Resources:** Managing greater numbers of visitors and traffic flow negatively impacts County and City infrastructure. In 2019, another local option tax was introduced to the Montana Legislature, which would have allowed citizens to decide whether to impose a sales tax in Park County in order to pay for specific projects. The legislation would have given power to local voters, stressing it could be a way to lower local property taxes and raise more money from tourists who use local infrastructure but do not financially support it.
- **Public Transportation Options:** Lack of public transportation to and through YNP and increased tourist traffic to and from Yellowstone limit tourism and levy added burdens on local resources.
- **The WIND and Its Impacts:** The average wind speed as measured at the airport is 15.2 mph, more than 3 mph windier than Great Falls. Livingston’s severe crosswinds frequently shut down Interstate 90, rerouting interstate traffic through town on Park Street, and semis and train cars have blown over.

2. Align with Montana Brand

Briefly describe how your destination aligns with the Montana Brand.

Livingston Exemplifies the Montana Brand

More spectacular unspoiled nature: Livingston’s location among four mountain ranges, alongside the Yellowstone River and adjacent to Paradise Valley and the north entrance to Yellowstone Park as well as easy access to state parks, hundreds of miles of trails, fishing access sites, make it an ideal getaway for lovers of outdoor experiences.

Vibrant and charming small town: Livingston’s famous downtown is among the most vibrant and charming in Montana. The preserved historic businesses with vintage neon and “ghost signs” on historic buildings make it an attraction to film crews, photographers, and visitors. Downtown is actively increasing the number of murals to enhance the experience of both visitors and locals. Our niche and boutique shops, restaurants, museum and arts destinations, breweries and bars offer a mix of traditional and contemporary products and experiences. Our popular Farmer’s Market on the banks of the Yellowstone River includes live music, food and beer vendors in addition to local agriculture products, arts and crafts.

Breathtaking experiences by day, relaxing hospitality at night: In Livingston, we have multiple types of breathtaking experiences during the daytime hours - from inspiring museums to extensive recreational pursuits. Livingston has three museums featuring fly fishing, train and regional history and over a dozen local art galleries. We are home to more writers per capita than anywhere in the state with five book stores; two of which host year round literary events most weeks. Downtown art walks attract visitors throughout the warm season, and over a dozen art galleries are open year round. Bars host trivia, bingo, karaoke, open mic, and live music events weekly throughout the year. We also offer unique and boutique shopping with everything from handicrafts, to records, handmade chocolate, gifts, vintage fashion, antiques, western wear, and regional books.

Livingston is also homebase to fishing, river sports, hiking, hunting, rock climbing, skiing, horseback riding, and guided outdoor experiences. Visitors can also take a break to paint pottery with the kids, indulge in a spa treatment, or enjoy a local yoga class. Livingston has free public transport, historic bus tours, bikes for rent, a swimming pool, golf course, bowling alley, skate park, ice skating rink, and playgrounds, trails and parks throughout town.

At night, there are culinary options for every taste, live indoor and outdoor music venues, a vibrant theatre scene, movie theatre, hot springs to star watch from, two breweries, and casual or raucous bars as memorialized in the Jimmy Buffet song “Livingston Saturday Night.” We also host evening music, movie, theatre, and holiday lights festivals.

3. What is the strategic role of your DMO?

Select all that apply: Destination Marketing, Destination Management, Destination Stewardship, Destination Development).

Our Role

The Livingston CVB has multiple strategic roles, often depending on the season.

Destination Marketing Organization: During the cooler season months, November through April, we are focused on marketing the Livingston area as an arts and recreation destination and increasing the number of overnight visitors to our area. Our focus is “high value, low impact” visitors who enjoy non-motorized winter recreation, spending at local small shops and restaurants, taking advantage of our arts and culture, and are informed and respectful of local culture and wild habitats.

Destination Management and Stewardship: During warm season months, May through October, we are focused on improving the visitor and resident experience through destination management and stewardship. Our hospitality business community is often at capacity during these months, and we are looking to develop a multi-stakeholder approach to educate visitors and to maintain the cultural, environmental, economic and aesthetic integrity of our community.

Based on the strategic role you serve, provide the following information.

3a. Define your audience(s) (demographic, geographic, and psycho-graphic).

Destination Marketing Audience: High-Value, Low Impact Cooler Season Visitors

Given our destination marketing organization’s goal of attracting high-value, low impact winter/cooler month visitors to the Livingston area, we are focused on “Experience Seekers,” as outlined in the Montana Winter Brand, “Defining the Montana Winter Experience” and confirmed by Destination Analysts, “Montana Profile & Study of the Winter Enthusiast,” 2018.

As Montana communities become busier, more populated, or are not thriving, Experience Seekers - whether they are out-of-state or in-state residents - long for an authentic experience where they will experience both nature plus access to modern and erudite amenities. Livingston is that rare place. Repeat and regional visitors are more likely to visit in shoulder seasons, return to favorite shops, eateries and hotels and form connections and relationships in the area, creating a more stable income stream for Livingston and Park County year-round.

Below are characteristics of the Experience Seekers, based on the Montana Winter Brand audience and the Montana Winter Enthusiast as outlined by Destination Analysts, ITRR data from 2017 through 2021 during Q1 and Q4, plus Livingston’s attributes as a vibrant, small town destination for arts, culture, events, history, food and recreation.

DEMOGRAPHIC

- + Age: 25-75+
- + HHI: \$50K-\$100K or more
- + Couples
- + Bachelor’s degree or higher
- + Has taken 2+ domestic vacations in the past 12 months and was active on these trips

GEOGRAPHIC

- + Out-of-State: Wyoming, Utah (Salt Lake City), Minnesota (Minneapolis), North Dakota (Bismarck), Colorado (Denver), Washington (Spokane, Seattle), Idaho (Boise)
- + In-State: Billings, Helena, Missoula, Great Falls

PSYCHOGRAPHICS

Our visitors may often seek one specific outdoor activity but their trip is about much more than one activity. They are unlikely to choose a place that doesn’t have good recreational opportunities - skiing, hiking, etc. - but what will excite them about a place is what else they can experience - i.e., hot springs, arts, culture, good food. This should not be mistaken for them

wanting to pack in a little of everything; they don't. For each trip they want to do a few big things and they want to experience them fully. They also don't want to be around crowds.

- + Seeks balance between action and reflection
- + Motivated by outdoor recreation—keep in mind outdoor recreation is only one of many activities they enjoy (e.g., wildlife viewing, history, culture, arts, events, food, hot springs)
- + Wants to do multiple activities and experience them fully
- + Feels a unique connection to the natural world that only the cooler season can bring
- + Seeks the authenticity of people and places
- + Doesn't want to be in booming (and more expensive) Bozeman but appreciates the convenience of it and its airport being nearby

Destination Management Audience: Warm Season Visitors

As a destination management organization, our goal is to work collaboratively with other Livingston area entities to educate warm season visitors to encourage high-value/low impact behavior. Although we aren't marketing Livingston as a destination to this audience, it is helpful to understand who they are as we determine how to best educate them. According to ITRR data from 2017 through 2021, and confirmed by our website and social media analytics, overnight, out-of-state visitors to Livingston during Q2 and Q3 have the following characteristics.

DEMOGRAPHIC

- + Age: 25-75+
- + HHI: \$50K-\$200K or more
- + Couples and families

GEOGRAPHIC

- + Out-of-State: Minnesota, Wyoming, Washington, Idaho, Colorado, Oregon, California, New York, Florida, Texas, Arizona, Illinois

PSYCHOGRAPHICS

- + Wanting to experience national parks with Visiting Yellowstone National Park with some also making it Glacier National Park
- + Interested in spending time doing outdoor-related activities including: day hiking, camping, fishing, watching wildlife, visiting farmer's markets, biking and visiting hot springs, plus hiring an outfitter

Destination Stewardship Audience: Livingston Area Organizations

In order for us to achieve our goal of establishing a sustainable economic development and regional resource stewardship strategy, the Livingston CVB is looking to collaborate with local organizations including, but not limited to the following:

Livingston Tourism Business Improvement District, Downtown Livingston Business Improvement District, Yellowstone Country, City of Livingston, Park County, Bozeman Trail Regional Group, Livingston's Historic Preservation Commission, Big Sky Passenger Rail

Authority, Urban Renewal Agency, Yellowstone Gateway Museum, Livingston Depot Center, Livingston Gallery Association, Elk River Arts and Lectures, Park Local Development Corp, Park County Community Foundation, Park County Environmental Council, Wild Livelihoods Business Coalition, Take the Paradise Pledge, and a wide range of other local organizations that we interact with weekly.

Other supporters include: Montana Downtown Directors, Montana Tourism Matters, Montana Department of Transportation, Montana Office of Tourism and Business Development, and the Montana Tourism Advisory Council.

3b. What research supports your DMO strategy?

Montana Office of Tourism and Business Development Research

<https://marketmt.com/Programs/Marketing/Tourism-Research/Contact>

Montana Tourism Data: Card Spend

<https://marketmt.com/Programs/Marketing/Tourism-Research/Tourism-Spending>

Explore Livingston Website Analytics

<https://www.explorelivingstonmt.com/>

Consumer Marketing Market Analysis

<https://marketmt.com/Programs/Marketing/The-Montana-Brand>

Institute for Tourism and Recreation Research (ITRR)

<https://itr.UMT.edu/interactive-data/default.php>

Bed Tax Revenue

<https://marketmt.com/Programs/Industry-Services-and-Outreach/Lodging-Facility-Use-Tax>

Yellowstone National Park Visitation

http://www.tourismresearchmt.org/index.php?option=com_traveltrends&view=traveltrends&Itemid=108

Montana Department of Transportation: Airport Deboardings

http://www.tourismresearchmt.org/index.php?option=com_traveltrends&view=traveltrends&Itemid=106

BED TAX REVENUE: LIVINGSTON CVB

2021	478,128
2020	222,072
2019	270,790
2018	270,775
2017	297,629

Source: Montana Department of Commerce, Office of Tourism

YELLOWSTONE NATIONAL PARK VISITATION

2021	4,860,242
2020	3,806,306

2019	4,020,288
2018	4,115,000
2017	4,116,524

Source: National Park Service Public Use Statistics Office

AIRPORT DEBOARDINGS (BOZEMAN YELLOWSTONE AIRPORT)

2021	966,492
2020	443,466
2019	788,154
2018	671,367
2017	599,176

Source: Montana Department of Transportation

3c. What are your emerging markets?

Our destination marketing organization’s primary target audience and emerging market is the Experience Seeker, the high-value, low-impact cooler season visitor, that we have outlined in 3a. This will be a new focus for us in FY23, based on our FY23 destination marketing goal.

Emerging geographical markets for the Experience Seeker, based on ITRR data and our website analytics, include: British Columbia; Alberta; and Saskatchewan, depending on COVID-19 restrictions.

Other emerging segments that we are interested in attracting to Livingston are noted below, all of which either complement or are subsets within the Experience Seeker:

- Arts and culture enthusiasts who appreciate arts packages pairing theatre, film festivals, music festivals, art walks, and book readings with restaurant and hotel stays. A subset of the arts audience is literary, history, and arts tourism with book store and art gallery visits, readings, self guided or in person history tours, bus tours, and information about Livingston’s noted writers, with overlapping movie and music ties.
- Year-round outdoor enthusiasts (cross country, backcountry and downhill skiers, snowshoers, Yellowstone winter visitors, hikers, campers, climbers, bikers, ice skaters) with access to rental equipment and locals’ adventure recommendations.
- Foodie and farm-to-table visitors who enjoy our restaurants, boutique health markets, farmer’s markets and farm-to-table programs (school, hospital, food pantry, local ranchers, aquaponic and greenhouse producers).
- Eco-tourists focused on footprint reduction (including local public transport and bike rentals) and healthy food choices (some overlap with food conscious marketing).
- Two-wheel travelers including ebikers, mountain and road bicyclists who are attracted to the many trails in Park County, especially during the months of April and November. A

bucket list experience is also the brief Yellowstone Park spring bicycling window to enjoy biking on roads without auto traffic.

One other future, emerging market to note is the potential of attracting regional and smaller conferences during the cooler season. Future construction of a lodging facility with a meeting room near the Fairfield is being planned and would support attracting this potential market.

4. Define and describe your overall goals.

A goal is an idea of the future or desired result that a person or group of people envisions, plans and commits to achieve.

Livingston CVB has three important goals in its third year, each related to each of its strategic roles.

- Destination Marketing: Attract high-value, low impact visitors to the Livingston area during the winter/cooler months to address our current seasonality challenges with overcrowding in the warm season months and lack of tourism in the cooler months.
- Destination Management: Educate warm season visitors to encourage them to embrace high-value/low impact behavior in support of our sustainable tourism challenges.
- Destination Stewardship: Establish a sustainable tourism strategic plan, working with other local organizations to help direct visitation that both strengthens the local economy and respects resident access to recreation and cultural assets.

4a. Describe proposed tactics and projects as related to overall goals and controlled by the organization in its financial statements.

Destination Marketing Goal: Attract high-value, low impact visitors to the Livingston area during the winter/cooler months to address our current seasonality challenges with overcrowding in the warm season months and lack of tourism in the cooler months.

Overall Objective: Increase year-over-year lodging tax collections and visitor spending in the cooler months for the Livingston CVB.

Proposed Tactics and Projects: Develop and execute a cool season marketing campaign, highlighting the mixture of small town experiences that includes arts, culture, events, history, food and recreation, reaching the Experience Seeker target audience through paid, owned and earned media tactics.

Paid media tactics to include: Digital advertising, social media and print/magazine advertising reaching target audiences; plus Yellowstone Public Radio and Montana Public Radio sponsorships, and TBD joint venture marketing opportunities.

Owned media tactics to include: Content, video, photography and winter itineraries shared on website, social media platforms and email marketing campaigns (to be determined).

Earned media tactics to include: Working with influencers, journalists and photographers to be included in their stories.

Destination Management Goal: Educate warm season visitors to encourage them to embrace high-value/low impact behavior in support of our sustainable tourism challenges.

Overall Objective: Create awareness of our “preserve and protect Livingston” (exact name TBD) campaign among visitors and locals and increase year-over-year website traffic and social engagement.

Proposed Tactics and Projects: Develop and execute a “preserve and protect Livingston” (exact name TBD) campaign, educating visitors and connecting with locals about Livingston’s unique but imperiled small town culture and environmental assets. Connect with our warm season visitors both before they arrive through our website and social media platforms and then while they are here through repurposed and strategically placed signage and eye-catching visuals throughout the community.

Paid media tactics to include: Billboards, banners, etc.

Owned media tactics to include: Content, video, photography and visuals shared on website, social media platforms and email marketing campaigns (to be determined).

Earned media tactics to include: Distributing 1,000 free bumper stickers. Working with influencers, journalists and photographers to be included in their stories.

Destination Stewardship Goal: Establish a sustainable tourism strategic plan, working with other local organizations.

Overall Objective: Obtain diverse participation and input to develop key takeaways for the sustainable tourism strategic plan.

Proposed Tactics and Projects: Take the steps needed to create a sustainable tourism strategic plan; including: form steering committee of stakeholders; review existing ITRR research and other community-wide data; distribute survey to understand and measure Livingston area hospitality and tourism related businesses’s thoughts on tourism; conduct listening sessions with community members to gather input; analyze and summarize findings into key takeaways; outline plan and share with stakeholders for review and adoption.

Top Markets - Cool Season

Livingston	Zartico Affinity Card Spend Data		ITRR Data		Wix.com Data from Explore Livingsto	
	Q1 and Q4 2019-2022 - Grand Total	Nov-May: 2019-2022 - Grand Total	Q1 and Q4: 2018, 2019, 2021	Q1 and Q4: 2018, 2019, 2021	Total Unique Website Visitors	Total Unique Website Visitors
	Accommodation #s in Livingston	Total Visitor Spending in Livingston	Stayed the Night in Livingston		Jan 1, 2021 - Dec. 31, 2021 (Last Year)	April 2021 - April 2022 (Last 365 Days)
Montana	269	\$254,130	Not Available		691	1142
North Dakota	66	\$48,293	8%		5	11
Washington	60	\$29,724	9%		109	109
Wyoming	59	\$51,802	10%		60	20
Idaho	53	\$34,421	1%		26	51
Minnesota	48	\$44,679	10%		33	72
South Dakota	37	\$18,847	2%		5	9
Colorado	29	\$24,429	Less than 1%		52	82
Florida	25	\$22,761	Less than 1%		45	97
Utah	23	\$15,860	22%		165	264
Wisconsin	22	\$18,615	2%		27	34
California	17	\$37,862	Less than 1%		86	146
Texas	16	\$16,644	Less than 1%		119	193
British Columbia	Not Available	Not Available	Less than 1%		99	157

Montana

*North Dakota (might be pass-throughs or repeat visitors, not going to website for info)

Washington (not spending as much money as other top states)

*Wyoming (might be repeat visitors, not a high frequency of going to website for info)

*Idaho (might be repeat visitors, not as high of frequency of going to website for info)

Minnesota

*South Dakota (might be pass-throughs or repeat visitors, not going to website for info)

Colorado

Florida

*Utah (not spending as much money, website data might be impacted by incorrect/default iden

Wisconsin (might be repeat and/or pass-through visitors, more info needed)

California (first time visitors, small numbers but spending money and visiting website)

Texas (first time visitors, visiting the website)

British Columbia (emerging market, visiting the website, more info needed)

Top Markets - Cool Season

- Montana
- Wyoming
- Minnesota
- Utah
- North Dakota
- Washington
- Idaho
- Colorado

Top Cities	Zartico Affinity Card Spend Data	Wix.com Data from Explore Livingston	Wix.com Data from Explore Livingston	Google Analytics Data from Explore Livingston	QR Data from QR Code Generator	Facebook	Instagram	
All Year	Nov-May: 2019-2022 - Grand Total	Total Unique Website Visitors	Total Unique Website Visitors	Number of New Users	Hotel Data from Lodging Partner 2020 and 2021?	# of Scans of QR Codes from Various	Page Likes by Geography	Followers by Geography
	Total Visitor Spending in Livingston	Jan 1, 2021 - Dec. 31, 2021 (Last Year)	April 2021 - April 2022 (Last 365 Days)	April 2021 - April 2022 (Last 365 Days)		Jan 2021 to April 2022	March 29, 2022 - April 25, 2022	March 29, 2022 - April 25, 2022
Billings, MT	\$146,459	36	68	1	One of Top Cities In-State		1.30%	1.50%
Missoula, MT	\$28,653	12	21		One of Top Cities In-State	3		
Helena, MT	\$27,504	18	25	1	One of Top Cities In-State		0.50%	
Yellowstone National Park	\$27,067	Not Available	Not Available					
Great Falls, MT	\$24,391	5	9		One of Top Cities In-State	3		
Minneapolis, MN	\$23,773	13	25		One of Top Cities Out-of-State			
Rapid City, SD	\$17,891	1	1					
Moscow, ID	\$17,401	0	2					
Portland, OR	\$17,284	10	20					
Kalispell, MT	\$15,374	6	6					
Unknown, Utah	Not Available	117	207					
Unknown, Texas	Not Available	37	59					
Dallas, Texas	Less than \$8,979	24	28			5		
Seattle, WA	\$10,353	22	46		One of Top Cities Out-of-State			
Salt Lake City, UT	\$10,054	20	23					
Vancouver, BC	Not Available	18	29					
Denver, CO	\$8,989	17	26		One of Top Cities Out-of-State			
Unknown, CO	Not Available	17	21					
Unknown, ID	Not Available	14	28					
Unknown, WA	Not Available	13	26					
Surrey, BC	Not Available	12	25					
Top States	Zartico Affinity Card Spend Data	Wix.com Data from Explore Livingston	Wix.com Data from Explore Livingston	Google Analytics Data from Explore Livingston	QR Data from QR Code Generator	ITRR Data	YouTube	
All Year	All Months 2019-2022 - Grand Total	Total Unique Website Visitors	Total Unique Website Visitors	Number of New Users	Hotel Data from Lodging Partner 2020 and 2021?	Jan 2021 to April 2022	All Months 2018, 2019, 2021	Views by Geography
	Total Visitor Spending in Livingston	Jan 1, 2021 - Dec. 31, 2021 (Last Year)	April 2021 - April 2022 (Last 365 Days)	April 2021 - April 2022 (Last 365 Days)		# of Scans of QR Codes from Various	Stayed the Night in Livingston	April 2021 - April 2022 (Last 365 Days)
Montana	\$470,214	691	1142	20		42	Not Available	25%
Minnesota	\$119,491	33	72				9%	
California	\$118,634	86	146	24			2%	
North Dakota	\$91,505	5	11				3%	
Wyoming	\$87,467	13	20				5%	
Washington	\$78,473	60	109				7%	
Idaho	\$71,913	26	51				6%	
Colorado	\$61,573	52	82				4%	
Wisconsin	\$51,795	27	34				2%	
Oregon	\$50,366	26	44				3%	
Texas	\$48,953	119	193				3%	
South Dakota	\$47,199	5	9				1%	
Utah	\$30,424	165	264				7%	
Florida	\$45,650	45	97	12	One of Top Cities Out-of-State		2%	
Georgia	\$22,470	31	60				2%	
Arizona	\$44,612	23	40				4%	
New York	\$17,755	22	49	19	One of Top Cities Out-of-State	40	4%	
British Columbia	Not Available	99	157				Less than 1%	

Top Markets - Q1 and Q4				
November - April	Zartico Affinity Card Spend Data	Zartico Affinity Card Spend Data	Wix.com Data from Explore Livingst	Wix.com Data from Explore Livingston
	Q1 and Q4 2019-2022 - Grand Total	Nov-May: 2019-2022 - Grand Total	Total Unique Website Visitors	Total Unique Website Visitors
	Accommodation #s in Livingston	Total Visitor Spending in Livingston	Jan 1, 2021 - Dec. 31, 2021 (Last Year)	April 2021 - April 2022 (Last 365 Days)
Billings	60	\$146,459	36	68
Helena	28	\$27,504	18	25
Great Falls	21	\$24,391	5	9
Missoula	16	\$28,653	12	21

Top Markets - Q1 and Q4			
	Zartico Affinity Card Spend Data		
	Q1 and Q4 2019-2022 - Grand Total		
	Accommodation #s in Livingston		
Spokane, WA		16	
Powell, WY		13	
Fargo, ND		12	
Sheridan, WY		8	
YNP, WY		7	
Bismarck, ND		7	
Dickinson, ND		7	
Casper, WY		6	
Gillette, WY		6	

File Attachments for Item:

C. RON NEMETZ, CHAIR OF THE HISTORIC PRESERVATION COMMISSION PRESENTS THE 2021 ANNUAL REPORT.

Livingston Historic Preservation Commission
 Report to the City Commission / 2021 Annual Update
 January 10, 2022

The Livingston Historic Preservation Commission is comprised of a City Preservation Officer, Mathieu Menard, and 5 members of the community: Ron Nemetz, Chair, Bob Ebinger, Jack Luther, Tom Blurock, and Lindie Gibson.

The Commission met 12 times in 2021 either through Zoom or in-person meetings.

The Historic Preservation Commission accomplished the following in 2021:

1. The HPC elected officers for the 2021 term.
2. The HPC heard, reviewed, and approved or made recommendations to the City Commission on at least 22 business sign applications, 5 building façade renovations or updates, the new First Interstate Bank building signage, the *Brutus the Bear* mural, and the proposed renovations to the old JC Penny Building.
3. The HPC heard, reviewed, and approved one property for the City of Livingston Tax Abatement Program.
4. The HPC, in collaboration with the City, applied and was approved for the yearly Certified Local Government Grant.
5. The HPC received the Historical Survey Property Record Forms for the Harvat Block, 100 N. Main Street.
6. The HPC terminated the Downtown District Historical Survey property records preparer yearly contract with Jessie Nunn.
7. The HPC met with, heard, and discussed the Downtown Plan update with the Community Design Center.
8. Ron Nemetz was re-appointed by the City as a Historic Preservation Commissioner.
9. Lindie Gibson was appointed by the City as a Historic Preservation Commissioner.
10. The HPC searched for a replacement for the property records preparer.
11. The HPC discussed, commented on, and provided recommendations to the City for the City of Livingston's Growth Policy.
12. The HPC discussed and acted on at least 3 non-compliant properties.
13. The HPC worked with downtown property owners on historical markers and signs.
14. The HPC prepared an update for and recommended the City accept the Zoning Ordinance changes related to sign regulations and guidelines in the Historic District.
15. The HPC has had ongoing discussions related its role in ensuing compliance in the Downtown Historic District.
16. The HPC has had discussions regarding creating historic design review guidelines.
17. The HPC engaged with MSU Architecture students on the Inventory of Space Utilization and the Opportunity Site Designs forum.

The Historic Preservation Commission is looking forward to a continued relationship with the City of Livingston and implementing the HPC Preservation Plan for 2022.

Respectfully,

Ron M Nemetz, Chair
 Livingston Historic Preservation Commission

File Attachments for Item:

A. RESOLUTION NO. 5028: ADOPTING THE 2022 CITY TRAILS AND ACTIVE TRANSPORTATION PLAN, AS APPENDIX TO LIVINGSTON GROWTH POLICY.

RESOLUTION NO. 5028

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ADOPTING THE 2022 TRAILS AND ACTIVE TRANSPORTATION PLAN (TATP), AS APPENDIX TO LIVINGSTON GROWTH POLICY.

WHEREAS, The City of Livingston received a CARES Act Funding in 2019 and the City Commission allocated \$50,000.00 of those funds for the development of an Active Transportation Plan; and

WHEREAS, during the February 16, 2021, regular City Commission Meeting, the Commission approved Resolution No. 4940 Authorizing the contract with Vitruvian Planning for the City’s Trails and Active Transportation Plan; and

WHEREAS, the intent of the Active Transportation Plan, as defined in the request for proposals, is to develop a non-motorized Active Transportation Plan that reflects the views of the community residents, emphasizes the importance and value of our outdoor parks, natural area, and the pathways that connect us; and

WHEREAS, a steering committee, representative of multiple disciplines including business, health, public, recreation and non-profit members provided input to develop the 2022 Active Transportation Plan in cooperation with City Planning Staff and the consultant; and;

WHEREAS, the goals and objectives outlined in the TATP offer a new vision for transportation and recreation in the City of Livingston. The need for this plan was recognized in the 2019 Strategic Plan with a goal to “Foster community resilience by facilitating access to health and wellness resources, enhancing multimodal connectivity and providing stewardship of our natural environment.” It was then supported by numerous elements of the City’s 2021 Growth Policy Update; and

WHEREAS, The Livingston Planning Board voted unanimously to approve the Trails and Active Transportation Plan during its March 16, 2022, regular meeting and to move it to the City Commission recommending final approval and adoption, and

WHEREAS: City Administration believes the TATP serves as a guide for the development of and investment in the community’s transportation systems in a comprehensive manner. The plan

incorporates all applicable background information, includes a detailed analysis of options and alternatives, incorporates meaningful input from citizens and local officials, and provides a framework for future efforts within the context of State and Federal rules, regulations, and funding allocations, and City Administration supports the final adoption of this plan.

INTRODUCED at a regular meeting of the Livingston City Commission, this 19th day of April, 2022. Passed unaniamously.

NOW THEREFORE BE IT RESOLVED that the 2022 Trails and Active Transportation Plan is hereby approved by the City of Livingston City Commission.

MELISSA NOOTZ, Chair

ATTEST:

FAITH KINNICK,
Recording Secretary

PASSED, AND ADOPTED by the Livingston City Commission, during the second reading this 17th day of May, 2022.

MELISSA NOOTZ, Chair

ATTEST:

APPROVED TO AS FORM:

FAITH KINNICK,
Recording Secretary

COURTNEY LAWELLIN,
City Attorney

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN, the City Commission will conduct a public hearing on May 17, 2022, during the second reading of **RESOLUTION NO. 5028**, entitled **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, OF ITS INTENT TO ADOPT THE 2022 TRAILS AND ACTIVE TRANSPORTATION PLAN.**

The public is invited to make comments regarding the adoption of this plan. Comments will be limited to 4-minutes each. This public hearing will be conducted via Zoom. Written comments may be submitted to Faith Kinnick, City Clerk, 220 E. Park St. Livingston, MT 59047 or by email at fkinnick@livingstonmontana.org.

To Join this Zoom Meeting:

<https://us02web.zoom.us/j/81173010865?pwd=VHdPdExOTVhwcE1sRkVODFNrSFpVdz09>

Meeting ID: 811 7301 0865

Passcode: 562075

Call in: (669) 900-6833

Please publish Friday, May 13, 2022

Faith Kinnick
City of Livingston
May 5, 2022



LIVINGSTON, MONTANA

Trails & Active Transportation Plan

Trails & Active Transportation Plan

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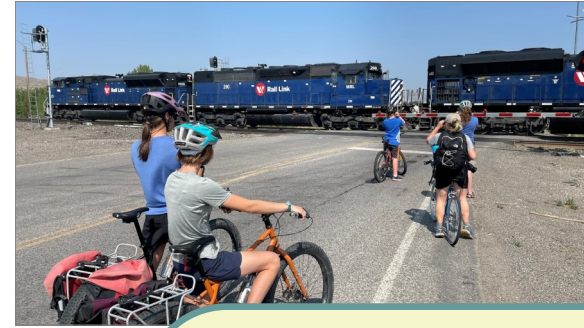
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Make No Small Plans

That is the famous quote of one of the pioneers of urban planning, Daniel Burnham. The Livingston Trails and Active Transportation Plan follows his lead as it is not a small plan. This plan contains big ideas and many projects to help the existing and future residents of Livingston exercise their freedoms to move about their community by whichever mode of transportation and recreation they choose.

The projects, programs, and policies recommended in this plan represent what the Plan’s Steering Committee and people of Livingston told us they desired. Achieving all of those recommendations will take time and energy by not only the City, but the many other organizations around Livingston.

Be bold! Pursue these recommendations with purpose. Yes, it will take time. But the results of this Plan’s recommendations will provide that freedom of mobility and ensure people are safer when exercising those freedoms.



Acknowledgments

This Plan is not possible without the dedication of its Steering Committee members, who met numerous times throughout 2021, attending workshops and the community bike ride, and helped get the word out about the survey and focus groups.

Steering Committee members are:

- Mathieu Menard, City of Livingston
- Martha O'Rourke, City of Livingston
- Jeanne Marie Souvigney, City of Livingston Parks and Trails Committee
- Torrey Lyons, City of Livingston Planning Board
- Dave Eaton, Counterpoint, Inc.
- Michael McCormick, Livingston Food Resource Center
- Sarah Stands, Park County Environmental Council
- Alecia Jongeward, Park County Schools



Trails & Active Transportation Plan Consultants



VITRUVIAN PLANNING
Boise, Idaho

Project manager: Don Kostelec, AICP
Task manager: Chris Danley



FUTURE WEST
Bozeman, Montana

Policy Analysis: Randy Carpenter
Public involvement: Jennifer Boyer
GIS/Mapping: Cameron Ellis



CATHY COSTAKIS
Bozeman, Montana

Health & Equity



1. Introduction & Call to Action

The human body is designed to move under its own power. We are the most efficient species on Earth when it comes to walking. The bicycle is proven to be one of the world's most efficient machines.

Some of the earliest moments we celebrate in a child's life are those first steps or that first time a parent lets go of the bicycle seat to allow a child to experience that first real sense of freedom.

Unfortunately, as former CDC Director Dr. Richard Jackson said, "We have engineered physical activity out of our lives." Human beings have walked ever since their first days on Earth and the bicycle pre-dates the automobile by more than a hundred years. Yet, these modes have been made inconvenient, uncomfortable, and unsafe due to the ways in which we design our street systems and place many critical destinations along high-speed, auto-oriented routes. It has led to people choosing to drive short distances for trips that could otherwise be made walking or bicycling.

The people of Livingston, Montana, seek to change that. This Trails and Active Transportation Plan sets out the goals and objectives to achieve a new vision for transportation and recreation in this city of more than 8,000 people. The need for this plan was recognized in the *2019 Strategic Plan* with a goal to "Foster community resilience by facilitating access to health & wellness resources, enhancing multimodal connectivity and providing stewardship of our natural environment." It was then supported by numerous elements of the City's 2021 Growth Policy Update.

It is through this lens that the plan is developed, albeit in an era of a global pandemic when humans are rethinking many of the ways in which we move about and interact with friends and neighbors.

Today, Livingston residents are provided a connected and safe road system where they can reach their destination once they leave their home in their automobile. This plan's recommendations would offer that same level of certainty for those who wish to travel or recreate via walking and bicycling.



What's Old is New Again

Walking and bicycling are modes of transportation that pre-date the automobile. Today, Livingston maintains a footprint that can make these modes of travel as prevalent as they were more than a century ago.

Images: Yellowstone Gateway Museum



Trails & Active Transportation Plan

Achieving this symbolizes true freedom of movement—from that child riding a bike to school with their friends to senior citizens remaining active and able to get around without having to drive.

The geography of Livingston should make walking and bicycling easy. As the crow flies, the widest point between the Yellowstone River and the foothills on the northwest side of town is 1.25 miles. This is a distance—20 minutes of walking—where studies show people are willing to walk for their errands and exercise. From its southwestern tip to its northeastern tip, Livingston is approximately three miles across—a convenient distance for bicycling.

Even with suitable distances, there remain significant barriers. The railroad tracks represent a physical, emotional, and economic barrier for Livingston's people. Park Street is a US Highway that serves as a detour for I-90 during weather-related closures. While expensive to address, overcoming these barriers is vital for the future of Livingston and worth the investment to achieve its goals.

Vision

The Vision for the Trails and Active Transportation Plan was developed to guide how the plan and its recommendations would unfold. A group of eight steering committee members made substantial commitments of time to provide input to the plan. Committee members were asked to think forward to the year 2030 and imagine a magazine report wanting to profile Livingston. The focus of the story was how the town, in just a short time, became one of the most walk- and bike-friendly small towns in the West.

What would the reporter learn? What accomplishments would they showcase? What would the steering committee show and tell them?

The results of that exercise are summarized on the next page in Figure 1-1. They were used to compile the Vision statement and goals for making trails and active transportation a safe, connected system for all of Livingston's people to use in all seasons.

Walk and Bike Sheds

The distances within Livingston are ideal for most people to walk or bike, if given safe and comfortable infrastructure by which to do so.

People often choose to take a trip on foot or by bike based on the most difficult intersection or barrier they have to overcome. This is why finding safe ways to cross major barriers like the railroad tracks and Park Street (US 89) are critical to achieve the goals of the *Trails and Active Transportation Plan*.



Figure 1-1: Vision Statement & Goals

A Vision for the Trails and Active Transportation Plan

The Livingston Trails and Active Transportation Plan is a robust, timeless plan that has staying power beyond all of us, with specific goals, funding options, and commitment to maintenance. Through its implementation, the City, its people, and its partners will:

- Create a city of safe routes for people who walk, bike, and hike,
- Connect all neighborhoods to all schools, important destinations, and community gathering places,
- Construct a system that is safe and accessible for people with assistance needs,
- Prioritize routes for implementing year-round maintenance and management practices,
- Reconfigure streets and overcome major barriers; and
- Develop an extended trail system that connects to county roadways, trails and public lands.

Link Walking and Bicycling Routes to Destinations	Build Context-Appropriate Trails	Invest in a Safe, Year-Round Experience	Overcome Major Barriers	Enact Policies & Incentives
<ul style="list-style-type: none"> • Complete the sidewalks in and around Livingston. • Construct and designate bike facilities to form a network. • Create walking and bicycling routes away from busy roads. • Focus on looping and connecting routes. • Balance what we have with what we can maintain. • Update Safe Routes to School routes, focusing on alternatives to busy roads. • Prioritize decisions around low-income neighborhoods. 	<ul style="list-style-type: none"> • Plan and provide convenient recreational trails, particularly in open spaces. • Consider both short recreational trails as well as longer trails. • Make the trail along the Yellowstone River a highlight for the community. • Refrain from abandoning rights of way that could be used for future trails. • Develop Interpretive Trails through shared spaces. • Build context-sensitive trails that fit the setting—paved vs. unpaved. • Provide landscaping and shelter along trails for year-round use. 	<ul style="list-style-type: none"> • Add fencing or other buffer along sidewalks/trails adjacent to busier roads. • Improve arrival and departure practices around schools for the safety of those accessing them on foot or by bike. • Upgrade sidewalks, ramps and other infrastructures for ADA compliance. • Add or improve lighting along bicycling and walking routes for extra safety at night and in winter afternoons. • Ensure year-round maintenance and enforcement of snow plowing/clearing and sweeping, including partnerships with other organizations. 	<ul style="list-style-type: none"> • Create safe crossings across major traffic arteries. • Make Park Street safe for walking and bicycling along and across. • Create multiple ways to cross the railroad tracks to connect the people of Livingston. • Identify open rights of way for use as micro-path connections and pocket parks. 	<ul style="list-style-type: none"> • Explore downtown parking policies to encourage more people to walk and bike. • Enforce prohibitions on impediments like large RVs and trailers parked on the streets. • Promote proper placement of garbage/recycling cans along routes so they don't impede those walking and bicycling. • Understand the need to maintain what we have combined with what is added. • Ensure that the City's night skies ordinance is considered in any future lighting along paths and roadways. • Work with businesses to make them more bike-friendly.



Trails & Active Transportation Plan

Seasons Come and Go

Even in its early days as a railroad and ranching town, the Livingston area was not an easy place to live year-round. Winters can be harsh, the winds even harsher. The days are short for many months each year. It's easy to see why a transportation mode like driving can be so appealing, even for short trips.

Making active transportation, as well as year-round recreation, appealing is a major goal of this plan. There are models in larger cities in the United States and in countries across the world of how places can achieve higher rates of walking and bicycling in winter months. This plan outlines practices in design, snow management, and partnerships to make Livingston a safe and accessible city for active modes—at all times!

The notion of “at all times” applies to conditions beyond the weather. People must go to work or school during dark hours of the day. People who walk and bike should not have to overcome long detours or other conditions when navigating construction zones. Making the healthy choice the easy choice despite all these factors will help Livingston change that paradigm to engineer physical activity back into people's lives.

Recent Initiatives

The Livingston Growth Policy Update was finalized as the *Trails and Active Transportation Plan* began. In it are two primary goals that impact this plan:

- Establish Livingston as a community recognized for its parks and trails system.
- Improve pedestrian and bicycle safety within the City.

The Trails and Active Transportation Plan builds upon these goals to give the City and its people more focused direction on how to achieve them. It also links these goals to other Growth Policy Update themes of housing, land use, economy, natural resources, and inter-governmental coordination.

Initiatives at the Park County level also spurred action for the City. The formation of the Park County Active Transportation Coalition to promote these modes was established on the heels of other City and County efforts, most notably the Park County Active Transportation Plan. The Coalition is now incorporated into Park County Environmental Council's structure after being started by the County. A summary of the plans used to inform the Livingston Plan is included in Chapter 2: Livingston's People & Context.

Bad Weather?

There's an old joke among people who bike in winter: “There's no such thing as bad weather, only bad clothing.”

While walking and bicycling during the harshest times may be reserved for those most dedicated, increasing walking or bicycling in Livingston is attainable in all seasons with a combination of infrastructure and maintenance initiatives that can make the healthy choice the easy choice.



Changing Paradigm for Walking & Bicycling

The *Trails & Active Transportation Plan* was developed in the midst of a changing attitude toward transportation. The challenge is, that in the eyes of many, people who walk and bike are viewed as an impediment to traffic instead of a legitimate road users.

A national movement called Vision Zero is emerging to change the paradigm for transportation safety and investments. MDT adopted its Vision Zero initiative in 2014; however it does not fully align with the industry-accepted definition of Vision Zero. MDT's Vision Zero is primarily an advertising campaign targeting road user behaviors, with engineering as a component rather than the primary focus.

By contrast typical Vision Zero efforts recognize the design of transportation systems either induces user error or can compound the effects of user error. (Figure 1-2)

This is seen when motor vehicle speeds are prioritized over safety, which happens frequently. Many surface streets have travel lanes wider than those on the interstate while sidewalks (if they exist) are built to a minimum widths. People who walk or bike are oftentimes forced to go thousands of feet out of their way to access a safe crossing of major roads. Montana's roadway design guides and standards still bolster this philosophy despite incorporating other modern features such as protected bike lanes. This Plan looks at active transportation through that Vision Zero lens and provides references to federally-endorsed design guides (see Appendix) to change that approach. A key method is managing motor vehicles speeds and safely incorporating walking and bicycling into transportation infrastructure.

By aligning the recommendations with Vision Zero, the people of Livingston stand to make a better case for its own streets, as well as to MDT about the needs of pedestrians and bicycling wishing to travel along or across MDT-managed routes within Livingston. This Vision Zero philosophy is incorporated into project recommendations (Chapter 4), recommended policy updates (Chapter 7) and other day-to-day practices like snow management and construction zones.

Figure 1-2: Foundational Principles of Vision Zero

Traditional Approach	Vision Zero Approach
Traffic deaths are INEVITABLE	Traffic deaths are PREVENTABLE
PERFECT human behavior	VS Integrate HUMAN FAILING in design
Prevent COLLISIONS	Prevent FATAL AND SEVERE CRASHES
INDIVIDUAL responsibility	SYSTEMS approach
Saving lives is EXPENSIVE	Saving lives is NOT EXPENSIVE

Vision Zero lays out the following tiered levels of responsibility:

FIRST, THE DESIGNERS OF THE SYSTEM ARE RESPONSIBLE for the design, operation and use of the transportation system.

SECOND, ROAD USERS ARE RESPONSIBLE for following the rules of the transportation system.

FINALLY, when some road users inevitably fail to follow the rules due to lack of knowledge, discipline, ability, or understanding of the system, **DESIGNERS MUST TAKE NECESSARY STEPS** to ensure that the resulting crashes do not result in people being killed or seriously injured.

http://visionzeronetwork.org/wp-content/uploads/2017/01/MinimumElements_Final.pdf



The City is Not Alone

While the City of Livingston led this Plan, it does not mean the City is alone in finding and applying the resources necessary to achieve a trails and active transportation network that is safe and accessible at all times. Nor does it mean these recommendations are expected to be implemented at once. The Action Steps for Implementation identified in Chapter 10 provide the game plan for achieving this.

There is great community spirit within the people of Livingston and that same spirit should be engaged to implement the plan, find funding to achieve its goals, and work together to find solutions on a day-to-day basis that keep the sidewalks, bike routes, and pathways usable for everyone.

A goal of the Trails and Active Transportation Plan is to identify the many organizations who can contribute to implementation of the plan. Small towns like Livingston will always be constrained by staff and budget resources. People recognize that and are willing to donate their time and money to overcome limitations.

The themes of the Plan are intended to put Livingston ahead of its peer cities in Montana in funding pursuits by providing insights into the impacts of active transportation on a community's physical, environmental, social, intellectual, and economic health. The data and recommendations should position the City to make a more reasoned argument for increased funding, utilizing existing funding on plan recommendations, and supporting design flexibility from agencies such as MDT on the routes it manages.

By examining the health-specific factors in building a culture of active transportation, the City can broaden its pursuit of funding to health-focused organizations. Instead of simply saying "please give money because walking and bicycling is healthy," this plan outlines how it is healthy, who stands to benefit most among Livingston's population, and how those pursuits are achieved through a lens of equity and inclusiveness to people of all ages, all abilities, all races and ethnicities, and all income levels.

An Active, Interested Community

Volunteers from the Park County Active Transportation Coalition organized to clear snow from the 89-South pathway in March 2021.

Image: Park County Active Transportation Coalition



Trails & Active Transportation Plan

High Priority Projects

The Plan identifies nearly 32 possible trail, sidewalk, and bikeway projects within the City. These projects were generated through input from Steering Committee members and the public, as well as field review and analysis by the Plan's consultant. This resulted in a list of 12 top tier priority projects totaling nearly 9 miles of sidewalks, bikeways, and trails. Those projects are listed in Figure 1-3 at right and illustrated in the Figure 1-4 map on the next page. Chapter 4: Priority Projects provides details on these projects and the recommended design options for them.

The combined cost estimate for Livingston's top tier projects is approximately \$1.7 million, not including 5th Street railroad crossing upgrades currently under consideration by MDT (Project E at right).

Yes, this is a large number for a small city. Implementing these projects will require City leadership and innovative funding policies and pursuits. The City's partners at Park County, MDT, and local advocacy organizations can assist in providing input on projects and helping the City identify possible state and federal funding sources.

Projects that did not make the list of high priority projects are summarized in Chapter 5: Other Projects, along with recommended street crossing upgrades. Chapter 6: Trails Master Plan includes a map of recommended routes within the City and in unincorporated Park County.

While these lower tier projects are not the City's highest priority projects, that does not mean the City and its partners should ignore opportunities to complete all or portions of them. New development or special funding sources may emerge that allow for implementation of these projects.

The recommended street crossing upgrades are primarily on MDT-managed routes. Upgrades such as Rectangular Rapid Flashing Beacons and the associated curb ramps and crosswalks can be pursued as individual projects or could be batched together in a grant pursuit, use of federal funds available to the City, or a request to MDT.

Figure 1-3: Top Tier Projects

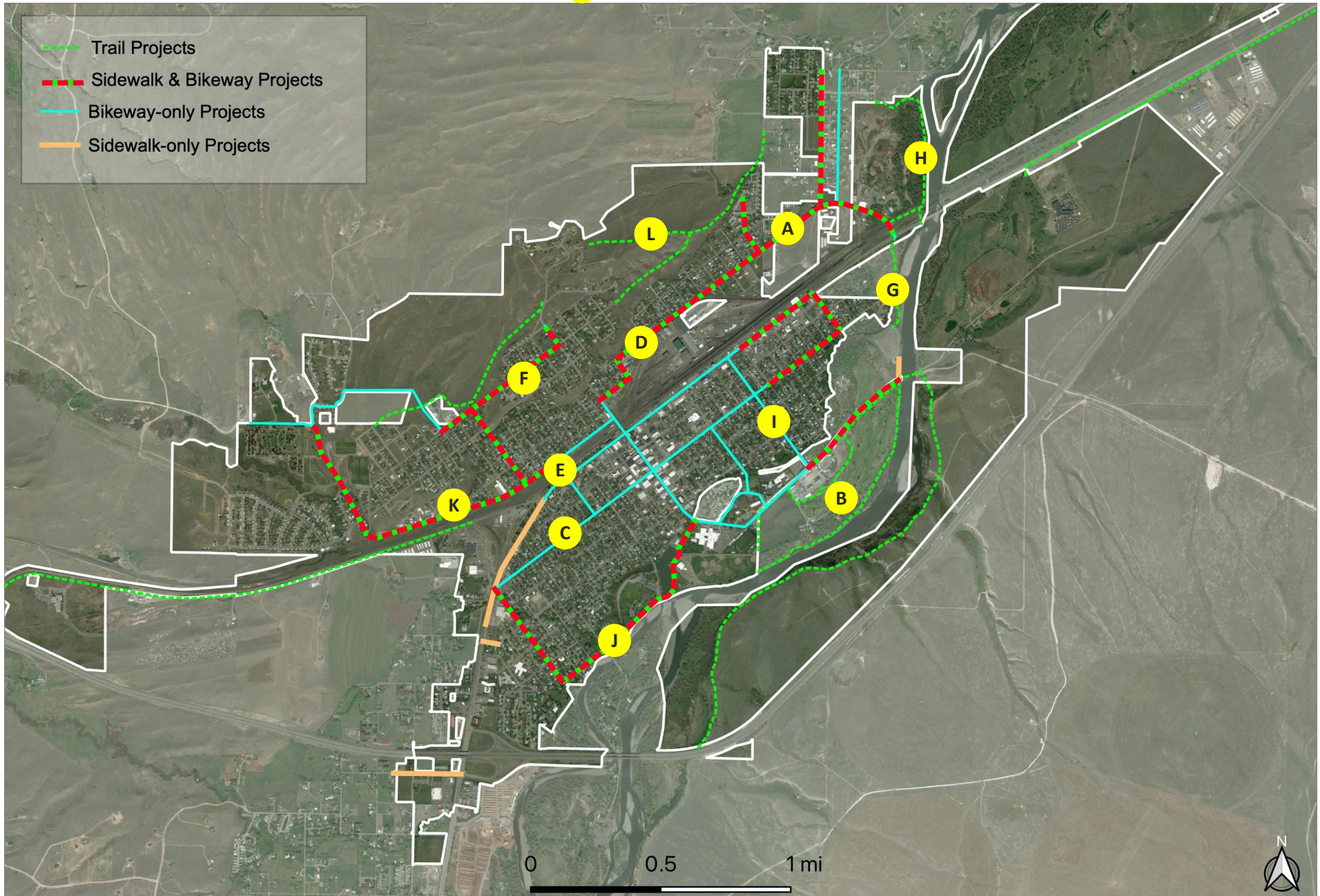
Top Tier Projects, in order of priority ranking	Cost Estimate
A. Gallatin/Bennett, N St to Park (0.6 miles) - Sidewalks and bikeway	\$200,000
B. Yellowstone River Trail, north side, Baseball/Softball Complex to Mayor's Landing (0.9 miles) - Shared use pathway	\$90,000 to \$150,000
C. Lewis/O St Crosstown Bikeway, Park to O St (1.7 miles) - Sidewalks and bikeway	\$10,000 to \$150,000
D. Gallatin/C/Chinook, Main to N St (0.8 miles) - Sidewalks and bikeway	\$120,000
E. 5th, Front to Park (0.1 miles) - Widen sidewalk to pathway width	TBD
F. Summit, 7th to Main (0.4 miles) - Sidewalks	\$75,000 to \$90,000
G. Yellowstone River Trail, Mayor's Landing to O Street Connector (0.4 miles) - Shared use pathway	\$140,000+
H. Yellowstone River Trail, north side, US 89 to Whiskey Creek Road (0.6 miles) - Shared Use Pathway and underpass of bridges.	\$250,000
I. H St, Park to Lewis (0.5 miles) - Bikeway with speed management treatments	\$40,000 to \$200,000
J. River Dr, 12th to Main/View Vista (0.8 miles) - Sidewalks and bikeway	\$250,000
K. Front, 5th to Star Road (0.8 miles) - Sidewalks and bikeway	\$150,000 - \$200,000
L. North Hills Trails, East, Green Acres to Summit/Water Tower (1.2 miles) - Hiking/biking trail	\$50,000

Note: Cost estimates are in 2021 dollars and for construction only. The volatility in the construction industry and with materials will also impact costs upon project implementation.



Trails & Active Transportation Plan

Figure 1-4: All Ranked Projects with Top Tier Projects Listed in Figure 1-3 X



Who Walks and Bikes in Livingston?

Throughout this Plan you will find profiles of the people of Livingston who walk and bike. People were asked to tell a short story of why they walk or bike and provide a picture of themselves participating in this mode.

The goal of these profiles is to dispel common myths about the characteristics of those who choose to recreate or travel via active modes. It's not just one type of person who bikes and not every bicyclist wears spandex. Those who walk are a combination of those who may not have other options due to age, disability, or socioeconomic status, as well as those who simply enjoy taking the time to walk for recreation or to nearby destinations.

In their own words

Betsy

Not since I was a kid have I lived where I can bicycle or walk to many of the places I need to go. In Livingston, I have come to enjoy biking or walking to do many of my errands—or just to get to the river or the park because, how can you not want to be in a park?

Becoming comfortable on my bike on city streets took a bit, but I soon learned which ones are easier to travel. And, I have discovered that, if I'm not on my bike or my feet, I miss so much: like the sweet dogs fenced in yards looking for a pat, the beautiful flowers blooming in gardens and alleys around town, or the waves and hellos I get from folks sitting on their porches. You just have a different feeling about your town when you see it in slower motion, and not from behind the windshield.



In their own words

Martha Nawacki

I take my baby son, my dog, and myself for walks *almost* everyday for exercise and to take in some fresh air.

It is about 8 blocks to our nearest park at G Street, and about 11 to downtown. We live in a part of town that does not have many ADA ramps, has missing sections of sidewalk, and has damaged sidewalks where they do exist.

Fortunately, our neighborhood does not have too much traffic. As such, we do a lot of our walking in the streets. It would be safer to walk on a nice sidewalk, but that isn't very feasible with a stroller on the south-east end.



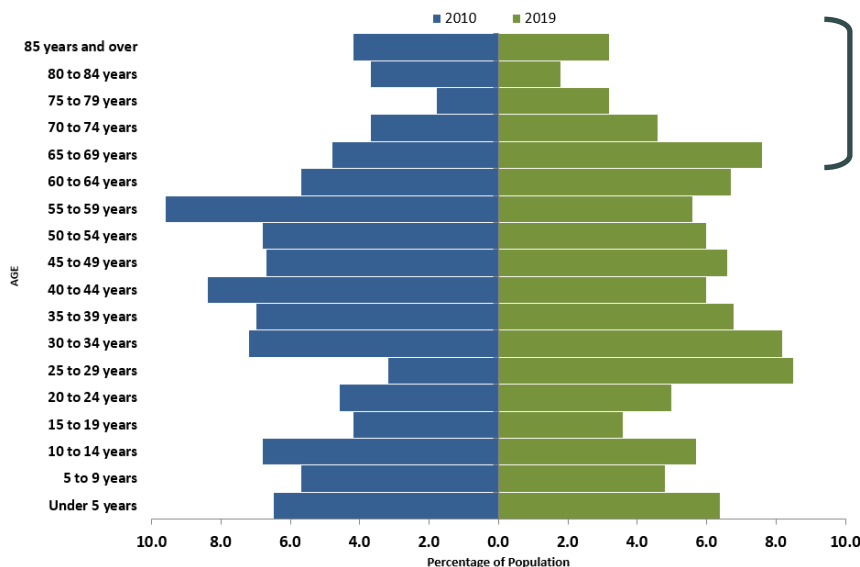
2. Livingston's People & Context

The Trails and Active Transportation Plan is for the people of Livingston—those who live here today and future generations. Census data from 2010 and 2019 indicate Livingston's population is aging. The proportion of the population over age 65 grew from 18.2% of the population to 20.4% in 2019 estimates. The population pyramid below shows the percent of the City's population by age range.

The aging of the population is predicated on the large population sector known as Baby Boomers, who are now in retirement age. This has prompted organizations like AARP to jumpstart initiatives like age-friendly communities to encourage local leaders to implement the types of changes that make communities more livable for people of all ages, especially older adults.

Livingston's working age adult population remained relatively unchanged during that timeframe, comprising just more than 59% of the population.

Figure 2-1: Population Pyramid for Livingston—2010 & 2019



Older Adults (age 65+): 18.2% in 2010; 20.4% in 2019
Older adults are seeking walkable and bikeable communities because they want to lead an independent lifestyle as they approach retirement age and ultimately retire. Older adults are concerned about their safety while walking and bicycling in terms of self-defense, traffic exposure, and the risk of falling. The isolation that can come from being in a large, rural state during retirement has been shown to have negative physical and mental health effects.

Working Age Adults (age 20-65): 59.2% in 2010; 59.4% in 2019
The life of a working adult is complicated. They are seeking greater work/life balance while also considering the needs of the family, both elders and offspring. While a daily commute may require driving due to distances and job access in a larger, nearby city, working adults are seeking ways to walk and bike when in their own neighborhood or small city.

Youth (age <19): 23.2% in 2010; 20.5% in 2019
Youth seek to explore the world around them and express their free will in these years. With increasing demands on the family and most households having both parental units in the workforce, youth are being asked to be more independent. Walkable and bikeable communities allow for this to occur in a safe environment.



OF LIVINGSTON'S WORKING AGE ADULTS
COMMUTE LESS THAN 10 MINUTES
TO GET TO WORK.

THIS IS A TARGET POPULATION FOR INSPIRING
MORE WALKING AND BICYCLING TRIPS.



Trails & Active Transportation Plan

The growth in percentage of Livingston's population above age 65 has come at the expense of its youth population, which declined as a percentage of the City's overall population but still comprises more than 1 in 5 residents.

Demographic Data

Other key demographic data was drawn from the US Census Bureau's 2019 American Community Survey data for Livingston. The data highlighted at right shows some of the key indicators related to active transportation in Livingston.

A major shortcoming of transportation data and travel modes in the United States is the fact that the Census only asks about a person's journey to work. On average, a person takes 10 trips throughout a normal day with a commute trip accounting for two of those trips. Nothing is known about mode choice for the other 80% of trips.

Currently, nearly 11% of Livingston's people commute to work via active modes, with walking being the primary active mode of choice at 8.8% of the population. One notable element of the walk to work mode share is the difference between men and women, with 11.2% of females walking to work compared to 8.0% of men walking to work. Bicycling accounts for 1.8% of commute trips among Livingston's people.

Other key populations to understand non-motorized transportation and recreation needs are those who are too young to drive (under 15) and those who are reaching an age where driving becomes more difficult (over age 75). This comprises more than 1 in 4 people in Livingston. More than 7% of the City's population lives in a household with no access to a vehicle.

Nearly 1 in 8 people in Livingston has some type of disability with 57.2% of those reporting a disability over the age of 65. Beyond infrastructure such as curb ramps and sidewalks, the needs of people with disabilities should be considered in all infrastructure. For example, people with disabilities may more easily travel by bike or have an adaptive or recumbent bike to use.

Figure 2-2: Select Census Data for Livingston



Source: US Census, American Community Survey (2019)



Crash Data

Unlike driving, walking and bicycling are experienced through a person's senses. Because of this, the perception of safety is often times a more important factor than the actual safety of a system.

The table at right shows Livingston's history of pedestrian and bicyclist crashes at a rate normalized per 10,000 people for years 2009 through 2018. In comparing Livingston's data to peer cities in Montana, the City performs very well in terms of crash rate per 10,000 people. Various local factors play into these figures, including presence of major traffic routes through town, driver compliance, tourism, and population demographics.

Just as commute mode share data has its limitations, so does the common crash data used by transportation planners and engineers to inform the design of facilities. The presence or absence of a crash is not the only indicator of safety. Unlike motor vehicle crash data, where it is assumed every road is usable by drivers, emerging studies show the design of transportation infrastructure may suppress walking and bicycling. For example, a road that has high speeds and no facilities or crossings for walking and bicycling may have a low number of crashes or none at all. This isn't because it's designed to be safe; rather it's because few people walk or bike there because it's not safe to do so.

There is also a documented history of underreporting of bicyclist and pedestrian crashes, per Federal Highway Administration. If a bicyclist is involved in a crash that does not involve a motorist, then that crash is not reported whereas a single motor vehicle crash that causes injury or property damage greater than \$1,000 is reported. A bicyclist who runs into a ditch, breaks a collarbone, and destroys a \$1,100 bicycle will never show up in crash reports compiled by police and MDT and used to inform road design.

Further, people who are hit by a motorist while walking or bicycling but receive only minor injuries may be more likely to prioritize getting to medical care than reporting the crash to local authorities.

Figure 2-3: Crash Data for Montana Cities with Population 4,000 to 10,000

City	Population (2019 5-yr Estimate)	Pedestrian Crashes	Bicyclist Crashes	Total	Crashes per 10,000 pop.
Hamilton	4,723	22	45	67	141.9
Lewistown	5,885	17	15	32	54.4
Sidney	6,416	23	8	31	48.3
Havre	9,786	23	14	37	37.8
Belgrade	8,685	13	17	30	34.5
Glendive	5,126	10	6	16	31.2
Whitefish	7,714	7	17	24	31.1
Dillon	4,261	8	5	13	30.5
Miles City	8,487	20	3	23	27.1
Laurel	6,834	6	11	17	24.9
Columbia Falls	5,429	4	7	11	20.3
Livingston	7,575	6	7	13	17.2
Polson	4,918	6	1	7	14.2

Source: US Census, American Community Survey (2019), MDT Crash Data (2009-2018)

Note: There are limitations to pedestrian and bicyclist crash data. These modes have higher percentages of unreported crashes and state motor vehicle laws prohibit some bicyclist crashes from being reported. Emergency Room admission data, if available, may show the greater magnitude of overall crashes involving pedestrians and bicyclists but will not identify the location of the crash.



Trails & Active Transportation Plan

What People Say

Past and ongoing planning efforts have consistently pointed to interest among Livingston's people for more robust investment in trails and active transportation.

Growth Policy Update (2020). The Community Survey for the Growth Policy update identified the five most popular transportation policies:

- Build a new separated grade crossing on the west side of town;
- Design improvements for people with disabilities;
- Design pedestrian-friendly transportation improvements; and
- Invest in sidewalk and street improvements in older parts of town.
- Develop a community wide interconnected trail system in town.

Livingston Parks and Trails In Our Community Survey (2019).

Nearly 350 people completed this survey, which documented attitudes and opinions about parks and trail use. Some notable findings included:

- Widespread use of parks and trails across all seasons, with more than 43% saying they use them weekly during winter;
- The four most popular activities among respondents were: Walking, nature walks/hiking, walking a dog, and bicycling;
- 69% said health, wellness, and fitness is the most important function that should be considered when designing enhancements and/or improvements to the parks and trails system;
- 78% said walkable and bike-friendly development was the most important principle to consider when planning the parks and trails system; and
- Natural surface trails were preferred to paved surface trails.

Park County Active Transportation Plan (2016). For the entirety of Park County, *Active Transportation Plan* was adopted in 2016 and noted broad support for active transportation investments. Survey input was received from 400 people through this plan.

- 59% want to see improved hiking/biking trails, and walking paths;
- 70.4% were satisfied with their access to trails while 49.4% said they were dissatisfied with the number of trails; and
- Increasing the number of trails was the highest rank singular improvement people identified.

Figure 2-4: Sample Results of Growth Policy Update Visual Preferences Survey

**How do you define community character?**

"The streets are safe, everything is close enough to walk (which needs to be improved), public spaces and 'third places' are enhanced to create more interactions that define our unique community."

- One response to a question on Community Character provided through the public input on the Growth Policy Update



Trails & Active Transportation Plan

Livingston's Planning Context

This is not the first time trails and active transportation have been explored through a plan in Livingston, but it is the first time there has been a plan focused on the subject.

A key component of the Trails and Active Transportation Plan is to use past planning efforts to inform the specific projects, programs, and policies for walking and rolling in Livingston. This chapter contains a summary of the existing plans and major projects.

Plans and Projects

Growth Policy Update. Improving pedestrian and bicycle safety and creating a complete and well-maintained transportation network are the two transportation goals in the adopted Growth Policy. They are supported by the recommendations contained in the Trails and Active Transportation Plan.

There are several supportive policy goals beyond the transportation section of the Growth Policy. A primary theme regarding land use is to promote infill and redevelopment of brownfields. These goals, when enacted, take advantage of existing infrastructure such as sidewalks, streets, and pathways. These strategies offer the greatest potential to create active transportation trips and greater return on investment.

Other goals, as identified in Figure 2-5, also expand choices and increase active transportation. Any new employment that is located within Livingston offers a chance for a local resident to reduce commute costs by walking and bicycling to work. The goal for identifying and improving non-motorized gateways means those who enter the City by automobile will recognize the safety and mobility of people using active modes is a higher priority than vehicle speeds.

Chapter 7: Land Use & Policy Recommendations provide specific transportation policies the City of Livingston can adopt to achieve the goals established in the 2021 Growth Policy.

Figure 2-5: Key Growth Policy Goals That Promote Trails & Active Transportation

Goal 8.1: Improve pedestrian and bicycle safety within the City.

Ensure trail and sidewalk connectivity within and around the City.

Make streets safe for all modes of transportation when planning for future developments and rehabilitation of existing transportation infrastructure.

Develop a Safe Routes to School Travel Plan for the City.

Review & update the land use plan to reflect the ability of the transportation system to maintain an acceptable level of mobility.

Goal 8.2: Create a complete and well-maintained transportation network within the City.

Develop additional grade-separated crossings to serve areas of planned growth.

Require road and multi-use trail and/or sidewalk connections to existing and future developments.

Ensure that bicycle, pedestrian, and trail connectivity is evaluated in all requests for modification or abandonment of public rights-of-way or access easements.

Other Sections that Support Trails & Active Transportation

Goal 2.1: Preserve and enhance Livingston's unique community character

By identifying key non-motorized entry points and investing in them, the City will make it clear that people who walk and bike are a priority.

Goal 3.1: Prioritize infill over expansion

Infill means that existing infrastructure, such as sidewalks and pathways are maximized in terms of usage and return on investment.

Goal 3.5: Encourage the responsible growth of Livingston

If measuring new development according to the principles of Smart Growth, then new development must be walkable and provide a variety of transportation choices.

Goal 3.5: Rehabilitate brownfields for new development

By doing this, Livingston can control how new development occurs in these centrally-located parcel to maximize active transportation opportunities.

Goal 6.1: Strengthen and diversify...employment opportunities

Every job gained within Livingston means a city resident is more likely to be able to walk and bike to work and have additional income to spend locally due to a less burdensome commute.



Trails & Active Transportation Plan

Livingston Zoning & Subdivision Regulations. An outcome of the Growth Policy Update is likely to be changes to the zoning ordinance and subdivision regulations. The Trails and Active Transportation Plan includes a review and recommendations to the subdivision regulations as the City works toward these updates. A key recommendation is formally adopting the Trails Master Plan map (see Chapter 6) by reference in the City's code so trail easements are made a condition of approval of new development where these future trails are proposed.

The City's existing zoning closely aligns with the growth area map in terms of Livingston identifying undeveloped areas on the east and west sides of town for higher density residential development.

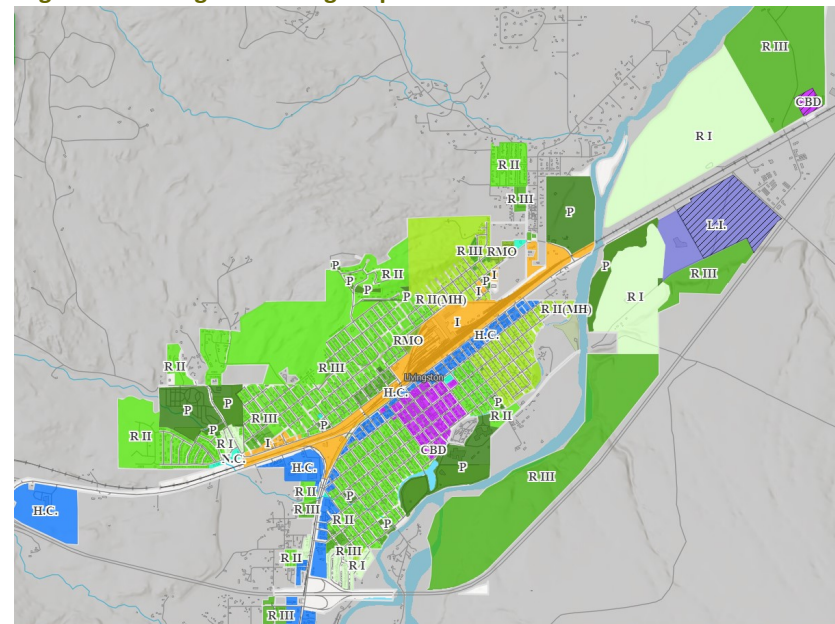
If realized, higher density development would help generate additional demand for trails and active transportation but needs linkages to planned and existing commercial, recreation, and educational land uses. As this growth occurs it is likely that internal sidewalk and bikeway networks will be built in subdivision, but this may still leave gaps connecting to and along major routes.

The City's subdivision regulations provide little direction for walking and bicycling routes. The current policy defines arterials, collectors and local streets strictly from a motor vehicle movement standpoint. Arterials are those main arteries of traffic that typically carry higher volumes of motor vehicles at higher speeds.

These arterials are also where key destinations are located and where people who walk and bike desire to go when traveling by those modes for non-recreational purposes. Collectors work to distribute traffic between arterials and local residential streets but oftentimes serve as a type of arterial for active transportation trips if they are parallel to major routes.

Policy recommendations included in this plan include defining what different types of streets mean for walking and bicycling, in addition to motor vehicle traffic. Through this, the City can better evaluate transportation impacts for all modes, as well as recreational access to trails, when reviewing and approving new subdivisions.

Figure 2-6: Livingston Zoning Map



Trails & Active Transportation Plan

Parks and Trails Master Plan. The purpose of the Parks and Trails Master Plan (2012) was to assess and inventory park and trails, as well as existing facilities and programs and develop a master plan to guide future development of parks and trails.

Public input sessions were conducted to guide the process. The input included widespread support for additional trails and active transportation.

The plan states that “balanced park systems require space for both active and passive recreation, designed to meet the needs of current and future residents, all tied together by trails and pathways into a cohesive system.”

The park facilities identified in the plan are considered primary destinations for active transportation trips. A resident of Livingston should be able to access parks within the City by walking or bicycling instead of driving.

To accomplish this, the plan identifies existing trails, proposed trails, and potential shared roadways for bicycling. These routes form the basis for the assessment of such facilities that are explored in more detail for the Trails and Active Transportation Plan. Major trails identified as existing or planned include:

- Bozeman Trail Connector
- Bozeman Trail/Jondrow Spur Trail
- City Water Plant Trail
- Front Street Trail
- KPRK Trail
- Livingston Ditch Trail
- Livingston Depot Center Trail
- Mayor Landing Myers’ Riverview Trail, Yellowstone Bridge
- Sacajawea-Mayors Landing Levee Trail
- Shared Roadway Connectors

The total estimated costs of these trail and bikeway investments was nearly \$2 million.

Figure 2-7: Sample Trails & Bikeway Assessment in the Parks & Trails Master Plan



Northwest Livingston Infrastructure Project. The Northside Transportation Plan, which focused primarily on vehicular traffic, spawned the initiative to examine and fund major infrastructure projects in northwest Livingston, most notably an underpass of the railroad on this side of town. The cross sections proposed a shared use pathway on only one side of these roads, which may not be adequate to properly provide for safety, mobility, and access for non-motorized users.

If a pathway is built along one side of major arterials, then a sidewalk should be built on the other side along with frequent crossing points for bicyclists and pedestrians to access destinations easily accessible to motorists. A pathway on only one side of an overpass or underpass may be adequate as long as no major trip generators are developed on the opposite side to create out-of-direction travel for people using active modes. Any efforts to move to more detailed design for a railroad underpass or overpass should incorporate design guidance from sources identified in this Plan’s Appendix.

ADA Transition Plan. The City completed an Americans with Disabilities Act Transition Plan in February 2019 to meet federal requirements. A Transition Plan and related self assessment is required as part of the 1991 passage of ADA, which is considered Civil Rights Law in the United States.

The goal of the Transition Plan is to identify existing barriers to accessibility for people with disabilities. It’s relationship to active transportation is within the public rights of way that contain sidewalks and curb ramps.

Beyond annual investments to upgrade curb ramps, the following improvements are identified in the Transition Plan’s Action Log for accessibility improvements to meet ADA requirements:

- O Street Connector Trail
- Increase sidewalk width on 5th Street Railroad Crossing
- Accessible connector trail to Big Hill
- Accessible connector trail to Small Hill
- Accessible crossing to Katie Bonnell Park

Figure 2-8: Northwest Livingston Infrastructure Project Schematic

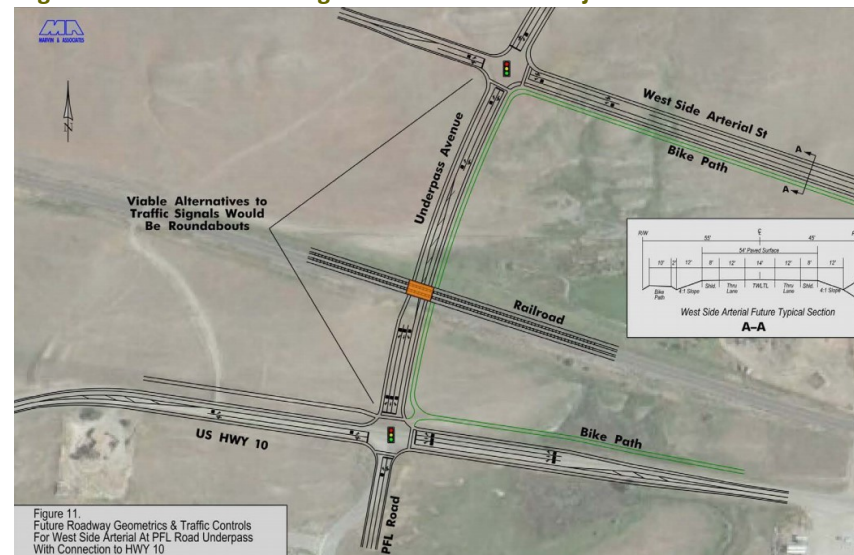


Figure 11. Future Roadway Geometrics & Traffic Controls For West Side Arterial At PFL Road Underpass With Connection to HWY 10

Figure 2-9: ADA Transition Plan Map Showing Sidewalk Compliance Status



Trails & Active Transportation Plan

Slow Roll Bike Audit. As part of the Growth Policy Update, the Park County Environmental Council partnered with the Livingston Bicycle Club in March 2021 to audit the City's bike routes.

The purpose of a bike audit is to evaluate the level of safety and comfort people feel while pedaling. The audit covered all of Livingston with stops at Lincoln High School, Green Acres, Northside Hill, and the Star addition. The audit leaders documented participants' experience in the realms of overall group reflections, safety, access, and comfort.

The audit report notes participants demonstrated that "neighborhoods (especially the Northside) feel disconnected from one another." It notes that while people generally have positive opinions of bicycling or walking within their neighborhood, "getting to and from each neighborhood (or into town from these areas) does not feel comfortable, convenient, accessible or safe."

Part of a Larger Vision

The Livingston Trails and Active Transportation Plan grew out of a call to action from residents of Livingston as well as momentum created by the 2016 Park County Active Transportation Plan (PCATP) and the Park County Environmental Council's Active Transportation Coalition (ATC)

PCATP. The objective of formalizing the PCATP is to create thoughtful interrelationships with community priorities and opportunities as well as to maximize resources already available. This document serves as an effort to focus on how Park County and the Park County Fairgrounds and Parks Board can function better to serve its population through four priority areas.

- Healthy and Safe Alternative Transportation Promotion
- Parks, Trails and Recreation Network Opportunities
- Effective Collaboration and Management
- Positive Economic Competitiveness

The Plan identifies a 27.6 mile shared use pathway along US 89 from where it currently terminates in Livingston to Miner.



Slow Roll Bike Audit

Volunteers from the Park County Environmental Council's Active Transportation Coalition organized to clear snow from the 89-South Bike Trail in March 2021.

Image: Park County Active Transportation Coalition



Trails & Active Transportation Plan

Active Transportation Coalition. The ATC is a group of citizens and county officials working to make Park County more walkable, bikeable and transit-friendly. Organized by the Park County Environmental Council, the ATC has spearheaded pop-up demonstration projects to pilot various bicycle and pedestrian infrastructure, programs, and policy improvements.

Examples are the Livingston Farmers Market protected bike lanes, cross-walks, haybale roundabout, and bike valet; Park Street red flag project; and curb extensions. The Park County Environmental Council facilitates the ATC and helps work to enhance safety and sustainability in local transportation.

The ATC leads and participates in local events, such as the Slow Roll Bike Audit, trail clean-up, and hosting special events where nationally-recognized speakers are brought to Park County to help motivate local residents and officials for improved transportation.

Building Active Communities Initiative. More than 30 communities across Montana participated in the Building Active Communities Initiative (BACI), a project of the Montana Department of Public Health and Human Services, from 2012-2018.

The mission of that initiative was to encourage policy and environmental changes to help make communities safer, more accessible, and inviting places for people to walk, bike, or take public transportation (if available).

In 2015, Park County sent a team of five leaders to the BACI Action Institute. Subsequently, the team spearheaded the development of the Park County Active Transportation Plan and the formation of the Active Transportation Coalition.

In 2017, Park County and the City of Livingston sent a joint team of seven leaders to the BACI Action Institute where Vitruvian Planning’s Chris Danley was the main speaker. After attending the Institute, the team conducted a series of pop-up demonstration projects aimed at improving unsafe pedestrian environments.

Figure 2-10: Park County Active Transportation Coalition Mission



Trails & Active Transportation Plan

In 2018, the City of Livingston hosted the BACI Action Institute and sent another team of City-County leaders.

These educational and skill-building opportunities for City leaders, coupled with significant public outreach efforts, have led the City of Livingston to this point; the development of the Livingston Trails and Active Transportation Plan. This is the right time, the right people are engaged, and the public is interested in improving the walking and bicycling environment in Livingston.



The Human Touch

A human curb extension, showcased during the BACI efforts, in Livingston, show how street space can be reallocated for safety to reduce pedestrian crossing distance and increase visibility.

Image: Cathy Costakis



In their own words Laurel Rhodes

I'm obsessed with riding my bike. I ride it everywhere and like riding my bike for a purpose like running errands, getting groceries, and running my business by seeing my veterinary patients in their homes. It's fun because I'm taller, faster and cooler in the breeze I make. I feel good supporting my physical and mental health as well as the environment. One of the joys of living in a small town is I can bike pretty much wherever I need to go.

The biking improvement I hope to see is a paved path all the way to Livingston Healthcare hospital bike rack.

The other place I would really appreciate additional paved paths is at 7th and Park St. Currently the bike path parallel with Park St curves and goes up the railroad side with an option to cross the highway at the top of the hill. It would be so much safer and easier to access Spurline, Woods Rose, Radio Shack and Wispwest if there were paved paths on the opposite sides of Park and 7th.



3. Public Engagement

The Livingston Trails and Active Transportation Plan was not only informed by the public but literally built through public engagement. Having multiple opportunities for public engagement throughout the process, and offering participation in a variety of forms, was implemented to gain ample input in terms of number of inputs via survey responses and diversity of input via focus groups.

Public involvement should focus on the authenticity of the input rather than the volume of input. Instead of fixating on the number of people who attend meetings or take surveys, the goal of the engagement process was to garner authentic input and ensure that the results of surveys and meetings reflects the needs of all people in Livingston. Those who may be most reliant on a safe system of walking and bicycling routes may not have the time or resources to provide input. This is why the plan sought to engage organizations and people who work with vulnerable populations.

Steering Committee

The project garnered the support and direction of an active Steering Committee tasked with making sure the input was authentic and identifying organizations that merited individual outreach.

This group of Livingston Planning Staff and representatives from the public served as a sounding board for the project's approach and key informants about the community. The Steering Committee met five times throughout the planning process. The Steering Committee participated in a walking meeting in April 2021. They explored different areas of the community and hosted discussions about different barriers to connectivity. Other meetings were held via Zoom. The Steering Committee meetings provided critical direction on the elements of the plan that should be prioritized. These critical issues included connectivity, access for a diversity of users, the railroad barrier, connections for the North side of town and safe routes to school.

Figure 3-1: Building a Plan Through Engagement



STEERING COMMITTEE MEETINGS



ORGANIZATIONS INVOLVED IN
FOCUS GROUP MEETINGS



SURVEY RESPONSES



MILES WALKED AND BIKED BY
CONSULTANT TEAM MEMBERS



PARTICIPANTS IN JULY 2021 PUBLIC MEETING,
COMMUNITY BIKE RIDE & LOOKING GLASS ACADEMY



Trails & Active Transportation Plan

Focus Groups

The Steering Committee helped identify organizations to participate in focus groups during spring of 2021. Six emphasis areas were identified for discussion among focus groups and one-on-one interviews. Figure 3-2 identifies the interests and representation of participants.

The robust conversations dug into core priorities for the community. They identified the biggest barriers for residents and visitors to safely move throughout the community and access important destinations such as schools, Yellowstone River and commercial districts. When we discussed what the vision of the plan should be, focus group participants shared that all neighborhoods deserve to have safe and easy access to a non-motorized network to access community destinations and services. Participants consistently identified schools as priority destinations and all neighborhoods should be connected, including the North side of the community.

The focus groups emphasized the importance of connectivity with complete infrastructure that is safe and separated from traffic. The network should be comfortable for all abilities and easy for families to navigate. The river was identified over and over again as central to the identity of the town and a huge amenity. Therefore, focus group participants strongly supported connecting and expanding trails along the river as a continuing strategy.

Participants also envisioned barriers like the river and railroad tracks being removed by constructing bridges to safely move walking, biking and rolling citizens to the other side. Finally, focus group participants envisioned an in-town network that would connect to longer routes and loops outside of town.

Perhaps the strongest theme heard across all focus groups was the emphasis on safety. Participants stressed the need to have clear and consistent guidance on standards (width, surface, wayfinding etc.) of trails, pathways, sidewalks and bike lanes so users can safely move through the network. Whenever possible it is preferred that paths are separated from traffic and that crossings are controlled and clearly marked with traffic calming integrated into the design.



Figure 3-2: Focus Group Attendees

Focus Group (Attendees)	Organizations / Representation
Conservation & Environment (5)	Montana Freshwater Partners Upper Yellowstone Watershed Park County Environmental Council Gallatin Valley Land Trust
Schools & Youth (5)	Livingston School District Big Brothers Big Sisters Farm to School Community School Collaborative
Community Interests (8)	Fairgrounds and Parks Board Parks and Recreation Board Historic Preservation Board Tree Board Park County Community Foundation Local Resident Integrated Trail Lab Arthur M Blank West Foundation
Local Businesses (8)	Chamber of Commerce / Visitor Center MSU Extension Service Economic and Community Development Downtown Business Owner Health Livingston Depot Real Estate Business Improvement District Business Owner Physical Therapy
Health & Healthcare (7)	Livingston Healthcare Foundation Livingston Healthcare LiveWell49 Park County Health Livingston Food Resource Center Park County Senior Center Learning Partners Community Health Partners
Vulnerable Populations (7)	Livingston Parks and Trails Committee Montana Independent Living Project Human Resource Development Council Stafford Animal Shelter (2) Active Transportation Coalition Counterpoint

Trails & Active Transportation Plan

The conversations often highlighted the importance the network plays in health and wellness. The benefits are physical, mental and emotional and when these habits are built during youth and they pay lasting dividends. Having access to outdoor places and nature is also an economic engine as many tourists focus trips on the opportunity to explore on bike or foot.

People with disabilities must also benefit from these investments. Ensuring that access and inclusion is open to all users (ability, age etc.) supports all citizen's health and well-being.

The pride of the community and strength of its' partnerships was evident when the participants spoke of creating a brand that reflected the history and uniqueness of Livingston. There was energy to create a wayfinding and amenity theme that would celebrate the community and add to the sense of place.

Community members agreed that one entity cannot create this network alone and it would take public-private partnerships and a diversity of funding streams to implement and maintain the trails and active transportation system year-round. This idea fueled excitement to access grants and volunteers and local government funds and other funding mechanisms to tackle both small and large projects.

One of the key focus group questions was discussing what should the plan prioritize. The participants generated a long list of community priorities, and four overall themes consistently emerged in the conversations. Additionally, two key themes related to health and access emerged. They are highlighted in Figure 3-3.

Health & Wellness. To help emphasize a theme of health, two focus groups were conducted with stakeholders from the health community and organizations representing vulnerable populations. They included representatives from seven different organizations including healthcare, public health, and organizations representing seniors, people with disabilities, and low-income residents (see Figure 3-2). Each group identified themes already discussed above such as safety, connectivity, maintenance of facilities, and wayfinding.

Figure 3-3: Key Priorities from Focus Group Meetings

Youth Need Safe Routes

to school and the ability to use the network from all parts of the community, notably the North side of town.

Provide supportive education and training.

Fill Gaps in Existing Infrastructure

by creating better connections in underserved areas, improving and increasing railroad crossings, and ensuring infrastructure is accessible.

Prioritize Safety

through speed management and traffic safety. Clearly identify spaces for people who walk and bike and provide wayfinding for them.

Prioritize Access to Community Resources

Including food outlets, health services, recreation facilities, downtown business, schools, and open space.

Improve Physical and Mental Health

with investments that provide safe and comfortable access to nature, as well as food, healthcare, and jobs.

Promote Access in All Realms

by identifying not only physical infrastructure needs, but access to things like proper clothing, education, route identification, and restrooms.



Trails & Active Transportation Plan

Focus group participants agreed there is clear evidence supporting the benefits of “outdoor movement” both for physical and mental health. They felt access to nature and wildlife also has benefits for mental health both for adults and children.

In addition to these benefits, focus group participants also identified the need to access jobs and basic needs, such as food and healthcare, as critical to support health and wellbeing.

Access & Inclusion. Focus group participants were clear on a variety of strategies that would be helpful to make Livingston a more welcoming place for all people. Focus group participants pointed to residents who did not own a car that need to access grocery stores and work at restaurants in southwest Livingston off Park Street.

They said these residents often “walk on the railroad tracks” due to missing sidewalks or lack of maintenance in the winter in order to access needed destinations. Other participants noted that some residents lack access to proper clothing (i.e., warm coats, hats, and gloves) or gear (i.e., bicycle, basket, light etc.) or infrastructure enhancements (i.e., bike repair stations and bike racks) and education on how to maintain a bicycle.

Narrow sidewalks and sidewalks with no curb-cuts make it very difficult for people using assistive devices, such as wheelchairs or walkers, or even child strollers, to get to where they need to go.

Several focus group participants suggested that informational group walks for individuals that may be more hesitant and need more social support to better understand the safest, most accessible, and connected routes could increase safety and usage of the walking and bicycling network for vulnerable users such as seniors and individuals with disabilities.

Locating public bathroom facilities at key areas in the city would be helpful, especially senior populations wanting to get out and walk or roll. In addition, having clearly identified rules for trails, such as places where dogs need to be on a leash, may improve safety and comfort for more vulnerable users.



Access & Inclusion

Beyond constructing facilities that are accessible for all people, keeping those routes clear of snow and debris makes the space usable instead of forcing people into unsafe situations, such as using the railroad tracks to access destinations.



July 2021 Public Involvement Events

The week of July 26 was identified as a full week of on-the-ground public involvement and field evaluation by the consultant team. By this time a preliminary list of projects had been identified and mapped via input from past plans, the Steering Committee, Focus Groups, and the Public Input Survey (see next section).

Three public involvement events were conducted to bring different perspectives together to inform the Plan's content.

Looking Glass Academy. A two-day workshop on the key design elements of walking and bicycling infrastructure was conducted on July 28 and 29 at Park County High School. Twelve people took part in this workshop, including representatives of the City, Park County, Montana Department of Transportation (MDT), and Park County Environmental Council.

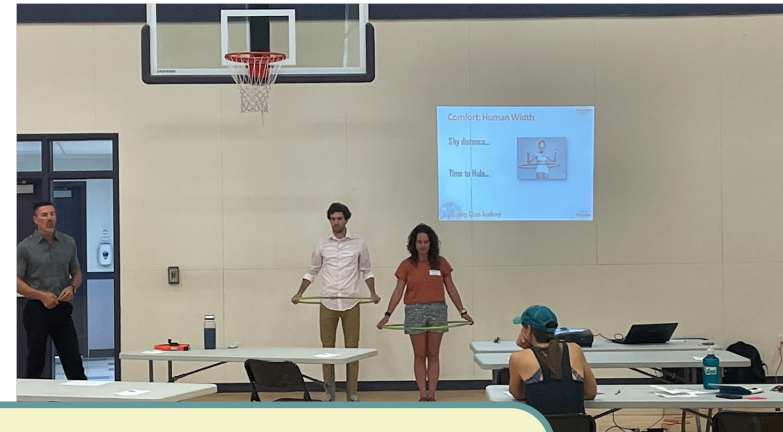
The goal of the workshop was to build local capacity for implementing the Plan once the consultant's efforts are complete. The workshop focused on things like how people who walk and bike experience streets through their senses and in ways not experienced by motorists.

Federal design guidance was highlighted as part of the workshop to help participants gain an understanding of the many tools available, including many that may not be a part of an agency like MDT's design manuals.

The course included formal presentation modules coupled with walk audits around Livingston to evaluation specific streets and identify likely design needs to make them safer for active transportation.

Public Meeting. A public meeting was held at the Civil Center the evening of July 29, 2021. Maps of the draft trails, sidewalks, and bikeways were displayed with participants asked to comment on them and add routes for the Plan to incorporate.

Fifteen (15) people came to the public input meeting, which was



Time to Hula!

The Looking Glass Academy showcases people as the “design vehicle” for walking and bicycling facilities. By using simple tools like a hula hoop. Participants begin to understand the human bubble that is present when we walk. Each person's bubble is approximately 3-feet wide, which means a sidewalk that is built to a minimum width of 5-feet is not wide enough for two people to walk side by side.



Trails & Active Transportation Plan

formatted for drop-in discussions. Much of the focus was on the trails map and identifying linkages in a trails system both within the City and surrounding unincorporated areas of Park County.

Participants provided additional input on where they would like to see safer crossings of various streets in Livingston, including Park Street, Highway 10, Gallatin Street, H Street, and others.

The consultant team utilized this input to conduct additional field evaluations on Livingston's streets and trails on July 30.

Community Bike Ride. The week culminated in a Community Bike Ride the morning of Saturday, July 31, 2021. The goal of the bike ride was to showcase locations where projects were identified and discuss the opportunities and challenges with each of those locations.

The six-mile ride began at the Yellowstone Gateway Museum and continued to six stops along a route that included Summit Street, Front Street, 5th Street, Lewis Street, River Drive, Park Street, and Gallatin Street.

Participants were asked to summarize their experience while on the ride as well as their daily routines involving these routes. They were asked to identify how projects at these various locations would improve safety and mobility for Livingston residents.

The ride also provided an opportunity for participants to observe other people walking and bicycling around Livingston. This led to discussions about equity, family bonding, health, and economic development.



Multimodal Input

A diverse perspective of people of different ages and abilities was gained by providing three different avenues for input on the Trails and Active Transportation Plan. The Community Bike Ride allowed people to see the exact locations where projects were proposed in addition to the input received on project maps provided at the public meeting.



Input Survey

A public input survey was posted online and in hard copy format. It received 311 responses over a two-month period in summer 2021. It is important to note this is a public input survey and not a statistically-valid survey, which means input priorities may be skewed based on the distribution of the survey. This is why survey results are vetted and combined with input from the Steering Committee, focus groups, and consultant team to validate the responses and represent the needs of those who may not have known or had access to the survey.

More than 300 responses is considered a strong level of input for a city the size of Livingston. The geographic distribution of those who took the survey was dominated by areas south of the railroad tracks, with southwest having 75 people and southeast with 62 responses. Areas north of the railroad tracts had notably fewer responses, with 48 from the northwest, 16 from the northeast sector, and 16 from the northside hills. Responses from Park County residents living outside City limits accounted for 51 responses.

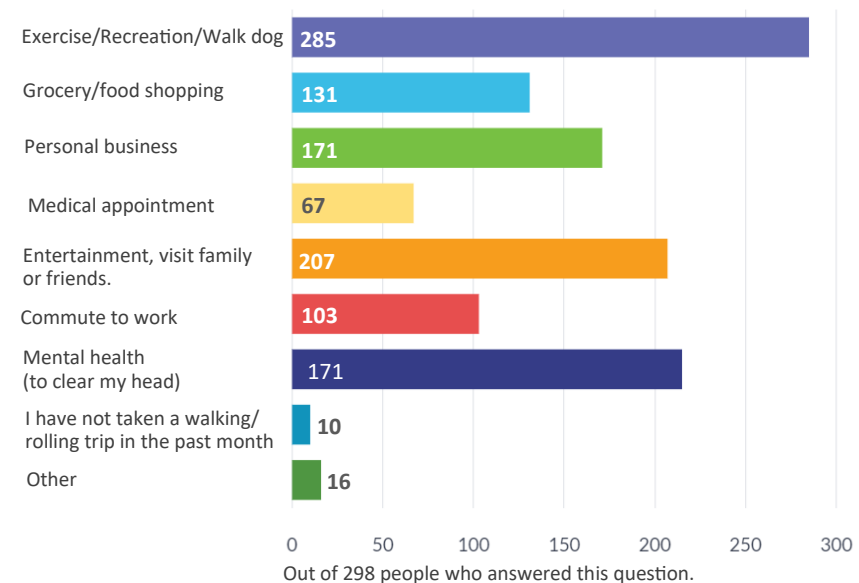
Other key demographics of those who took the survey include:

- 50.5% of respondents were between the ages of 35 and 54, compared to that age range comprising 25.1% of residents.
- More females took the survey than males, by a 2-to-1 margin.
- 37.0% of respondents work at a location outside their home and in Livingston
- 11.4% telework from their home in town compared to only 3.8% doing so before the COVID-19 pandemic.

A key element of the survey was trying to determine the degree to which people walk or bike for various purposes. Figure 3-4 represents survey responses related to purposes for walking and bicycling. People could choose several options. Nearly every respondent said they walk or bike for exercise, outdoor recreation, and activities like walking their dog. Nearly 2 out of 3 said they walk for mental health and for personal business.

Figure 3-4: Why People Walk and Bike

For what purposes do your walk, roll, or bike in Livingston?
People chose all that applied.



Interest and Confidence. Understanding the type of interest and confidence people have in walking and bicycling helps Livingston understand how facilities are being used. It also reveals how many people may not feel confident taking a trip via active modes. Survey results indicate input was received from a very active and recreation-oriented group of people. More than 70% of respondents noted their interest and confidence in walking at a rapid pace, for recreation. More than 1 in 5 said walking is how they get around.

These inputs point to a need to connect people from their neighborhoods to pathways and trails via sidewalks and safe crossings. Such investments yield greater activity and address the access and safety needs of utilitarian trips and people with disabilities.

For bicycling, it is important to understand the various levels of confidence when it comes to sharing streets with motorists. Understanding the level of interest and confidence by those who are either somewhat confident or interested, but concerned, showcases those who do not desire to share lanes with motorized vehicles.

- **24.1% identified as highly confident bicyclists** who will ride in traffic with limited or no bicycle-specific infrastructure.
- **44.8% of identified as somewhat confident bicyclists**, preferring bicycle-specific infrastructure and trails.
- **18.4% said identified as interested but concerned bicyclists**, preferring to bike on sidewalks and be far away from traffic.

The more than 63% who identified as “somewhat confident” and “interested but concerned” should be the target group of riders on which to focus investments. A limiting factor in Livingston will be the lack of opportunities to retrofit many streets with in-street or separated bike lanes. Therefore, it is important to provide a combination of separated pathways and apply speed management techniques to narrow streets, to ensure motor vehicle speeds and volumes are low enough that people are comfortable sharing that space with motorists.

Figure 3-5: Walking Interest & Confidence
When deciding whether or not to walk or roll (use a wheelchair or other mobility device) in Livingston, how would you describe your level of interest or confidence in that walk?

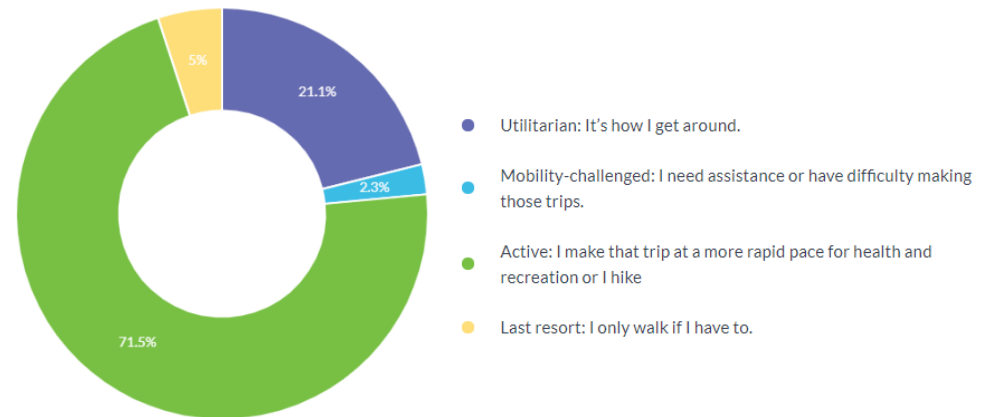
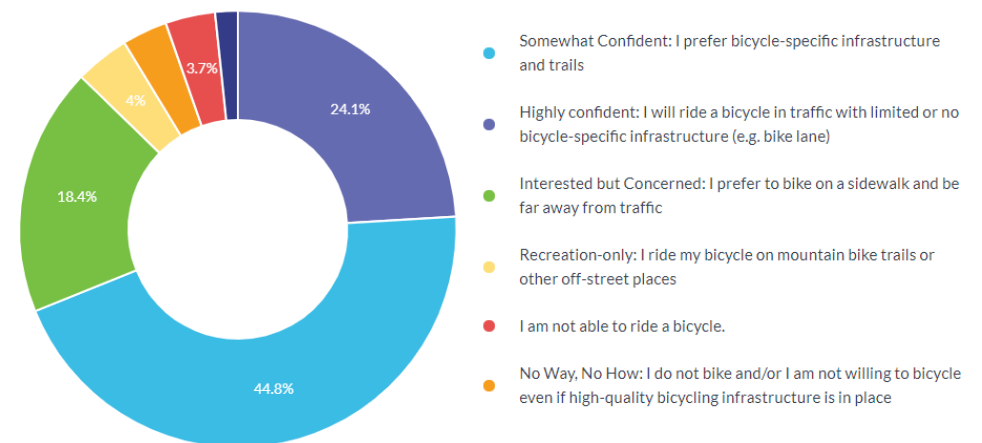


Figure 3-6: Bicycling Interest & Confidence
When deciding whether or not to ride a bicycle in Livingston, how would you describe your level of interest or confidence in taking that trip?



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Making Investments. The survey asked people to provide input on specific reasons for walking and bicycling, as well as locations in Livingston where they felt changes were needed to increase comfort, safety, and access. Key inputs in these areas are summarized in Figure 3-7.

The lack of facilities dominated the input on reasons why people chose to not take a trip via an active mode. Many expressed concerns over traffic safety and speeds, as well as barriers like the railroad tracks that are difficult to overcome.

Respondents indicate they felt features such as trees and buildings that provide shade were the most satisfying aspects of walking and bicycling in Livingston. This is important to consider as the City grows and approves new subdivisions. These responses suggest policies for street design should include street trees between the curb and sidewalk, just as they do in the older parts of the City. Research also shows street trees help manage traffic speeds and make streets safer for all modes of transportation.

Figure 3-7: Other Survey Priorities

Top Reasons to Not Take a Trip by Walking or Bicycling

1. Lack of adequate pathways and crossings.
2. Traffic safety or speed concerns.
3. Barriers are too much to overcome.

Most Satisfying Aspects of Walking & Bicycling

1. Shading by trees and buildings.
2. Walking or rolling to retail, restaurants, parks, etc.
3. Personal safety.

Top Priorities for Making it Safer for Children

1. Safe Routes to School program.
2. Street design to promote lower vehicle speeds.
3. More opportunities to walk/role with other children/parents.

For children, respondents support a comprehensive Safe Routes to School program in combination with street design to promote lower motorist speeds. They also desired more opportunities to socialize with other families via active modes.

In terms of the most desired investments for walking, respondents identified the existing 5th Street railroad crossing as one in need of improvements. They also identified filling sidewalk gaps on Front Street north of the railroad tracks and along Park Street through the remainder of downtown.

The most desired places for additional trails and pathways were the north hills area and water tower, as well as filling gaps along the Yellowstone River between Miles Park and Mayor's Landing. People also supported constructing the Mayors Landing Bridge.

Bike routes are desired, along with pathways, along major roads. An additional railroad crossing, as well as pedestrian needs at the 5th Street crossing, received ample support.

Most Desired Walking Infrastructure Investments

1. 5th Street Railroad Crossing Upgrade
2. Front St/Star Road Sidewalks
3. Park St Sidewalks, I St to O St

Most Desired Trail/Pathway Investments

1. Water Tower Area & North Hills
2. Miles Park to Mayor's Landing
3. Mayors Landing Bridge

Most Desired Bike Route Investments

1. US 89/Park Street/Hwy 10 Pathway Connections
2. 5th Street Railroad Crossing Upgrade
3. Another Railroad Crossing



Trails & Active Transportation Plan

When do people walk, roll, and bike? Figures 3-8, 3-9, and 3-10 reflect input on the times of week and times of year that people that people walk, roll, and bike. Nearly two-thirds of respondents said they engage in active transportation all times of the day and week (Figure 3-8). Weekday afternoons received the most responses when it comes to specific times, which indicates the survey bias toward recreation-based respondents.

A key theme in discussions on goals for the plan is ensuring active transportation routes are safe and accessible at all times of year. As expected and shown in Figure 3-9, more than 50% of survey respondents said they make more than 20 trips per month via active modes during summer. Another nearly 16% said they make between 11 and 19 trips in a typical summer month.

The survey inputs indicate this desire for year-round maintenance to keep routes clear of snow and debris. More than 1 in 4 respondents said they make more than 20 trips via active modes in a typical winter month (Figure 3-10).

Figure 3-8: Active Transportation By Time of Day/Week
When do your walking, rolling or bicycling trips typically occur?

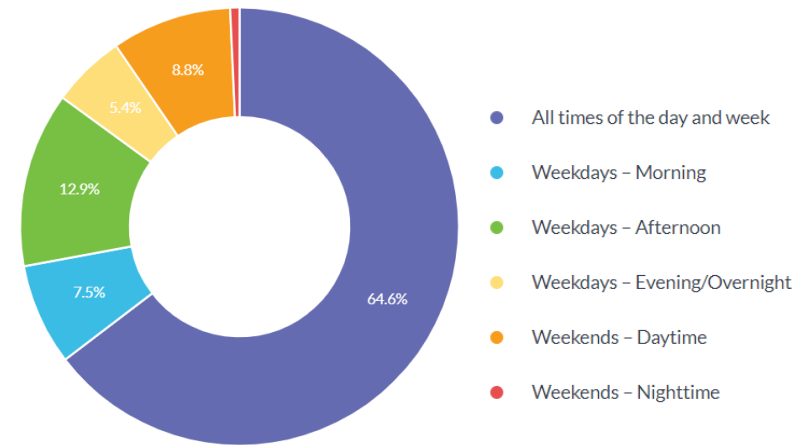


Figure 3-9: Active Transportation in Summer

In an average summer month, how many trips did you make a one-way walking, rolling, or bicycling trip of more than five minutes in Livingston?

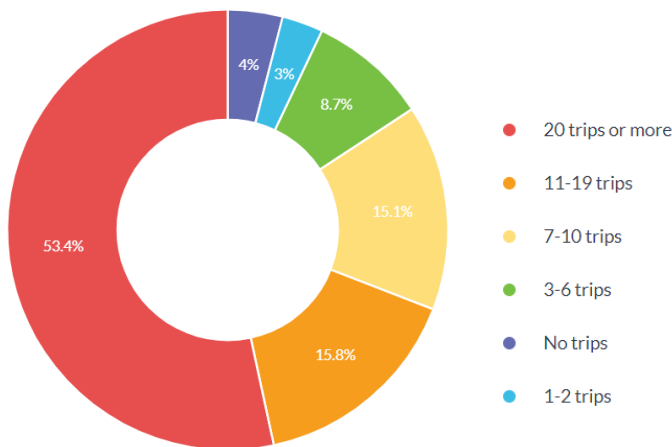
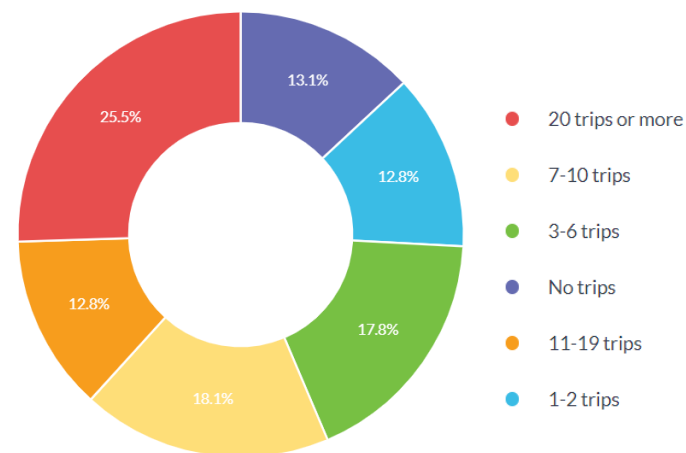


Figure 3-10: Active Transportation in Winter

In an average winter month, how many trips did you make a one-way walking, rolling, or bicycling trip of more than five minutes in Livingston?



4. Priority Projects

There are 23 sidewalk and/or bikeway projects and more than 20 trail and pathway alignments identified through input for the Trails and Active Transportation Plan. In order to streamline the plan implementation and provide the City with a focused list of projects to pursue, the 23 sidewalk/bike projects were prioritized along with nine trail/pathway projects.

This chapter details the 12 projects that were ranked and determined to be in the top tier of 32 projects. Twenty projects that ranked lower are summarized, along with recommendations for specific street crossings, in Chapter 5: Other Projects.

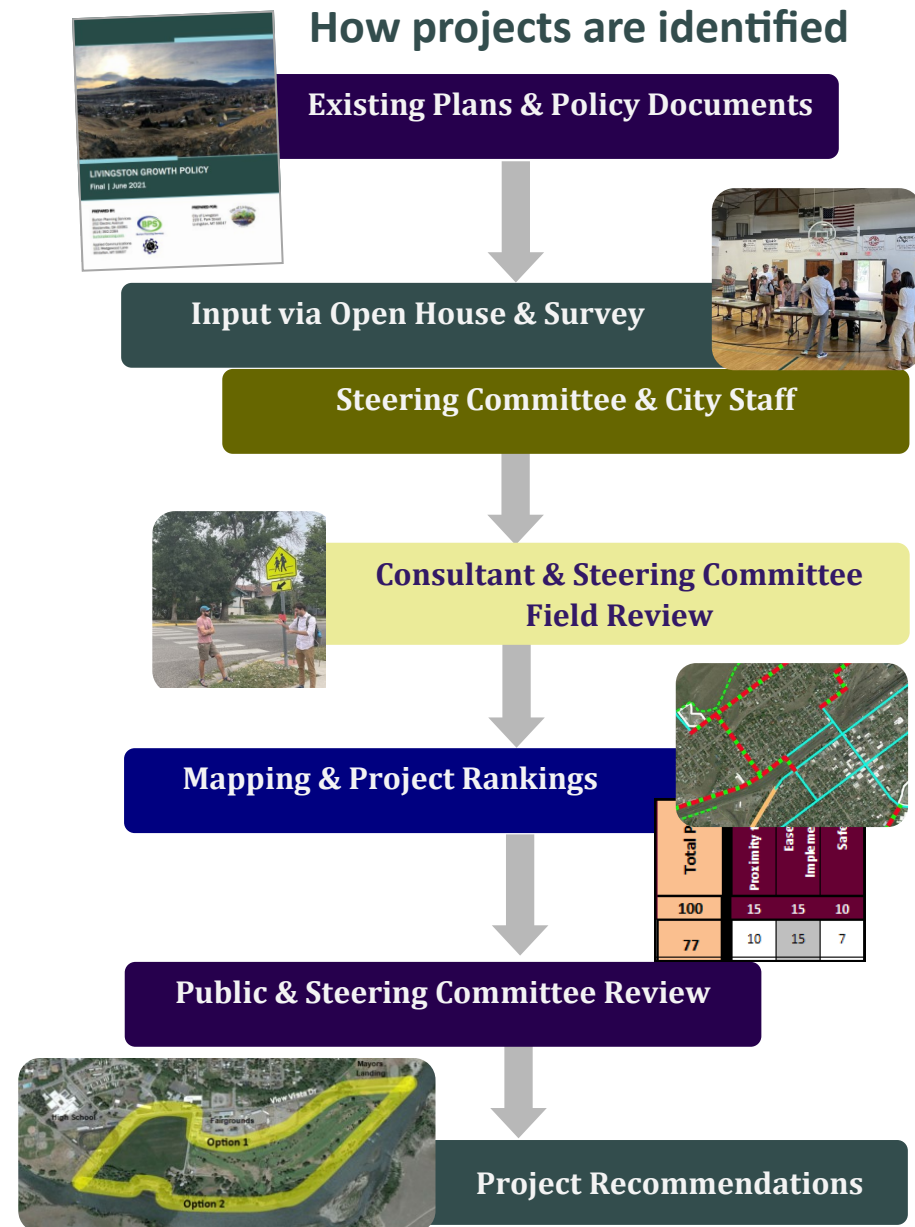
Identifying Projects

The list of 32 projects were identified through past plans, public input, Steering Committee recommendations, and consultant field review. Figure 4-1 at right shows how this occurred. Public input identified places where people would like to walk, roll, and hike as well as the routes that would allow them to do this more often.

Sidewalk projects are intended to fill gaps in the system. Bikeway projects consist primarily of adding signage, pavement markings, and speed management treatments to existing streets. This is due to limited opportunities for full bike lanes. Trails are considered single track routes while pathways are for shared uses and may be paved.

Those suggestions were combined with projects or project-related themes contained in past City and Park County plans and verified through the Steering Committee. Once the consultant team refined the list and identified likely projects and project termini, the projects were mapped and are illustrated in Figure 4-3 (page 36). Note additional trails and pathways were identified through the planning process but were not included in the project ranking due to alignments fully outside City limits or other feasibility constraints. All identified pathways and trails are included on the master plan map contained in Chapter 6: Trails Master Plan.

Figure 4-1: Project Identification



Ranking Projects

The 32 projects were subject to a ranking process that incorporated several criteria identified and weighted by Steering Committee input. The goal of the ranking was to perform a multi-criteria evaluation on the different project types in order to provide a general order of priority for implementation.

The criteria shown in Figure 4-2 illustrate how projects were scored. The maximum number of points available for each criteria ranges from 5 points to 15 points for a maximum possible score of 100 points per project.

Steering Committee members were asked to identify how they would score projects based on several possible criteria. Their inputs were averaged to identify the relative weight of each criterion, which is reflected in the maximum number of points available for that factor.

Projects were scored based on this weighting. Based on the initial ranking, the Steering Committee was allowed to assign up to 5 ad-

ditional points to projects they saw as a priority or where other project intangibles not reflected in the ranking criteria suggested the project warranted a higher score. Full details on project scoring and detailed ranking are included in the Appendix.

Top Tier Projects

The consultant team used the outcomes of this ranking process to identify the top tier of 12 projects that constitute short-term priorities for Livingston and its partners. Those are the projects that have the most detailed information. The remaining 20 projects are more illustrative and identified in the next chapter.

While the 12 top tier projects are listed in order of priority, it does not necessarily mean the top priority project is completed first, as implementing some projects may take more time due to budget and property impacts. The City and its partners should begin pursuing funding for the top priority projects under each project type (sidewalk, bikeway, pathway/trail).

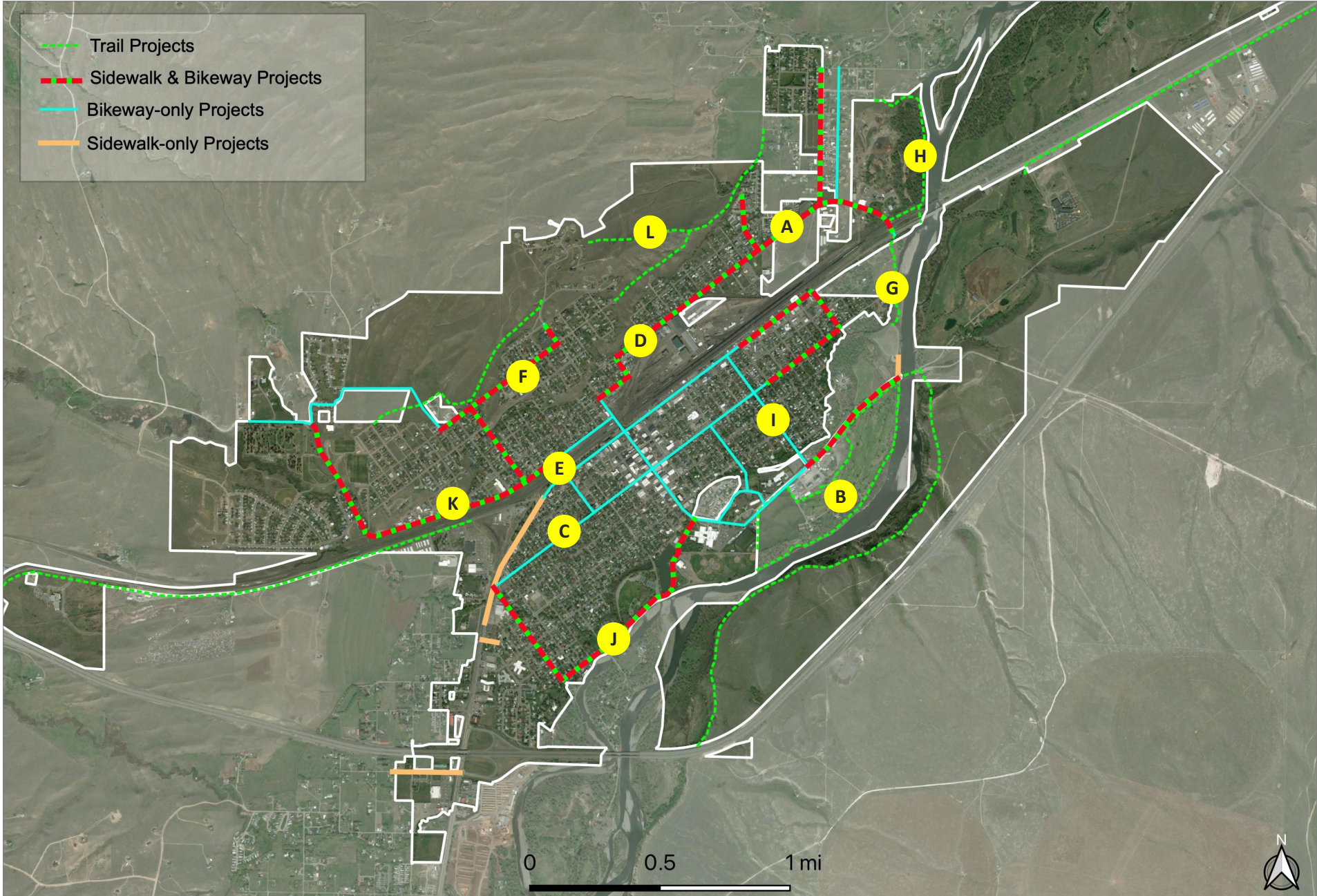
Figure 4-2: Project Ranking Criteria

Sidewalk & Bikeway Criteria	Max. Points
Proximity to Schools	15
Fills Gap in System	15
Population in Need	15
Proximity to Downtown, Healthcare and/or Social Services	15
Proximity to Parks or Natural Areas	10
Bus Route Access	10
Traffic Exposure	5
Access to Food	5
Ease of Implementation	5
Steering Committee Priority	5

Trails & Pathway Criteria	Max. Points
Proximity to Parks, Trails, Natural Areas	15
Fills Gap in System	15
Population in Need	15
Proximity to Downtown, Schools, Food Outlets and other Community Assets	15
Provides Alternative to On-street Route	10
Ease of Implementation	10
Topography & Related Challenges	5
Environmentally-sensitive Area	5
Presence of Existing Parking/Amenities	5
Steering Committee Priority	5



Figure 4-3: Ranked Projects with Top Tier Projects X



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Figure 4-4: Top Tier Projects for Short-Term Implementation

Top Tier Projects, in order of priority ranking	Type	Length	Description	Cost Estimate
A. Gallatin/Bennett, N St to Park	SW+BW	0.6	Add sidewalks on north side, sign as bikeway & consider speed management features.	\$200,000
B. Yellowstone River Trail, north side, Baseball/Softball Complex to Mayor's Landing	PW	0.9	Construct compacted surface shared use pathway. Optional alignments along river or fairgrounds.	\$90,000 to \$150,000
C. Lewis/O St Crosstown Bikeway, Park to O St	SW+BW	1.7	Sign as bikeway, fill sidewalk gaps & apply speed management features.	\$10,000 to \$150,000
D. Gallatin/C/Chinook, Main to N St	SW+BW	0.8	Rebuild sidewalks, sign as bikeway & apply speed management features.	\$120,000
E. 5th, Front to Park	SW+BW	0.1	Rebuild sidewalk to pathway width across railroad.	TBD
F. Summit, 7th to Main	SW+BW	0.4	Add sidewalks on one side, acquire land for link between 5th and 7th.	\$75,000 to \$90,000
G. Yellowstone River Trail, Mayor's Landing to O Street Connector	PW	0.4	Construct compacted surface shared use pathway.	\$140,000+
H. Yellowstone River Trail, north side, US 89 to Whiskey Creek Road	PW	0.6	Construct compacted surface shared use pathway and underpass of bridges.	\$250,000
I. H St, Park to Lewis	BW	0.5	Sign as bikeway, upgrade Geyser to possible mini-roundabout & apply speed management features.	\$40,000 to \$200,000
J. River Dr, 12th to Main/View Vista	SW+BW	0.8	Add sidewalks/walkway on north side, sign as bikeway.	\$250,000
K. Front, 5th to Star Road	SW+BW	0.8	Add sidewalks on north side, sign as bikeway & consider speed management features.	\$150,000 - \$200,000
L. North Hills Trails, East, Green Acres to Summit/Water Tower	TR	1.2	Build single track trails with street connectors.	\$50,000

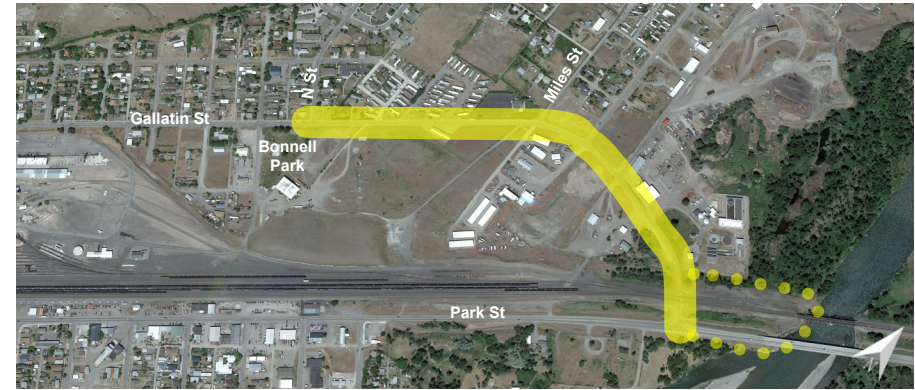
SW = Sidewalk Project; BW = Bikeway Project; PW = Pathway Project (8-10 feet wide); TR = Trail Project (single track)

Cost estimates are in 2021 figures and include construction estimates only.



A. Gallatin/Bennett, N St to Park - Sidewalks + Bikeway

Construct sidewalk or alternative pedestrian walkway along the north and east side of Gallatin and Bennett to connect to Park Street. Sign and designate as a bikeway. Curbing exists from N Street to Miles Street, which makes sidewalk and curb ramps construction easiest in this section. From Miles Street to Park there are options on the north/east side for an extruded curb walkway that would extend the shoulder and allow for stormwater to flow through breaks in the curbing. This would reduce the cost and improve the ease of implementation through the current section that lacks curbing. A pedestrian signal at Park to link to the O Street Connector presents other traffic challenges and needs to be discussed with MDT. The dotted lines show an option along the railroad, river and Veterans Bridge that would help people avoid the Park intersection altogether.



Project Details

- **N Street:** Consider a Rectangular Rapid Flashing Beacon, with crosswalk and curb extension, to connect to Kate Bonnell Park.
- **Park Street:** This intersection would benefit drivers, pedestrians and bicyclists by adding a full traffic signal. Pedestrian-only signals may introduce other complexities related to speed and sight distance from the east.
- **Railroad/River Connector:** Getting pedestrians and bicyclists through this area may be better served by a pathway along the railroad, under the bridges, and O Street Connector link. Shown as a dotted line, and included as part of project H.
- **Bikeway Designation:** To add bike lanes would require prohibiting on-street parking along the route with existing curb. It is feasible based on limited usage of on-street parking east of G Street. The route may be signed as a bike route before any walkways are built. It may include the addition of shared lane markings and other speed management features such as curb extensions at intersection.
- **Long-term:** If options arise along the railroad property on the south side, then consider a shared use pathway and enhanced crossings at Miles and Garnier.

Cost Estimate: \$ 200,000

Project Length: 0.6 miles



An expanded shoulder with an extruded curb walking on the north/east side may be a short-term option from Miles Street to Park Street.

Influences

- No existing pedestrian access to north side of tracks
- Northside neighborhoods & new housing
- Kate Bonnell Park
- O Street Connector
- Park Street

Challenges

- Railroad crossing (See Project H)
- Lack of curbing east of Miles Street.
- Slopes on north/east side along city property
- MDT coordination on Park St./Bennett intersection



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B. Yellowstone River Trail Baseball/Softball Complex to Mayor's Landing - Pathway

Identified in the 2007-2008 Livingston/Park County Trails Plan, this project fills gaps in the pathway system by acquiring easements and construct a 10-foot wide unpaved shared use pathway to connect Mayors Landing to the existing pathway along the Yellowstone River. When combined with other projects to extend pathways north of Park Street, it would allow a non-motorized, off-street option to get to the various recreational and educational facilities on the western terminus of this project. It would also link to the "festival street" and River Drive route. Two route options can be explored:

- **Option 1** is primarily a public land option along existing properties owned by Park County or School District. A portion of Option 1 may be built alongside View Vista Drive.
- **Option 2** is more ideal as it fills the gap along the Yellowstone River but will require negotiating easements with private property owners.



NOTE: Pathway alignments are conceptual and do not reflect detailed design or alignments to the degree that impacts to individual properties or structures can be known.

Project Details

- **Pathway Surface:** Continue with unpaved surface with compacted gravel to ensure ADA compliance. Ideally, a shared use pathway is 10-feet in width but may be 8-feet in constrained sections. A pathway narrower than 8-feet may not be appropriate for bicyclists to use.
- **View Vista Drive:** This route is identified as a sidewalk project, but is ranked in the lower tier. Constructing a walkway along the north side may be part of Option 1 or an interim pathway connection. This would provide for additional safe routes to school, especially when combined with other pathway projects to link areas north of the railroad tracks.
- **Crossings:** If completed along the Option 1 route, then consider enhanced crossings, with features such as Rectangular Rapid Flashing Beacons, crosswalks, and curb ramps at East Side Street. An H Street pathway connection may be considered through the Fairgrounds property.
- **Long-term:** Both options can be considered for implementation as they serve different locations and different purposes. Option 1 may be best-suited as a paved route with Option 2 as an unpaved route to continue the design theme along the river.

Influences

- County Fairground & work with Fair & Parks Board
- River, as well as existing pathways and sidewalks
- Schools, recreation facilities, fairgrounds, dog park
- Planned pathway river crossing
- Civic Center

Challenges

- Private property
- Alignment along the river bank
- Fairgrounds property

Cost Estimate: \$ 90,000 - \$150,000

Project Length: 0.9 miles



C. Lewis/O St Crosstown Bikeway, Park to O St - Bikeway

The Lewis/O Street Crosstown Bikeway is a suitable bicycling alternative to Geyser due to lower volumes of traffic and potential for fewer stops signs. Upgrading this route as a bikeway can begin with special signage, wayfinding, and shared lane markings (low estimate). The City may consider speed management features, such as traffic filters, curb extensions, chicanes, and speed humps at points along the route to help slow traffic and clearly denote it is a bike priority corridor (high estimate). There are sidewalk gaps on Lewis, east of M Street and along O Street from Lewis to Park and prioritized as a separate sidewalk project ranked in a lower tier. The City may pursue sidewalk requirements for property redevelopment or advisory shoulders (see more in the Appendix design guide section). Speed management features can also reduce speeds and make these segments safer for using the street for walking.



Project Details

- **Park Street (west side):** Coordinate with MDT for enhanced crossing at 12th & Park (existing crosswalk). This may include Rectangular Rapid Flashing Beacon (shown in crossings map, project E).
- **5th Street:** This intersection is a priority to raise visibility for bicyclists and pedestrians and slow speeds for vehicles approaching Lewis on 5th. Consider curb extensions and raised crosswalks.
- **B St to C St:** Consider street enhancements to make this a place for Open Street events and street fairs given the uses at the Lincoln School. Add curb extensions and consider traffic filter at C St.
- **H St:** Place signage on H Street to indicate a bikeway crossing is ahead so motorists are more aware. Install enhanced crossing with Rectangular Rapid Flashing Beacon (crossing map, project N) and street-facing push button for bicyclists. Work with MDT to consider a raised intersection to help slow vehicles on H.
- **Downtown:** Add bike parking or bike corrals in corner areas where parking is not allowed in the street.
- **Long-term:** Explore additional locations for adding curb extensions, Rectangular Rapid Flashing Beacons, and raised crossings as bicyclist use increases or problematic crossings are identified.

Influences

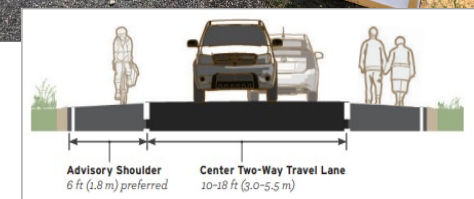
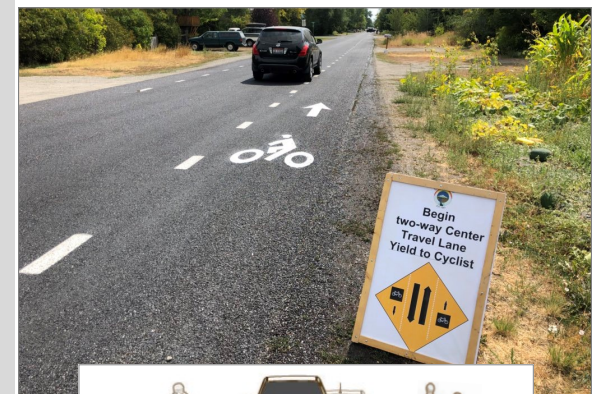
- Residential neighborhoods & nearby schools
- Shopping along Park Street (west)
- Downtown
- 5th Street Crossing & O Street Connector

Challenges

- Park Street crossing and MDT coordination
- H Street speed management techniques
- Advisory lane and other speed management treatments will need education for road users and property owners along Lewis

Cost Estimate: \$ 10,000 - \$150,000

Project Length: 1.7 miles



Advisory shoulders are a federally-endorsed road striping treatment to create a center drive aisle in order to create advisory bike or walking lanes on either side. They can be applied with or without on-street parking.



D. Gallatin/C/Chinook, Main to N St

This project, that when combined with the Gallatin/Bennett walkway project (A), will provide a complete, accessible sidewalk route and bikeway north of the railroad tracks between Main Street and Park Street. Where sidewalks exist, the project includes fixing sidewalk cracks and heaves, constructing ADA-compliant curb ramps, and speed management features. Bikeway improvements include route signage and wayfinding. Bike lanes are an option if on-street parking is prohibited.



Cost Estimate: \$ 120,000 **Project Length: 0.8 miles**

Project Details

- **Main St:** This may include Rectangular Rapid Flashing Beacons.
- **Gallatin/C:** Fill short sidewalk gap on north side at curve.
- Apply speed management techniques, such as curb extensions, median islands, landscaping and public art.
- **Long-term:** Pursue shared use pathway on railroad property side of the street.

Influences

- Residential neighborhoods
- Only continuous route north of railroad tracks

Challenges

- Determining appropriate speed management techniques
- Evaluate Montana St as alternative route option.

E. 5th, Front to Park



This 400-foot segment has existing sidewalk but is commonly used by pedestrians and bicyclists to cross the railroad tracks. MDT is developing a project to upgrade this railroad crossing. It should include a 10-foot pathway on the east side and sidewalks on the west side, with crossing gates for pedestrians and bicyclists.

Cost Estimate: TBD **Project Length: 0.1 miles**

Project Details

- **Sidewalks:** The west side sidewalks are desirable since there is likely to be this one opportunity in a generation to add them. It will provide a more direct route to planned Front Street sidewalks, west to Star Road.
- **Crossing:** Avoid chicanes or similar fencing that forces bicyclists to dismount to cross. This is a challenge, and considered discriminatory, to force bicyclists with disabilities to dismount as they may not be able to dismount and walk their bike through tight turns.

Influences

- Residential neighborhoods & nearby school
- Access to/from northside of tracks

Challenges

- Coordination with railroad and MDT on safe crossing treatments.
- Identifying on-street treatments for bicyclists who prefer road to pathway.



F. Summit Street, 7th to Main - Sidewalk + Bikeway

Summit Street lacks a formal connection between 5th Street and 7th Street even though it is used as a pathway today. If this connection was formalized via acquisition of an alignment and construction of a pathway, it would provide a critical active transportation network linkage to North Hills neighborhoods. The combined bikeway route of 7th and Summit allows for a gentler grade on which to bike. Montana Street does not have sidewalks; constructing them along Montana would create other feasibility issues due to terrain. Sidewalk gaps exist east of 5th Street and along Main Street from Summit Street to Reservoir Street. This connection may warrant additional analysis of the Main/Summit intersection to include enhanced crossings with Rectangular Rapid Flashing Beacons and street-face push buttons for bicyclists.



Project Details

- 5th to 7th Connection:** While pathways exist, land will need to be secured to complete this connection. This does not require the connection to be straight along a conceptual Summit Street alignment, but it must not create major out-of-direction travel for users.
- Main Street:** A short sidewalk gap exists on the west side of Main along the church frontage. This should be filled with the Summit Street project or before.
- Trail Linkage:** With trails planned in the adjoining foothills, consider a north-south single track trail linkage from the cul-de-sac on Summit, east of 7th.
- ADA compliance:** The connection between 5th and 7th should be designated as a shared use pathway (SUP) and a firm and stable surface created for use by people with disabilities.

A SUP running slope may deviate from the 5% running slope requirements for sidewalks. FHWA identifies acceptable grades as:

- 8.3 percent for a maximum of 200 ft;
- 10 percent for a maximum of 30 ft; and
- 12.5 percent for a maximum 10 ft.

Cost Estimate: \$ 75,000 - \$90,000

Project Length: 0.4 miles



The desire lines created by people who walk and bike on the Summit Street alignment between 5th and 7th indicate the demand for it to be a formalized connection. It requires land acquisition and consideration for a paved, ADA-compliant surface as it would be a necessary walking route to connect to North Hills Neighborhoods.

Influences

- Residential neighborhoods planned park
- Connection to future trails in North Hills
- Most suitable bicycling route along 7th to Summit to Main.

Challenges

- Property acquisition or easement between 5th and 7th.
- Terrain



G. Yellowstone River Trail, Mayors Landing to O Street Connector - Pathway

Identified in the 2007-2008 plan, this pathway provides a critical linkage to the O Street Connector for destinations such as Mayors Landing, Schools, and other pathways. This includes access to neighborhoods north of Park St. It is envisioned as an unpaved shared use pathway and should be 10-feet in width. Some land acquisition is required, as is a bridge over Fleshman Creek. There is a City easement along the Q Street alignment that would allow a connection to neighborhoods north of Fleshman Creek (dotted line).



Cost Estimate: \$ 140,000+ **Project Length: 0.4 miles**

Project Details

- **Creek Crossings:** The alignment closest to the river allows for a single bridge to span Fleshman Creek. If the pathway is moved away from the river banks, it may require two bridges. Detailed design would identify other environmental factors that could influence the one-bridge route.
- **Q Street Alignment:** This connector requires a bridge over Fleshman Creek and an additional footpath to connect to the main pathway. M Street alignment could be pursued, but would require easement.

Influences

- Existing pathways and parks
- KPRK property

Challenges

- Bridges and property acquisition/easement.
- Floodplain

H. Yellowstone River Trail, O Street Connector to Whiskey Creek Rd - Pathway

Also part of the 2007-2008 plan, this pathway represents the most suitable link for northside residents to access the pathway system. It is envisioned as an unpaved shared use pathway and should be 10-feet in width. The City controls the land in this area downstream from the railroad bridge to a border along Whiskey Creek Road. There is ample clearance under the Veterans Bridge and railroad bridge to accommodate pedestrian and bicyclist height. A pathway connection to Bennett St. is desirable to an unsignalized crossing of Park Street.

Cost Estimate: \$250,000 **Project Length: 0.6 miles**

Project Details

- **Veterans Bridge:** A pathway along the south side may require additional retaining walls next to the bridge. Work with MDT to determine proper pathway placement between bridge abutments and river.
- **City Property:** The Wastewater Treatment Facility is located off the river and may have influence on the pathway alignment. Notable clearing of foliage and debris is necessary to secure a safe pathway alignment.

Influences

- Pathway link to north side neighborhoods, including Green Acres
- Access to/from northside of tracks

Challenges

- Coordination with MDT and railroad for bridge underpasses
- Floodplain



I. H Street, Park to View Vista - Sidewalks + Bikeway

This project is primarily a bikeway project as it serves as the only connector to View Vista Drive in the east sector of Livingston and provides a linkage to the planned Lewis Street Crosstown Bikeway. There is a sidewalk gap from Butte Street to View Vista.

Speed management techniques, such as curb extensions, should be considered at all intersections with enhanced crossings at Lewis. Other features, such as landscaping and public art can be considered. A mini-roundabout should be explored at the Geyser/H intersection as there is ample right of way. In lieu of a roundabout, the Geyser/H intersection should have curb extensions or other speed management features applied given it has highway-scale turning radii on all four corners while being signed as a school crossing.



Project Details

- **Park Street:** Construct directional instead of diagonal ramps crossing H Street.
- **Lewis Street:** Enhance crossing of H, as identified in the Lewis Street Crosstown Bikeway, to include Rectangular Rapid Flashing Beacons (crossing map, project N) with push buttons curbside facing the street for bicyclists.
- **H St:** Place signage on H Street to indicate a bikeway crossing is ahead so motorists are more aware. Consider enhanced crossing with Rectangular Rapid Flashing Beacon. Work with MDT to consider a raised intersection to help slow vehicles on H Street.
- **Butte St to View Vista:** Fill sidewalk gap on at least one side. Consider extruded curb walkway in lieu of full curb, gutter, and sidewalks.
- **View Vista Dr:** Install enhanced crossing with crosswalks if pathway is built along Fairgrounds route.
- **Long-term:** Explore options for the City to take control of this street from MDT so it can control its own destiny on the route.

Cost Estimate: \$ 40,000 - \$200,000

Project Length: 1.7 miles



High speed turn radii at H Street and Geyser Street create out-of-context conditions for this residential area that is also marked as a school crossing. There is sufficient right-of-way for a mini-roundabout to be evaluated. In lieu of that, the intersection needs speed management features, such as curb extensions or median islands.

Influences

- Residential neighborhoods & school crossings
- East side connection to the river & fairgrounds
- Lewis Street Crosstown Bikeway

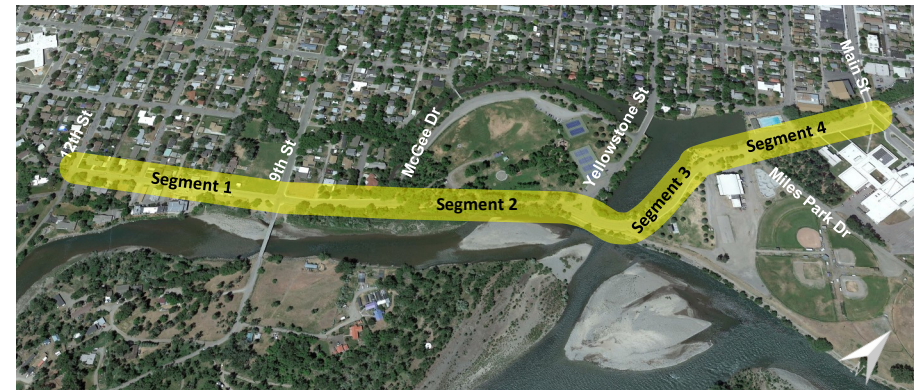
Challenges

- Balancing the needs of pedestrians and bicyclists with special event traffic headed to fairgrounds.
- Determining appropriate speed management techniques.



J. River Drive, 12th to View Vista - Sidewalks + Bikeway

River Drive is a key corridor linking the people of Livingston to the many recreational opportunities along the river, as well as several schools. It can also serve as an alternative route to Geyser. Despite being less than a mile long, this project has four different segments to consider when designing for people who walk and bike. Those descriptions are included below. The most constrained section is along Sacajawea Park where constructing a walking path on the north side may impact parking unless a route can be built behind the trees on the park side. Segment 3 represents a reimaging of this space to be more of a “festival street” with gates or bollards on each end that can close the street for events such as the Farmers Market. This may be incorporated into the site planning for the Civil Center project. Wayfinding should encourage people to access this route and the many destinations along it.



Project Details

- Segment 1 - 12th St to McGee Drive:** Complete sidewalks (approx. 800 feet) and curb ramps on the north side of the street. This section of the street has curb along the frontage and the most notable sidewalk gap is along the Ninth Street Park frontage.
- Segment 2 - McGee Drive to Yellowstone Street:** Examine impacts on parking to designate walking path on the south side of the tree line or construct pathway north of the tree line in the park. Path may be a natural compacted surface.
- Section 3 - Yellowstone Street to Miles Park Rd:** This section could be reimaged as a “festival street” that integrates the north side of the Civic Center property and the shore along the Sacajawea Park Lagoon. This would create a shared street plaza in this area. Construct a gate or removable bollards on either end would close the streets during events.
- Segment 4 - Miles Park Rd to Main/View Vista:** Construct pathway on south side along forest and school frontage. May be an extruded curb pathway to lessen impacts on drainage.
- Long-term:** Explore options for the City to take control of this street from MDT so it can control its own destiny on the route.

Cost Estimate: \$ 250,000+

Project Length: 0.8 miles



Influences

- River, parks and recreation facilities
- Schools and neighborhoods
- Existing pathways and 12th Street sidewalk project.
- Tourism

Challenges

- Changing cross sections on existing streets
- Sacajawea Park Frontage
- Configuring parking during special events, with consideration of pedestrian access and safety.



K. Front Street, 5th Street to Star Road - Sidewalks + Bikeway

The Front Street project fills sidewalk gaps, replaces damaged sidewalks, and upgrades curb ramps along the north side of this nearly one-mile section of street. Sidewalks exist from 5th to 10th, which leaves a 2,300 foot gap in sidewalks between 10th St and Star Road. Curb ramp replacements are needed for ADA compliance from 10th to 5th along Front, as well as a crossing upgrade for people crossing 5th Street. The crossing upgrade should include a curb extension, crosswalk, and Rectangular Rapid Flashing Beacons (RRFB). While right of way exists to construct sidewalks behind the curb ramp 10th to Star, there are currently private properties using that public right of way for landscaping and to store automobiles. Bike lanes are possible with prohibiting on-street parking but may not be feasible due to existing parking utilization. Bikeway upgrades include wayfinding and shared lane markings.

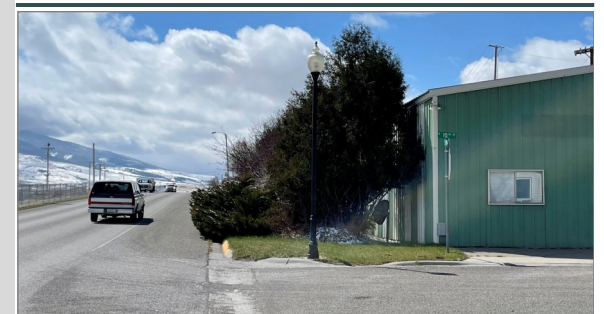


Project Details

- 5th Street:** Construct upgraded crossing of the north leg of 5th due to lack of stop control. Include curb extensions and RRFBs. Project would connect to existing sidewalk across railroad on east side of 5th and possible pathway upgrade with MDT crossing project.
- 7th Street:** Consider raised crosswalk since this is near a school and 7th is a popular vehicle route to neighborhoods to the north.
- Pathway Connection:** There are opportunities for pathway connections up the hill to North 10th Street and the Livingston Ditch.
- Long-term:**
 - Explore options for the City to take control of this street from MDT so it can control its own destiny on the route.
 - The pathways and trails map shows a conceptual shared use pathway along the south side of Front, which is predicated on placing the pathway on railroad right of way.
 - Explore pedestrian underpass or connection across Park Street in vicinity of 10th Street.

Cost Estimate: \$ 150,000 - \$200,000

Project Length: 0.8 miles



Influences

- Only continuous street in this sector of town
- Washington School
- 5th Street railroad crossing
- Neighborhoods in this sector of the City

Challenges

- Determining speed management treatments.
- Property owner use of public right of way where sidewalk gaps exist.
- On-street parking limiting prospects for a bike lane.



L. North Hills Trails, East, Green Acres to Summit/Water Tower - Trail

NOTE: Trail alignments are conceptual and do not reflect detailed design or alignments to the degree that impacts to individual properties or structures can be known.

Single track trails are recommended in this section of the North Hills along two conceptual alignments—the ridgeline that runs east off of Ridgeway Drive and the unimproved Summit Street right of way. The trails would provide linkages to northside neighborhoods and potentially to the Green Acres subdivision area. The Summit Street right of way was platted with the original town site and was not created in consideration of existing terrain. Some of the land is city-owned but private property negotiations are needed to secure easements and identify final alignments. There are informal footpaths at the ends of streets that stub into this area that could be formalized when trails are built. Some may require access agreements with the Livingston Ditch Company. These trails were part of potential routes identified in the 2007-2008 Livingston/Park County Trails Plan.



Project Details

- **Summit Street Alignment:** As noted, the Summit Street right of way is in line with the existing street, irrespective of terrain. Identifying the most suitable trail route along this general alignment would inform where the trail is feasible and inform any potential land swap with private property owners.
- **Ridgeline:** Following the ridgeline from the end of Ridgeway Drive creates the most accessible and scenic route for this trail. It is in private ownership and easements would need to be negotiated and secured.
- **Lettered Streets:** Identify most suitable streets to provide connections from their terminus to these trails.
- **Trailheads:** Management of trailheads is important as use grows to reduce conflict with neighboring properties. Identifying a trailhead for parking access is recommended.
- **Long-term:** Work with Livingston Ditch Company to formalize existing informal footpaths and stub street connections to these trails. This could be done in conjunction with a grant to help upgrade the ditch for maintenance and safety reasons. The City and/or County would likely pursue an indemnification agreement for this public access so the ditch company is not held liable for actions related to public access.

Cost Estimate: \$ 50,000

Project Length: 1.2 miles

Influences

- North Hills neighborhoods
- Need for recreational opportunities on north side
- Growth pressures
- Irrigation ditch

Challenges

- Private property along portions of or within potential alignments.
- Terrain



5. Other Projects

The 20 projects that ranked in the middle and lower tier of projects are identified in Figure 5-1 (next page) along with conceptual design considerations. They are part of the overall project network shown in Figure 4-2 in the previous chapter. These may be considered long-term projects for implementation. Since less analysis was done on these projects due to their lower ranking, there are no cost estimates. Coordination with Montana Department of Transportation (MDT) is required for improvements along or across streets under their control.

Livingston will have a network of trails and active transportation facilities once this full system is upgraded or gaps addressed. The map of these 32 projects shows connections that will allow people to reach destinations and existing pathways in a safer manner.

Be Opportunistic. Just because a project is ranked in the middle or lower tier does not mean a chance to complete the project should be ignored. New development along these routes, along with sound growth policies, should ensure developers construct new or upgrade existing facilities along their frontage.

Projects to fill sidewalk gaps along Park Street may be prompted by MDT projects related to corridor changes or maintenance. The City can begin working with MDT to identify crossing upgrades as shown later in this chapter in Figure 5-6.

Livingston may consider a citywide bikeway signage and marking project that could address basic recommendations on the bikeway routes before implementation of other speed management features. These routes may also be candidates for temporary installation of things like curb extensions created with tubular markers or pop-up projects.

Trails included in this list, as well as on the Trails Master Plan map should have easements or construction of pathways and trails as a condition of new development (see Chapter 6. Trails Master Plan).



Be Opportunistic

Just because a project is considered a lower priority doesn't mean opportunities won't arise to fill gaps in the system or require incremental upgrades as properties redevelop.

Projects like Park Street sidewalks (above) will require MDT coordination and the City, as well as advocates, can help prompt MDT to incorporate sidewalks or other alternative pedestrian walkways into Park Street when there is a resurfacing or other major project.

Projects like the Loves Lane sidewalk (left) were once thought to be a City-led project but now may come about as a result of development.



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Figure 5-1: Other Projects. Middle and Lower Tier

Projects, Alphabetical By Tier		Type	Length	In Past Plans?	Description
Middle Tier	12th, River Rd to Park	SW+BW	0.4	No	Add sidewalks on both sides, designate bikeway & apply speed management features
	E St/Sleeping Giant, Lewis to View Vista	BW	0.5	Yes	Designate bikeway & apply speed management features
	Highway 89 Pathway, Myers View Trailhead to I-90 (MDT)	PW	1.8	Yes	Build paved shared use pathway
	Yellowstone River Crossing, Meyers Alignment	PW	0.1	Yes	Construct pathway bridge over Yellowstone River
	Lewis, H St to O St, and O St, Lewis to Park	SW+BW	0.6	Yes	Add sidewalks on north side east of M, designate bikeway
	North Hills Trails (West) Scenic Trail Rd to High Ground Av	TR	0.6	Yes	Build single track trails, including HRDC Ravine, to access existing city/county land.
	Park St, Hwy 10 to Geyser (MDT)	SW	0.6	Yes	Add sidewalks on north/west side
	Park St, I St to O St (MDT)	SW+BW	0.4	Yes	Add sidewalks on south side, designate bikeway & consider speed management features
Lower Tier	Park St, 7th to I St (MDT)	BW	1.3	Yes	Designate bikeway & consider speed management features
	5th, Park to Lewis	BW	0.2	Yes	Designate bikeway & apply speed management features
	7th, Front to Montana	SW+BW	0.3	Yes	Add sidewalks on east side, designate bikeway & apply speed management features
	Garnier/Old Clyde Park, Gallatin to City Limit	BW	0.7	Yes	Designate bikeway
	Highway 10 Pathway, Park to Printing for Less complex (MDT)	PW	1.6	Yes	Build paved shared use pathway, could be unpaved
	Miles, Gallatin to Maple	SW+BW	0.4	No	Add sidewalks on one side, designate bikeway & apply speed management features
	N St, Gallatin to Wineglass Ln	SW	0.2	No	Add sidewalks on east side
	Loves Lane, Pronghorn to Park	SW	0.1	No	Add sidewalk on south side
	Scenic Trail/Prairie Dr, Summit to Star	BW	0.7	No	Designate bikeway & apply speed management features
	Star, Front to Prairie	SW+BW	0.5	Yes	Add/replace sidewalks on east side, designate bikeway
View Vista, H St to Mayor's Landing	SW+BW	0.5	Yes	Add walkway on north side, designate bikeway & apply speed management features	
Yellowstone River Trail, South side, Meyers Lane to I-90	PW	2.1	Yes	Build unpaved single track trail	

SW = Sidewalk Project; BW = Bikeway Project; PW = Pathway Project (8-10 feet wide); TR = Trail Project (single track)



Street Crossings

Creating safe crossings of major roads and along walk and bike to school routes should be pursued independently of corridor-level projects identified previously in this chapter. Crossing upgrades generally require a more detailed level of analysis as it is unwise to simply stripe crosswalks without considering other factors.

While the top tier projects must have crossing needs included in their design and construction, Figure 5-2 shows where enhanced crossings should be considered independent of these routes.

Several are recommended across MDT-managed routes and require that agency's approval. Existing school crossings on Park Street would be the first place MDT should upgrade to provide children more than paint and signs. Downtown crossings of Park Street, especially at Main Street and 2nd Street, are also needed.

Crossing Gallatin to provide access to Katie Bonnell Memorial Park is another crossing to increase safety for people going to the park is worthy of short-term consideration by the City. Additionally, crossings of Main at River near the schools and the school crossing on View Vista between the schools are worthy of short-term attention. Designated school crossings along Geyser are also candidates, as is the north leg of 5th Street at Front.

Rectangular Rapid Flashing Beacons (RRFBs). Most pedestrian crossing upgrades identified for Livingston can be addressed through use of an RRFB. Shown on the next page, an RRFB contains a push button that activates yellow flashing LED lights to warn drivers of a pedestrian's intention to cross.

They are most suitable along two- or three-lane roadways at speeds of 30 mph or less. Federal Highway Administration (FHWA) research shows RRFBs can reduce pedestrian crashes by 47%. A pair of RRFBs at a crossing can cost \$10,000 to \$15,000.

Park Street, from Mountain View lane to Bennett, has conditions that make RRFBs a suitable option for intersections that lack full traffic signals. Intersections like Bennett and four/five-lane sections



Crossing Upgrades

People decide to walk or bike based on the worst situation they have to overcome. This is oftentimes the crossing of a major road.

Streets in Livingston where pedestrians are most at-risk crossing are Park Street, Gallatin Street, and Geyser Street, as these are the routes with some of the highest volumes of traffic. Upgrades can include Rectangular Rapid Flashing Beacons and Pedestrian Hybrid Beacons.



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of Park Street are not recommended for RRFBs.

RRFBs are also used for pathway and bikeway crossings with those used at on-street bikeway crossings having a connected push button facing the street from the curb for bicyclists.

Currently RRFBs require what's know as "interim approval" from FHWA because they are not yet formalized in traffic engineering standards. Luckily, MDT has received interim approval from FHWA for their use in Montana and this interim approval covers local agencies. This means the City of Livingston is allowed to use them on City-managed streets and they are approved for use on MDT-managed streets.

Pedestrian Hybrid Beacons (PHBs). These signals are a step up from RRFBs in that they require a full stop by motorists when pedestrians have the "WALK" signal and corresponds with solid red lights. Once pedestrians get the countdown signal, the red lights flash for motorists and they may proceed if the crosswalk is clear and they come to a complete stop.

FHWA studies show PHBs reduce pedestrian crashes by 55%. Because most types of PHBs require more complex signal control devices and signal pole and mast arms, their costs can be \$50,000 and higher. The image shown in the bottom right is a more economical example that's on a single pole but is not appropriate for streets wider than two lanes.

In Livingston's context, PHBs are most suitable for areas of routes like Park Street where it is more than two lanes wide. The general threshold for justifying a PHB is 20 pedestrians or bicyclists per hour willing to cross without protection of a signal device. Traffic engineers are allowed more leeway within federal guidance to deviate from these recommended thresholds when compared to the thresholds that are required to be met with full traffic signals.

Figure 5-2 on the following page shows where RRFB and PHB crossings may be considered, along with recommended signage treatments for pedestrian crossings, bicyclist and pedestrian crossings, and school crossings.

Rectangular Rapid Flashing Beacons

Reduce pedestrian crashes by
47%
Source: FHWA



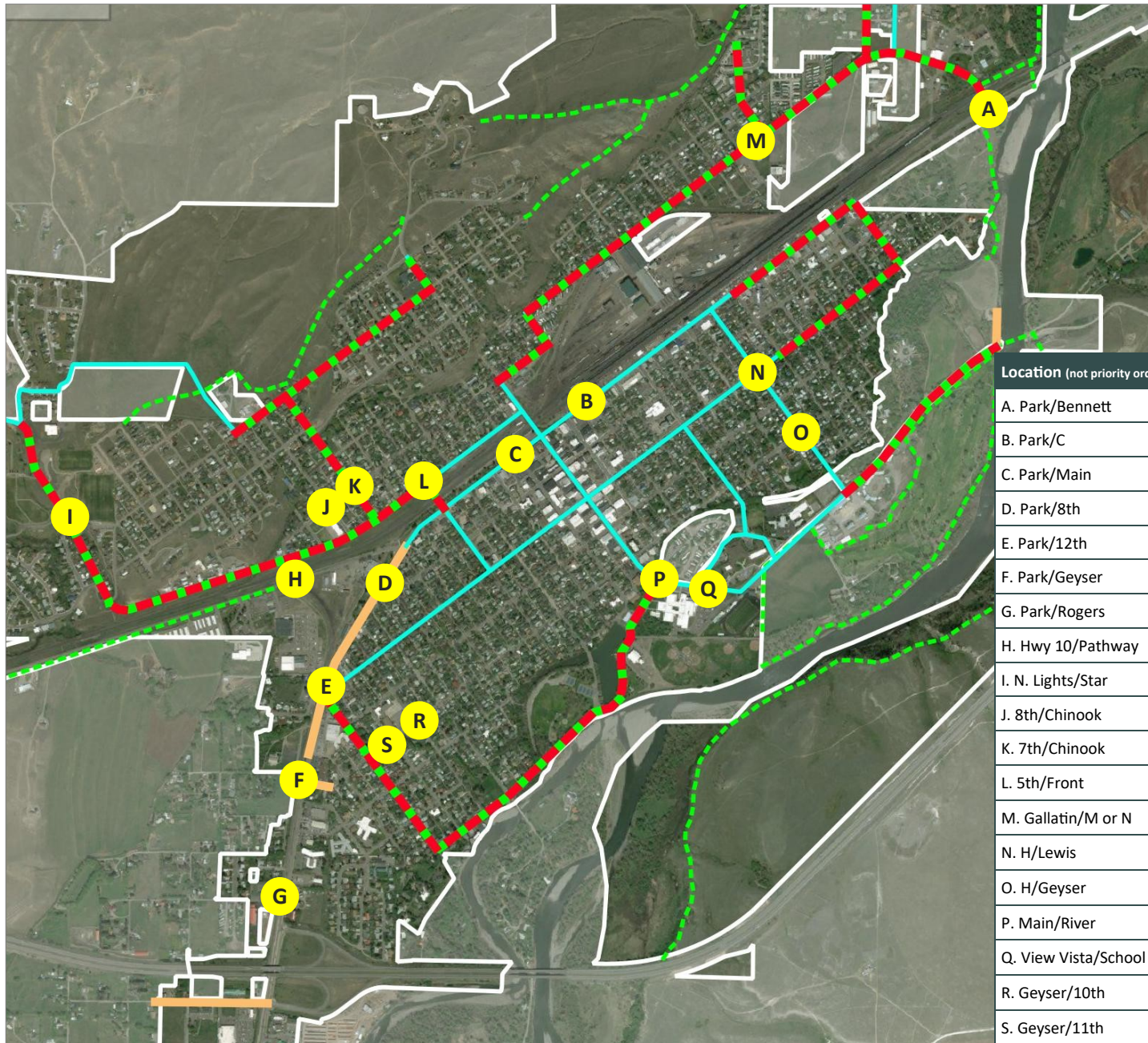
Pedestrian Hybrid Beacons

Reduce pedestrian crashes by
55%
Source: FHWA



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Figure 5-2: Enhanced Crossing Recommendations



Pedestrian Sign
(MUTCD W11-2)



Bike/Pedestrian Sign
(MUTCD W11-15)



School Crossing Sign
(MUTCD S1-1)

Location (not priority order)	Leg	Type	Sign Type
A. Park/Bennett	West	PHB*	Bike/Ped
B. Park/C	West	RRFB	Ped
C. Park/Main	Both	RRFB	Bike/Ped
D. Park/8th	West	RRFB	Ped
E. Park/12th	South	RRFB	School
F. Park/Geyser	South	RRFB	School
G. Park/Rogers	TBD	PHB	Bike/Ped
H. Hwy 10/Pathway	N/A	RRFB	Bike/Ped
I. N. Lights/Star	North	RRFB	Bike/Ped
J. 8th/Chinook	South/East	RRFB	School
K. 7th/Chinook	South	RRFB	School
L. 5th/Front	North	RRFB	Ped
M. Gallatin/M or N	TBD	RRFB	Ped
N. H/Lewis	North/South	RRFB	Bike/Ped
O. H/Geyser	South	RRFB	School
P. Main/River	TBD	RRFB	Bike/Ped
Q. View Vista/School	West	RRFB	School
R. Geyser/10th	West	RRFB	School
S. Geyser/11th	East	RRFB	School

* Full signal preferred or consider PHB if pathway link under bridges is not a short-term option.



Railroad Crossings

Whatever the timeline for the construction of an additional railroad crossing in Livingston, the design considerations for active transportation should recognize these investments occur infrequently. There's only one chance to get it right. A common design approach is to first layout all the needs for motorists, then add bicyclist and pedestrian facilities to the side. The result of this is frequently a maximizing of space for drivers and minimizing of space for pedestrians.

Any new or upgraded railroad crossings should be designed as a shared use pathway with a width of at least 14 feet on any bridge structure that includes railings. The shared use pathway may be 10-feet wide in other areas and include either a five-foot buffer from the curb or a vertical barrier if there is less than a five-foot buffer from the curb. Additional crossings may be considered for active transportation uses only and do not have to include automobile use.

The design needs identified above are consistent with the AASHTO *Guide for the Development of Bicycle Facilities* (2012) that was developed with input from agencies like MDT. The 14-foot width on a structure with railings is to account for shy distance from the railing as such vertical elements results in a reduction of effective width by 18 inches per side.

Given a major structure like a railroad crossing will likely have active transportation infrastructure on one side, design considerations must be given to how people who walk and bike will cross this road on either side of the structure in order to access their destinations. These crossings, whether full signals for all road users or treatments such as RRFBs and PHBs, should be designed into the project.

Regarding existing railroad crossings, recommendations for the 5th and Bennett crossings are included previously in this section. Any future rebuild of the Main Street crossing will be costly and may involve some tradeoffs. The goal should be a shared use pathway width as noted above, but narrower dimensions may be necessary to account for various realities associated with this crossing.



Pathway Width & Vertical Barriers

Vertical barriers reduce the effective width of a pathway. This is why bridges like those in Missoula (top) and Pocatello, Idaho (middle), are 14-feet in width to account for shy distance from these railings.

Additionally, when there is not horizontal separation of at least 5-feet from a road, a vertical barrier is needed to provide safe separation from motor vehicles (bottom).



6. Trails & Pathways Master Plan

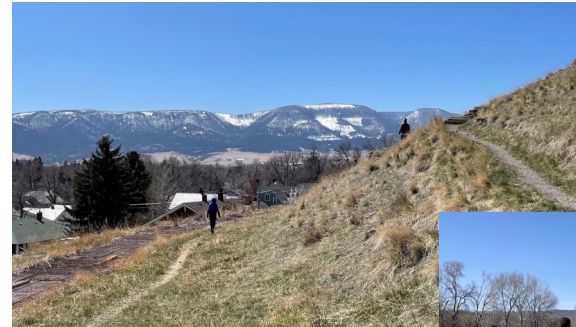
The trails planning effort is intended to merge the findings of Livingston's City Parks & Trails Master Plan with Park County's Active Transportation Plan and Trails Plan into a combined map of potential trail routes. A systems-level approach includes on-street active transportation linkages to these trails that comprise the full Livingston Trails and Active Transportation Plan. The City and County should update land use policies to adopt this map by reference to ensure easements are secured when land develops or redevelops.

Trails are a general term for off-road facilities but may constitute a single track unimproved route or a shared use pathway. Typically trails are typically unimproved routes in a natural setting while pathways can be paved or unpaved and are typically wide enough for people to walk and bike side-by-side.

Figure 6-1 on the following page shows the pathways and trails identified through this Plan for both the City and County to officially adopt as part of their policies to secure easements. The pathways and trails are labeled as follows:

- **Existing trails.**
- **Priority trails**, which are those that were ranked as projects for short-term implementation.
- **Illustrative trails**, which are identified for both long-term implementation and to secure easements along their general alignments.
- **Outside City Jurisdiction trails**, which link to trails within Livingston but are fully outside existing city limits.

As noted on the map, these alignments are conceptual and do not reflect detailed design or alignments to the degree that impacts to individual properties or structures can be known. The City and County should be flexible in securing alignments when properties develop to allow for site plans to serve both the public and private needs of the development. While this flexibility is inherent to the process, alignments should not deviate greatly from their intended

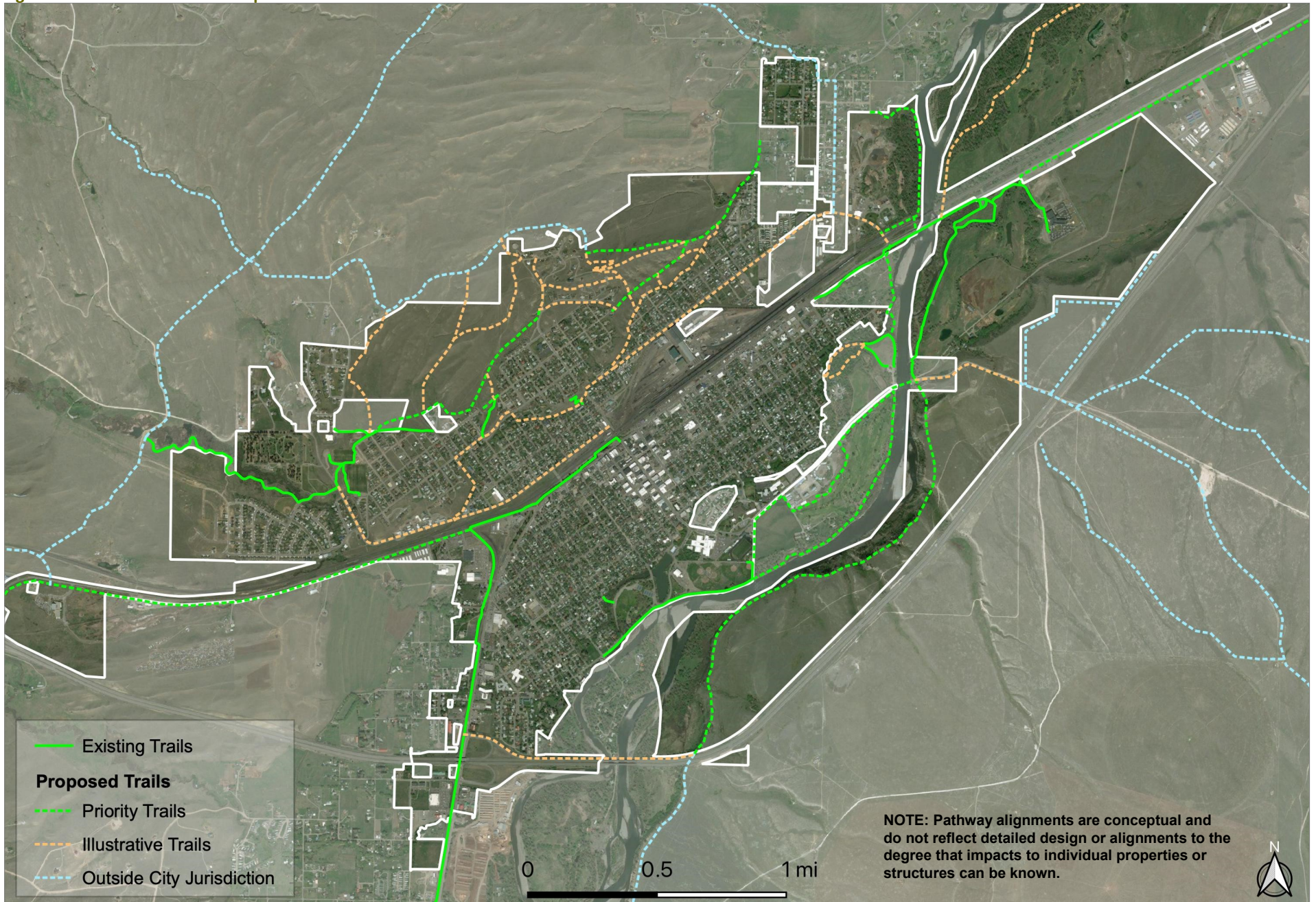


Trails & Pathways

The plan for trails in and around Livingston is based on the premise that an interconnected system of trails, sidewalks, and bike routes will allow people to walk, roll, and bike for recreation and transportation. Trails and pathways range from traditional single tread trails (top) to wider shared use pathways along rivers and streams (middle) to paved sidepaths along major roads such as Highway 89 (bottom).



Figure 6-1: Trails Master Plan Map



Trails & Active Transportation Plan

purpose. For example, a pathway planned along the Yellowstone River should not be allowed to be routed away from the river in order for housing lots to front the river. Additionally, the City and County should work with developers to secure trailhead locations within some developments for people to access the trail.

Types of Pathways & Trails

The design of trails and pathways is more complex and nuanced than the design of sidewalks and bikeways. This is because these facilities may exist in natural areas or along roadways. They may be paved, left in a natural state, or improved with natural but engineered surfaces. Widths may vary based on context, topography, and function.

The City and County may pursue development of specific pathway and trail design standards to ensure consistency across jurisdictions and provide consistent expectations for the public and developers.

Shared use pathways (SUP). These pathways provide for people who walk, hike, or bike. Due to that, they must be at least 10-feet in width (eight-feet in constrained areas). SUPs may be paved or unpaved. If unpaved, the surface must be firm and stable with gravel no larger than 3/8-inch aggregate gravel on a compacted surface in order to be compliant with ADA requirements. Pathways along the Yellowstone River are considered SUPs.

Sidepaths. Sidepaths are shared use pathways along roadways. The same width requirements apply, as does AASHTO design guidance that states a vertical barrier should be included if a SUP is adjacent to a major road (Park Street/US 89, Highway 10) but is not separated by five feet or more from the top of the curb. Intersections with streets require curb ramps and marked crosswalks that match the width of the pathway, as well as ADA-related treatments.

Trails. Trails are used for hiking or biking and are typically built in natural areas and are sometimes referred to as footpaths. They may be of a single or double tread width. These trails are typically three-

Single Tread Trail



Double Tread Trail or SUP



Sidepath with Buffer



Sidepath with Vertical Barrier



Trails & Active Transportation Plan

ft (single tread or track) to six-ft (double tread or track) and surfaces are comprised of dirt, gravel, soil, mulch, leaf litter, etc. Routes such as the Hopa Mountain Trail are considered single tread trail. The Bitterroot Trail may be considered a double tread trail and could be classified as a SUP.

The tread width of trails is oftentimes dictated by the context in which they exist. More natural or constrained environments often dictate a single tread design while areas along gentle streams and rivers may be double tread.

City/County Collaboration

In order to avoid duplication of resources, Livingston and Park County should pursue a Memorandum of Agreement (MOA) to define roles and responsibilities for pathway and trail management. There is no need to buy two pieces of the same equipment for trail maintenance if one jointly-held piece of equipment can address current needs.

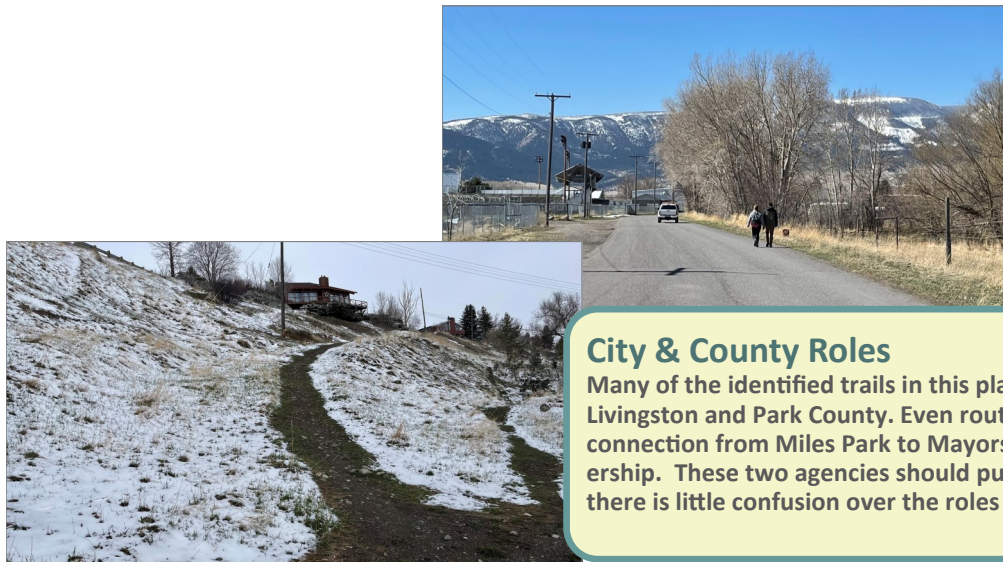
Additionally, identifying which jurisdiction is best suited to pursue and handle indemnification agreements for trails and pathways

along or through private property is also advised. Generally, the liability insurance a public agency holds for parks and recreation facilities will apply to pathways and trails. Determining roles for individual pathway and trail alignments that are located within both jurisdictions is also advised so there is a clear expectation of responsibilities for maintenance and public communication.

Funding a full-time position for a regional trails and active transportation coordinator may be considered for continued City and County collaboration. This role could also be defined within an existing or future city or county staff member's job description if these duties did not warrant dedicating a full-time employee. The job duties could include project management, pursuing easements, and identifying grant opportunities.

Development Policies

Chapter 7. Land Use Policy & Recommendations addresses ways in which the City and County can adopt the trails plan map by reference in subdivision regulations as a way to require dedication of constructed trails or easements as a condition of approval of devel-



City & County Roles

Many of the identified trails in this plan require joint efforts between the City of Livingston and Park County. Even routes that are primarily within the City, such as the connection from Miles Park to Mayors Landing, have a county influence due to land ownership. These two agencies should pursue joint agreements and formalize other roles so there is little confusion over the roles and responsibilities of each.



opment.

It is advised that the City and County policies are similar in their requirements in order to keep development interests from choosing one over the other if one agency happened to have a more lenient policy.

Stairs

The 2nd Street right-of-way between Gallatin and Chinook, along the west side of the Yellowstone Gateway Museum, could be an ideal location for a public stairway to provide pedestrian and bicyclist access along this route. These public stairways are common features in cities with terrain like Livingston's where full street connections were not built. Cities with similar stairways include Juneau, Alaska; Wallace, Idaho; and Lewiston, Idaho.

A public stairway would provide a more suitable option for walkers than the current walking trail and constructing the stairway with a "bike channel" (see images at right) would allow bicyclists to more easily walk their bikes up the stairway.

These projects are often overlooked due to concerns about ADA compliance. It is not the expectation of ADA that a grade be made fully compliant with switchback ramps next to the stairway. The designation of a comparable accessible route rather than an accompanying series of ramps fits within the intent of ADA. The City may pursue connections like the 7th Street and Summit Street sidewalks/pathway projects as suitable comparable routes for people using mobility devices, then sign and designate them as such.

MDT Right of Way & Bridge Underpasses

Montana Department of Transportation's (MDT) right of way along Highway 10 and Highway 89 is wide enough to accommodate the shared use pathways identified along those routes. As with the development policies, adopting this plan helps formalize the City's intent to pursue pathways within this right of way and for MDT to incorporate that into future project considerations.

Stairway to Gallatin

The 2nd Street right of way provides an opportunity for a public stairway to improve pedestrian and bicyclist access to the neighborhoods atop the hill.

Stairways can be built with bike channels that allow bicyclists to easily walk their bikes up stairway. There are several examples, including the two shown below. The one at right is in Missoula.



Figure 6-2: Pathway Concepts for MDT Right of Way

Pathways within State DOT Right of Way: Opportunities in Livingston & Examples from Other States

Meyers Lane Underpass



I-90 Bridge



I-90 off-ramp right of way



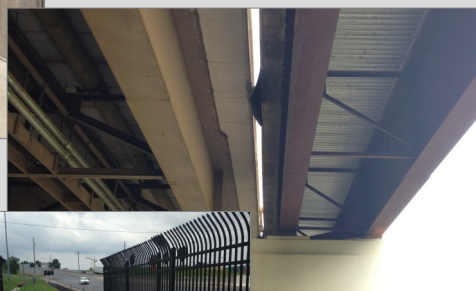
Highway 10 Right of Way



Veterans Bridge



Shared Use Pathway added to existing Hwy 129 expressway bridge over the Tennessee River in Knoxville, TN. Top Image: Underside of structure; Bottom Image: Pathway view.



Shared Use Pathway alongside I-15 over the Snake River in Blackfoot, ID.



Shared Use Pathway retrofit under Highway 55 bridge over the Boise River in Eagle, ID.

Shared Use Pathway within interstate right of way along off-ramp in Linthicum Heights, MD.



Trails & Active Transportation Plan

Singletrack Sidewalks

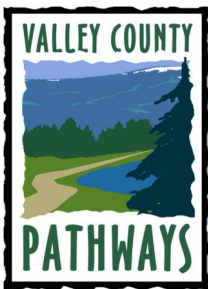
Eagle, Colorado, and Valley County, Idaho, have programs to construct what are known as singletrack sidewalks—typically unpaved non-motorized pedestrian and bicycling trails constructed next to public roads. These facilities are located within existing right-of-way as a way to provide an active transportation option to destinations that are not linked by traditional sidewalks and pathways.

The images below are from recent construction of singletrack sidewalks by the non-profit organization, Valley County (ID) Pathways. They are designed to withstand weather conditions and stormwater runoff and avoid impacting existing stormwater facilities. The surface is 3/8-inch compacted gravel, which can be used by people who use mobility devices such as wheelchairs.

Additionally, the right of way along the I-90 corridor, including the

In 2019, Valley County, Idaho, amended its Code of Ordinances to include a section on Singletrack Sidewalks. The ordinance require a Memorandum of Understanding with a local organization for maintenance of these pathways and liability insurance. It includes the following design stipulations:

- Trails will generally be 24 to 48 inches in width.
- Should meander within the right-of-way around drainage, and obstacles, etc.
- Shall not inhibit roadway drainage or obstruct operability of the road.
- Constructed of a permeable natural surface but can be paved where appropriate.



Singletrack Sidewalks

Roads in Livingston and Park County that lack sidewalks but have enough right-of-way to consider other options can benefit from singletrack sidewalks. These pathways run within existing roadway right-of-way to create an active transportation option for rural areas. They can be used to connect existing trails, sidewalks, and bikeways.

Images: Valley County Pathways



7. Land Use & Policy Recommendations

Infrastructure is a singular, though essential, element of a comprehensive approach to active transportation. In this plan there are a number of identified projects that, when implemented, will create more complete network for walkers and bicyclists. However, these projects will take considerable time to fund, design, and construct. As the City and its community partners work to address the identified infrastructures needs, other efforts can further improve Livingston streets and trails by making changes and improvements through land use strategies and related policies.

The first section of this chapter focuses on big picture land use strategies that can be discussed among Livingston's leaders and citizens. The second section provides detailed recommendations for updating existing City code to align with goals of the Growth Policy Update and improve conditions for people who walk, bike, and use trails.

Sometimes a land use decision does more for active transportation access than infrastructure. The City and Park County control decisions on the location of offices, recreation facilities, and social services.

These infrastructure investments can be made through a lens of how the most people can access them without having to use a motor vehicle. Other public agencies, such as the school district, can also consider these factors with support from the City and County.

Other policies, such as zoning, help steer desirable land uses to areas that are walkable and bikeable. Mixed-use and dense development create more market demand for walkable and bikeable destinations and can shorten trip lengths.

Street design policies can ensure new streets have the same safe features as the original streets of Livingston and include speed management features such as curb extensions built by new development.

This first section of Chapter 7 explores both the big picture facets of land use and policy, as well as specific recommendations for updating the City's subdivision regulations and street design policies.



Back to the Future

Livingston's most walkable and bikeable streets didn't come about as a result of profound policy and strict zoning ordinances. They were built the way they were because people had to get around without a motorized vehicle.

The United States has spent more than 100 years making such historic streets practically illegal by eliminating trees, mandating excess street widths, and promoting free or subsidized parking.

Livingston's street design policies should be organized to ensure new streets are built with the same features as historical streets.



Trails & Active Transportation Plan

The Livingston Food Resource Center is a testament to how land use decisions can influence walkability as much as infrastructure investments. The profile below explains. While many land use decisions come about due to influences external to city policies, the City of Livingston can help promote and sometimes incentivize decisions like those the Food Resource Center made in its location decision.

Land Use Strategies

Ensuring the Growth Policy Goals and Objectives become actual policies is crucial to achieving the City's vision. The specific Growth Policy goals pertaining to active transportation are identified in Chapter 1.

Unlike goals and objectives, policies are oftentimes the behind-the-scenes instructions and requirements that define how a city grows, manages, maintains, and operates. By amending and strengthening Livingston policies, many of the existing infrastructure shortfalls identified in the Active Transportation Plan can be prevented in other parts of the City as it grows. The themes identified in this first section help understand how the City can accomplish some of its Growth Poli-



A Profile in Walkability

Livingston Food Resource Center

The original Livingston Food Pantry, established in 2006, was housed in a converted automobile repair garage located on North M Street in Livingston. Like food pantries in many towns, it was in a rather depressed part of town and difficult to access. There was no public transportation, no sidewalks nor marked crosswalks, and no traffic control such as stop lights. It was an unsafe location that had many barriers to anyone on foot, on a bicycle, or in a wheelchair. Even if you had automotive transportation, there was no place to park.

When the decision was made to pursue the development of a new food pantry facility in Livingston it was quickly decided that accessibility was a key determinate of its location. A high percentage of the food pantry's clients—people in need—do not own cars, or are not able to drive. This made “walkability” an important factor in identifying a new location.

A study was conducted to determine how many people, who the pantry served in the prior 12-month period, lived close enough to reach the pantry on foot, within five minutes. A circle was drawn around the old pantry location and the preferred location for the new pantry; anyone living inside the circle could walk to the site within five minutes. At the old site there were 25 people living inside the circle. At the new location there were 115. Plus, the new location had sidewalks, safe crosswalks, and traffic control.

When the new food pantry was completed in January 2015, the number of people visiting the pantry for assistance more than doubled – and included many people in need who had never used the pantry before, just because they couldn't get to it.

Images: Livingston Food Resource Center



Trails & Active Transportation Plan

cy goals while the specific policy changes identified in the next section help make those goals the law through changes adopted by the Planning Board and City Commission.

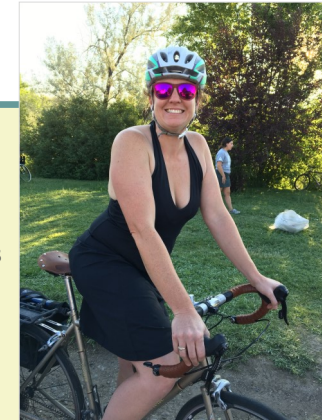
Policies can generate an interest in active transportation by matching daily needs of residents to land uses and through strategic planning and investment in particular locations within the city. Examples include goals pertaining to infill and brownfields.

Further, some policies lead to faster, tangible changes in walking and bicycling habits of residents and begin to build momentum towards a city where residents walk and bike for utility purposes as much as for recreation. Others will require patience and time as implementation will be gradual and benefits therefore delayed.

The following section is intended to illustrate policy actions that if taken can improve active transportation participation rates among Livingston residents.

Each of the policies are presented as suggestions to pursue as sidebars to the street infrastructure and design changes enacted by the City, MDT, and other community partners. If the policies are implemented, the results should include:

- Land uses that stimulate walking and bicycling trips due to appeal and proximity;
- Significant increases in students and parents walking and bicycling trips;
- Reduction of local vehicle trips and peak hour congestion, particularly at key intersections and rail crossings;
- Reduced household expenses resulting from fewer vehicle trips
- Improved local air quality resulting from fewer vehicle trips and idling;
- Numerous health benefits gained from walking and bicycling; and
- General heightened awareness among drivers of the presence of pedestrians and bicyclists.

**In their own words****Alison Shannon**

I live just a mile from work and love my 5-minute ride. Our community is small, often times biking is faster when getting across town during those busy morning commuting hours, and I get a little pick me up before getting to the office.

My husband (boyfriend since high school) has a similar story: Biking was the affordable option and he fell in love with it like I did.

I grew up just outside Boston, MA. Commuting by bike is a lifestyle. As a kid I either had to take the bus or bike to school, once I could drive my dad made it clear I could bike or buy my own car, well I already enjoyed biking so I kept it up.

We take long overnight bike trips, once even from Boston, MA to Hamilton, Ontario, for my husband's grandmother's 90th birthday. But we mostly did it because it was more affordable. Our son Emmett quickly fell in love with it as well, first being toted around in a trailer, then a trainer bike attached to ours and now his own.

We purchased a car at 28 years old. It still is used, mostly for adventuring on weekends. My husband uses the commuter bus from Livingston to Bozeman to get to work and when the weather is nice he bikes the 37 miles home.



Trails & Active Transportation Plan

School Operations. A city the size of Livingston typically sees above average walk and bike rates to and from schools. This is due to the general scale of the city and lower volumes of traffic, which contribute to a feeling of safety, and central location of campuses.

Transporting kids to school means choosing one of the few rail crossings or paying an additional fee for bussing. Essentially, for many students living in Livingston, walking or bicycling to school is simply not an option due to the distance, limited and potentially hazardous crossings, and lack of existing infrastructure.

Fortunately this can be changed by revisiting and reversing how elementary schools are organized. As has been the policy of the school district for a generation, elementary schools do not serve traditional Kindergarten through 5th grades. Instead, the three elementary schools serve two to three grades only with Washington Early Foundations Center serving Pre-K and Kindergarten (blue

dot), BA Winans Elementary serving 1st-2nd grades (red dot), and Eastside Elementary serving 3rd-5th grades (yellow dot). This policy is set by the Livingston School District.

Such a policy means that unless a child lives near the campus for the two to three years they would attend, attending three different schools from Kindergarten through the 5th grade is typical.

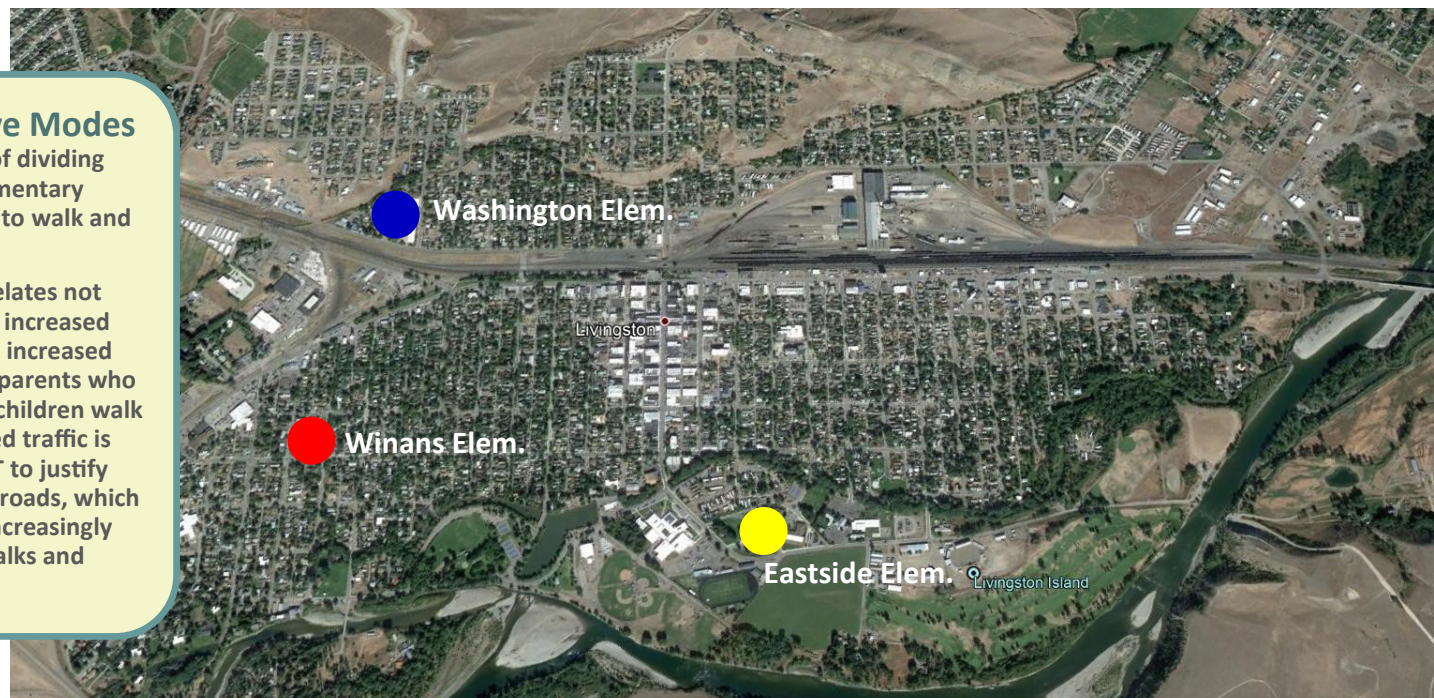
As currently configured, many Livingston students are required to travel more than a half-mile to school and in some instances, required to cross an active rail crossing or use the Main Street underpass which is limited for bicyclists and subject to flooding.

If children are allowed to do that, students then need to cross Park Street, which is a heavily-trafficked state highway. All of these factors contribute to limited few students participating in active transportation to and from school.

Schools Limit Active Modes

The long-standing policy of dividing children among three elementary schools limits their ability to walk and bike to school.

The other effects of this relates not only to health, but also to increased motor vehicle traffic. That increased traffic raises fears among parents who might otherwise let their children walk or bike to school. Increased traffic is used by agencies like MDT to justify widening intersections or roads, which oftentimes makes them increasingly unsafe for anyone who walks and bikes.



Trails & Active Transportation Plan

Beyond limited walking and bicycling rates, the issue has additional implications. For parents, transportation to each campus can be arduous, particularly for those living on the north side of the rail corridor. In households with children enrolled in the 1st grade or above and located in north Livingston, all schooling takes place on the south side of town. These frustrations were expressed when Park County Environmental Council conducted school surveys in fall 2021.

By reverting the three elementary schools back to Pre-K through 5th grade, or some similar version, students will instantly be closer to the school campuses for up to seven years rather than two to three.

Simply stated, local school policy is causing negative direct traffic and active transportation effects that can be reversed. That's not to say it's an easy policy change, as other factors and politics are involved. But it is likely the single-most important policy change that could be made to reduce reliance on automobile trips to and from schools.

Other Impacts of School Policy. The proximity to school matters and is a fundamental element of a successful walking or bicycling environment. If students are not walking and bicycling, it means they are being driven to school or bussed. With bussing costing families additional fees, many choose to drive their kids themselves.

This action adds significantly to morning traffic. Many vehicle trips are occurring in Livingston unnecessarily, which induces congestion and vehicle miles traveled, and increases household costs. Such traffic also registers in vehicle counts and intersection delay, both being used to determine capital improvement projects for roadway widening.

Students typically walk at a pace of 3 miles per hour. This translates into a 10-minute walk to cover a half-mile of distance. While some students and their parents or guardians are willing to walk farther than such a distance, using this as a guide demonstrates an im-



Traffic Inducing Traffic

Cartoon by Ian Lockwood, PE



Trails & Active Transportation Plan

important fact in the city: If the school district reverted back to having three conventional elementary schools, the vast number of students would be within the half-mile walk shed, as illustrated below.

Furthermore, by doing so, the vehicle congestion seen at the limited rail crossings and Park Street intersections should decline as travel behaviors change and the need to make a crosstown trip is eliminated. With the likely increase in active transportation trips made by students, household incomes could see a modest increase as vehicle trips or bussing fees are reduced.

Health impacts derived from walking and bicycling would also occur bringing additional physical activity into the lives of participants. This is important since most US children do not meet daily physical activity recommendations set forth by the CDC and walking or bicycling is one way to help attain that activity.

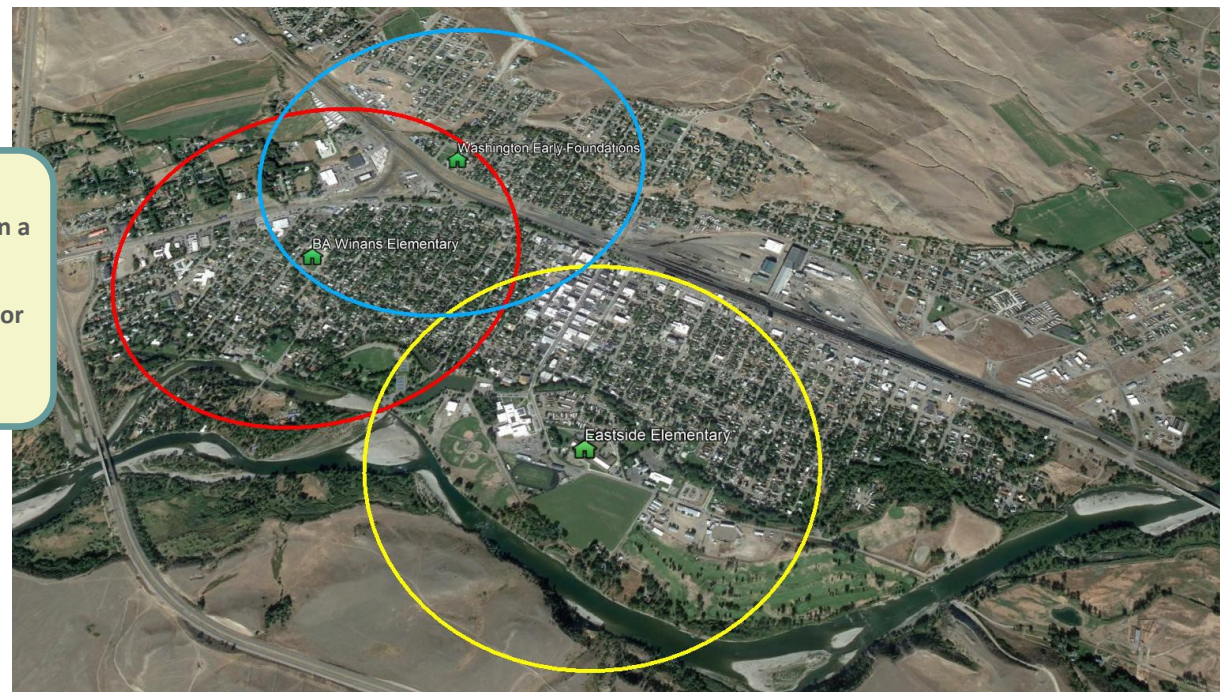
According to the US Census, approximately 600 children live in Livingston and are Pre-K through 5th grade age. With residential land use patterns being what they are, it appears roughly two-thirds of students live within the half-mile radius of one of the three schools.

Walking and bicycling rates among students living within this distance can reach between 25-50%. This translates into a possible raw number of 100-200 (25% of 400 and 50% of 400) students who could regularly participate in active transportation.

If combined with improved infrastructure, the rates of walking or bicycling to school could increase substantially. As the city grows, the northeast portion of Livingston will likely need an elementary school. If such a campus is built, the proximity to the neighborhood will further reduce families' need to drive to school and high participation rates among K-5 students realized.

School Walksheds

A change in school policies could mean a majority of Livingston's elementary school age children would be within what is considered a suitable walking or bicycling distance from their school campus.



Land Uses North of the Railroad. The current land uses north of the railroad tracks in Livingston are dominated by residential neighborhoods. With few exceptions for light industrial, municipal, or religious institutions, commercial and retail outlets do not exist.

This reality, coupled with the school issue, mean most walking and bicycling trips generated from the north are due to lack of vehicle access or recreation. To generate a greater interest in walking or bicycling, a combination of infrastructure improvements and land uses that attract users is necessary.

The number of residents on the north side may not meet requirements of grocers but could meet demand for owners of a smaller footprint market. Other land uses such as small restaurants, social club like a brewery or coffee shop, or other neighborhood-scale businesses may be feasible. This type of development would most likely succeed in a single planned development rather than piecemeal one-off structures and parcels.

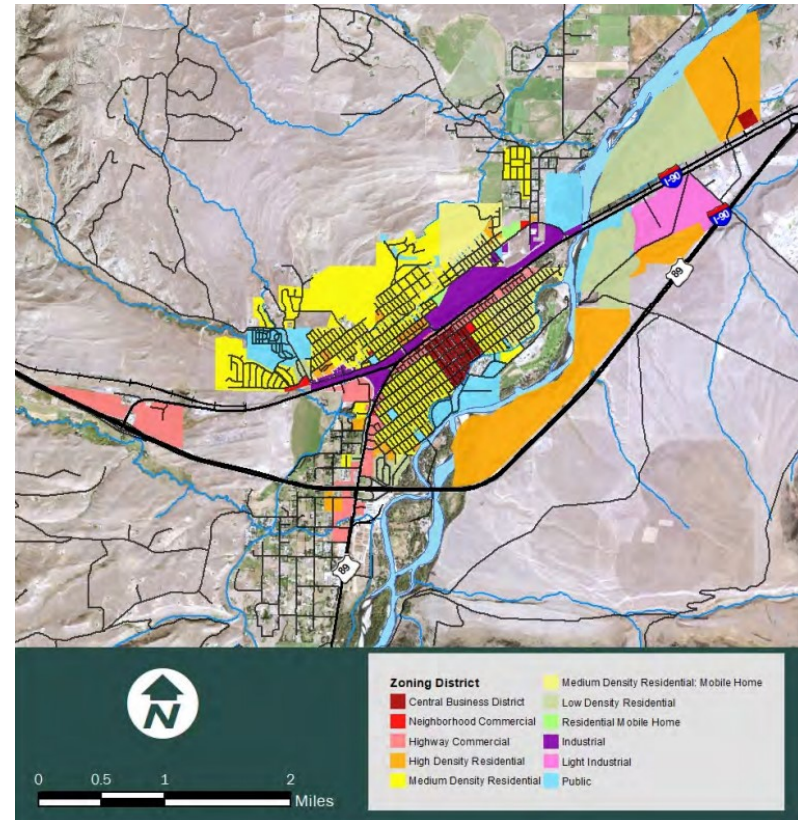
As noted earlier in this chapter, there are some decisions that are directly controlled by the City, County, and school district. Private land use decisions will be either market-driven or require incentives.

New development could spur utilitarian walking and bicycling trips and give residents on the north side of the city reasons beyond recreation to participate in active transportation.

Zoning for and promoting this type of a development could lead to reduced demand for crossing the railroad tracks. The current zoning map (Figure 7-1) shows limited pockets for such development north of the railroad tracks.

Sidewalk Requirements. While every motorist in Livingston enjoys the convenience of pulling out of their driveway and having a road to connect them to their destination, the same cannot be said for someone wishing to use a sidewalk from their home.

Figure 7-1: Livingston Zoning Map



Source: 2021 Growth Policy Update



Trails & Active Transportation Plan

Sidewalks were not constructed with the new development in several areas of Livingston. If sidewalks are not required at the time of development, especially with larger projects, the opportunity is lost and the public is left to address the shortfall at a later date, likely costing even more money and more complexities as residents may be less supportive of sidewalks after the fact.

In the pictured examples in Figure 7-2, both developments were built between 2005 and 2007. Sidewalks were not mandated or were granted a waiver by either the City or the County. Fast forward to today, and these neighborhoods have residents now asking for safe walking infrastructure.

Now, instead of the developer funding the sidewalks up front, it is Livingston residents and current decision makers who need to determine how to pay for this infrastructure. This may be done through policy mechanisms such as sidewalk utility fees, but those take more political action and are not without controversy.

While sidewalks add to the overall costs of a project, without them being required by land use policies the system is left incomplete. The convenience of connected system that every motorist enjoys is denied for those who wish to travel by walking or rolling. Safety is compromised when such gaps are in place as people are forced to use unprotected shoulders or move within mixed traffic.

Recent development projects in Livingston do not reflect the previous policies and projects are being built with solid sidewalk systems from the outset. The neighborhoods pictured below serve as reminders for current and future generations of what can result without implementation of walking infrastructure from the development stage.

These decisions are not made in a vacuum, as adding costs for new development via sidewalks that are buffered from the street and have trees like they do in older parts of Livingston, may be viewed as policies that conflict with affordability goals.

Figure 7-2: Recent Developments or Individual Parcels Lacking Sidewalks



Trails & Active Transportation Plan

This is why other methods, such as fee in lieu programs or a sidewalk utility fee may be explored, in addition to land use policy changes. In some cases, the city may incentivize developers who are meeting goals for affordable housing by contributing to certain infrastructure costs, such as sidewalks.

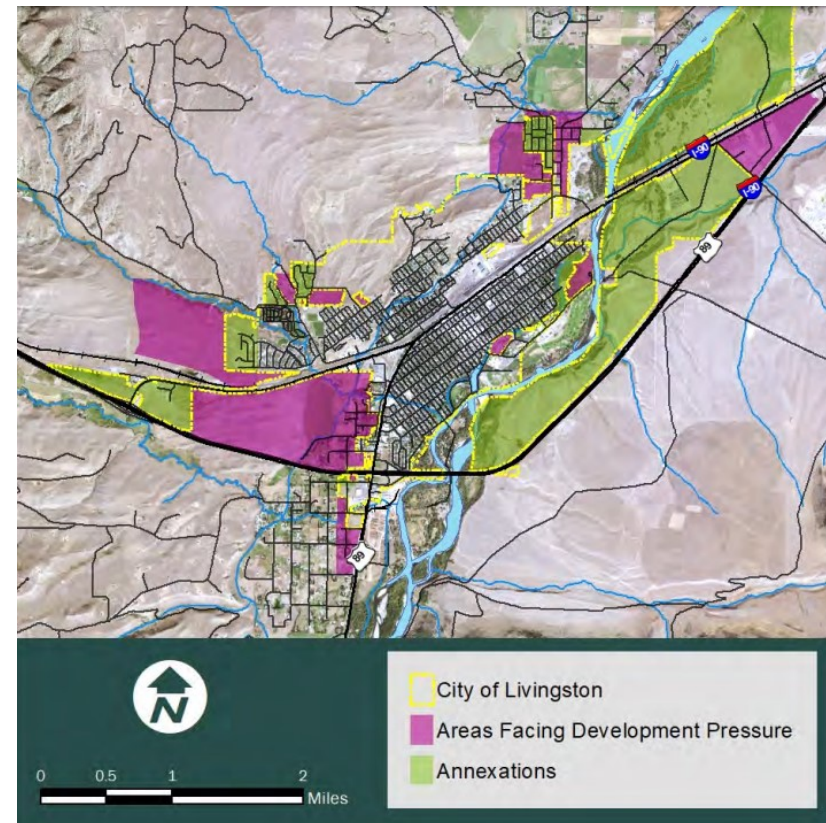
Future Growth Areas. Most of the land uses needed by everyday residents of Livingston are concentrated in a few key locations. These are on the south side of the railroad tracks and Park Street. Furthermore, as was expressed in many discussions, the City is currently facing a void of needed business types such as apparel stores, general department stores and the like, after the shuttering of Shopko. The transition of downtown over many years has led to few businesses offering everyday wares for residents. Accessing current businesses is a challenge for those living north of Park Street and the railroad as well as on the far east side of town.

Not only is travel by foot or wheel difficult from existing north side residents, future growth is largely taking place in the north or slated to occur east of the river, which presents another obstacle. With new neighborhoods comes greater demand to cross at key intersections until the non-residential land uses are developed in closer proximity. The two largest pockets of areas facing development pressure and recent annexations are south of the railroad tracks (Figure 7-3).

To mitigate this reality, improving the crossings of the rail corridor and Park Street will be imperative and north-south infrastructure connecting neighborhoods to city centers is vital. Zoning for mixture of land uses within currently zoned residential areas is another method worth considering as reducing the crossing demand and shortening travel distances from homes to needed services, ideal.

In addition to zoning tools, the City could explore public/private partnership opportunities to attract such land uses sooner than what the general development market may bear. An example could be a rental agreement using City owned land. Such an agreement could significantly reduce monthly costs to a retailer in exchange

Figure 7-3: Recent Annexations and Areas Facing Development Pressure



Source: 2021 Growth Policy Update



Trails & Active Transportation Plan

for the potential for reduced revenues possible in comparison with other more predictable locations. Some degree of City involvement may be necessary to attract retailers to the north side of Livingston given the distance from the highway and bulk of rooftops that exist on the south part of the city.

Promote Recreation While Growing Utility. Livingston is a community with numerous trails, paths, and recreational opportunities. These attractions and facilities translate into many residents taking advantage of them and regularly participating in active transportation. The input survey appeared to showcase this.

This foundation of active transportation trips for recreational purposes is viewed as an opportunity to grow participation in utilitarian trips. As policy and land use changes occur over time and infrastructure improvements completed, a correlating increase in people walking and bicycling for purposes other than recreation should follow.

A walk to the grocery store or market, a bike ride to a local employment center, or using any active mode for an evening meal with friends, are all examples of what is to come in Livingston with the natural and pursued changes sought by residents.

In the meantime, bolstering the momentum that exists in the recreational space can help persuade residents to take active transportation trips for other purposes. To do this, the community as a whole can examine and augment offerings at the existing parks, improve access to trails and trailheads, invest in wayfinding to depict the sense of time to reach destinations, organize events like walks or bike rides through town, and possibly expand recreational opportunities into locations where such facilities are at a minimum.

These relate to decisions within the control of the City and County. Questions that should be answered are:

- Are the park sites distributed equitably in all parts of the City?
- Do the offerings at park sites match the desires of adjacent populations?
- Are the recreational outlets dated or are new forms of recreation sought?
- How do the facilities at schools address the needs of the community?
- If a person wanted to ride a bike to a park or other facility, can they safely lock up the bike or are they left without such necessities?

Advance Recreation, Equitably

In the short term, promoting active transportation for recreation or to reach recreation destinations is the key to creating a willingness for utilitarian trips.

Increasing walking and bicycling trips can be gained by ensuring park sites and trails are equitably located through Livingston and are accessible to nearby residents.



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Upgrade Gateway Corridors. In an ideal world, corridor projects like those MDT may pursue on Park Street and Highway 10 would be evaluated like any other land use decision. There are other policy limitations to that, but that mindset should drive Livingston's elected leaders, staff, citizens, and advocates to strongly suggest MDT design these routes in consideration of MDT's 2015 Context-Sensitive Solutions guide, City policies and adopted plans.

The Growth Policy Update chapter on Population and Community Character includes the following:

- Strategy 2.1.1.1: Identify key roadway and non-motorized entry points – or Gateways – into Livingston.

A zoning overlay district for gateway corridors is something the City can pursue for all identified gateway routes. The gateway to Livingston off of US Highway 89 and I-90 on the southwest side of the City generally lacks refined design treatments to suggest it is a key gateway to the City and Yellowstone National Park. There is a great amount of visual clutter from highway signs, utilities, and

other roadway infrastructure. The effects of this are amplified for people walking and bicycling, as they are subject not only to these visual detractors, but also noise and emissions from motorized traffic.

The City should work to ensure other entry points to Livingston along US Highway 89 to the northeast and Highway 10 to the west are not subject to transportation engineering and land use decisions that create a gateway similar to US Highway 89 around Exit 333.

Additionally, the City should pursue coordination with Park County, MDT, and the National Park Service to reimagining the Exit 333 area as a safer and more attractive entry point for Yellowstone National Park-based travelers and visitors to Livingston.

Converting interchange ramps to roundabouts at Exit 333 would provide opportunities to enhance visual appeal and safety, as well as providing context-appropriate public art in the interior circle island of the roundabouts.

Gateway Corridors

The Exit 333 area of Highway 89 can be reimagined to remove visual clutter and enhance the safety and aesthetics for people who walk, bike, and drive. The roundabout outside Grand Canyon National Park on Arizona Highway 64 in Tusayan (below) is a great example of how roundabouts can include public art and make a gateway more inviting and fit the context of a community.

Image: Tusayan, Arizona - National Park Service



Subdivision & Zoning Policies

The first section of this chapter addresses larger, overarching approaches to align land use and school policies to promote walking and bicycling, this section includes specific policy-based recommendations for the City of Livingston to include in its Code of Ordinances. Documents such as the Trails and Active Transportation Plan, as well as the Growth Policy Update, are only as good as the policy changes that occur once they are adopted.

Growth Policy Update. The overall content of the Growth Policy Update, when implemented, will support greater trails and active transportation opportunities for the people and visitors of Livingston. Goals to promote infill and compact development, address climate change, enhance air quality, and promote a mix of housing are supported through the recommended policy changes.

The proposed ordinance changes included in this chapter are focused on implementing the goals, objectives, and strategies contained in the Transportation chapter of the Growth Policy Update. The key elements of that chapter related to ordinances are shown in Figure 7-4 at right.

Figure 7-6 on pages 75 through 78 outline specific policy-based changes for the City to enact to achieve these and other goals. Historically, zoning and subdivision ordinances focus on the movement and needs of motor vehicle traffic and do little to put people who walk and bike on equal footing.

The recommendations contained in this chapter are generated to put Livingston at a leading edge of policies for small cities to ensure a balanced assessment occurs when land develops.

The railroad and MDT are major influences on the safe movement of pedestrians and bicyclists in Livingston. It is desirable that any redevelopment or zoning actions on railroad parcels be subject to the requirements set forth for other private landowners as it pertains to pathways and sidewalks.

Figure 7-4: Growth Policy Update Strategies

Ordinance-based Recommendations
Strategy 8.1.1.1: Adopt an ordinance requiring sidewalks on new developments within City limits.
Strategy 8.1.1.4: Create a process to explore connectivity between City trails and parks to the larger outlying trails network.
Strategy 8.1.1.5: Consider installing outlets for pedestrians and bicyclists in cul-de-sacs and dead-end streets.
Strategy 8.1.2.1: Explore developing roadway standards that accommodate bike/auto/pedestrian and transit.
Strategy 8.2.3.1: Ensure zoning ordinance and subdivision regulations require multi-use trail and/or sidewalk connections to existing and future development.
Strategy 8.2.3.2: Require that right-of-way is dedicated to the City during the subdivision review approval process.
Objective 8.2.4: Ensure that bicycle, pedestrian, and trail connectivity is evaluated in all requests for modification or abandonment of public rights-of-way or access easements.
Strategy 8.2.7.2: Ensure that all transportation modes are provided for when constructing new roadways, including: sidewalks, bikeways, and vehicular and public transit rights-of-way.



Trails & Active Transportation Plan

Recommended Ordinance Changes. Several Growth Policy Update strategies show the need for bolstered policies in the City's subdivision and zoning ordinance language. A lesson learned from recent history is that when developers do not build sidewalks with their properties, it is Livingston residents and current decision makers that are left to determine how to pay for the infrastructure.

While sidewalk costs as part of development do add to the overall costs of a project, omitting them as part of a development puts a greater burden on taxpayers in future years. When sidewalk segments are built along the frontage of new development it makes it easier for a public agency to fill the gaps.

Recent development projects in Livingston do not reflect the previous policies and projects are being built with solid sidewalk systems from the outset. However, the current Livingston subdivision regulations are ambiguous about sidewalk requirements. The policy recommendations found on the following pages include recommendations for this and other active transportation

needs. If properties subject to these ordinances already have sidewalks, then they should be required to upgrade the sidewalks to meet current policies for width, fix any driveway crossings that have cross slopes greater than 2%, and upgrade curb ramps to meet current ADA requirements.

Additionally, Livingston's current ordinances make no reference to the need for new development to dedicate an easement or construct pathways. The Trails and Active Transportation Plan includes a Trails Master Plan map that can be adopted by reference in the City's and County's ordinance so policies related to requiring sidewalk construction also apply to trails.

For bikeways, the City should reserve the right to designate new routes if proposed public streets provide connectivity from arterials, collectors, or other bikeways to pathways or other generators within the development.

Addressing policy with block length maximums will promote greater active transportation. Shorter block lengths typically lead to

Mind the Gaps

The Trails and Active Transportation Plan recommends filling the sidewalk gaps on along River Drive. The City's policies should reflect these identified needs by either requiring new development, like shown at left, to construct sidewalks along the frontage or provide a fee in lieu deposit for the cost of sidewalks that can be used by the city to fill gaps in the system at a later date. Requiring properties to upgrade curb ramps as a condition of approval is also advised, like was done in the redevelopment of the hospital site (below).



greater accessibility throughout an area for pedestrians and bikers. Shorter block lengths increase opportunities for crossings and provide more direct routes for pedestrians – and they limit traffic speed. Shorter block lengths also tend to disperse traffic, resulting in fewer roads that are congested by automobiles.

Connectivity requirements are advised in the form of regulating block lengths in new developments to be consistent with the original street grid patterns established in Livingston. These policies are already in the process of being updated to require blocks that are 366 feet by 466 feet to match the original townsite. Policies should also be added to specify maximum block lengths and conditions under which blocks may be longer than 466 feet.

Where block lengths are longer, the City should examine individual development applications for recommended mid-block crosswalks. In addition, we recommend that culs-de-sac and dead end streets be strongly discouraged unless required by topography and other constraints. When that occurs, micropaths should be required to provide active transportation access and may serve as secondary emergency service access points. Micropaths should also be required on lot lines if there is a nearby trail or pathway connections.

Other Policy Pursuits. Create a Special Improvement District in which the costs of building sidewalks in the existing gaps are distributed across the properties that front the new sidewalk. The City then assesses the property owners their share annually, for a period of up to 20 years. This spreads the costs of sidewalk construction, as opposed to the property owner paying the entire cost at the time of construction.

Allow new developments to pay a fee-in-lieu of building sidewalks on only one side of the street. Those fee in lieu funds would then be used to complete the existing sidewalk gaps.

Figure 7-5: Traditional Street Grid vs. Suburban Street System

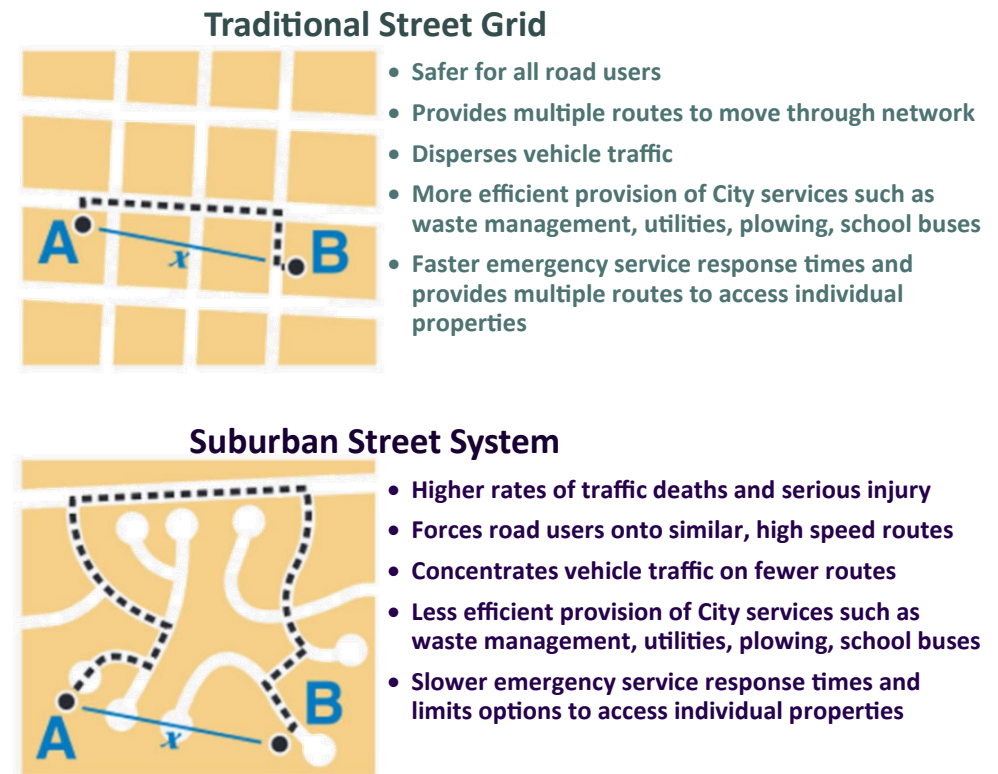


Figure 7-6: Ordinance Recommendations

Section of Ordinance	Assessment
Chapter 26 - Streets and Sidewalks	
Section 26-6. - Marking or painting on sidewalks, curb or pavement.	This policy may come in conflict with pop-up projects and other demonstration projects recommended in this plan. Consider revising to clarify purpose of marking a sidewalk for valid transportation uses.
Section 26-10. - Permit for sidewalk installation or repair.	Add requirements to comply with the Manual on Uniform Traffic Controls Devices, Section 6, for pedestrian circulation and accessibility. Sidewalks must have signed detour routes and the detour route must be comparable to the closed sidewalk from an accessibility standpoint (e.g. if the closed sidewalks has curb ramps, then the detour route must have ramps). In general, sidewalks closed for repairs should have barricades that cover the full width of the sidewalk and are detectable to people who are blind or vision-impaired.
Section 26-11. - Ice, slush and snow upon a public sidewalk is a nuisance.	State that publicly-operated plows will not plow sidewalks from streets onto sidewalks or block curb ramps. Amend to state property owners are responsible for the natural snowfall on sidewalks. Specify that property owners who are clearing parking lots shall not deposit snow so that it blocks sidewalks, curb ramps, and walkways that provide access within the property.
Article VI—Bicycle/Pedestrian Path. Section 26-93. - Definitions.	Update definition for “bicycle/pedestrian path” for new pathways or a general description of them. Consider adding electric-assisted bicycles to definitions, as well as e-scooters, specifying which types of e-bikes are allowed. Ones with throttles are typically prohibited and speed limits are established for all e-bikes. Add definitions for pathways and trails with reference to Trails Master Plan map contained in this plan, once adopted.
Article IX. - Construction and Repair—Public Rights-of-Way. Section 26-102. - Design standards for existing rights-of-way.	Repeat this language in the Subdivision Ordinance to define street cross sections for new streets.
Section 26-107. - Driveway construction—permit and supervision.	Add that driveways along streets where sidewalks are present or planned shall provide a Pedestrian Access Route (PAR) of at least four-foot wide with a cross slope no greater than 2%. Exceptions may be granted for 3-foot wide PAR within a driveway crossing if constraints exist with regard to other site-specific factors. Existing driveways subject to reconstruction must conform to these requirements.
Sec. 26-111. - Width of sidewalks.	Extend expectations for Park Street sidewalk widths to be 10 feet wide from 12th Street to N Street and may be granted 8 feet in width as an exception due to site-specific constraints. Add language for 10-foot wide sidewalk along the south side of Front Street/Gallatin Street corridor, including of segments on Main, Chinook, C, Bennett etc. Add language for pathway expectations along Highway 89 and Highway 10 (10 feet, paved, within existing right-of-way). Repeat sidewalk width language in the Subdivision Ordinance to define sidewalk expectations for new streets.
Section 26-114. - Sidewalk construction—cost borne by owner of abutting property.	Consider adding language to spell out options for citizens to apply for a hardship case, recognizing that incomes vary and a person’s individual ability to pay for such improvements will vary. This will ensure equitable application of the policy. A sidewalk utility fee would nullify this policy, if enacted.



Figure 7-6, continued: Ordinance Recommendations

Section of Ordinance	Assessment
Chapter 28 - Subdivision Regulation	
Definitions: STREET TYPES	Add language for each street type as to their use by pedestrians and bicyclists. Arterial streets also serve as arterials for people who walk and bike due to connectivity and land uses along them. Collectors also serve as arterials for people who walk and bike as they also contain land uses they desire and may provide alternative routes to arterials.
Section I. General Provision - I-C. Purpose.	“The purposes of these regulations are to promote the public health, safety, and general welfare by regulating the subdivision of land...to lessen congestion in the streets and highways.” Recommend changing that component of the Purpose statement to read: “to provide safe and efficient transportation for all modes.” The public health and safety component is important to address the needs of pedestrians and bicyclists. However, the purpose to “lessen congestion” can be counter to that goal. Congested traffic, while not seen as desirable, is safer for all road users due to lower speeds associated with it.
Section III. Major Subdivisions	Requirements for multi-modal transportation analysis should be included in this section, stipulating that such traffic studies evaluate level of service and/or quality of service for pedestrians, bicyclists, motorists, and public transit. The software packages used by traffic engineering firms to perform these analyses have level of service measures for all modes. Avoid prescribing a motorist level of service as improved motorist level of service is detrimental to the safety of pedestrians and bicyclists. Level of service should be considered as a measure to debate the pros/cons of transportation features. For example, if achieving motorist level of service “C” corresponds to level of service “F” for a pedestrian, then it may not be deemed desirable in consideration of the Growth Policy Update.
Section III. Major Subdivisions - III -B-6 Governing Body Decision and Documentation	Impacts on public health and safety are identified here. Add language about conditions and safety for pedestrians and bicyclists, as well as trail users.
Section VI. Design and Improvement Standards - VI-A-8. Streets and Roads	<p>A. Design, part (vi) notes “local streets must be designed so as to discourage through traffic.” This can result in lack of connectivity and is counter to present-day research showing that well-connected streets are safer for all road users and reduce motor vehicle congestion. Suggest changing this language to say “local street must be designed so as to discourage motor vehicle traffic speeds greater than 20 mph, then stipulate in a separate table what these features may include, such as curb extensions, chicanes, speed humps, raised intersections, etc.</p> <p>B. Improvements, part (i) does not identify pathways and trails. Add these features to this section.</p> <p>Table 1: Street Design Standards for Subdivisions stipulates a 64 foot street versus historic streets that have 66 feet of right-of-way. The curb-to-curb dimensions are the same with each at 38 feet but sidewalk space is reduced. If a curb-to-curb section is reduced to 36 feet it would provide for two, 8-foot wide parking lanes and two, 10-foot wide motor vehicle or general purpose lanes. These 10-foot lane widths are adequate for local, residential streets, according to federal design guidance from AASHTO. This would reduce impervious surface and the City’s long-term maintenance burdens due to less asphalt to maintain. It would also provide more land for private development. A more aggressive approach would reduce curb-to-curb sections to 34 feet in width, providing for two, 7-foot travel lanes and two, 10-foot travel lanes, which would reduce impervious surfaces even more.</p>



Figure 7-6, continued: Ordinance Recommendations

Section of Ordinance	Assessment
Chapter 28 - Subdivision Regulation	
Section VI. Design and Improvement Standards - Add Section/Subsections on Sidewalks	“City standard sidewalks (including a concrete sidewalk section through all private drive approaches) must be constructed in all developments on all public and private street frontages, except for alleys. Sidewalks on both sides of the streets must be installed by the owner of the subdivided property concurrent with installation of streets, curbs, and gutters. The developer shall install sidewalks adjacent to public lands, including, but not limited to, parks, open space, and the intersection of alleys and streets or street easements. New subdivisions shall provide connections between the subdivision existing or proposed primary trails. In addition, those subdivision regulations should include a reference to the sidewalk specifications included in Section IV of the City of Livingston Public Works Design Standards and Specifications Policy. If sidewalks exist along the property, they must be upgraded to meet current policy and ADA standards.”
Section VI. Design and Improvement Standards - Add Section/Subsections on Trails and Pathway	<p>The current regulations lack language pertaining to dedication of pathways and trails. Reference Trails and Active Transportation Plan’s Trails Master Plan map (once adopted) as the guide. Ideally, developers would be required to construct these pathways through their subdivisions in the same way they do streets. This could be left to discussions with the City on preferred alignments and adjustments to the trails master plan map to help provide for suitable development options without deviating for the intended purpose of the pathway or trail (e.g. a pathway along the river should not deviate from the river unless other major factors or constraints exist).</p> <p>Stipulate desired widths for trails as 5-foot wide footpaths and shared use pathways as 10-foot wide paved or unpaved routes with at least two-feet of prepared shoulder to facilitate drainage and preserve pavement life (if paved). Actual easement widths may be greater and can be evaluated on a case-by-case basis.</p> <p>Identify a desire for “micropath” connections linking streets to arterials where motor vehicle access controls is more rigorous. Micropaths may also provide connections between properties or at the end of streets to pathways, parks, and other active transportation generators.</p>
Section VI. Design and Improvement Standards - Add Section/Subsections Bikeways	Developments that extend streets identified in this plan as a bikeway should be built to continue the same type of treatments, where applicable. The City may evaluate streets proposed within subdivisions as new bikeways, especially if some streets provide connections from other pathways to new pathways or other activity generators (e.g. trailhead, park).
Section VI. Design and Improvement Standards - Add Section/Subsection on Block Lengths	Block lengths on the original Livingston streets are 366 feet by 466 feet. This pattern should be reinforced for new streets to align with the Growth Policy Update. Language, derived from Missoula and Bozeman codes, would read: “Blocks must be designed to assure traffic safety and ease of circulation, to accommodate the special needs of the use contemplated to accommodate pedestrians, bicyclists and transit users as well as motor vehicles. Block length must not be designed, unless otherwise impractical, to be more than 466 feet in length or less than 366 feet in length. Block lengths may be longer than 466 feet if necessary due to topography, the presence of critical lands, access control, or adjacency to existing parks or open space. In no case may a block exceed 1,320 feet in length.”
Section VII. Mobile Homes - VII-D-2. Streets	Add language stating streets must be designed to provide safe pedestrian and bicyclist access and circulation. This may not always mean sidewalks are required but street design treatments should work to self-enforce speeds no greater than 20 mph given people using all modes may share the same space. Features such as speed humps and narrower street widths can promote this desired target speed.



Figure 7-6, continued: Ordinance Recommendations

Section of Ordinance	Assessment
Chapter 30 - Zoning	
Article II—Definitions: “Street”	Definitions under “street” acknowledge it “as a public way for motor vehicle traffic.” Revise to identify legal use of streets for pedestrians and bicyclists, with the sidewalk being part of the street right-of-way. Remove “fast or heavy traffic” from arterial street definition as there is no requirement that an arterial route be fast or include heavy traffic; add what functions the various street types serve for pedestrians and bicyclists.
Article II—Definitions: Bikeways, Pathways, and Trails Pedestrian Access & Circulation Routes	Add definitions for these features as zoning ordinances are updated to require consideration or improvements of these facilities (<i>or reference Section 26-93</i>). Add definitions for pedestrian access routes (PAR) and pedestrian circulation routes (PCR) to align with ADA requirements. PAR are walkways where a minimum of 4-feet (5-feet preferred) is clear of obstacles and has a cross slope no greater than 2%. PCR’s are any prepared area for pedestrians and should be kept clear of protruding objects and ensure signs have bottom edges no lower than 80 inches.
Section 30.46. - Building design standards.	“Promote Buildings that Reflect Pedestrian Scale. Human scale shall be an integral part of all buildings.” This is a great acknowledgment of how the history of Livingston is centered on people and their needs. Add language to address how the pedestrian interacts with buildings facing the street in terms of restricting doors that open onto sidewalk space. Suggest that sidewalk-level windows provide visual appeal and prohibit the “blacking out” of windows by tinting or other advertisements.
Section 30.50 - Signs: “Projecting signs”	Consider adding language about pedestrian-oriented signage that is perpendicular to the building space and hangs over a sidewalk so people who use sidewalks can easily identify the business. This would not prohibit signs on the façade of buildings that face motor vehicle traffic, but would be in addition to those in identified districts (e.g. downtown).
Section 30.50 - Signs: Height	Sign heights must not overhang a pedestrian access route and pedestrian circulation route must lower than 80 inches off the surface of the sidewalk or other type of walkway/path. This mostly applies to traffic signs. Permanent business signs will adhere to this due to other features of the code restricting permanent signs to 8’ minimum height.
Section 30.74 - Variances	Stipulate that variances related to sidewalks and upgrades for ADA compliance will not be considered on properties abutting arterials and collectors.
Other Sections to Add (Ordinance Chapter TBD)	
Abandonment of Public Rights of Way	Create a policy on methods to evaluate proposed right-of-way abandonment to ensure opportunities for trail, pathway, or micropath linkages are considered. In lieu of full abandonment, a defined process could assess a reduction in the width of the existing open right of way or a land swap of that right-of-way to help provide a more suitable or desirable connection.
Gateway Corridor Treatments	Gateway corridor regulations that promote greater aesthetics for transportation corridors should also enhance the experience and safety for people entering Livingston by bike and on foot. Treatments such as frequent, safe pedestrian crossings at gateway corridors showcase that Livingston is a town that values safety and wants motorists to slow down when moving through the City. Pathway corridors can include signage and other features similar to what roadways typically include to help promote bicycle tourism.



8. Programs

A variety of programs will help promote more walking and rolling in Livingston in combination with infrastructure investments. While the City of Livingston can support some of the recommended programs, other community partners may be better positioned to manage them. This chapter outlines several programs the City and its partners should pursue. They were identified through a combination of public input, the project steering committee, and the plan's consultants.

Several organizations help communities with resources and tools to organize events or programs. More can be obtained through their websites than can be documented in a single plan.

Sidewalk & Pathways Maintenance

Keeping sidewalks and pathways clear and accessible year-round is an expressed goal of the Livingston Trails and Active Transportation Plan. This can be done through a combination of public and private efforts that focus on priority routes, such as crossing the railroad tracks, accessing grocery stores, school walk routes, and paved shared-use pathways.

Winter Maintenance. With an average annual snowfall of 53 inches, the presence of snow blocking curb ramps, sidewalks, and pathways creates mobility challenges and accessibility issues for people walking and rolling on the sidewalks. It is common practice for cities to require property owners to remove snow from sidewalks.

Livingston's current code of ordinances states:

- Chapter 26, Section 11: "Ice, slush or snow remaining upon a public sidewalk is hereby declared to constitute a public nuisance and shall be abated by the owner or tenant of the abutting private property within twenty-four (24) hours after such ice, slush or snow has been deposited."

Where there are buffers between sidewalks and the curb, this is a valid expectation since the snow can be shoveled to the buffer or



Active in All Seasons

If walking and bicycling are to be viewed as transportation modes vital to the people of Livingston, the City and its partners must work to ensure sidewalks, bikeways, and pathways are maintained throughout the year. Keeping major routes clear of snow is key in winter, as is conducting neighborhood clean-up days to clear seasonal obstructions like leaves and overgrown shrubs from sidewalks.



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onto a person's front yard. Where there are no sidewalk buffers, this can become a challenge as Livingston only allows snow to be placed in the street in the downtown area.

While there is not an expectation that the City clear snow from every sidewalk, there are some adjustments that could be made to City policies and snow management practices to ensure a safer, more accessible sidewalk system in winter. Several recommended approaches are outlined below to improve conditions during winter.

- **Amend Ordinance for Plowed Snow:** Moscow, Idaho, has similar annual snowfall amounts as Livingston and modified its ordinance that requires property owners to remove snow to state, "This duty applies to natural snowfall; it does not extend to snow displaced onto sidewalks by City snowplows after an owner has removed natural snowfall." This recognizes that snow plowed onto sidewalks is difficult to remove by property owners and the City's plowing crews should not be plowing snow from streets onto sidewalks.

- **Curb Ramp Access:** When plowing operations on the streets have ceased, the City should begin clearing snow that was plowed to block access to curb ramps. This is a duty under the Americans with Disabilities Act, as Federal Highway Administration states: "Public agencies' standards and practices must ensure that the day-to-day operations keep the path of travel on pedestrian facilities open and usable for persons with disabilities, throughout the year. This includes snow removal."
- **Priority Routes:** Cities have met the above requirement through identifying priority routes that they, or partners, actively clear of snow regardless of property owner responsibility or action. The City may work with the schools, downtown businesses, and others, to identify a priority network of routes that the City will work to keep clear of snow to ensure access. All sidewalks and pathways that are not adjacent to public property (e.g. Veterans Bridge, 5th Street Railroad crossing, I-90 interchange underpass) should be cleared by a public agency.

Snow Management & Equity

Cities are required by law, under the Americans with Disabilities Act (ADA), to keep sidewalks clear and accessible. This includes snow removal and snow management policies and practices.

Snow plowed from city street to sidewalks creates safety issues that force people into the street. Snow that is plowed so it blocks access to curb ramps and crosswalks should be removed from those locations once main plowing operations have ceased.

The City may create a program to remove snow from high priority sidewalk routes, such as school walk routes. Outreach to business organizations can help keep commercial area sidewalks clear of snow.



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- **Highway 89 Pathway:** The pathway serves as both a walking and bicycling route to key destinations within the city limits. Park County Environmental Council organizes volunteers to clear the pathway. The City may assist in moving heavier amounts of snow, especially those that may be mounded at street crossings due to plowing.
- **Ponding & Icing:** Other sidewalk and pathway access issues emerge after a snow event occurs. Curb ramps may become blocked by ponding water and ice due to snow build-up in gutters that keeps water from flowing to storm drain inlets. City crews can inventory locations that are routinely problematic and address these locations once the snow begins melting.
- **Property Owners:** Messaging to property owners should state snow cannot be shoveled or plowed from driveways and parking lots in a manner that results in it blocking sidewalks, crosswalks, pedestrian push buttons, or curb ramps. Policies may be updated to specify this expectation.

Other Seasonal Maintenance. The end of the winter season often means debris is left covering sidewalks and pathways due to snow management. It was noticed during field work in April 2021 that the sidewalks along Highway 89 near I-90 and the Veterans Bridge pathway had notable build-up of debris. These should be cleared by a combination of City, MDT, and volunteer forces.

Springtime also means new growth of shrubs that may impede the functional sidewalk width. Sidewalk passage can become difficult or uncomfortable as shrubs and trees grow on private property abutting sidewalks. Tree branches should be trimmed to minimum heights of at least 80 inches and shrubs kept from encroaching into the sidewalk space.

Code enforcement of these items is primarily complaint-driven, but clearing of these sidewalk obstructions could be a volunteer-based program with City endorsement. Oftentimes, a property owner's failure to clear shrubs or trim tree branches is due to other



Cleanup

The after effects of winter weather mean sidewalks and pathways are often-times impacted by debris from snow plowing and ice buildup. Spring cleanup days can work to clear sidewalks and major pathways of this debris. To comply with ADA, public agencies such as MDT and the City should clear debris from sidewalks and pathways that are along public property such as bridges and interchanges.



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circumstances in life—such as age or income—that limit their abilities to effectively address these. Service clubs, scouts, and other non-profit groups may organize seasonal sidewalk clearing events to address priority routes and help those areas in need. These efforts would bolster the City’s existing Adopt-A-Trail program, which has seven teams that have adopted parks or trails in the City.

Wayfinding

A comprehensive wayfinding strategy for Livingston is recommended for all modes of transportation to and within Livingston, as well as for trail and pathway users. Visitors to Livingston are looking for key destinations, while those staying in town and wishing to walk the city may not know the most direct or suitable routes. Ideally, a coordinated system of wayfinding signage that establishes a clear, recognizable brand for signage directing people to key destinations within Livingston should be developed

in coordination with downtown merchants, the chamber of commerce, and other key partners.

There are several options to coordinate wayfinding for sidewalks, bikeways, pathways, and trails.

- Welcome visitors to the community;
- Guide visitors and residents to businesses, attractions and other destinations;
- Direct visitors and residents to trailheads and other recreational spots; and
- Establish a clear, positive, unique and recognizable sign design, elements of which are included in every sign installed through the program to establish a common theme or brand.

Pedestrian and Bicyclist Wayfinding. Where wayfinding for active modes differ from wayfinding for drivers is that time is more relatable than distance for people who walk and bike. Many do not know how long it takes to walk or bike two miles, but if you can put



Wayfinding Strategies

Wayfinding is as much about helping people find their way as it is branding for a community. Motorist-scale wayfinding helps drivers find key destinations, such as downtown, historic districts, and public parking. Oftentimes, the same branding is used for pedestrian wayfinding that helps people reach more specific locations once they have arrived.

The images at left show these types of wayfinding sign families at a pedestrian or bicyclist scale. Changeable panels or lettering allows the signage to evolve as a community changes.



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that in terms of 40 minutes of walking and 6 minutes of bicycling, then the choice on which mode to use becomes more intuitive.

The images in this section show various types of time-based wayfinding for active modes. These signage types are generally placed at key junctions on designated bikeways and key walking routes. Their design theme may be consistent with other vehicular wayfinding or may be viewed more as a traffic control sign.

Pathway and Trail Wayfinding. Wayfinding is a key component of complete and effective trails and trail networks and should be part of the planning process when new trails are designed and constructed. Proper signage along a trail maintains user safety, cuts down on user conflict, and keeps users informed and connected while they utilize the trail.

Signage features in a pathway or trail setting can be designed to be consistent with local context and character, as existing signage along Livingston's trails already reflects. Trail junctions should be clearly marked with signs and distances so people can make the right decision on how to proceed. It is advisable that the City work with Park County and other cities within the county to develop a consistent set of trail and pathway wayfinding signs as the area's system grows.

Bicycling and Walking Audits

Bicycling and walking the routes planned for improvements are a key element of a project design process as well as a way to better engage the community. Walk and bike audits are popular events by advocacy groups to assess conditions, introduce people to the best routes for walking and bicycling, and assess policy outcomes. Park County Environmental Council conducts bike audits and did them most recently as part of the Growth Policy Update to assess the city's bicycling network. These recreational audits should continue. Additionally, the City is recommended to incorporate formal road safety audits into project design processes and ask MDT for those same audits on state-managed routes.



Distance-Based Wayfinding

Another type of wayfinding is focused on providing information to pedestrians and bicyclists as they travel along sidewalks, bikeways, and pathways. They can complement other types of wayfinding but these are oftentimes designed to be traffic control-type signs so they are easily recognizable to road users.

Putting an approximate time is more valuable to people who walk and bike than distance alone since those who do not routinely walk or bike may not know how fast they move via those modes.



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Safety Audits. Road safety audits are a routine part of a project planning, design, and construction process and it is advised for the City of Livingston to incorporate such audits into future projects led by the City, MDT, and private consultants. In 2020, the Federal Highway Administration published its *Pedestrian and Bicyclist Road Safety Audit (RSA) Guide and Prompt List*. As FHWA notes in this guide, “An independent and multi-disciplinary team conducts the assessment with the intent of improving safety—and may be focused particularly on pedestrian and bicyclist safety. The RSA Team considers how roadway, traffic, environmental, and human factors impact safety, within the context of mobility, access, surrounding land use, and aesthetics.”

By conducting a formal RSA, the team can document more subtle elements of the built environment and examine concepts before they are fully designed. A typical RSA process involves collecting data on traffic volumes and crashes, as well as in-the-field assessment of things like sidewalk widths, crossing needs, crosswalk design, ADA compliance, design users, bike lane widths, trail crossings/connections, and other features.

Potential RSA members should include city, county, state maintenance and engineering staff with jurisdictional authority; local transit and school transportation officials; local health department representatives to ensure safe passage of non-motorized users of all ages from children, seniors, and mobility assisted; traffic enforcement; and city government officials.

Community Audits. Audits like those conducted by PCEC also help inform overall community needs and project specifics. A formal RSA can be complemented by a community-based audit to gain other perspectives on the proposed investments. Taking elected officials for walks or bike ride is also a valuable tool to help them relate to the conditions pedestrians and bicyclists experience on the street.

For example, a community bike ride was held as part of the public engagement for the Trails and Active Transportation Plan. The



Safety Audits & Community Audits

Safety audits are conducted by public agencies as they plan or design a project. They typically include subject-matter experts, planners, engineers, and community advocates to measure and assess features in the road environment.

Community audits can serve a similar purpose but may be more qualitative in their outcomes and outreach. They can be used to assess general conditions and understand how people feel using a facility.

The two methods can be combined to create a more inclusive involvement process and design outcomes.

FHWA Pedestrian and Bicyclist Road Safety Audit Guide and Prompt List:
https://safety.fhwa.dot.gov/ped_bike/tools_solve/docs/fhwasa20042.pdf



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purpose of the ride was to take people to the locations of key project recommendations, discuss the specific recommendation, and gain feedback on how to refine that recommendation. Seasonal audits may also be desirable to assess conditions like seasonal maintenance needs and observe user behavior.

Trail Orientation & Ambassador Program

Trail usage will increase both as population and trail mileage grow in the region. Non-profits, with support from the City and Park County, can consider various types of trail education campaigns aimed at helping users understand trail etiquette and leave no trace principles. School programs can build capacity for trail usage and ambassador organizations can help lead field trips for city schoolchildren on the area's trail. Trail Ambassador programs allow volunteers to station at trailheads on busy dates to help visitors and others learn about trail opportunities, how trails are built, and how trails can be properly maintained by users.

Counting Program & Intercept Surveys

While motor vehicle counts are common part of a City or MDT's processes, the counting of people using sidewalks, bikeways, and trails is often left to volunteers. The City should work toward requiring development-based traffic studies to include counts for all modes of transportation, as well as evaluation of the quality of service or level of traffic stress for pedestrians and bicyclists to be included with motorist level of service analysis.

Knowing how many people are using a sidewalk or bikeway before and after an investment is important to track so decisionmakers know the impacts of their investment decisions.

To supplement these actions, volunteers groups can be organized to conduct counts and intercept surveys at various locations throughout Livingston. This will help understand both the volume of users and why they are using the active transportation network.

For example, current counts for pedestrians along Gallatin/Bennett where there are no sidewalks may be limited due to a lack of



Trail Usage

Helping people know how to be good stewards of trails and pathways helps keep them in safe condition and builds respect for the system. Counting trail users and understanding their needs, desires, and reasons for using the trails informs decisionmakers, public agencies, and other organizations on how to improve or expand trail systems. Permanent counters (outlined with the yellow box below) can be installed on paved pathways and provide year-round user data.



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facilities. But there are worn paths adjacent to the curbs showing demand. It would be expected that pedestrian usage would increase when sidewalks are completed between N Street and Park Street.

Nationally, organizations conduct counts of pedestrians and bicyclists at intersections during the same week each year in September. This time of the year is chosen because it reflects suitable weather conditions and prevailing transportation patterns during the school year. Counts are typically done during two-hour peak period times and the day of the week can vary based on anticipated usage. For example, pedestrian and bicyclist trips to parks and trailheads are highest on weekends, while school walk/bike trips are highest during morning arrival periods.

Similarly, counts at trailheads can occur on peak weekends to

understand seasonal variations in use. Peak periods of arrival are chosen and may include an intercept survey to understand where people are coming from and how they are using trails.

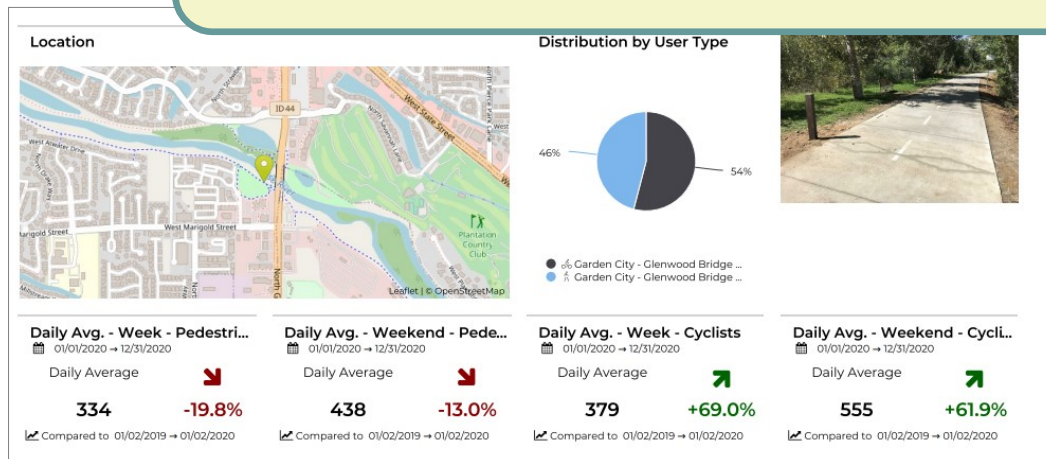
The City, County and other local partners may seek funding for automated trail counters that can be placed at entry points to popular trails. These infrared counters are portable so they can be moved to different locations throughout the year. Automated counters may be useful in some select sidewalk environments but are not as accurate in those settings.

Safe Routes to School

The policy section of this plan addresses the challenges in increasing rates of walking and bicycling to school in Livingston due to school zone attendance policies. That does not mean that programs to promote safe routes to school should be abandoned.

Counting People

Automated counters link to software programs that allow for detailed analysis on trail usage, as shown below. Additionally, on-street counts can be taken through the use of publicly-accessible forms through the National Bicycle and Pedestrian Documentation Project. People sit at key locations for two hours and count users by mode and sometimes the direction they are traveling. These counts can be used to provide data on existing usage as well as before/after counts to understand increased usage due to investments.



STANDARD SCREENLINE COUNT FORM

Name: _____ Location: _____
Date: _____ Start Time: _____ End Time: _____
Weather: _____

Please fill in your name, count location, date, time period, and weather conditions (fair, rainy, very cold). Count all bicyclists and pedestrians crossing your screen line under the appropriate categories.

- Count for two hours in 15 minute increments.
- Count bicyclists who ride on the sidewalk.
- Count the number of people on the bicycle, not the number of bicycles.
- Pedestrians include people in wheelchairs or others using assistive devices, children in strollers, etc.
- People using equipment such as skateboards or rollerblades should be included in the "Other" category.

	Bicycles		Pedestrians		Others
	Female	Male	Female	Male	
00-15					
15-30					
30-45					
45-1:00					
1:00-1:15					
1:15-1:30					
1:30-1:45					
1:45-2:00					
Total					



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The Safe Routes to School National Partnership and National Center for Safe Routes to Schools have several resources available to school districts, cities, and non-profits to help promote safer walking and bicycling to and from school. The Safe Routes to School approach consists of what known as the 6-E's:

Engineering. The degree to which Livingston's streets provide direct or sole access to a school was considered in how projects were ranked. By creating physical improvements to streets and neighborhoods, it makes walking and bicycling safer, more comfortable, and more convenient.

Engagement. All Safe Routes to School initiatives should begin by listening to students, families, teachers, and school leaders and working with existing community organizations, and build intentional, ongoing engagement opportunities into the program structure. Bike rodeos, art contests, and other interactive engagements can help build knowledge of what it means to walk and bike to school. This engagement also helps identify specific walk and bike routes that parents feel are safest or problematic when deciding to let their children walk or bike to school.

Equity. Ensuring that Safe Routes to School initiatives are benefiting all demographic groups is important so the focus is not on those neighborhoods or schools with greater means. Particular attention must be paid to ensuring safe, healthy, and fair outcomes for low-income students, students of color, students of all genders, students with disabilities, and others, are part of the effort.

Encouragement. Closely tied with engagement, generating enthusiasm and increased walking and bicycling for students through events, activities, and programs helps build momentum. Having classes track how far they walk or bike (to/from school or just through course of a routine week) helps them understand the possibilities and freedom that comes with traveling and having fun using these modes.

Education. Providing students and the community with the skills to



Walking School Buses & Bike Trains

A strategy to get parents comfortable with letting their kids walk or bike to school is to form walking school buses or bike trains. These are where parents organize set times and routes for kids to go to school together.

The diagram on the left is the walking school bus route in Dillon, Montana. They conduct it three days a week and pickup times are listed on the diagram. Bike Trains are a similar strategy to get kids used to biking to school. Kids ride single file in a group along a bike route or a sidewalk with parents or volunteers chaperoning them.



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walk and bicycle safely helps them navigate those situations in all aspects of life. Educating them about benefits of walking and bicycling, and teaching them about the broad range of transportation choices can help build greater stewards of a safe transportation system for future generations.

Evaluation. Knowing which methods are working is important to make the case to decision makers and grant funding sources. By assessing which approaches are more or less successful, ensuring that programs and initiatives are supporting equitable outcomes, and identifying unintended consequences or opportunities to improve the effectiveness of each approach, Livingston and its partners can make sure a safe routes program is successful and sustainable.

Bike/Walk to School and Work Events

The National Center for Safe Routes to School is the coordinating organization for Walk to School Day held every October and Bike to

School Day held each May. These events are used to encourage families to celebrate the benefits of walking and biking and to increase local leader commitment and visibility for traffic safety and community quality of life. The center provides resources and tips for conducting these events and tracks participation in the program across the United States.

Each May, the League of American Bicyclists organizes Bike Month and Bike to Work Day. For bike to work day, employers are encouraged to promote people commuting by bike and some communities station people along popular routes to provide coffee and breakfast to commuters. Places like Missoula have commuter challenge weeks or months to work with employers to see which ones have the most participation in commuting to work via active modes.

Safe Routes for Seniors

Safe Routes for Seniors (SR4S) programs develop a series of neighborhood route maps that links older adults to destinations for



The Needs of Older Adults

Older adults have different concerns when deciding whether or not to take a walk. The risk of a fall and related hip injury can be at the top of mind for some and may deter them from being active. Sidewalk cracks and heaves, as well as icy surfaces, create unstable conditions.

The City, Park County Senior Center, and local non-profits can work with Livingston's older adult population to identify safe routes and conduct community audits with them to identify senior-specific needs when the City is planning infrastructure upgrades.



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groceries, recreation, and socializing. Identifying gaps in the routes or problem locations, such as sidewalk trip hazards and lack of curb ramps, can help with input to city projects and implementation of its ADA Transition Plan. SR4S programs help increase the number of walking and bicycling aging adults, improve health outcomes for aging adults, and empower aging adults to self-identify transportation needs, program elements, and routes that connect to improved quality of life activities. A SR4S program can be coordinated with other Senior Center activities, as well as Fit and Fall Proof classes that take place in the area or through the Park County Senior Center.

Kidical Mass Ride

Kidical Mass is a play on words of the critical mass bike rides that occur in many larger cities to raise awareness of bicyclists. A Kidical Mass ride is a family-friendly event, much like a bike parade, that promotes bicycling as a fun, family-friendly activity. Families are encouraged to be creative in decorating their rides and wearing costumes (ones that are safe to bike in) on a short route around a community. They are typically organized to start at school or parks and may include police escorts, particularly across major street crossings.

Kidical Mass rides are often organized to celebrate a holiday or the opening of a new trail or bikeway. Participating organizations may create stations along the route for kids to engage in art contests and other interactive features to help them enjoy the ride.

Pop-Up Demonstration Projects

Pop-up demonstration projects are a way to introduce safety projects to a neighborhood before full-scale investments are made. Another term for this is “tactical urbanism.” Pop-up demonstration projects can include things like temporary bike lanes protected by hay bales or planter boxes, as well as using temporary materials like tubular markers to create curb extensions or neighborhood traffic circles. This straw-then-sticks-then bricks approach allows projects to be tested, evolve, and proven worthy before final investment.



Popsicles & Pop-Ups

A Kidical Mass ride (above) around Livingston is a way for kids and parents to engage in becoming more active and understand the safe routes that families can use to access places within Livingston.

Traffic safety improvements, such as curb extensions and protected bike lanes, can be tested on the streets before full implementation. As shown below, the possible dimensions for a curb extension at an uncontrolled crossing are evaluated for dimensions in consideration of how large vehicles pass by them.



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At one level, these projects allow neighborhoods to dream about the improvements they would like to see on their streets to make them safer for walking and bicycling. Because they are temporary, timelines can be set for application and the City can help conduct pre/post speed studies, traffic counts, and other evaluations.

At another level, it's a way for the City to test options for projects before investing in permanent materials. Creating curb extensions, protected bike lanes, or neighborhood traffic circles with temporary materials can help determine final dimensions for the design of a permanent project.

For example, curb extensions built with temporary materials allow a City to test turn radius for large vehicles like emergency services.

Pop-up demonstration projects can also be used to apply a traffic safety treatment to a road if funding the full-scale improvement

may take a year or more to implement. The Tactical Urbanism Guidebook, referenced in the Appendix section on Design Guides, showcases several options.

Open Streets

Open Streets events are street festivals that close a street or combination of streets to allow for free movement of pedestrians and bicyclists; staging of events such as concerts, yoga, and in-street skate parks; and food vendors to celebrate a particular neighborhood or provide a locally-focused event to help promote walking and bicycling.

Missoula's Sunday Streets are a great Montana example and their 2021 Sunday Streets events were held along several blocks of the Franklin to the Fort neighborhood to highlight a pop-up demonstration project that was done to erect temporary traffic



Open Streets Open Minds

Open Streets can take many forms, from street festivals to showcasing community investments. Missoula's Sunday Streets events in 2021 were a combination of both. With streets closed to motor vehicles, Sunday Streets Missoula put activity stations, food trucks, and in-street skateboarding on the streets of a 6-square block neighborhood that is the recent recipient of temporary neighborhood traffic circles and curb extensions. Volunteers kept look out at crossings of main roads and allowing local residents access to their property during the event.



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circles and curb extensions in a neighborhood that lacks full-scale sidewalks and other traffic safety features.

Bicycle Tourism

Livingston is located along two designated bicycle tourism routes: Adventure Cycling's Lewis and Clark Trail and the Rails to Trails Conservancy's Great American Rail-Trail. The Depot could become the hub for these efforts, along with rebuilding sections of the rail-trail in town where it is currently narrow and meandering.

The Lewis and Clark Trail was created to celebrate the anniversary of the Corps of Discovery's 1804-1806 historic journey. The designation of this route provides bicyclists the opportunity to follow the path of the explorers Lewis and Clark. The trail is part of a 4,500 mile network of mapped routes stretching from Washington to Illinois. This economic opportunity potential could be strengthened by mentioning that Park County has a 12-stop Lewis and Clark interpretive driving tour that extends from Bozeman Pass through Livingston to Sheep Mountain Fishing Access Site just east of town.

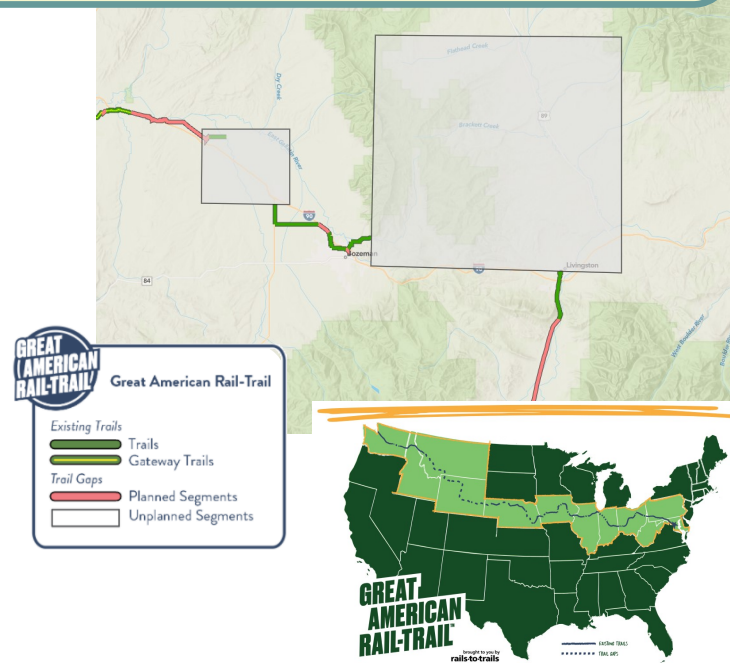
The Great American Rail-Trail is in its early planning and designation stages, but is envisioned as a coast-to-coast pathway that connects more than 145 existing rail-trails, greenways and other multiuse paths spanning more than 3,700 miles. The Depot Center Trail and US 89 Pathway are designated along the route with the section between Livingston and Gardiner identified as an existing gap. The segment between Bozeman and Livingston is shown as an unplanned section and the Highway 10 pathway identified in this plan is conceptualized as a linkage toward Bozeman for this segment of the planned rail-trail.

These designations indicate the potential for bicycle tourism potential in Livingston and there are several programs that can be organized to take advantage of it. These include:

- Bike Trail-Friendly Businesses that cater to long distance travelers by providing access to water, supplies, bike repair, and lodging/camping options.

Gateway to Bike Tourism

The route of the proposed Great American Rail-Trail between Bozeman and Livingston is designated as an unplanned segment. The Highway 10 pathway identified in this plan can help fill a portion of that unplanned route. The Great American Rail-Trail, as well as Adventure Cycling's Lewis & Clark Trail that passes through Livingston, indicate the City could become a hub for bicycle tourism and related programs.



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- Branding Livingston as a bicycle tourism destination, particularly as the gateway to Yellowstone National Park.
- Publishing other bike ride itineraries (e.g. one-day, three-day, five-day) rides along paved and unpaved roads.
- Identifying the existing impacts of bicycle tourism on Livingston through a bike tourism-specific study.

These actions not only provide a greater experience for bicyclists and help with the local economy, such actions are also great for positioning Livingston for grants to fund implementation of things like the Highway 10 pathway section of the Great American Rail-Trail.

Bicycle-Friendly & Walk-Friendly Community Status

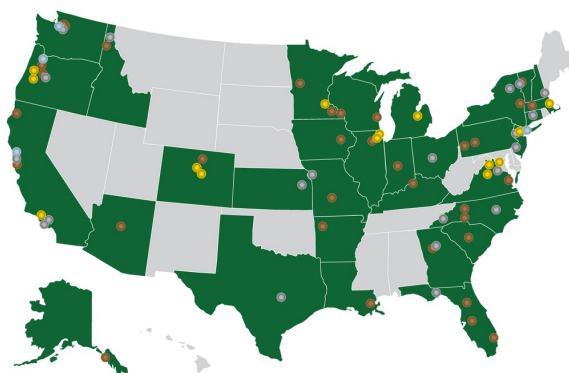
The League of American Bicyclists and the Highway Safety Research Center each have application-based designation programs for communities hoping to receive official status as bicycle-friendly and walk-friendly communities. These organizations have open application windows each year and communities are asked to fill out a survey to gauge their level of bike- or walk-friendliness. Designations are given at the Bronze, Silver, Gold, and Platinum levels. Some communities receive honorable mention.

Pursuing bicycle-friendly and walk-friendly status constitutes a

values statement by Livingston’s leaders to indicate their commitment. The organizations that review these applications provide feedback to cities on next steps to improve their rankings. Obtaining this status is also a positioning action that can be used to bolster Livingston’s standing when it pursues grants to implement projects or programs identified in the Trails and Active Transportation Plan.

Missoula (Gold), Bozeman (Silver), and Billings (Bronze) are designated Bicycle-Friendly Communities in Montana. There are no designated walk-friendly communities in Montana. Sandpoint and Coeur d’Alene, Idaho, are the closest walk-friendly communities to Livingston.

Businesses may pursue Bicycle-Friendly Business status through the League of American Bicyclist and they are not required to be in a Bicycle-Friendly Community. Billings has three Bicycle-Friendly Businesses and Bozeman has one. The City of Missoula is a Bicycle-Friendly business and both the University of Montana and Montana State University are designated as Bicycle-Friendly Universities.



9. Health, Equity & Inclusion

Over the past 30 years there has been increased interest in the connection between health and place. As the City of Livingston looks for ways to improve the wellbeing of its residents and the vitality of the community, it's essential to take a closer look at this connection and explore the wide range of design elements and tools that will lead to a more healthy, equitable, and connected community.

While increasing physical activity is a key outcome of a connected active transportation system, there are other impacts to a person's health when they are able to be more physically active. Mental health outcomes are improved, as are other dimensions of health such as social health, intellectual health, and economic health.

Montana Department of Transportation's (MDT) statewide Pedestrian & Bicycle Plan cites Montana Department of Public Health and Human Services data that "three in every four adults and seven in ten children in Montana did not meet physical activity recommendations." MDT's plan also states, "Walking and bicycling for transportation are part of a healthy lifestyle, which can help people stay at a healthy weight or lose weight."

Local data suggest similar trends. Data from the 2019 Park County Community Health Needs Assessment (CHNA) Summary Report and the 2019 Park County Youth Risk Behavior Survey (YRBS) show that both adults and youth in Park County are far from meeting recommended levels of physical activity.

The data in Figure 9-1 are derived from the two Park County Census tracts that include Livingston residents. The Centers for Disease Control and Prevention (CDC) aggregates health data to the Census tract level in its PLACES map.

The data show nearly 1 in 3 residents in Livingston's tracts have high blood pressure or obesity, while approximately 1 in 6 report their physical health and/or mental health as "not good."

Figure 9-1: Select Health Data for People in Livingston



17%

REPORT HAVING POOR OR FAIR HEALTH



14%

REPORT THEIR PHYSICAL HEALTH AS "NOT GOOD"



15%

REPORT THEIR MENTAL HEALTH AS "NOT GOOD"



29%

ARE DIAGNOSED WITH HIGH BLOOD PRESSURE



30%

ARE DIAGNOSED WITH OBESITY

Source: CDC PLACES data for Park County Census Tracts 3 & 4



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Main Street is the dividing line between the two Census tracts, with Tract 3 including Livingston residents northeast of Main Street and Tract 4 containing residents southwest of Main Street. In general, residents in Tract 3 show indicators of poorer health than those in Tract 4, with rates of poor physical health, obesity, and poor mental health being higher. These sectors include some of the lower income areas of Livingston and such health challenges are commonly more prevalent in lower income areas.

Given this data, projects identified in this plan within Tract 3 are more likely to have an impact on people's health as it would provide them with more active transportation and recreational options for walking and bicycling.

Health, Safety & General Welfare

Promoting the health, safety and general welfare of a population is one of the most important and codified roles for a City to plan. This role is clearly indicated within Livingston's Zoning Ordinance, quoted below.

The meaning of these words within city codes has evolved over time. At the turn of the 19th century, the environment made people sick. It was during this Industrial Age that professions like public

health, planning, public works, social work and architecture collaborated to solve the myriad of public health issues related to unhealthy living conditions. These conditions were overcrowding, lack of sanitation, contaminated water and air pollution. The result was a widespread outbreak of infectious disease and multiple disciplines came together to solve it.

Projects like the development of sanitation and water systems were only part of the strategies developed to improve health; there were also policy solutions such as building and zoning laws. The words "public health, safety, and welfare" were written into community codes giving cities the legal authority to regulate private property for public health reasons.

These words stem from the roles states are afforded in the 10th Amendment to the United States Constitution. The 10th Amendment gives states all powers not specifically given to the federal government, one of which has been determined by case law to make laws relating to public health.

Montana's State Constitution reflects these themes in its section on Inalienable Rights, stating the people have "the right to a clean and healthful environment...and seeking their safety, health and



"The purpose of this ordinance is to promote the health, safety, and general welfare of the community by regulating the height and size of buildings and structures, the percentage of lots that may be occupied, the size of setbacks and open space, the density of population and the location and use of buildings, structures and land for trade, industry, residence, or other purposes within the city limits."

- Livingston Zoning Ordinance: Sec. 30.11. - Purpose.



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happiness in all lawful ways.” The state then grants powers for health, safety, and general welfare to cities through its allowance of zoning, specifically in Title 76, Chapter 2, Section 301 on authorizing municipal zoning, “for the purpose of promoting health, safety, morals, or the general welfare of the community.”

While such policies have largely solved the health issues facing people more than 100 years ago, today the leading causes of death are chronic diseases such as heart disease, cancer, diabetes and mental health issues such as suicide. Disability, an aging population, and social isolation are also escalating public health concerns.

Health outcomes related to chronic and infectious disease in the 21st century are causing communities to redefine what “public health, safety, and welfare” means in our modern world. It is becoming well-understood that a person’s zip code may be a stronger predictor of their health than their genetic code.

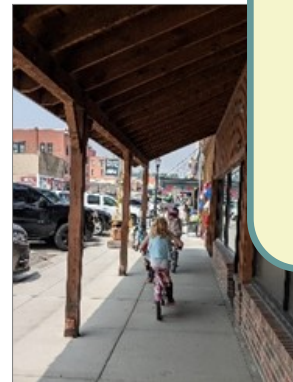
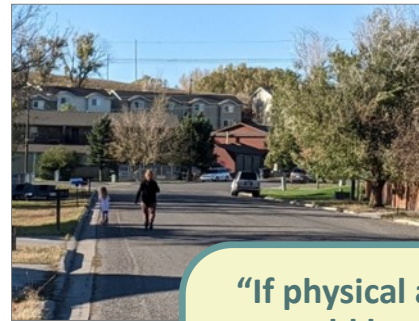
The Livingston Trails and Active Transportation Plan is a roadmap for creating modern-day policies and investments in the built environment to continue to promote the health, safety, and general welfare of the people of Livingston.

Physical Activity

Being physically active is one of the most important things a person can do to improve health and wellbeing. For adults, as little as three 10-minute brisk walks, five days a week, can be enough to reduce the risk for developing a life-altering chronic condition such as diabetes.

Biking to work, a walk to have lunch, and then perhaps an after dinner walk with the family to the neighborhood park: each of these outings could be done in a car, reducing the opportunities for improving health and adding to traffic congestion and air-pollution. Even if a person never plans to walk or bike, it is better for that person and the community to have safe and convenient non-motorized options for those that need and want them.

Children need 60 minutes a day of activity to support health.



“If physical activity were a pill every doctor would be prescribing it, every insurance company would be happy to pay for it, and every American would be taking it on a daily basis. The breadth of physical and mental health benefits is breathtaking.”

- Kenneth E. Powell, MD, MPH



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Walking to and from school are important times for them to get that activity. Being able to walk to a nearby park, to meet friends for an ice-cream cone, or bike to the soccer fields are all activities that not only give kids the physical activity they need but also are important activities to help develop navigation and decision-making skills, while building confidence and age-appropriate independence. Unfortunately, Park County is not alone. This is why the Surgeon General of the United States issued a 2015 Call to Action to Promote Walking and Walkable Communities.

Mental Health

There is strong evidence that physical activity improves brain health. These benefits are outlined in the Physical Activity Guidelines for Americans and include improved cognition, improved quality of life, reduced risk of depression and anxiety, and improved sleep. Notably, the research shows children who are physically active perform better on academic achievement tests, have improved executive function (skills that enable children to control impulses, make plans, and stay focused), and have increased processing speed and memory, and reduced risk of depression.

In the 2019 CHNA Summary Report, 16% of Park County adults reported “fair or poor mental health” and nearly a quarter of adults reported “diagnosed depression”. Sadly, the 2019 Park County YRBS found that many youths are also suffering from mental health issues. High schoolers and middle schoolers were asked the question, “During the past 12 months, did you ever feel so sad or hopeless almost every day for two weeks or more in a row that you stopped doing some usual activities?.” The result was 39% of high schoolers and a quarter of middle schoolers answered “yes.” When asked if they had “seriously considered attempting suicide” in the past year, 22% of high schoolers and nearly 24% of middle schoolers responded by saying “yes”.

Equity & Inclusion

MDT’s Pedestrian and Bicycle Plan recognizes the need for more equitable and inclusive investments in active transportation. It states, “these modes serve a key function in expanding the social and educational opportunities available to the state’s vulnerable populations who are frequently transportation disadvantaged, including senior citizens, children, the disabled community, minority populations, and low-income individuals and families.”



“We are unable to operate a car for the first 16 years of our lives, yet we still build cities that require it. By giving children a way to travel independently, we liberate them, and liberate their parents from the role of chauffeur thwarted upon them.”

**- Chris and Melissa Bruntlett,
*Curbing Traffic: The Human Case for Fewer Cars in Our Lives***



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MDT states further that providing pedestrian and bicycle facilities in communities where these populations are prevalent helps ensure mobility and promotes transportation equity.

Focus group participants and steering committee members said they wanted the Trail and Active Transportation Plan to prioritize areas of town where low-income residents live, which coincides with where there is a lack of sidewalks and other pedestrian and bicycle infrastructure.

As a result, projects in low income Census tracts were given more points and Steering Committee bonus points were applied to some projects north of the railroad tracks.

Researchers have also found that individuals in rural communities tend to have higher rates of chronic disease, more poverty, and more mental health concerns, including substance abuse, than urban residents. When researchers looked for the reasons to explain higher rates of chronic disease in rural areas, obesity was found to be a major contributing factor. When researchers tried to explain the mechanisms behind why obesity was higher in rural areas, one of those mechanisms was the built environment.

Given the health issues related to physical inactivity, weight, and mental health present in Park County, creating places that encourage people of all ages, incomes, and abilities to be more physically active is important.

Activity-Promoting Places

Health is influenced by a variety of factors including our individual knowledge and skills, our family and social connections, our work and school environments, our neighborhoods and communities and the policies that affect our living conditions.

Livingston has made great strides in making the downtown core more walkable, however, there are significant gaps in connectivity and accessibility in other parts of town, particularly on the north and east side, along Park Street, and crossing the railroad tracks.

Making it safer, easier, and more convenient for all people to walk or bicycle for utilitarian and recreational trips is important for the “public health, safety, and welfare” of Livingston residents and visitors and should be considered when any new plan, project, or policy is developed.



“Downtown is nice but as soon as you go to the outskirts—Albertsons, Town and Country—it is a problem.”

- Focus Group Participant



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Adopting healthy behaviors, such as physical activity, is easier if our environment is built to support us in making healthy choices.

Nature & Social Connectedness

Two important areas of research related to physical and mental health are: time spent in nature and time spent being socially connected. Although more research is needed, in many studies, particularly involving children and youth, researchers have found that time spent in nature positively influences mental health.

Researchers have also found that persons living in walkable, mixed-use neighborhoods have higher levels of social capital compared with those living in car-oriented suburbs.

Those living in walkable neighborhoods were more likely to know their neighbors, participate politically, trust others, and be socially engaged. People-to-people connectedness and neighborliness comes from creating a built environment which allows people to come in contact with one another. Spending time in nature, with people you enjoy, while being physically active is the trifecta for mental and physical health. Creating close to home environments where people can safely do that...priceless.



Ridge to River

Formalizing trails on property and open right-of-way already under the control of the City of Livingston can help provide connections to nature and address equity concerns on the north side of Livingston. The North Hills trails (top) offer great vistas and unique opportunities for all people in the City but with easy access from neighborhoods on the north side. Expanding the pathway along the Yellowstone River within the City's Wastewater Treatment facility property (bottom) provides an opportunity to connect these neighborhoods to the existing pathway system south of the railroad tracks.



10. Implementation

Completion of the *Livingston Trails and Active Transportation Plan* is one step in creating a community that is accommodating to people who walk, roll, and hike. The implementation of the Plan requires a coordinated effort among officials from the City, Park County, non-profit organizations, community leaders, and citizen volunteers. Follow-up plans and studies, particularly for pathways, are often needed to refine design and alignments, as is occurring with Park County and the pathway bridge across the Yellowstone River.

This chapter identifies action steps for moving forward with the recommendations of the Plan, as well as potential funding sources and partners for proposed projects.

10 Action Steps for Implementation

Completing the 10 Action Steps identified in this chapter will help ensure development of the proposed trails and active transportation network in Livingston meets the goals of the plan, while providing the community assurance that it is a priority for the City.

The 10 Action Steps for Implementation are intended to serve as a barometer for short-term accomplishments related to this plan. The City and its partners should review these steps each year or two to determine the best approach to achieving them and celebrate successes. Some efforts will take several years to accomplish but the effort can begin in the first couple of years after adoption of the Plan.

The Action Steps also show that Livingston is not alone in its efforts to implement the plan, as many program and project efforts will require partnerships from agencies like Park County, and Montana Department of Transportation (MDT).

The City staff may wish to provide an annual report or update to the City Commission and others on its progress to implement the Plan to showcase progress as it occurs.



Exhibit 10-1: Action Steps for Implementation

Action	Partners	Timeframe
1 Adopt the Plan		
Adopting the plan via resolution shows commitment to implementing it. Share it with the county and other partners in the area, including MDT so they can incorporate its recommendations into corridor plans. These Action Steps should be incorporated into the City's Strategic Plan.	City of Livingston	Immediately
2 Update Policies		
On the heels of the Growth Policy Update, the City should update its zoning and subdivision regulations to promote safer streets for all users and ensure trails identified in this plan are dedicated when development occurs along planned routes.	City of Livingston Park County (for adoption of trails map)	2022-2023

Exhibit 10-1, continued: Action Steps for Implementation

Action	Partners	Timeframe	Action	Partners	Timeframe
<p>3 Begin design of top priority trail, sidewalk, and bikeway projects</p> <p>The City begins pursuing implementation of the highest ranking trail, sidewalk, and bikeway project. This entails identifying funding or pursuing grants, conducting concept or full design, and identifying a construction year when funding is confirmed.</p>	<p>City of Livingston MDT</p>	<p>2022-2023</p>	<p>4 Pursue safer crossings, starting with Park Street.</p> <p>Work with MDT to create safer crossings of Park Street, as identified in the Plan. Crossing treatments include Rectangular Rapid Flashing Beacons or Pedestrian Hybrid Beacons, high visibility crosswalks, crosswalk lighting, accessible curb ramps and push buttons, and a pedestrian underpass of the bridges east of Bennett.</p>	<p>City of Livingston MDT</p>	<p>Immediately</p>
<p>5 Organize maintenance programs</p> <p>City-based maintenance programs may take time to identify appropriate budget and staffing needs. The City should immediately begin efforts to clear crosswalk and curb ramp access when snow plowing occurs on the streets. The City can work with local partners to continue snow removal efforts on pathways and seasonal maintenance.</p>	<p>City of Livingston Non-profit partners</p>	<p>2022-2024</p>	<p>6 Create Wayfinding along City Streets</p> <p>Developing a wayfinding plan, complete with recommended locations and a sign family template is the first step, followed by pursuing funding through various organizations such as health-based foundations.</p>	<p>City of Livingston Park County Other Park Co. cities Non-profit partners Health organizations</p>	<p>2023-2025</p>



Exhibit 10-1, continued: Action Steps for Implementation

Action	Partners	Timeframe	Action	Partners	Timeframe
<p>7 Organize a landscaping, greenspace, and public art program</p> <p>Develop a strategic plan and related policies for enhancing existing sidewalk buffers, streetside spaces, trails, and trailheads with additional trees, landscaping, and public art.</p>	<p>City of Livingston Park County PCEC</p>	<p>2023-2025</p>	<p>8 Update and publish new route maps</p> <p>Create a new map showing the integrated network of existing trails and sidewalks (bikeways when designated) so people know how they can reach trails and pathways by active modes. Include future trails so people get an idea of the full vision for an interconnected system. Update as new project come online.</p>	<p>City of Livingston Park County</p>	<p>Annually, or as-needed.</p>
<p>9 Create dedicated funding programs</p> <p>Build up dedicated funding programs for sidewalk, bikeway, and trail implementation over a series of years. This may include a reserve fund to build up a fund balance over 3 or 4 years in order to amass enough money to implement a full project.</p>	<p>City of Livingston</p>	<p>2023-2027</p>	<p>10 Formalize partnership for trails with Park County</p> <p>An interconnected pathway system in and around Livingston requires organizational commitments by the City and County. A cooperative agreement or a memorandum of understanding (MOU) outlining expected roles and responsibilities creates consistent expectations for the public, reduces redundancy in trail management efforts such as equipment and human resources, and ensures trail routes are preserved through development.</p>	<p>City of Livingston Park County</p>	<p>2023-2024</p>



Other Recommendations

The 10 Action Steps for implementation were identified by the Steering Committee as the highest priority near-term actions. There are other actions the City and its partners can pursue. They are listed in Figure 10-2 at right.

It is advised that the City revisit this list every one- to two-years to see if conditions have changed to warrant advancement of other strategies to implement the plan.

An update to the Trails and Active Transportation should occur in approximately 10 years. This will provide a re-examination of priorities and account for emerging trends in trail and active transportation given how quickly the field is evolving in terms of design treatments.

Funding

The primary sources of funding available beyond the City of Livingston's budget come from a variety of federal programs, many of which are housed in federal transportation funding allocations from Congress. The programs below are existing within the federal programs and their future is contingent upon them remaining within existing federal funding programs.

Securing and managing federal funds for active transportation projects can be challenging for small cities given the extra requirements placed on these funds. Due to the additional requirements, projects funded with federal funds typically cost 15 to 20% higher than if local funds were used. They also take longer to develop in terms of design and construction approvals via MDT. The City should automatically increase any existing estimates by this 15 to 20% when pursuing federal grants and secure consultants who are accustomed to navigating the federal process.

Surface Transportation Block Grant Urban Program. Cities over 5,000 population are considered urban areas under federal transportation policy. This allows Livingston access to these funds that are distributed to the City from MDT for use on the urban routes

Figure 10-2: Other Recommended Action Steps

Other Recommended Action Steps

- Identify methods to enact a sidewalk fee-in-lieu program and a sidewalk utility fee.
- Work with MDT for a joint agreement on plan recommendations and crossings on MDT-managed streets.
- Pursue Bicycle-Friendly and Walk-Friendly Community Status.
- Work with School District to discuss possible alterations to school zone policies to help increase walking and bicycling and reduce traffic crossing the railroad tracks.
- Conduct safety audits and community audits when new projects are developed.
- Identify possible Open Streets and Pop-Up Demonstration projects for bikeway and walkway routes prior to full-scale implementation.
- Develop trail and pathway design standards in cooperation with Park County.
- Endorse, via resolution, the use of FHWA-approved design guidance for pedestrian and bicyclist facilities. See Appendix.
- Develop a fee-in-lieu or similar program to help fund projects to fill sidewalk gaps along main routes.
- Work with Park County and others to hire consider a full-time or part-time equivalent role for a jointly-funded trails and active transportation coordinator.



Trails & Active Transportation Plan

within the City. They can be used for a variety of street upgrades and changes, including the addition of sidewalks, speed management, and bikeway investments. The City also uses them for other critical maintenance and utility needs on those same urban-designated streets. The City has begun programming projects from the Trails and Active Transportation Plan into its CIP to utilize these funds to implement the plan's recommendations.

Surface Transportation Block Grant Transportation Alternatives Program (TAP). TAP is the most common federal funding program for active transportation facilities and administered through Montana Department of Transportation. In 2021, MDT received 41 applications for these federal funds, totaling approximately \$28 million. Only 15 of those projects were funded, totaling \$5.8 million. Individual project costs ranged from \$300,000 to \$1.1 million.

TAP requires a 13.42% match, meaning a \$100,000 project requires \$13,420 of that amount from the local jurisdiction. State match is available for pavement preservation or ADA-related upgrades on roadways under MDT's jurisdiction. The application deadline is typically in June of each year.

Recreational Trails Program (RTP). Montana State Parks administers RTP, which is a federally-funded grants program to support trails. Like TAP, it stems from federal transportation funds derived from fuel taxes collected from nonhighway recreational fuel use: fuel used for off-highway recreation by snowmobiles, all-terrain vehicles, off-highway motorcycles, and off-highway light trucks.

RTP applicants can include federal, tribal, state, county or city agencies, private associations and clubs. Examples of eligible projects include: urban trail development, basic front and back-country trail maintenance, restoration of areas damaged by trail use, development of trailside facilities, and educational and safety projects related to trails.

The application process is typically opened in November. In 2021, there were 42 projects funded for a total of \$1.6 million. Match is typically between 20-25% of project costs and the program may grant full or partial funding for applications (not including match).

Federal Lands Access Program (FLAP). FLAP is established to improve transportation facilities that provide access to, are adjacent to, or are located within Federal lands. The Access Program supplements State and local resources for public roads, transit systems, and other transportation facilities, with an emphasis on high-use recreation sites and economic generators. Pedestrian and bicyclist facilities are eligible under this program.

FLAP also requires a 13.42% match on funding from applicants. The application process occurs in spring each year and information is available through Montana's FLAP program office, which is within the Federal Highway Administration division office in Helena.

Montana Trail Stewardship Program (MTSGP). This program is administered with through Montana Fish, Wildlife, and Parks with state funds derived from light vehicle registration funds. In 2021, approximately \$1.2 million was distributed among 41 projects. Unlike federal funds, which are restrict to public agencies, non-profits are eligible for MTS GP and project awards may be full or partial. Eligible funding areas include:

- New trail and shared-use path construction;
- Rehabilitation and maintenance of existing trails and shared-use paths, including grooming of trails for motorized and nonmotorized winter recreation; and
- Construction and maintenance of trailside and trailhead facilities, including but not limited to bridges, fencing, parking, bathrooms, latrines, picnic shelters, interpretation, trail signs, and trailside weed management.



File Attachments for Item:

B. PUBLIC HEARING: ORDINANCE NO. 3031: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, RESCINDING ORDINANCE 3015, AMENDING ARTICLE II OF THE LIVINGSTON MUNICIPAL CODE ENTITLED CITY COMMISSION AND CHAIR BY AMENDING SECTION 2-12 AS IT PERTAINS TO LOCATION OF CITY COMMISSION POSTING BOARD, AMENDING SECTION 2-16 AS IT PERTAINS TO THE PROCESS FOR SETTING AGENDA, AMENDING SECTION 2-19 BY PERTAINING TO THE PROCEDURE TO CONDUCT BUSINESS.

ORDINANCE NO. 3031:

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, **RESCINDING ORDINANCE 3015, AMENDING ARTICLE II OF THE LIVINGSTON MUNICIPAL CODE ENTITLED CITY COMMISSION AND CHAIR BY AMENDING SECTION 2-12 AS IT PERTAINS TO LOCATION OF CITY COMMISSION POSTING BOARD, AMENDING SECTION 2-16 AS IT PERTAINS TO THE PROCESS FOR SETTING AGENDA, AMENDING SECTION 2-19 BY PERTAINING TO THE PROCEDURE TO CONDUCT BUSINESS.**

* * * * *

Preamble.

The purpose of this Ordinance is to correct the errors that were found to have existed after the City started to update its code, through Municode more frequently.

WHEREAS, the City of Livingston has enacted Ordinance No. 3015 which amended Chapter of the City Code of Ordinances, and;

WHEREAS, the Ordinance was passed without reference to the changes made in Ordinances 2077 and 3005 and now needs to be rescinded, and;

NOW, THEREFORE, BE IT ORDAINED by the City Commission of the City of Livingston, Montana, Ordinance 3015 is rescinded, as follows:

Article II. - City Commission and Chairman

Sec. 2-10. - Preamble.

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

ORDINANCE NO. 3031: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, **RESCINDING ORDINANCE 3015, AMENDING ARTICLE II OF THE LIVINGSTON MUNICIPAL CODE ENTITLED CITY COMMISSION AND CHAIR BY AMENDING SECTION 2-12 AS IT PERTAINS TO LOCATION OF CITY COMMISSION POSTING BOARD, AMENDING SECTION 2-16 AS IT PERTAINS TO THE PROCESS FOR SETTING AGENDA, AMENDING SECTION 2-19 BY PERTAINING TO THE PROCEDURE TO CONDUCT BUSINESS.**

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

Sec. 2-11. - Reserved.

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

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

The City Commission hereby designates the bulletin board attached to the wall of the **entryway** ~~hallway immediately outside of,~~ **between the two entry doors,** and ~~to the left of door~~ to the City Offices located at **220 East Park** ~~414 East Callender Street,~~ Livingston, Montana as its official posting board for the purpose of posting public information. ([7-1-4135](#) MCA).

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

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

Sec. 2-13. - Commission meetings.

- A. Open Meetings. All meetings of the City Commission shall be open to the public, except as provided by [2-3-203](#) MCA.
- B. Regular Meetings. The City Commission shall hold its regular meetings in the City Commission Chambers in the Community Room of the City County Complex, 414 East Callender Street, Livingston, Montana, on the first and third Tuesdays of each month commencing ~~[CL1]~~ at the hour of ~~5:30~~**5:30** p.m. and ending at ~~8:30~~**8:30** p.m. unless extended by a majority vote of the City Commission, provided, however, that when the day set for any regular meeting of the Commission falls upon a day designated by law as a legal holiday, such meeting shall be held at the same hour on the next succeeding day which is not a holiday. Nothing herein precludes the Commission from meeting at different time, date or location, provided, however, that adequate notice is given to the public.
- C. Work Sessions. The City Commission may meet at a set time and location for the purpose of a general work session with the City Manager. No official action may be taken at a work session, nor will minutes of such work session recorded. Work Sessions shall be open to the public unless otherwise properly closed to discuss topics for which closure is proper under Montana's Open Meeting Law.
- D. Public Hearings. When a matter is required by law to have a public hearing, or when a matter is set for a public hearing by the City Commission upon a motion of a City Commission person, duly seconded and passed, all public hearing will be held at a regular meeting of the Commission after due notice as required by law which notice shall specify the purpose of the hearing and the date, time and location thereof and invite the public to attend and make comments.

ORDINANCE NO. 3031: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, RESCINDING ORDINANCE 3015, AMENDING ARTICLE II OF THE LIVINGSTON MUNICIPAL CODE ENTITLED CITY COMMISSION AND CHAIR BY AMENDING SECTION 2-12 AS IT PERTAINS TO LOCATION OF CITY COMMISSION POSTING BOARD, AMENDING SECTION 2-16 AS IT PERTAINS TO THE PROCESS FOR SETTING AGENDA, AMENDING SECTION 2-19 BY PERTAINING TO THE PROCEDURE TO CONDUCT BUSINESS.

- E. Special Meetings. Special meetings of the Commission may be called by the Chairman, two members of the Commission or the City Manager upon at least twelve (12) hours written notice which shall state the date, time, location and subject of the meeting and shall be personally served upon each member of the Commission or left at his or her usual place of residence; a copy of said notice shall also be posted on the official posting board and delivered to the media. Special meetings of the Commission are not the preferred manner of conducting City business. The business of a special meeting must be restricted to the object stated in notice.
- F. Training Sessions. The City Manager shall hold a series of training sessions for newly elected City Commission members. The training sessions shall include, but not be limited to review of the City commission budget responsibilities, the role of the City Manager in hiring, supervising and discharging all employees, a review of the government and administration section of the Code of City Ordinances, a discussion and tour of facilities with each department head, and specific briefing on availability of the City Manager and staff to facilitate a City Commission member's responsibility. This Section shall also apply to Commission members elected by the City Commission to fill term vacancies.

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

Sec. 2-14. - Officers and duties.

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

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- F. Procedure to fill Vacancy in office of City Commissioner. In the event of a vacancy in the office of City Commissioner under Section [7-4-4111](#), Montana Code Annotated, the City Commission shall use the follow process to fill the vacancy.
 - 1. The City Commission shall determine that a vacancy in the office of a City Commissioner has occurred at either the next scheduled regular meeting of the City Commission or at a duly noticed special meeting as a duly noticed agenda item.
 - 2. At the aforementioned meeting, the City Commission shall direct staff to publish in the local newspaper, once per week for two (2) successive weeks, and shall post on the City's official posting board a request to have interested person submit an application to fill said vacancy. The vacancy is required by law to be filled within thirty (30) days of the vacancy with the term being limited to the unexpired term of the person who created the vacancy.
 - a. The notice shall state the deadline for submitting applications which shall no more than fifteen (15) days from the date of first publication and that the following application is available from the City Offices:

APPLICATION FOR CITY COMMISSIONER

- 1. Name: _____
- 2. Address: _____
- 3. How long have you resided in Livingston _____
- 4. Are you at least 18 years of age? Yes ___ No ___
- 5. Are you a citizen of the United States? Yes ___ No ___
- 6. Have you resided in the State of Montana for more than 30 days? Yes ___ No ___
- 7. Have you resided in Park County for more than 30 days? Yes ___ No ___
- 8. Have you ever been convicted of a felony? Yes ___ No ___

Why do you want to be a city commissioner? _____

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

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

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

- b. The qualifications of the applicant which include that the applicant is a citizen of the United States, a resident of the City of Livingston for at least thirty (30) days, at least eighteen (18) years of age and a registered voter.
 - c. All applicants shall receive a letter acknowledging the receipt of their application along with a copy of the procedure to fill vacancy in the office of the City Commission:
- 3. The City Commission shall meet in a public session to review all applications to determine that the applicants meet the minimum qualifications as set forth by state law.

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

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

Sec. 2-15. - Quorum.

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

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

Sec. 2-16. - Agenda.

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

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

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

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

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

Sec. 2-17. - Order of business.

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

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

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

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

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O. Adjournment.

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

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

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

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

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

A. Procedure to Conduct Business.

1. The Chair shall clearly announce the agenda item to be considered.
2. Following announcement of agenda item, the Chair shall invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.
3. The Chair shall invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input on the agenda item being considered. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of public speakers. To be recognized, each person desiring to give comment, testimony or evidence shall sit down at the table provided and after being recognized, give his or her name and address before testifying commenting or presenting other evidence. All comments, testimony and evidence shall be directed to the presiding officer. No questions shall be asked of a Commission member except through the presiding officer. At the conclusion of the public comments, the Chair shall announce that public input has concluded (or the public hearing as the case may be is closed).
4. The Chair shall ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.
- .5. The Chair shall invite a motion. The Chair shall announce the name of the member of the body who makes the motion.

ORDINANCE NO. 3031: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, RESCINDING ORDINANCE 3015, AMENDING ARTICLE II OF THE LIVINGSTON MUNICIPAL CODE ENTITLED CITY COMMISSION AND CHAIR BY AMENDING SECTION 2-12 AS IT PERTAINS TO LOCATION OF CITY COMMISSION POSTING BOARD, AMENDING SECTION 2-16 AS IT PERTAINS TO THE PROCESS FOR SETTING AGENDA, AMENDING SECTION 2-19 BY PERTAINING TO THE PROCEDURE TO CONDUCT BUSINESS.

- 6. The Chair shall determine if any member of the body wishes to second the motion. The Chair shall announce the name of the member of the body who seconds the motion. No motion shall be debated or put to a vote unless the same shall be seconded. If the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one (1) of three (3) ways: (1) The Chair can ask the maker of the motion to repeat it. (2) The Chair can repeat the motion. (3) The Chair can ask the recording secretary to repeat the motion.
 - a. The Chair shall now invite discussion/debate of the motion by the body. Every member desiring to speak shall address the presiding officer, and upon recognition, shall confine himself to the question under debate, avoiding all personalities and indecorous language.
 - b. A member, once recognized, shall not be interrupted when speaking unless it is to call him to order or as herein otherwise provided.
 - i. If a member, while speaking is called to order, he shall cease speaking until the question of order is determined, and, if in order, he shall be permitted to proceed.
 - c. Order of rotation in matters of debate or discussion shall be at the discretion of the presiding officer.
 - i. A member shall not speak more than twice on the same subject without leave of the chair, nor more than once until every member desiring to speak on the pending question has had an opportunity to do so.
- ~~6. The Chair shall invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input on the agenda item being considered. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of public speakers. To be recognized, each person desiring to give comment, testimony or evidence shall sit down at the table provided and after being recognized, give his or her name and address before testifying, commenting or presenting other evidence. All comments, testimony and evidence shall be directed to the presiding officer. No questions shall be asked of a Commission member except through the presiding officer. At the conclusion of the public comments, the Chair shall announce that public input has concluded (or the public hearing as the case may be is closed).~~
- 7. If there is no desired discussion, or after the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.
- 8. The Chair shall direct the Recording Secretary to take a roll call vote. If members of the body do not vote, then they "abstain". Unless the rules of the body provide otherwise (or unless a super-majority is required as delineated in these rules) then a simple majority determines whether the motion passes or is defeated.
- 9. The Chair should announce the result of the vote and should announce what action (if any) the body has taken.

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

- 1. The Basic Motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a 5-member committee to plan and put on our annual fundraiser."
- 2. The Motion to Amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a ten-member committee." A motion to amend takes the basic motion which is before the body

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and seeks to change it in some way. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way.

- 3. The Substitute Motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year." A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it.
- 4. Order of Consideration of Motions. There can only be three (3) motions on the floor at the same time. The Chair can reject a fourth motion until the Chair has dealt with the three (3) that are on the floor and has resolved them. When there are two (2) or three (3) motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a ten-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year."
 - a. First, the Chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Chair would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.
 - b. Second, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five (5) members or ten (10) members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.
 - c. Third, the Chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or, if amended, would be in its amended format (ten-member committee), and the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.
- 5. Motion to Reconsider. A motion to reconsider requires a majority vote to pass, but there are two (2) special rules that apply only to the motion to reconsider.
 - a. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body following due notice. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and by a two-thirds (2/3) majority, can allow a motion to reconsider to be made at another time following due notice.)
 - b. Second, a motion to reconsider can only be made by certain members of the body. Accordingly, a motion to reconsider can only be made by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she can make the

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motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again. That would defeat the purpose of finality.

- c. If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.
6. Simple Majority and Exceptions. All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which, effectively, cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds (2/3) vote of the entire commission (a super-majority) to pass:
- a. Motion to Limit Debate. Whether a member says "I move the previous question" or "I move the question" or "I call the question" or "I move to limit debate", it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds (2/3) vote of the entire commission to pass.
 - b. Motion to Close Nominations. When choosing officers of the body (like the Chair) nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds (2/3) vote of the entire commission to pass.
 - c. Motion to Object to the Consideration of a Question. Normally, such a motion is unnecessary since the objectionable item can be tabled, or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds (2/3) vote of the entire commission to pass.
 - d. Emergency Measures. In the case of emergency measures, the emergency must be expressed in the preamble or in the body of the measure and the measure must receive a two-thirds (2/3) vote of the entire commission. In emergency ordinances, the resolutions shall include only such measures as are immediately necessary for the preservation of peace, health, and safety and shall not include a franchise to a corporation or individual, any provisions for the sale of real estate, any lease or letting of any property for a period exceeding one (1) year, or the purchase or sale of personal property exceeding five thousand dollars (\$5,000.00) in value. ([7-5-4204](#) MCA)
 - e. Motion to Punish and Expel. The commission may punish a member and expel any member for the improper conduct upon a two-thirds (2/3) vote of the entire commission members. ([7-5-4103](#) MCA).
7. Motions Debatable, Exceptions. The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.
- a. Exceptions. There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion):

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- i. A Motion to Adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.
- ii. A Motion to Recess. This motion, if passed, requires the body to immediately take a recess. Normally, the Chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.
- iii. A Motion to Fix the Time to Adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.
- iv. A Motion to Postpone Consideration. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the body: "I move we postpone consideration of this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to consider the item and bring it back to the body will have to be taken at a future meeting. A motion to postpone consideration an item (or to bring it back to the body) requires a simple majority vote.
- v. A Motion to Limit Debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote". When such a motion is made, the Chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds (2/3) vote of the body. Note: that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds (2/3) vote of the body.
- vi. Motion to Object to Consideration of an Item. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds (2/3) vote.

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

Sec. 2-20. - Reserved.

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

Sec. 2-21. - Public hearings.

- A. The Commission may conduct public hearings or may appoint a hearing officer for that purpose, except for budget hearings, as provided in Section [7-1-4131](#), MCA.

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

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

Sec. 2-22. - Addressing the Commission.

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

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

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

Sec. 2-23. - Ordinances and resolutions.

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

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

Secs. 2-24—2-39. - Reserved.

ORDINANCE NO. 3031: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, RESCINDING ORDINANCE 3015, AMENDING ARTICLE II OF THE LIVINGSTON MUNICIPAL CODE ENTITLED CITY COMMISSION AND CHAIR BY AMENDING SECTION 2-12 AS IT PERTAINS TO LOCATION OF CITY COMMISSION POSTING BOARD, AMENDING SECTION 2-16 AS IT PERTAINS TO THE PROCESS FOR SETTING AGENDA, AMENDING SECTION 2-19 BY PERTAINING TO THE PROCEDURE TO CONDUCT BUSINESS.

SECTION 2

Statutory Interpretation and Repealer:

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

SECTION 3

Severability:

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

SECTION 4

Savings Provision:

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

SECTION 5

Effective Date:

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

PASSED by the City Commission of the City of Livingston, Montana, during a first reading at a regular session thereof held the _____ day of April 2022.

ORDINANCE NO. 3031: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, RESCINDING ORDINANCE 3015, AMENDING ARTICLE II OF THE LIVINGSTON MUNICIPAL CODE ENTITLED CITY COMMISSION AND CHAIR BY AMENDING SECTION 2-12 AS IT PERTAINS TO LOCATION OF CITY COMMISSION POSTING BOARD, AMENDING SECTION 2-16 AS IT PERTAINS TO THE PROCESS FOR SETTING AGENDA, AMENDING SECTION 2-19 BY PERTAINING TO THE PROCEDURE TO CONDUCT BUSINESS.

MELISSA NOOTZ, Chair

ATTEST:

FAITH KINNICK
Recording Secretary

PASSED, APPROVED, AND ADOPTED by the City Commission of the City of Livingston, Montana, during a second reading at a regular session thereof held the _____ day of May, 2022.

MELISSA NOOTZ, Chair

ATTEST:

APPROVED AS TO FORM:

FAITH KINNICK
Recording Secretary

COURTNEY JO LAWELLIN
City Attorney

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN the Livingston City Commission will convene for a regular session Tuesday, May 17, 2021, at 5:30 p.m. via Zoom. The Commission will conduct a public hearing after the second reading of **ORDINANCE NO. 3031** entitled **AN ORDINANCE OF**

ORDINANCE NO. 3031: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, RESCINDING ORDINANCE 3015, AMENDING ARTICLE II OF THE LIVINGSTON MUNICIPAL CODE ENTITLED CITY COMMISSION AND CHAIR BY AMENDING SECTION 2-12 AS IT PERTAINS TO LOCATION OF CITY COMMISSION POSTING BOARD, AMENDING SECTION 2-16 AS IT PERTAINS TO THE PROCESS FOR SETTING AGENDA, AMENDING SECTION 2-19 BY PERTAINING TO THE PROCEDURE TO CONDUCT BUSINESS.

THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, RESCINDING ORDINANCE 3015 AMENDING ARTICLE II OF THE LIVINGSTON MUNICIPAL CODE ENTITLED CITY COMMISSION AND CHAIR BY AMENDING SECTION 2-12 AS IT PERTAINS TO LOCATION OF CITY COMMISSION POSTING BOARD, AMENDING SECTION 2-16 AS IT PERTAINS TO THE PROCESS FOR SETTING AGENDA, AMENDING SECTION 2-19 BY PERTAINING TO THE PROCEDURE TO CONDUCT BUSINESS. All interested persons are invited to attend the public hearing, to make comments or make objections thereto. Join this meeting <https://us02web.zoom.us/j/81173010865?pwd=VHdPdExOTVhwcE1sRkVodFNrSFpVdz09>
 Meeting ID: 811 7301 0865 Passcode: 562075 or Call-in: (669) 900-6833.
 For additional information contact the City Offices at 220 E Park Street, Livingston, MT, 59047, or by phone at (406) 823-6000.

Please publish Friday, April 29, 2022, and May 13, 2022.

Faith Kinnick
 City of Livingston
 April 8, 2022

ORDINANCE NO. 3031: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, RESCINDING ORDINANCE 3015, AMENDING ARTICLE II OF THE LIVINGSTON MUNICIPAL CODE ENTITLED CITY COMMISSION AND CHAIR BY AMENDING SECTION 2-12 AS IT PERTAINS TO LOCATION OF CITY COMMISSION POSTING BOARD, AMENDING SECTION 2-16 AS IT PERTAINS TO THE PROCESS FOR SETTING AGENDA, AMENDING SECTION 2-19 BY PERTAINING TO THE PROCEDURE TO CONDUCT BUSINESS.

File Attachments for Item:

C. ORDINANCE NO. 3032: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING ARTICLE II OF THE LIVINGSTON MUNICIPAL CODE ENTITLED CITY COMMISSION AND CHAIR BY AMENDING SECTIONS 2-12 AS IT PERTAINS TO THE LOCATION OF THE CITY COMMISSION POSTING BOARD, AMENDING 2-13 AS IT PERTAINS TO THE TIME OF MEETINGS, AND AMENDING SECTION 2- 16 AS IT PERTAINS TO THE PROCESS FOR SETTING AGENDA, 2-21 AS IT PERTAINS TO PUBLIC HEARINGS, AND 2-23 AS IT PERTAINS TO ORDINANCES AND RESOLUTIONS.

ORDINANCE NO. 3032:

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING ARTICLE II OF THE LIVINGSTON MUNICIPAL CODE ENTITLED CITY COMMISSION AND CHAIR BY AMENDING SECTION 2-12 AS IT PERTAINS TO LOCATION OF CITY COMMISSION POSTING BOARD, AMENDING 2-13 AS IT PERTAINS TO THE TIME OF MEETINGS, AND AMENDING SECTION 2-16 AS IT PERTAINS TO THE PROCESS FOR SETTING AGENDA, 2-21 AS IT PERTAINS TO PUBLIC HEARINGS, AND 2-23 AS IT PERTAINS TO ORDINANCES AND RESOLUTIONS.

* * * * *

Preamble.

The purpose of this Ordinance is to make amendments to Article II of the City’s Municipal Code.

WHEREAS, the City of Livingston has moved its office location to 220 East Park Street, made changes to procedures and processes that need to be reflected in City Code; and

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

**Chapter 2
GOVERNMENT AND ADMINISTRATION**

Articles:

Article II. City Commission and Chair

Sec. 2-10. Preamble.

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

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

Sec. 2-11. Reserved.

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

Sec. 2-12. Posting board and notice.

The City Commission hereby designates the bulletin board attached to the wall of [the entryway between the two entry doors of City Hall located at 220 East Park Street, Livingston, Montana](#) ~~hallway immediately outside of, and to the left of door to the City Offices located at 414 East Callender Street, Livingston, Montana~~ as its official posting board for the purpose of posting public information. (7-1-4135 MCA).

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

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

Sec. 2-13. Commission meetings.

- A. Open Meetings. All meetings of the City Commission shall be open to the public, except as provided by 2-3-203 MCA.
- B. Regular Meetings. The City Commission shall hold its regular meetings in the City Commission Chambers in the Community Room of the City County Complex, 414 East Callender Street, Livingston, Montana, on the first and third Tuesdays of each month commencing at the hour of ~~6:30~~ [5:30](#) p.m. and ending at ~~9:30~~ [8:30](#) p.m. unless extended by a majority vote of the City Commission, provided, however, that when the day set for any regular meeting of the Commission falls upon a day designated by law as a legal holiday, such meeting shall be held at the same hour on the next succeeding day which is not a holiday. Nothing herein precludes the Commission from meeting at different time, date or location, provided, however, that adequate notice is given to the public.
- C. Work Sessions. The City Commission may meet at a set time and location for the purpose of a general work session with the City Manager. No official action may be taken at a work session, nor will minutes of such work session recorded. Work Sessions shall be open to the public unless otherwise properly closed to discuss topics for which closure is proper under Montana's Open Meeting Law.
- D. Public Hearings. When a matter is required by law to have a public hearing, or when a matter is set for a public hearing by the City Commission upon a motion of a City Commission person, duly seconded and passed, all public hearing will be held at a regular meeting of the Commission after due notice as required by law which notice shall specify the purpose of the hearing and the date, time and location thereof and invite the public to attend and make comments.
- E. Special Meetings. Special meetings of the Commission may be called by the Chair, two members of the Commission or the City Manager upon at least twelve (12) hours written notice which shall state the date, time, location and subject of the meeting and shall be personally served upon each member of the Commission or left at their usual place of residence; a copy of said notice shall also be posted on the official posting board and delivered to the media. Special meetings of the Commission are not the preferred manner

of conducting City business. The business of a special meeting must be restricted to the object stated in notice.

- F. Training Sessions. The City Manager shall hold a series of training sessions for newly elected City Commission members. The training sessions shall include, but not be limited to review of the City commission budget responsibilities, the role of the City Manager in hiring, supervising and discharging all employees, a review of the government and administration section of the Code of City Ordinances, a discussion and tour of facilities with each department head, and specific briefing on availability of the City Manager and staff to facilitate a City Commission member's responsibility. This Section shall also apply to Commission members elected by the City Commission to fill term vacancies.

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2003, § 1, 7-21-08; Ord. No. 2016, § 1, 10/19/09; Ord. No. 2021, § 1, 8/16/10; Ord. No. 2051, § 1, 8/19/14; Ord. No. 3005 , § 2, 4/20/21)

Sec. 2-14. Officers and duties.

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

- a. The notice shall state the deadline for submitting applications which shall no more than fifteen (15) days from the date of first publication and that the following application is available from the City Offices:
- 2. At the aforementioned meeting, the City Commission shall direct staff to publish in the local newspaper, once per week for two (2) successive weeks, and shall post on the City's official posting board a request to have interested person submit an application to fill said vacancy. The vacancy is required by law to be filled within thirty (30) days of the vacancy with the term being limited to the unexpired term of the person who created the vacancy.
 - a. The notice shall state the deadline for submitting applications which shall no more than fifteen (15) days from the date of first publication and that the application is available from the City Offices.
- 3. The City Commission shall meet in a public session to review all applications to determine that the applicants meet the minimum qualifications as set forth by state law.
- 4. The City Commission shall then notice a public meeting wherein all qualifying applicants are interviewed. Interviews of each applicant shall follow the same format. Questions for the candidates will be established by the City Commission in advance of the interview.
- 5. Thereafter, the City Commission, at a regular meeting or a duly notice special meeting shall appoint by a majority vote a qualified person to fill the vacancy who shall serve the unexpired term of the person creating the vacancy and until a successor is elected and qualified at the next general municipal election.
- 6. After an appointment has been made, the City Commission will write a letter to all applicants thanking each applicant for their time and desire to serve the public in making the City of Livingston a better place to live.

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2016, § 1, 10/19/09; Ord. No. 2019, § 1, 4/19/10; Ord. No. 2077, 1/18/18; Ord. No. 3005, § 2, 4/20/21)

Sec. 2-15. Quorum.

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

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

Sec. 2-16. Agenda.

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

Two (2) City Commissioners ~~when not in session~~, may make a request to the City Manager to have an item placed upon the agenda for consideration, but such request must meet the requirements set forth in the Rules of Procedure. Upon receipt of such request, the City Manager shall schedule the item for the next regularly scheduled meeting of the City Commission or the next practicable meeting to allow time to provide a robust staff recommendation. The Commission will consult with the City Manager to schedule the item for an appropriate meeting date.

(Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2077, 1/8/18)

Sec. 2-17. Reserved.

Editor's note(s)—Ord. No. 2077, adopted January 8, 2019, repealed § 2-17, which pertained to Order of business and derived from Ord. 1869, 2/17/98: Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2019, § 1, 4/19/10; Ord. No. 2040, § 1, 7/19/12.

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

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

(Ord. 1869, 2/17/98: Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2016, § 1, 10/19/09; Ord. No. 3005, § 2, 4/20/21)

Sec. 2-19. Reserved.

Editor's note(s)—Ord. No. 2077, adopted January 8, 2018, repealed § 2-19, which pertained to Procedure to conduct business and motions and derived from Ord. 1869, 2/17/98: Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2019, § 1, 4/19/10.

Sec. 2-20. Reserved.

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

Sec. 2-21. Public hearings.

- A. The Commission may conduct public hearings or may appoint a hearing officer for that purpose, except for budget hearings, as provided in Section 7-1-4131, MCA.
- B. ~~When heard by the Commission, the items will be presented to the Commission in the same format, as described in Section 2-19 of this Chapter.~~
- C. In addition, when public hearings and public interest matters are being heard and it is anticipated that a large number of the public may wish to participate, the presiding officer, with the consent of the Commission, may, prior to the meeting, establish reasonable guidelines for conducting the meeting.
- D. Witness may be required to testify under oath and all testimonies shall be directed to the presiding officer only.
- E. The Commission shall not be bound by the strict rules of evidence, and may exclude irrelevant, immaterial, incompetent or unduly repetitious comments, testimony or evidence. The presiding officer shall, with [advice](#)

advise from the City Attorney, rule on all questions relating to admissibility of testimony or evidence. The ruling of the presiding officer may be overruled by a majority vote of the Commission.

- F. The proponents or opponents, their agents or attorneys, may submit petitions and written comments during or prior to the closing of the hearing and the same shall be entered by reference into the minutes and considered as other testimony received at the hearing.
- G. Following the presentation of all comments, testimony and evidence, the Commission may:
 - 1. Continue the hearing to a date certain to allow additional information to be submitted to the Commission as a body on any unresolved issues;
 - 2. Close the public hearing and proceed to Commission debate of the matter; or
 - 3. Continue the Commission debate and vote to a date certain.
- H. A public hearing which has been formally closed may not be reopened. If additional information is required before a decision can be made, the Commission, upon motion duly made, seconded and passed, may call for an additional public hearing, which hearing shall be duly noticed, specifying date, time, place and subject matter of the hearing.

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

Sec. 2-22. Reserved.

Editor's note(s)—Ord. No. 2077, adopted January 8, 2018, repealed § 2-22, which pertained to Addressing the Commission and derived from Ord. 1869, 2/17/98; Ord. 1921 § 1 (part), 2/3/03; Ord. 1962, 2/21/06; Ord. No. 2016, § 1, 10/19/09; Ord. No. 2051, § 1, 8/19/14.

Sec. 2-23. Ordinances and resolutions.

- A. All ordinances and resolutions shall be prepared or reviewed by the City Attorney. No ordinance or resolution shall be prepared for presentation to the Commission unless ~~ordered by a majority vote of the~~ requested by the Commission or requested by the City Manager.
- B. The ordinances and resolutions, before presentation to the Commission, shall be approved as to form and legality by the City Attorney and shall have been examined by the City Manager ~~who may refer it for comment to the head of the department under whose jurisdiction the subject matter of the ordinance or resolution is to be administered.~~
- C. ~~A draft of the proposed ordinance or resolution shall be presented to the Commission for review and comment with the public being notified of the proposed action and invited to make comment.~~
- D. ~~If the draft ordinance is approved by the Commission, it shall then~~ Ordinances will be placed on the agenda for the first reading and provisional adoption, with the second reading and final adoption occurring at least twelve (12) days after the first reading and provisional adoption. After being provisionally adopted, the ordinance shall be posted on the bulletin board in the foyer at Livingston City Hall at 220 E. Park St. ~~posted in a conspicuous place in the City/County Complex and copies thereof shall be~~ available to the public ~~from the Recording Secretary of the Commission.~~ The reading of the ordinance's or resolution's title and number shall be sufficient to constitute a reading and an actual oral pronouncement of each word contained therein of the proposed ordinance or resolution is not required and shall be waived unless required by a majority vote of the City Commission.
- E. All ordinances, except emergency ordinances, shall become effective thirty (30) days after the second reading and final adoption. All resolutions and emergency ordinances shall become effective upon passage or at the time specified therein. Emergency ordinances and resolutions, which are defined as those measures

which are immediately necessary for the preservation of peace, health and safety, require a two-thirds (2/3) vote of the entire commission

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

Secs. 2-24—2-39. Reserved.

SECTION 2

Statutory Interpretation and Repealer:

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

SECTION 3

Severability:

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

SECTION 4

Savings Provision:

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

SECTION 5

Effective Date:

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

PASSED by the City Commission of the City of Livingston, Montana, during a first reading at a regular session thereof held the _____ day of April 2022.

MELISSA NOOTZ, Chair

ATTEST:

FAITH KINNICK
Recording Secretary

PASSED, APPROVED, AND ADOPTED by the City Commission of the City of Livingston, Montana, during a second reading at a regular session thereof held the _____ day of May, 2022.

MELISSA NOOTZ, Chair

ATTEST:

APPROVED AS TO FORM:

FAITH KINNICK
Recording Secretary

COURTNEY JO LAWELLIN
City Attorney

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN the Livingston City Commission will convene for a regular session Tuesday, May 17, 2021, at 5:30 p.m. via Zoom. The Commission will conduct a public hearing after the second reading of **ORDINANCE NO. 3032** entitled **AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING ARTICLE II OF THE LIVINGSTON MUNICIPAL CODE ENTITLED CITY COMMISSION AND CHAIR BY AMENDING SECTION 2-12 AS IT PERTAINS TO LOCATION OF CITY COMMISSION POSTING BOARD, AMENDING 2-13 AS IT PERTAINS TO THE TIME OF MEETINGS, AND AMENDING SECTION 2-16 AS IT PERTAINS TO THE PROCESS FOR SETTING AGENDA.** All interested persons are invited to attend the public hearing, to make comments or make objections thereto. Join this meeting <https://us02web.zoom.us/j/81173010865?pwd=VHdPdExOTVhwcE1sRkVOdFNrSFpVdz09>
Meeting ID: 811 7301 0865 Passcode: 562075 or Call-in: (669) 900-6833.
For additional information contact the City Offices at 220 E Park Street, Livingston, MT, 59047, or by phone at (406) 823-6000.

Please publish Friday, April 29, 2022, and May 13, 2022.

Faith Kinnick
City of Livingston
April 8, 2022

File Attachments for Item:

A. RESOLUTION NO. 5039: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA AUTHORIZING THE CITY MANAGER TO SIGN A LEASE AGREEMENT WTHE ITH MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES, FOR A TERM BEGINNING JULY 1, 2022, AND ENDING JUNE 30, 2024.

RESOLUTION NO. 5039

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA AUTHORIZING THE CITY MANAGER TO SIGN A LEASE AGREEMENT WITH THE MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES, FOR A TERM BEGINNING JULY 1, 2022, AND ENDING JUNE 30, 2024.

WHEREAS, Montana Department of Public Health and Human Services (DPHHS) is in the business of conducting business and the City of Livingston has space available for this purpose, and the City of Livingston and DPHHS entered into a one-year lease in Resolution 4989 in August 2021, and desire to enter into the two (2) year Extension of the Standard Lease Contract attached hereto as Exhibit A for the continued lease of building space, and

WHEREAS, by the terms of the Lease, the City leased the southwesterly wing of the new City Hall Building located at 220 E. Park Street in the City of Livingston, Park County, Montana, to DPHHS, and

WHEREAS, the term of the Lease Extension is from July 1, 2022-June 30, 2024 and, may renew as set forth in the Lease, and

WHEREAS, the City’s administration recommends entering into the lease, and is ready to sign.

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

The City Manager is hereby authorized to enter into the Lease Extension, which document is attached hereto and incorporated herein as Exhibit A.

PASSED AND ADOPTED by the City Commission of the City of Livingston, this 17th day of May 2022.

MELISSA NOOTZ, Chair

FAITH KINNICK
Recording Secretary

COURTNEY JO LAWELLIN
City Attorney

1st AMENDMENT TO LEASE #8012-B
(Amendment Template last revised October 27, 2021)

This 1st Amendment to Lease #8012-B is made by and between the Montana Department of Health and Human Services, 111 Sanders, P.O. Box 4210, Helena, Montana 59604, “Lessee” and the City of Livingston, 220 E. Park Street, Livingston Montana 59047, “Lessor.”

The purpose of this Amendment is to extend the term though June 30, 2024.

The parties agree to amend the Lease as follows (new language underlined, old language interlined):

3. TERM OF LEASE/CONDITION OF PREMISE AT END OF TERM

A. The lease term is two years, effective July 1, 2022 through June 30, 2024, unless earlier terminated as provided in sections 12, 13, 17, 18, 20 and 21 or renewed as provided in Section 5.

Except as expressly amended herein, all the terms and conditions of the Lease, including all prior amendments, remain in effect.

PARTIES TO THE LEASE

Lessee

By: _____
Adam Meier, Director Date
Department of Public Health and Human Services

Lessor

CITY MANAGER

By: _____ Date: _____

Date: _____
Approved for legal content.
City Attorney

APPROVED BY:

By: _____
Garett M. Bacon Date
Leasing Officer, Department of Administration, General Services Division

By: _____
Terri Hogan, Legal Counsel Date
Department of Administration

By: _____
Office of Budget and Program Planning Date

By: _____
Misty Ann Giles, Director Date
Department of Administration

File Attachments for Item:

A. DISCUSS/APPROVE/DENY: LIVINGSTON CHAMBER'S REQUEST FOR FEE WAIVER FOR THE 2022 ANNUAL PARADE.

220 E Park Street
 Livingston, MT 59047
 Phone: 406-222-2005

DATE: APRIL 12, 2022

TO:
 Livingston Chamber of Commerce
 c/o Leslie Feigel
 303 E Park Street
 Livingston, MT 59047

FOR:
 Livingston Roundup Parade
 Saturday, July 2nd, 2022
 Setup / Closures begins: 1:00 pm
 Event Begins: 3:00 pm
 Event ends: 5:00 pm
 Clean up complete: 6:00 pm

DESCRIPTION	QUANTITY	RATE	AMOUNT
Special Event Application Fee	1	\$50.00	\$50.00
Per Street Road Closure: River Drive/Sacajawea Park Area	1	\$200.00	\$200.00
Per Street Road Closure: Butte & 3 rd Street (Horse Staging)	1	\$200.00	\$200.00
Per Street Road Closure: 2 nd Street (River – Geysers)	1	\$100.00	\$100.00
Per Street Road Closure: 2 nd Street (Geysers - Clark)	1	\$100.00	\$100.00
Per Street Road Closure: 2 nd Street (Clark - Lewis)	1	\$100.00	\$100.00
Per Street Road Closure: 2 nd Street (Lewis - Callender)	1	\$100.00	\$100.00
Per Street Road Closure: 2 nd Street (Callender – Park)	1	\$100.00	\$100.00
Per Street Road Closure: Main Street (View Vista – Geysers)	1	\$100.00	\$100.00
Per Street Road Closure: Main Street (Geysers – Clark)	1	\$100.00	\$100.00
Per Street Road Closure: Main Street (Clark – Lewis)	1	\$100.00	\$100.00
Per Street Road Closure: Main Street (Lewis – Callender)	1	\$100.00	\$100.00
Per Street Road Closure: Main Street (Callender to Park)	1	\$100.00	\$100.00
Per Street Road Closure: Geysers Street (3 rd – B Street)	1	\$100.00	\$100.00
Per Street Road Closure: Clark Street (3 rd – B Street)	1	\$100.00	\$100.00
Per Street Road Closure: Lewis Street (3 rd – B Street)	1	\$100.00	\$100.00
Per Street Road Closure: Callender Street (3 rd – B Street)	1	\$100.00	\$100.00
Trash Can (1 st Can)	1	\$30.00	\$30.00
Trash Cans (each additional beyond 1)	15	\$15.00	\$225.00
EMS stationed at event	1	\$150.00	\$150.00
Livingston Police stationed at event	1	\$150.00	\$150.00
Street Sweeper end of event	1	\$250.00	\$250.00
TOTAL			\$2,655.00

The logo features the word "LIVINGSTON" in a large, bold, serif font. Above the letters "I", "V", "S", and "T" are stylized, dark silhouettes of mountains. Below "LIVINGSTON" is the word "AREA" in a smaller, all-caps, sans-serif font. A decorative, wavy line curves under the word "AREA".

LIVINGSTON AREA

Chamber of Commerce & Visitors Center

March 22, 2022

City of Livingston
414 E. Callender
Livingston, MT 59047

Request to the City Commission for our Historic Parade Route.

The Livingston Chamber Board and Community Members are requesting that the City Commission approve the Historic Parade Route Starting at 2nd Street at Geyser north to Park Street, Park Street for one block, then South onto Main Street south bound to the High School, be the dedicated route of the 96th Annual Livingston Chamber Round up Parade and for all future Livingston Chamber Roundup Parades.

Every year since the City Staff increased event and road closure fees, we have asked for assistance in the reduction of fees due to our nonprofit status along with the historical factor and out of respect for our local economic value to the businesses especially the ones on the Parade route and the city has gladly assisted.

The Livingston Chamber has overseen and produced the Parade for many years after taking over from the Roundup Association and has a tremendous job not only finding funding from membership partners but sponsors who are mostly 100% local businesses. Most are the businesses that truly care about its incredible history, but some are the ones who benefit from the increased tourism of both non-residents in state and surrounding communities, also travelers from around the world. Our parade well exceeds over 10k viewing patrons and is no small feat to find the abundance in space for viewing safely, for all ages and for surrounding events crossing from the combined festival. Our community parade is viewed and participated in at a state level as the largest July parade and longest consecutive annual parade in the state.

Livingston has a very proud history of the parade and its importance to our community and we at the Chamber work most of the year getting ready as well as marketing for it. The Chamber truly does appreciate the additional staffing of emergency departments and services that take place in the parade each year, as it takes a committed community and community leaders to have such and incredible event that supports our local economy and supplies our heritage, family values and traditions.

We have 2 detour routes and over 45 volunteers at all access sites to assist with any emergency exits, this is only a three-hour closure. All the typical safety measures are going to be in place with volunteers for closure monitors and repeated announcements via the announcement booths for use of garbage cans, we also have porta potties and the rules approved for not throwing candy from center of route only from the chalk lines. The final rule still stands as a city ordinance for no chairs out on sidewalks prior to 6am parade day and no blocking shop entries.

We have sent the annual form to MDT for the street closure of Park Street approval. Over the past years of the historic parade MDT has never had an incident nor has the Fire or Police dept. Actually, the Fire and rescue as well and city and county fire are in the Parade at the beginning so they can get back on track to work if needed. Rural fire poses a truck on both sides of route so to get to calls if needed as well. This is why we have persons at each closure along the route and don't allow sitting in the crosswalks as if an alarm is called, they can get off route and out to the call. We also have the ability to ask the MRL/Burlington Northern to stop all train crossing blockages for the detour route, and they have happily complied in the past years. As you can see everyone for 92 years has loved, wanted, participated in and assisted with happily of the Historic annual parade in Livingston.

The city manager originally changed the route due to the road work and tear up as the reason a few years back but then made it permanent. This shortened the route by 1/3 and the crowds have dwindled the acts are not approaching us until the longer route comes back due to the time and effort it takes to prepare for the parade. The Crow Nation riders who joined us on the last original year is thinking of coming and that would be exceptional. We have teams of horses and mules who wont ride in the parade for the same reason as well as the turning ratio and safety factor of the Callender Street turn, all want to return with the original historic route.

The community members who approached us with fervor and excitement as well as the businesses who have lost thousands of dollars due to the last few years of the route change, the Livingston Chamber of Commerce Board and team, are asking for the original route back.

Today we are asking the city commission to overturn the City Manager and police chief's decision made a few years ago during construction. The research they did that showed no offences and or occurrences took place during the route closure so please listen to the city businesses and community and approve our historic route.

Thank you
Leslie Feigel, CEO 

Livingston Chamber of Commerce

\$100.00 Fee

Application # _____

CITY OF LIVINGSTON

APPLICATION FOR TEMPORARY STREET/ALLEY/SIDEWALK CLOSURE

To be completed by the applicant - Incomplete applications will not be processed.

Name: Livingston Area Chambers VIC

Contact Person: Leslie Feigel Phone: 406-222-0850

Address: 303 East Park Street
Livingston, MT, 59047

Street/Alley/Sidewalk Location:

2nd Street / Geyser to 2nd / Callender to Callender / main to main / Geyser

2nd / Geyser to PARK ST to MAIN St to main / Geyser

B)
OR A)

Please attach a map showing the location with a depiction of the street closure.

Duration of Closure: 1 to 5

IN ORDER TO PROMOTE PUBLIC SAFETY AND PROTECT LIFE AND PROPERTY IT IS NECESSARY FOR EVERY PERSON, PARTY, OPERATION, BUSINESS OR UTILITY DESIRING TO TEMPORARILY CLOSE ANY CITY STREET, ALLEY OR THOROUGHFARE TO OBTAIN A PERMIT PRIOR TO SUCH CLOSURE AND POST BOND AS MAY BE REQUIRED.

APPLICANT HEREBY AGREES TO THE FOLLOWING CONDITIONS:

1. To perform all work in compliance with Livingston Municipal Code.
2. To notify the City Public Works Office prior to starting any work within the City right-of-way covered by this permit.
3. To meet all requirements for warning signs, traffic control and public safety (Manual on Uniform Traffic Control Devices).
4. To provide proof of insurance, indemnify and save harmless City of Livingston, its officers and employees, from responsibility, damage, or liability arising from the exercise of the privileges granted herein.
5. Applicant will be responsible for any damage to other installations already in place.
6. If closure is in the Downtown Area, all nearby businesses must be notified and provide notification documentation to the City as part of the application process.

IT IS FURTHER AGREED:

1. Above named applicant doing or authorizing said work will pay a fee as required, said fee to be retained by the City of Livingston.
2. Applicant shall not exceed or modify the scope of this project without prior approval from the City Public Works Department.
3. All work shall be inspected upon completion as arranged for by both parties, the Applicant and the City of Livingston or his representative.
4. Permittee shall maintain, at its/his sole expense, the installation and/or structures for which this permit is granted, in a condition satisfactory to the County.
5. Should the work fail to meet standards, or if a defect in said work creates a situation affecting public health, welfare or safety, the applicant is solely responsible for correction of the deficiency. If applicant, upon notification by the City of Livingston. Fails to correct said deficiency, the City of Livingston may make or authorize such corrections. All costs incurred in said corrections shall be charged against the Applicant, the Applicants heirs, assigns, or permittee bond. Emergency situations, as determined by the City of Livingston, shall be corrected immediately upon notification.
6. The applicant agrees to hold the City of Livingston harmless for any damage to their facilities occurring during normal road maintenance operation now and in the future.
7. Nothing contained in this permit shall relieve Applicant of responsibility for the work performed under any permit granted.

The terms of this permit application are accepted and agreed to by:

Signature of Applicant(s) Date _____

Send the completed application form along with applicable fees and drawings to the following address:

City of Livingston
330 Bennett Street
Livingston, MT 59047
Phone: (406) 222-5667

OFFICE USE ONLY - COPY OF FEE=S HERE

REVIEW OF APPLICATION FOR TEMPORARY STREET/ALLEY/SIDEWALK CLOSURE

- To be completed by the City of Livingston Street Foreman -

COMPLETE APPLICATION RECEIVED? Yes _____ No _____

INSPECTION FEE PAID? Yes _____ No _____ Amount _____

TRAFFIC/PEDESTRIAN CONTROL PLAN SUBMITTED? Yes _____ No _____

PROOF OF INSURANCE PROVIDED? Yes _____ No _____ Company _____

BOND PROVIDED? Yes _____ No _____ Amount _____

PRELIMINARY INSPECTION OF APPLICATION RECOMMENDED FOR:

APPROVAL _____ CONDITIONAL APPROVAL _____ DISAPPROVAL _____

City Street Foreman Date _____

List conditions of approval:

DECISION ON APPLICATION FOR TEMPORARY STREET/ALLEY/SIDEWALK CLOSURE

- To be completed by the City of Livingston -

The City of Livingston, Montana, do hereby:

APPROVE _____ CONDITIONALLY APPROVE _____ DISAPPROVE _____

The permit application for temporary street/alley closure. **Communication Center must be notified at least 1 hour prior to closure and upon re opening the street/alley.*

Signatures of Approval:

1. Police Chief or his designee:

Approved _____ Date _____

2. Fire Chief or his designee:

Approved _____ Date _____

3. Public Works Director or his/her designee:

Approved _____ Date _____

4. A representative of the Montana Department of Transportation if a Special Event is proposed to take place on a state maintained Highway or Urban Property:

Approved _____ Date _____

FINAL INSPECTION OF STREET/ALLEY/SIDEWALK CLOSURE

- To be completed by the City of Livingston -

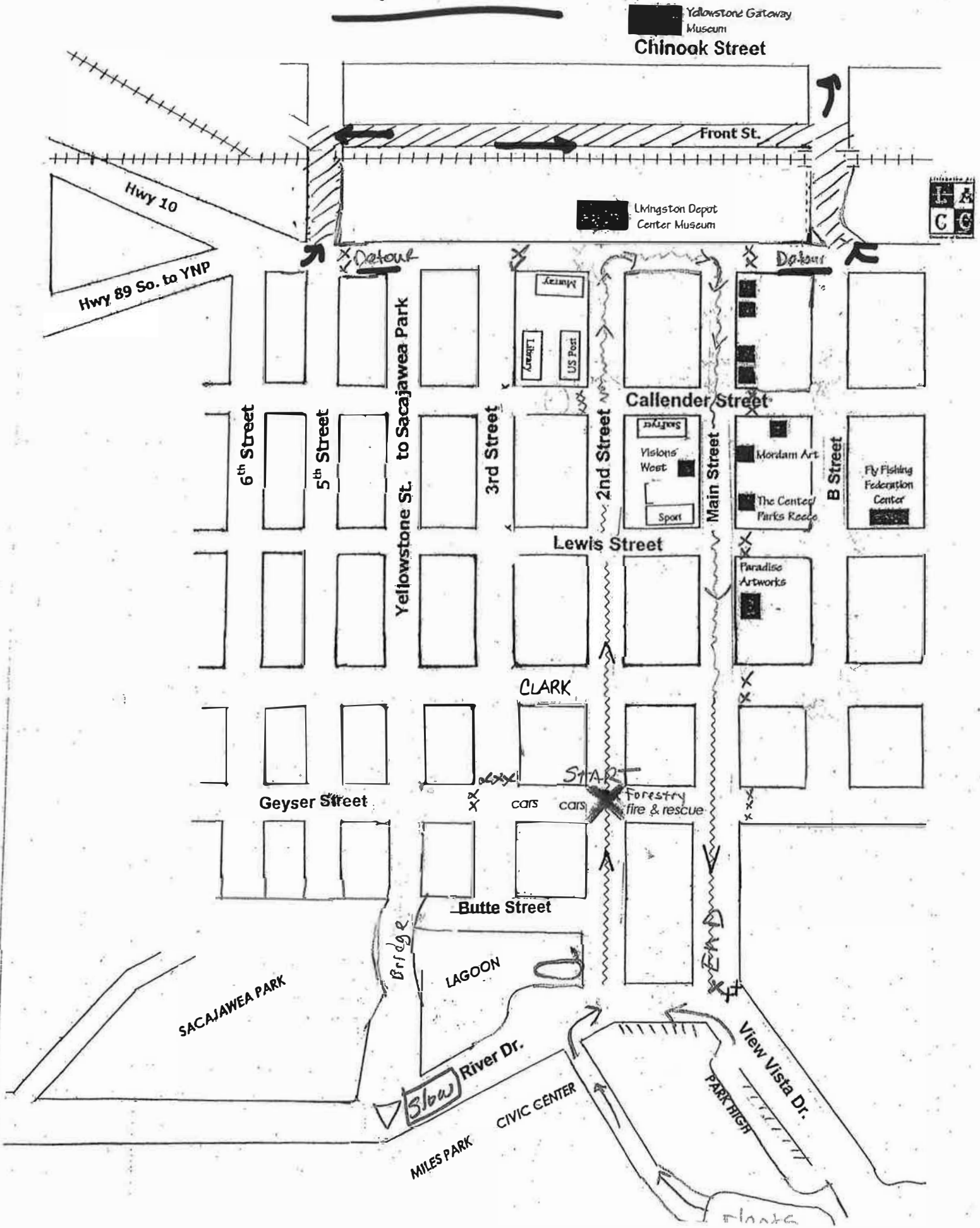
Inspected by _____ Inspection Date _____

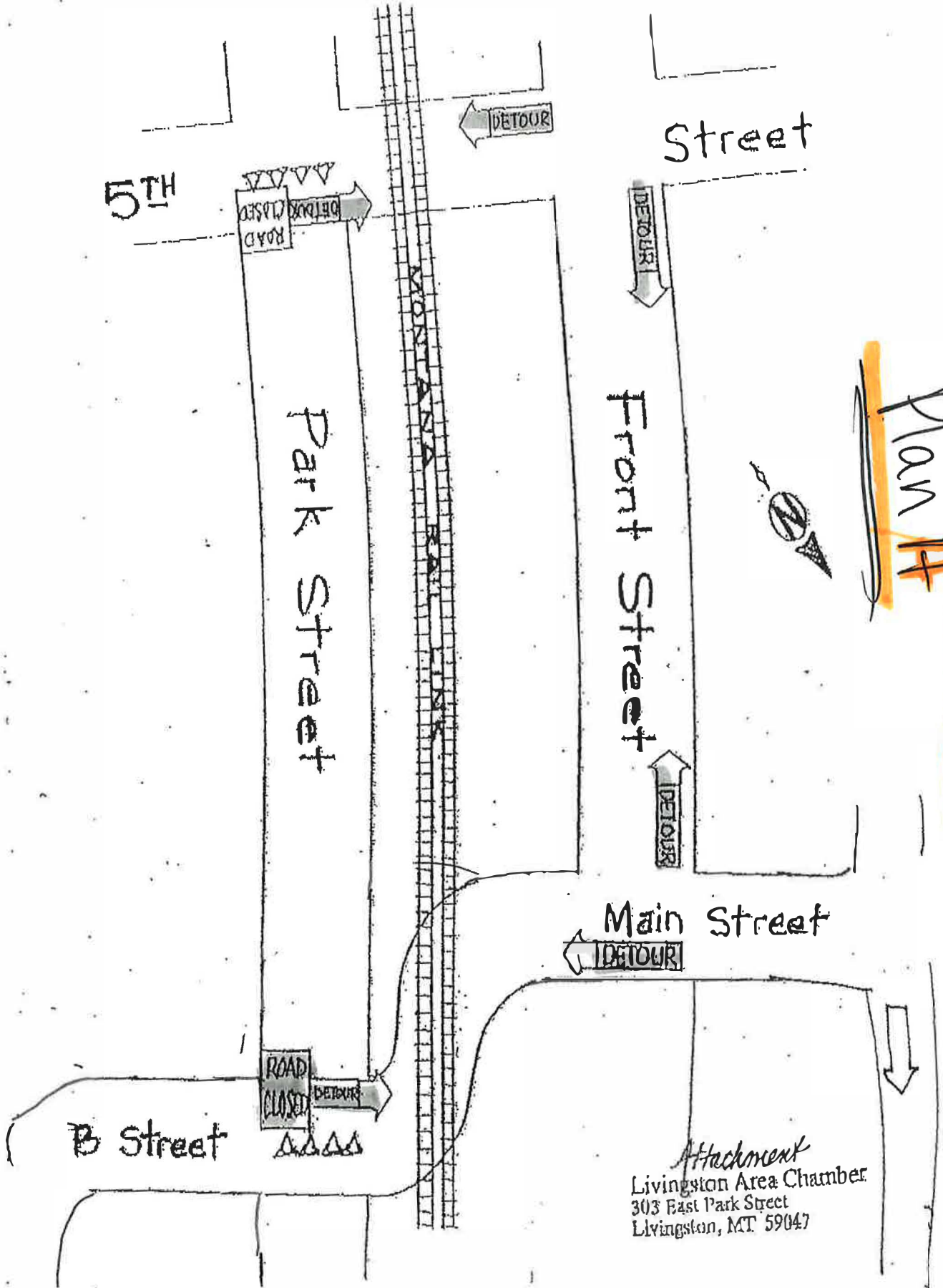
Completed project: _____ meets requirements of the preliminary application

_____ does not meet approval for the following reasons: _____

NOTICE: Approval of the foregoing application shall not grant authority to the permittee to burden or otherwise impair or infringe on any third party property interests which may exist or inure to the benefit of third parties relative to the county property or right-of-way which is referenced in this application.

Plan A * with 4 hr. Detour



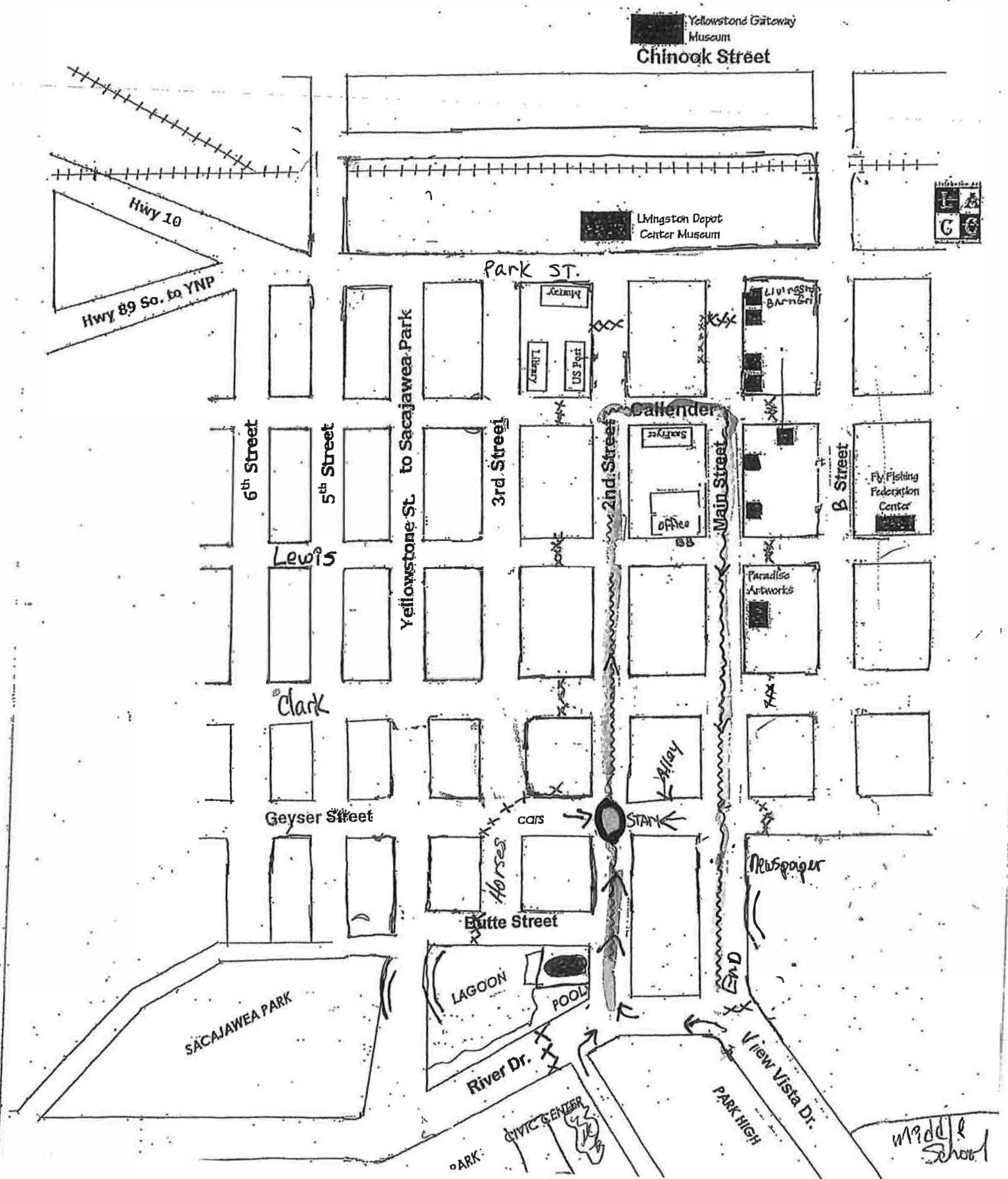


Plan A

* w/Plh 4 hr. Detour Route

Attachment
Livingston Area Chamber
303 East Park Street
Livingston, MT 59047

Plan B no Detour - Short Road



NO
PARKING

PARADE ROUTE

JULY 2ND

1pm-6pm

-Thank you

Chamber of Commerce

City Ordinance #LMC Sec 9-232

NO PARKING

PARADE DAY, JULY 2ND

PARADE STAGING AREA

-Thank you

Chamber of Commerce

February 25, 2022

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

Formal Requests for the Livingston Roundup Parade 2022

I would like to formally request the City of Livingston and the City Commission on April 5th at the commission meeting so that we adhere to the city policies, to reduce the fees for the garbage, staff fees and event location closure cost, to be reduced as in years past.

This is a terrific community, county and Statewide event that has the potential to give great economic opportunity as proven in the past 96 years of the production. The parade is 100% put on by volunteers from around the community, including City staffing. I have some of the figures from last year crowds during the Parade as we used the old-fashioned method of clicker counting per block on the route and it fell between 8000 and 9,000, we believe due to Covid. We are also reduced by removing 3 city blocks with the new route. A large amount of the folks that come are from Livingston and Park County, but we estimated approximately 40% were from nonresident, we gathered this information from our volunteers counting and asking directly. Of the dining and entertaining establishments, with only the fewer locations to visit on route, the dollar spent was at a decline last year by thousands of missed dollars with the additional changes made by the city, we hope to not have this occur again. Shops and art galleries had early visitors while waiting, the bars had plenty after and during the parade except the 100 blocks. Eventually 5000 people headed to the 8pm rodeo to grab a seat that evening. The hotels, vacation homes were full as well as the campgrounds with shuttles moving people efficiently.

This event has a long list of sponsors also a proven record of working with the City and local committees in a collaborative manner as well to reduce

Livingston Area Chamber of Commerce

249

303 East Park St. Livingston MT 59047

406-222-0850

www.DiscoverLivingston.com

cost of needed sponsorship over many years. The Chamber of Commerce and Visitor Center is non-profit and is utilizing its liability insurance to cover the street event as its sponsorship but cannot fund such a large bill without procuring support or at least a discount.

The bill we receive for the event fees for street closures over the last 90 years was \$0 to \$100.00. Over the last few years, the City staff has updated the fee structure with a very different financial structure and made this event that was put on for the enjoyment for all and an economic driver for our downtown business community, too costly. At this time, even the street sweeper that has always ended our parade with cheers and waves now has a large fee attached. We are requesting a waiver of the garbage cans fee to be reduced to minimum cost from \$15.00 to \$8.00 as in last few years. We are looking at a total of approximately \$3600.00 to put on the parade and it needs it to come in at around \$600.00. But we can trade as last year and make the City of Livingston a Platinum Sponsor We are a non-profit and **all** funds are sponsorship raised by businesses and community members who believe in the spirit and historical value of what is created and continued for decades here in Livingston.

I thank you for your consideration at this time, and all of the combined efforts to pull off another great event for the City of Livingston so that we all may benefit.

Thank you,

Leslie Feigel, CEO
Livingston Chamber of Commerce
Visitor Center
406-222-0850
info@livingston-chamber.com

City of Livingston Special Event Permit Application

The City of Livingston Special Event Permit Application applies to City of Livingston Streets, Facilities, Parks and Trails; this does NOT include private property. Completed applications must be submitted at least 6 weeks prior to the event date. (8 weeks if requesting fee waivers, see Section 7 for eligibility)

Applications are not considered complete until the following items have been submitted:

- Signed Application
- Non-refundable application fee: \$50 resident / \$80 non-resident
- Refundable Deposit if utilizing any COL equipment or Facility
- Proof of Liability Insurance
 - \$1,500,000 and \$750,000 per occurrence
 - Fire Casualty and Property loss insurance on the premises in the minimum amount of \$500,000.00 with a loss payable provisions to the City.
- Proposed maps/layout of event
 - If run/walk, include locations of water stations/volunteers/traffic control devices

Application Information (should also serve as the event day contact)

Renter/Contact Name: Leslie Feigel, CEO
Organization: Livingston Area Chamber of Commerce + VEC
Email Address: info@Livingston-Chamber.com Tax ID Number: 81-0160223
Address: 303 East Park Street City, State, Zip: Livingston, MT. 59047
Mobile Phone: 406-223-6603 Work Phone: 406-222-0850
Group insuring event: The Hart School
Insurance Company: LightSail & Assoc. LLC Policy Number: 31 SBAPP9189
Insurance Agent: Harper West Insurance Phone: 720-261-2249
Insurance Address: 8354 Northfield Blvd, Ste 3700, San Antonio TX 78257

Event Information

Name of Event: 96th Annual Livingston Roundup Parade Date of Event: 7-2-21
Event Type: Parade Approx # of Attendees: 1000+
Proposed Route(s) and/or Map(s) Attached: yes Time(s) of event: 3 pm
Set up Event Event Cleanup
Begins: 1:00 pm Begins: 3:00 pm ends: 5:00 pm Complete: 6:00 pm

Please provide a brief description of your event: (use additional sheet if you need more space)

This is the 96th year of our Livingston Roundup Parade. We have a downtown route to support the local economy and kick off the 3 day Padeo Residents and Travelers also enjoy the 3 day art Festival. We chalk the streets for: Safety and Limit how to throw candy. We place no parking Event Day Signs Out Ahead of SChedual : Staging Area signs .

Please identify any safety / security issues:

- Removal of parked Autos on Parade Route.
- We Chalk the Streets to Keep Kids out of Streets ?
AWAY from Horses, floats, etc.

Do you plan for your event to:

Have food: NO If yes, have you contacted the Park County Sanitarian at 406-222-4145 and followed all requirements?
Just at local Restaurants along Route

Accumulate waste: yes If yes, please notate your disposal plan (We recommend 1 - 96 Gallon can per 200 people):

The City of Livingston will supply additional trash cans for your event, if utilizing, please notate quantity:

16 Mon - Fri, 7am - 4pm: \$20 for first can; \$10 per additional can

____ Mon - Fri, 4pm-10pm; Saturday & Sunday: \$30 for first can; \$15 per additional can

Need restrooms: yes If yes, how do you plan to accommodate? (We recommend one toilet per 250 people)
we will provide 10 porta potties - we usually get 6 no problem Crazy mandam Industries w/ hand sanitizer inside

Need electricity: yes If yes, what for and what source do you plan to use? for Announcer Stands .
we obtain from Business on block or maybe poles on Route 3

Utilize parking: yes If yes, how do you plan to accommodate? 3 Autos
at start of Route for staff and volunteers

Utilize City park/facility/space: NO If yes, please name the space and provide record of reservation. Contact the Recreation Department at 406-223-2233 to reserve.

Use a stage, bleachers, tents or other temporary structures: yes - one for Disabled on 2nd street
If yes, please attach a drawing of proposed location(s) and sizes. \$30 irrigation locate fee applies when in parks.

***Utilize Cones, A-frames or Barricades from the City of Livingston:** at Alley ways
Candlestick Cones: ____ @ \$3 each A-Frames: ____ @ \$7 each Barricades: ____ @ \$12 each

Construction Fencing: ____ @ \$15 / 100 feet

*When rented individually these items do require a \$100 refundable deposit upon return of items

Street Closure: yes If yes, please notate number of streets* in accurate space provided as well as on the route map
1 Mon - Fri, 7am - 4pm: \$110 each (up to 2 streets) \$50 per street over 2

2 Mon - Fri, 4pm-10pm; Saturday & Sunday: \$200 each (up to 2 streets) \$100 per street over 2

*A street is considered one city block. Permit Holder understands responsibility to notify ALL residents / businesses affected by closure

Alcohol to be served at event: NO If yes, describe the location of sales, liquor license to be used and measures to insure proper ID for purchases and persons supervising the operation:

But a 4 hr waiver of (Non-Bottles) along Route enclosure to be approved

Liquor Liability Attached as described in Section 7

Proof of Alcohol Server Training as described in Section 7

Requests for special animal policy considerations as described in Section 7: NO If yes, please describe:

Dogs create problems every year. Not allowed if not on leash.

Will the event require camping or temporary housing: NO If yes, have you the Park County Sanitarian at 406-222-4145 to set up a temporary housing plan and answer the following questions:

_____ Date(s) Camping will occur _____ Location of camp site(s) _____ Number of campers
_____ Number of tents _____ Location of tent(s) _____ Fire Ring(s) needed? (must be authorized by Fire Dept)

Please describe plan for water/sanitation facilities and parking:

Agreement to the City of Livingston Special Event conditions. Application hereby agrees to comply with the City of Livingston Special Event Conditions (Policy & Fee Schedule – Section 7). Upon signing this application, the applicant agrees not to violate any state or city codes in the presentation of the requested special event.

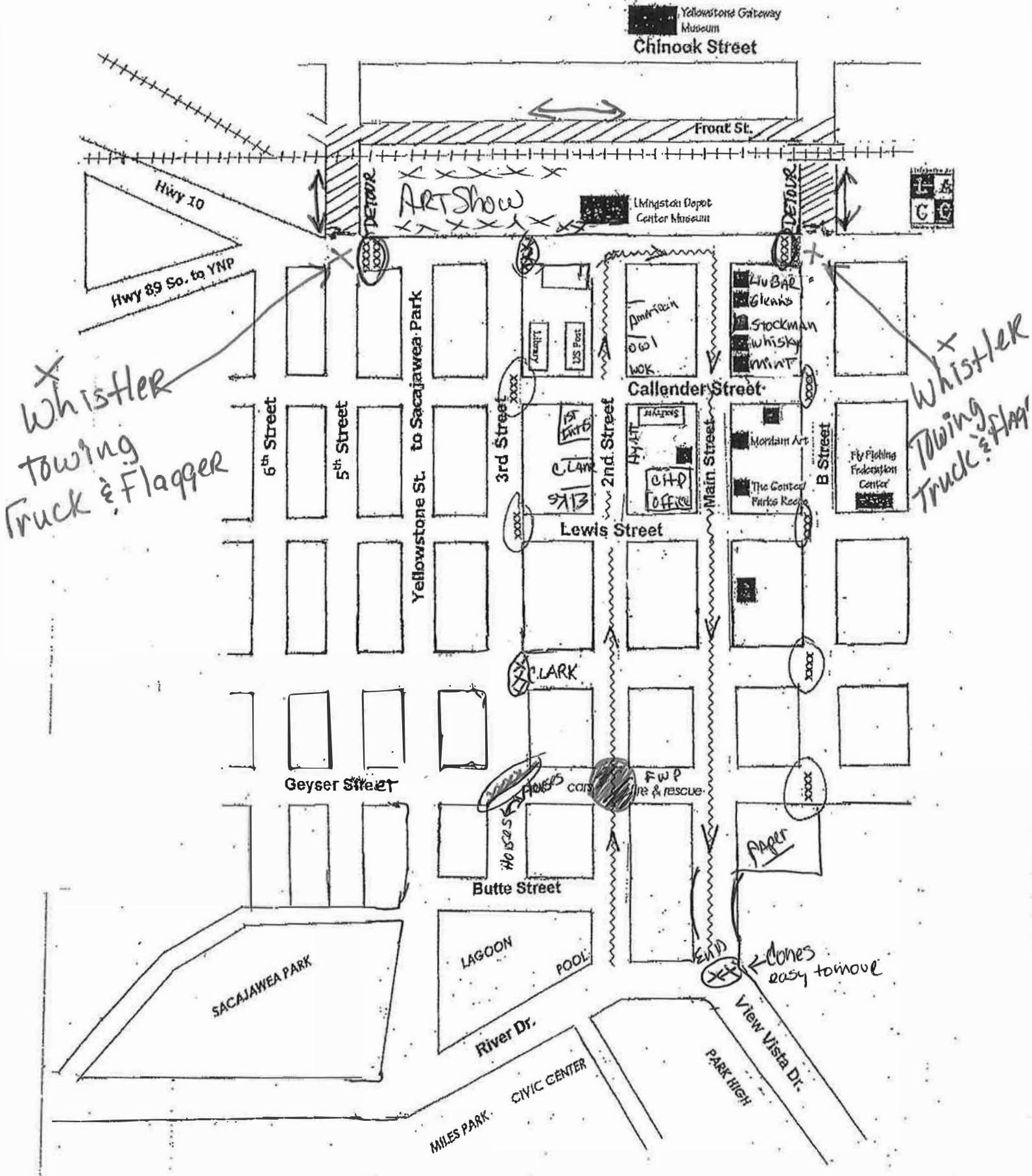
In consideration for permission to conduct its activity as requested, applicant agrees to indemnify, defend and hold harmless the City of Livingston, its officers, agents, employees and volunteers from damage to property and for injury to or death of any person from all liability claims, actions or judgements which may arise from the activity. Applicants also agree to obtain valid save or hold harmless agreements from all participants in its activity, protecting the City of Livingston from all losses arising out of its activity, including damages of any kind or nature.

I, Leslie Feigel, CEO hereby agree to the terms of insurance as set forth by the City of Livingston for my special event, and realize I must attach proof of insurance with this document in order for my application to be considered complete.

[Signature] _____ 2-15-22
Responsible Party (must have authority to sign) Date

City of Livingston Parks & Recreation Date

We are hoping to receive a discount this year and I will work with city staff to see what we can do in exchange for sponsorship. We have attached our letter for request. At this point we are not sure how much to calculate.



Whistler
towing
Truck & Flagger

Whistler
Towing
Truck & Flagger

ART Show

Liv Bar
Glens
Stockman
Whisky
Mint

American
Owl
Wok

Liberty
US Post

CLARK

CLARK

F.W.P.
fire & rescue

PAPER

done easy to move

SACAJAWEA PARK

LAGOON POOL

River Dr.

CIVIC CENTER

MILES PARK

PARK HIGH

View Vista Dr.

Yellowstone St. to Sacajawea Park

6th Street

5th Street

3rd Street

2nd Street

Geyser Street

Butte Street

Callender Street

Yellowstone Gateway
Museum
Chinook Street

Livingston Depot
Center Museum



Front St.

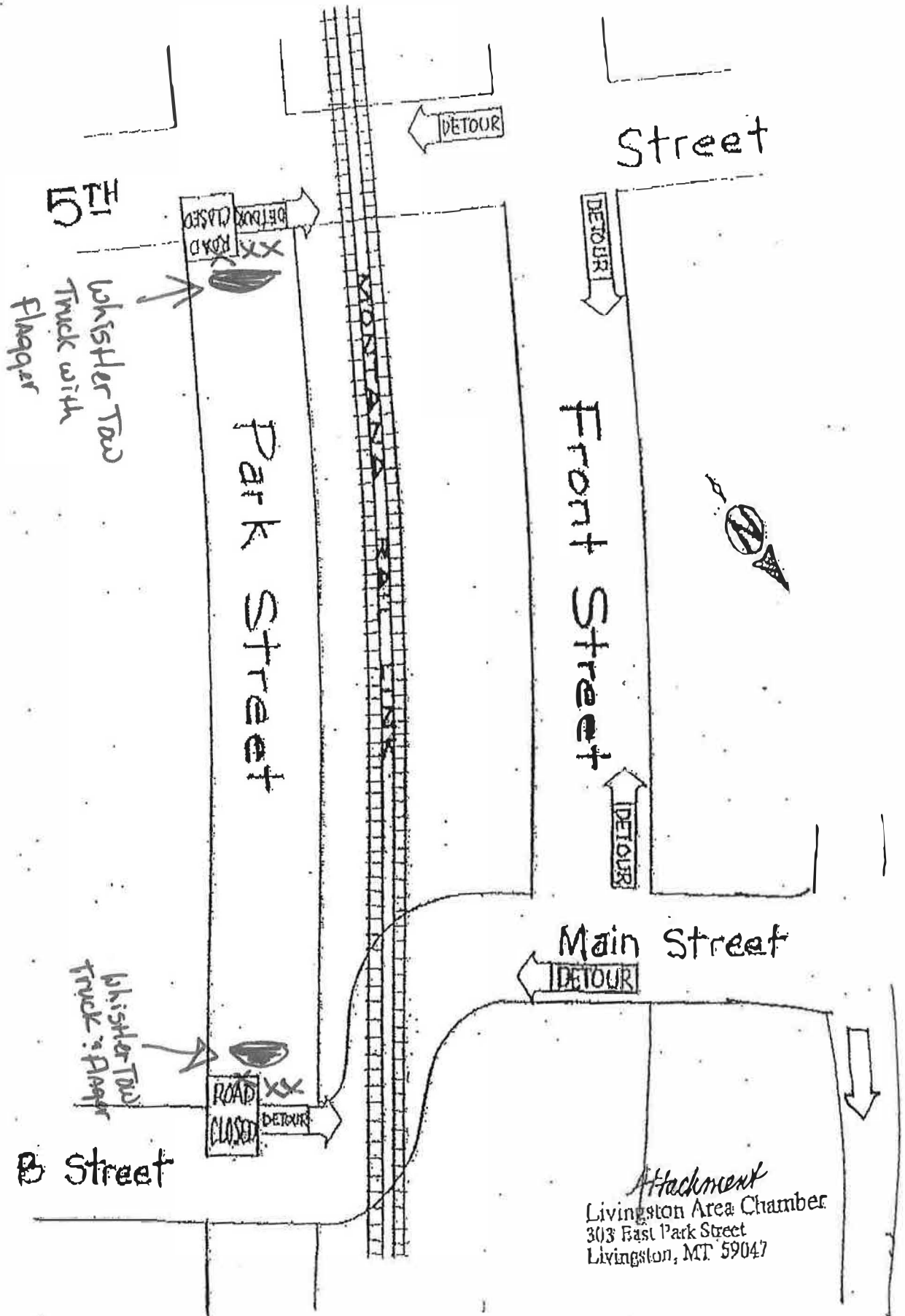
DETOUR

DETOUR

B Street

Fly Fishing
Federation
Center

Mountain Art
The Geyser
Parks Keep



Livingston Roundup Parade—July 2nd STREET PATROL INSTRUCTIONS & CONTACT NUMBERS

#1 You must have a cell phone in case of questions & emergencies.

AFTER STREETS CLOSE....

If anyone needs to get across town, send them to 5th & Park Sts.
or B & Park Sts. where they can access the detour on Front St.

If anyone needs to get in the parade line-up send them down H St.
turning on View Vista towards PHS or down Yellowstone St.

Large floats are at PHS parking lot.

All other entries are at Middle School parking lot.

Horses unload at Civic Center.

Judged cars are on Geyser between 2nd & 3rd Sts.

If someone lives on the block you are patrolling, they are allowed
access to park at their own home.

If anyone in a vehicle gives you a difficult time, call the POLICE.

Leslie 223-6603

Police 222-2050

JACKIE 223-7835

#2 Be prompt & stay until parade ends.

WEAR ORANGE VEST AT ALL TIMES.

Orange barrier sticks are on corner of each closing intersection.

#3 2PM—All parade route streets close promptly.

#4 Put orange sticks in place. To create a line barrier, attach tape to sticks.

AFTER PARADE, REMOVE BARRIER TAPE &

PUT ALL ORANGE STICKS BACK ON 1 CORNER.

THE CITY WILL PICK THESE UP IMMEDIATELY AFTER PARADE.

#5 3PM—LEAVE BARRIERS IN PLACE and move to parade route:

3rd Street Patrol moves 1 block to 2nd Street.

B Street Patrol moves 1 block to Main Street.

#6 SPECIAL PARADE END INSTRUCTIONS

Patrol on 2nd Street: As the street sweeper turns onto Park St., cross 2nd St. and prevent cars from driving towards Main St. The parade is still traveling on Main.

All Patrols: For pedestrian safety wait until the street sweeper gets to Geyser before opening streets. Then return to your original street closing to put orange sticks back on 1 corner & remove tape. Please return orange vests to the CHAMBER OFFICE the following week. THANKS FOR ALL YOUR HELP!

File Attachments for Item:

B. DISCUSS/APPROVE/DENY: APPROVE DESTINATION MANAGEMENT MARKETING ORGANIZATIONS (DMO) BUDGET AND MARKETING PLAN FOR FY 22-23.

Mission Statement

The Livingston Business Improvement District (LBID) enhances the vitality of downtown Livingston by facilitating commerce, enhancing streetscapes, conducting maintenance and improving security and safety.

Vision

The LBID seeks to be one of the motivating forces behind a successful business district which preserves our historic downtown, enriches our culture and continues to improve and maintain the physical appearance and aesthetics of the District in order to continue to attract long-term and viable businesses, invigorate community activity and enhance visitor experiences.





Organizational Structure

In 2011, more than 60% of property owners within the proposed LBID boundaries signed a petition in favor of a District and the Livingston City Commission approved its formation. The LBID was formed and boundaries within the District were established. The stated purpose of the LBID is to promote the health, safety, prosperity, security and general welfare of the inhabitants of the City of Livingston and the District. Listed within the City of Livingston Resolution 4178, the LBID will also: 1) facilitate an improved business climate; 2) improve the functional characteristics of the business district; 3) conserve the historic district; and, 4) develop a strong, aggressive marketing program.

Pursuant to MCA 7-12-1141, on December 15, 2020, the LBID was unanimously renewed by Livingston City Commission Resolution 4932 from March 2021 to March 2031.

The LBID is governed by a seven-member Board of Trustees with each member serving a term of four years. The Livingston City Commission approves new or re-applying trustees when terms expire. The 2022 LBID trustees include District property owners (or their designees):

- Kathryn Bornemann – Owner of Out of Blue Antiques
- Tyler Erickson – Owner of American Bank
- Megan Eubank – Owner of Eubank Creative
- Kristen Galbraith – Co-Owner of 2nd Street Suite and Coffee Crossing
- James Langteaux – Owner of Tru North Cafe
- Brian Menges – Owner of 2nd Street Bistro, Murray Bar and Gils Goods
- Dale Sexton – Owner of Dan Baileys Outdoor Co.

LBID contracts part-time Executive Director services with Kris King of Buzz Media.

FY21/22 Achievements and Successes

Graffiti Remediation - In the historic downtown LBID boundaries and assistance for businesses and property owners outside of the boundaries. LBID contracts annually with a local private contractor to keep the District graffiti-free. The District is monitored for graffiti two to three times per week and the contractor attempts to remove tags within 24 hours. This “no hang time” policy greatly reduces incidents of additional graffiti activities from other individuals.



Flower Basket Program - Increasing from its humble beginnings of 24 baskets in 2016 to now - debuting in the summer of 2022 - 44 total baskets! These baskets are contracted with a local grower Heather’s Garden Service on the downtown light poles within the District. The LBID truck and watering system, which includes double tanks with two low-flow pumps, is used for watering activities. These services typically occur in the early hours of the morning in conjunction with emptying approximately 24 trash receptacles and monitoring the streets for litter. The City of Livingston Urban Renewal Agency (URA) generally provides funding for the annual cost to grow the flowers in the 44 baskets. The URA also purchases additional flower baskets.

Banner Program - LBID has designed, approved and had eight (up from four, not including Travel Safe) banner designs produced since the program began. Spring/Summer-themed banners are installed from April through late September and winter-themed banners are installed from October through April. The LBID Banner Program is intended to identify the downtown service area; add character and vitality to the downtown streetscapes; and, publicize a diverse range of events, activities and attractions; and banners leading into the district will be expanded to act as wayfinding signs to the District. Approved banners for local events and programs can be displayed in the downtown area for a nominal fee. This funding mechanism supports future banner bracket purchases and other downtown equipment and beautification needs.

Lamp Post Holiday Snowflake Decorations - New in 2020, 50 four-foot LED snowflake lights are hung and lit up on downtown lamp posts annually, from November to February. In 2021, in cooperation with the Holiday Lights Committee and Tourism Business Improvement District (TBID) funding was used to purchase an additional 39 snowflake decorations (in a different design and size that complement the original snowflake designs). LBID board members, volunteers and the LBID contracted service person assist in hanging these from the downtown lamp posts each November and removing them in late January.



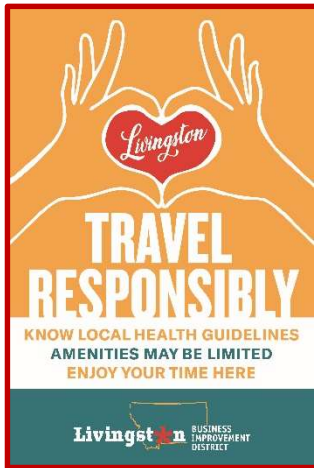
District Business Support - Including shop local and safety banners and posters; information about relevant happenings such as downtown construction and safety issues; and, grant, support, training, business and funding opportunities, such as the C-PACE program.

Media Outlet Relationships - Frequent communication with television and print media to promote Livingston, the District, businesses, events and area news.

Online and Social Media Presence - Through social media posts and videos, we promote District businesses' events and news - and the area - to increase commercial traffic. The LBID website is frequently updated with resources and opportunities for District business support and the e-newsletter – periodically produced and distributed - includes links to time sensitive and relevant resources.



Leveraging Resources through Grant Requests - In 2020, through a CARES Act grant, LBID provided Love Livingston Responsibly safety banners, hand



sanitizer stations on district sidewalks, safety signage for businesses and, partnering with other organizations and programs, spending locally with safety incentives and delivering thousands of masks and safety supplies. Many of these assets are still in use. In partnership with the Livingston Convention & Visitors Bureau (CVB), a 2022 Tourism Destination Recovery grant was funded for \$21,000 to market a new 2-day Yellowstone Harvest Festival in September, with the music ending at 7 pm so attendees may dine, shop and support downtown businesses and area hotels.

Coordinating Tourism Effort Partnerships - In collaboration with the Livingston CVB and the Tourism Business Improvement District (TBID), LBID took on the responsibility of coordinating funding and board member and executive director resources to amplify the annual budget and impact by working with these lodging bed tax funded organizations, promoting Livingston through beautification, economic development and marketing events to increase tourism, create visitor education campaigns, and Destination Management stewardship projects.

Downtown and Area Events Financial Support - Support for the Hoot music festival, Night Owl Run, Tap Into MT Brew Fest, Depot Christmas Tree Lights, Art Walks, Farmer's Markets, and many more. LBID also provides grant assistance for District associated programs or projects that align with LBID's mission.

Public Transit Community Partner Sponsorship - The LBID Board provides annual support to the free, fixed route Windrider Public Transit Program.



Other Past Event Sponsorships

- o Active Transportation Farmers Market Sponsorship
- o Montana State Classic Soccer Cup Sponsorship
- o Greater Livingston Outdoor Adventure Toy Swap
- o Building Active Community Initiatives Sponsorship
- o Centennial Celebration (National Park Service) Sponsorship
- o Downtown Parade Sponsorship
- o Holiday Story Walk
- o Green Door Gallery Mural Art Project
- o Livingston HealthCare Capital Fund Drive
- o Livingston Hoot 2015-2017

Miscellaneous Collaborations

- o Multiple letters in support related to various Livingston and Park County community projects.
- o In coordination with the URA, participation in utility box wrap program.

Proposed FY22/23 Budget

The LBID programs and services are funded by an annual special assessment of property owners within the District boundaries. Commercial and partially commercial properties are subject to the BID assessment. Exclusively residential properties, properties used for manufacturing and properties determined to be exempt from real estate taxes are not assessed. As of 2022, there were 224 property owners within the District contributing to the tax base. Taxes paid by property owners are based on the footprint of the property within the District.

The LBID assessment is applied to the annual property tax bills and is collected by the City of Livingston as part of property taxes. The funds are held by City Finance Office in a segregated account and disbursed to the LBID checking account at a separate financial institution. The current District budget for enhancement, facilitation, promotion and



Annual Report & Budget FY22/23

maintenance is approximately \$44,000 per year and is detailed below.

LBID FY22/23 Proposed Budget		Justification
Beginning Estimated LBID Fund Balance 7.1.22	\$ 15,000.00	Estimated balance of accounts at FY end.
Restricted Reserves - Holiday Lights	\$ (5,000.00)	Set aside for additional expenses related to holiday lights events.
Expected LBID Tax Income	\$ 45,000.00	Based on past years deposits from City advances.
Potential URA Contribution to Flower Baskets	\$ 10,000.00	Based on past years' contributions toward the total grow/hanging contract.
Banner Program Income	\$ 3,000.00	Potential income from organization banner rental fees.
Total Income/Available LBID Funds	\$ 68,000.00	
Operating Expenses		
Accounting/Bookkeeping	\$ 3,000.00	Fees for basic bookkeeping; check issuance; report prep for meetings; 1099 issuance; annual reporting.
Advertising	\$ 200.00	Miscellaneous ad fees.
Conferences/Meetings	\$ 800.00	Annual downtown MT convention.
Dues & Licenses	\$ 225.00	Post office box rental; annual state filing.
Executive Director Expenses	\$ 13,000.00	Average of 24 hours per month at \$45/hour
Insurance - BOD	\$ 600.00	Board of Director insurance.
Insurance - Truck	\$ 800.00	Work truck insurance.
Marketing Expenses	\$ 2,000.00	Design fees for LBID related outreach and banner materials.
Office Supplies	\$ 300.00	Paper, printer toner, envelopes, etc.
Other Office/Admin Expenses	\$ 200.00	Telephone, web, internet and bank fee expenses.
Postage	\$ 100.00	Postage for miscellaneous mailings.
Vehicle Expenses	\$ 750.00	General maintenance, tires and oil changes.
Storage Unit Rental Fees	\$ -	Paid in advance in 2021 for discounted monthly fee.
Total Operating Expenses	\$ 21,975.00	
Program/Maintenance/Event Expenses		
Banner Program	\$ 5,000.00	New LBID banners for summer and winter display.
Flower Basket Program	\$ 18,000.00	Projected flower basket price if split costs with URA (\$10,000); and contracted watering/fertilizing fees (\$8,000).
Fuel for Work Truck	\$ 800.00	Fuel costs based on past years' expenses.
Garbage Removal	\$ 3,725.00	Contracted emptying and hauling; bag replacement; receptacle minor repairs.
Graffiti Removal	\$ 3,000.00	Contracted graffiti removal on an as needed basis.
Winter Décor	\$ 5,000.00	Contractor hours to help hang and take down winter décor; purchase of light strings and replacement bulbs.
Program/Event Support - Miscellaneous	\$ 7,500.00	Miscellaneous support of annual or new events or programs that align with the LBID mission and priorities.
Reserve Contribution	\$ 3,000.00	Savings reserves for future year needs.
Total Program/Maintenance/Event Expenses	\$ 46,025.00	
Net Income/Loss	\$ -	

Livingston Destination Management Organization (previously called CVB)

FY23 Proposed Budget

As of 04.25.2022

Allowable Methods	FY23 DMO Handbook Description	Components/Tactics	Proposed Budget	Guidance from TAC
Administration	Up to, but not exceeding, 20% of the organization's new annual revenue may be designated to cover administrative expenses, which are identified in section 5.5.3. New annual revenue shall be defined as any new lodging facility use tax collections that have not had administrative expenses deducted from it. The intent of the administrative budget is to cover costs incurred in the implementation of approved methods funded by the lodging facility use tax.	Administration costs as identified in Section 5.5.3.	\$12,403.80	20% of budget
Joint Venture	The Department offers organizations the opportunity to partner in marketing projects (joint ventures) with the Department and other lodging facility use tax funded entities. Organizations shall request approval of joint ventures budget from the council at the time of the approval of the DMO plan. Projects that are decided upon after the approval of the DMO plan shall be funded through (1) opportunity marketing, (2) as a new project, or (3) by transferring funds within the approved organization's budget into their joint venture line item.	Livingston CVB is interested in participating in joint venture projects - including marketing and research opportunities - that support its destination marketing goals of attracting the Experience Seeker during the cooler season months. These projects have yet to be announced; thus the budget line item is \$0 and has been accounted for in the Opportunity Marketing line item.	\$0.00	
Opportunity Marketing	Organizations may use up to 10% of their total budget for Opportunity Marketing. These funds are then available to implement marketing methods which were unknown at the time the marketing plan was approved by the Council. Up to 50% of Opportunity funds may be committed to Convention and/or Event Subsidies. These methods should maximize the goals of the organization's marketing plan.	Livingston CVB anticipates using its opportunity marketing line item to support joint venture projects, potential cooperative marketing programs and other opportunities that support its overall FY23 goals.	\$6,201.90	10% of budget
Cooperative Marketing	The DMO Cooperative Marketing program is designed to allow organizations to promote an area or event on a cooperative basis with a nonprofit tourism-related organization. The intent of this program is to encourage the development of new or expanded marketing projects, thereby increasing the tourism appeal of the region or city.	Livingston CVB is interested in participating in cooperative marketing programs - including marketing and research opportunities - that support its destination marketing goals of attracting the Experience Seeker during the cooler season months. These initiatives have yet to be confirmed; thus the budget line item is \$0 and has been accounted for in the Cooperative Marketing line item.	\$0.00	
Marketing Personnel	Personnel related to publicity, marketing, sales and community outreach (costs can include gross wages for hours worked, paid time off, and employer state and federal taxes). • A job description including the duties of marketing personnel should be on file at the organization. • If an individual is compensated with lodging facility use tax funding for both the administrative position and the marketing personnel position concurrently, the following requirements apply: • Compensation must be made on an hourly basis for administrative duties and marketing duties. • At the end of each pay period, to the payroll invoice, each organization is required to: Attach a payroll summary showing the breakout of hours worked on administrative tasks versus marketing tasks during the pay period. Attach a marketing report which includes the days or date ranges and number of hours worked and duties performed during the pay period.	Personnel related to publicity, marketing, sales and community outreach	\$10,395.30	16.8%
Agency Services	Advertising, consulting, or contract services for marketing or destination stewardship and development. If agency is paid hourly, provide detail of service provided for work period. If paid by retainer, provide list of services provided during the billing period.	Advertising, consulting, and contract services for marketing and destination stewardship	\$6,000.00	9.7%
Marketing Resources	Online Support Services (Subscriptions or memberships such as Simpleview, CVENT, Meltwater, Cision, Submittable, Digital Asset Management, etc.)		\$468.00	0.8%
Paid Media	Multimedia, OOH, OTT, Broadcast Media, Digital Advertising, Social Media, Electronic Advertising, Digital Asset Acquisition and Management, Sweepstakes/Promotional Items			
	Multimedia, Broadcast Media, Digital Advertising, Social Media	"Experience Seeker" Winter Campaign paid media tactics to include: digital advertising, social media advertising, broadcast and print publications.	\$11,000.00	17.7%
	Sweepstakes/Promotional Items: Items for free giveaway at special events, trade shows, contests, FAM, incentives, etc.	"Sustainable Tourism Strategic Plan" incentives to encourage participation in the survey and listening sessions.	\$300.00	0.5%

Livingston Destination Management Organization (previously called CVB)

	Digital Asset Acquisition and Management: Purchase and storage of digital assets such as photographs, videos, documents, graphics, audio etc.	Purchase of digital assets for use in the "Experience Seeker" Winter Campaign and other ongoing content needs.	\$1,000.00	1.6%
Earned Media/Tourism Sales	Media Trips, Familiarization Tours, Crisis Communications, Convention and Events Promotions/Subsidies	"Experience Seeker" Winter Campaign earned media tactics to include: inviting influencers, photographers and journalists to visit during the cooler season and write stories and take photos, and capture videos about experiencing Livingston in the winter time.	\$2,000.00	3.2%
Website Development (Online, Website, Mobile)	Website Development (Online, Website, Mobile)	Update Explore Livingston website to continue to deliver content and information related to our three primary goals.	\$5,000.00	8.1%
Education/Outreach	Educational Programs, Trainings, Workshops, Conferences and Professional Development. Must be State sponsored VIC staff training or DMO approved customer service training. Costs associated with attendance to TAC meetings, Governor's Conference on Tourism, board meetings, etc. Expenses related to support of educational partners such as Voices of Montana Tourism.	Educational Programs, Trainings, Workshops, Conferences and Professional Development. Costs associated with attendance to TAC meetings, Governor's Conference on Tourism, board meetings, etc.	\$1,000.00	1.6%
Travel/Trade Shows	Exhibit fees, display materials and promotions for direct-to-consumer or meeting & convention, or events.	Not a priority at this time.	\$0.00	
Research	Market and industry research, data collection or analysis of information that helps you better understand the tourism economy, target audiences, trends and market forces, among other industry information. Results should guide development of DMO services, programs and/or promotions. DMOs should first reference cost-neutral sources from Montana Institute for Tourism and Recreation Research (ITRR) or Department partnerships for available data or research services.	Livingston CVB is using the cost-neutral sources for available data at this time.	\$0.00	
Product Development	Development or implementation of visitor amenities that enhance the visitor experience. Up to, but not exceeding, 35% of the organization's annual budget may be designated to this method. The DMO is to assess the community's needs to enhance the visitor experience and all projects must have DMO board approval. • Visitor Amenities include items such as VIC enhancements and improvements, visitor kiosks, visitor information, responsible recreation resources, cultural tourism, visitor signage and wayfinding, visitor amenities, visitor restroom enhancements, etc. • Visitor Amenities must be owned by a qualifying government entity, tribal government, or nonprofit organization. Funds are not to be used for major construction, utilities or underground infrastructure. <i>A DMO must define Destination Management/Stewardship/Development as part of its strategic role to use this method. Specific examples of allowable projects include, but not limited to: create and install brand-aligned banners at a VIC, repair public restrooms, create informational kiosk showing local Native American history, produce and circulate Recreate Responsibly information throughout community, public Wifi at key visitor location. Wayfinding/ Signage directing people to general visitor services - NOT TO SPECIFIC FOR-PROFIT BUSINESSES. Consulting fees for developing a wayfinding program.</i>	"Preserve and Protect" Campaign paid media tactics to include: billboards, banners, bumper stickers, visuals and other paid tactics.	\$6,250.00	10.1%
Visitor Services	All VICs requesting funding shall be non-profit tourism related organizations. • Every effort should be made for the VIC to be open at peak service hours between Memorial Day and Labor Day. • The lodging facility use tax revenue may be provided only to fund travel counselor manager/staffing. • Requests for funding should consider visitation figures and staffing for the previous two years of operation for the months that funding is being requested. • A job description for VIC staff should be on file at the organization. • VIC signage shall include the words "Visitor Information"	Not applicable. ExploreLivingstonMt.com functions as virtual Visitor Information Center and is updated weekly.	\$0.00	
TOTAL			\$62,019.00	

Revenue Projection

\$62,019.00

Rollover Funds at Commerce from Lodging Tax Revenue that is new

TBD

Leftover Funds from FY22 Allocated Budget that wasn't used

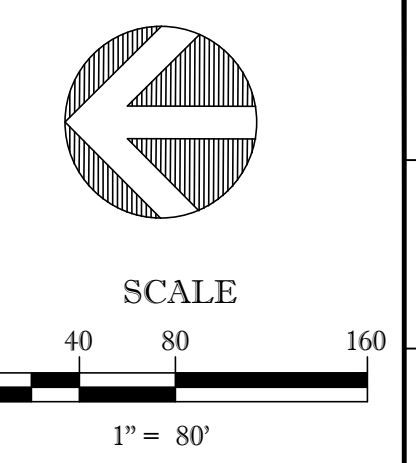
TBD

TOTAL

\$62,019.00

File Attachments for Item:

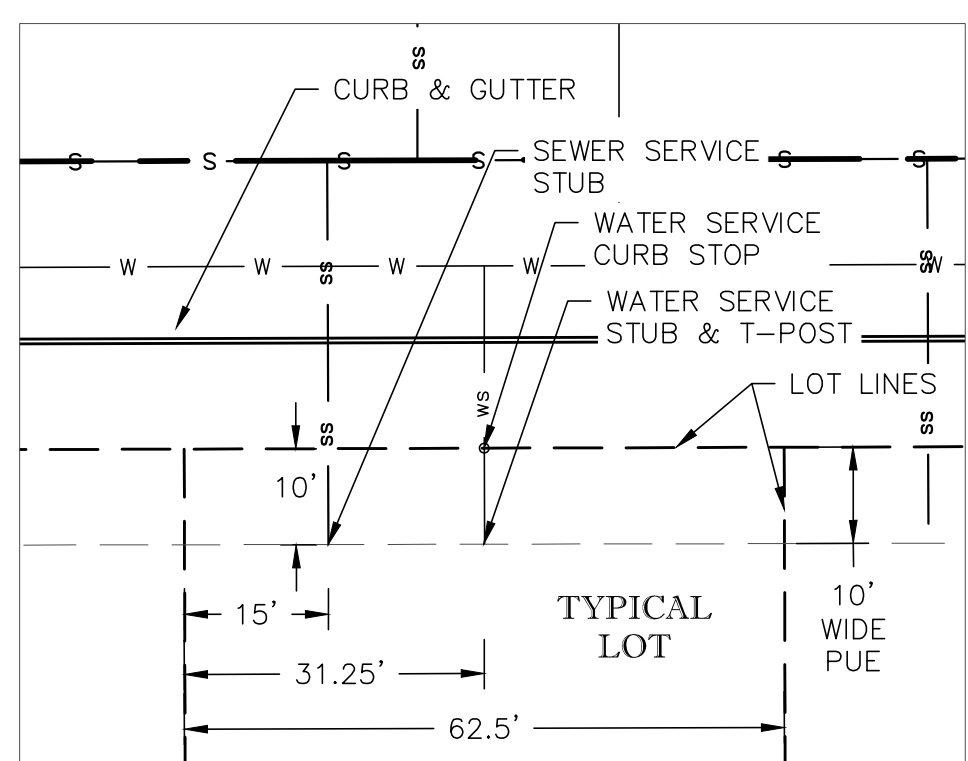
C. DISCUSS/APPROVE/DENY: DISCOVERY VISTA, LLC, PHASE 2 SUBDIVISION PRELIMINARY APPROVAL.



LEGEND

- 4770 — INDEX CONTOUR
- - - 4771 - - - CONTOUR MINOR (1' INTERVALS)
- — — — — PROPERTY LINE
- — — — — ROAD RIGHT-OF-WAY
- — — — — ADJOINING PROPERTY
- — — — — EASEMENT LINE
- x - x - FENCE
- v - WATER MAIN
- s - SEWER MAIN
- SD - STORM DRAIN
- OP - OVERHEAD POWER
- TEL - OVERHEAD TELEPHONE
- GAS - UNDERGROUND GAS LINE
- - - - - ROAD CENTERLINE
- — — — — TOP BACK OF CURB
- — — — — EDGE OF PAVEMENT
- — — — — EDGE OF GRAVEL
- — — — — CONCRETE PAD/SIDEWALK
- - - - - PHASE LINE

- FOUND MONUMENT AS NOTED
- SEWER MANHOLE
- WATER VALVE
- FIRE HYDRANT
- POWER POLE
- CABLE PEDESTAL
- STORMDRAIN MANHOLE
- CURB INLET
- TELEPHONE PEDESTAL
- TREE DECIDUOUS



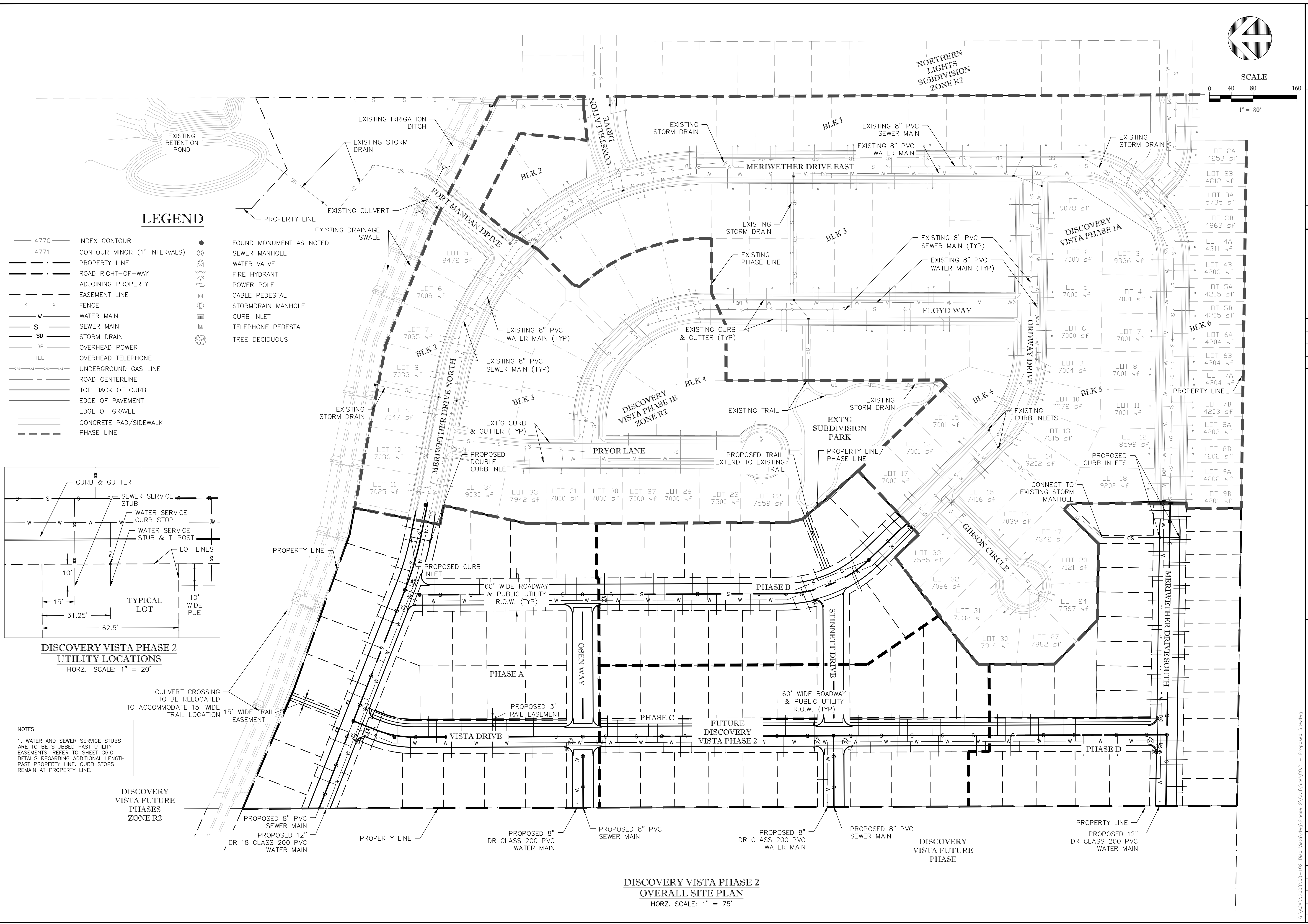
**DISCOVERY VISTA PHASE 2
UTILITY LOCATIONS**
HORZ. SCALE: 1" = 20'

NOTES:
1. WATER AND SEWER SERVICE STUBS ARE TO BE STUBBED PAST UTILITY EASEMENTS. REFER TO SHEET C0.0 DETAILS REGARDING ADDITIONAL LENGTH PAST PROPERTY LINE. CURB STOPS REMAIN AT PROPERTY LINE.

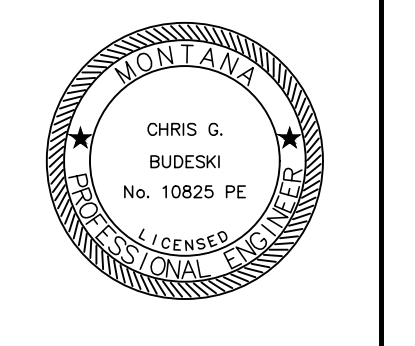
DISCOVERY VISTA FUTURE PHASES ZONE R2

- PROPOSED 8" PVC SEWER MAIN
- PROPOSED 12" DR 18 CLASS 200 PVC WATER MAIN
- PROPOSED 8" DR CLASS 200 PVC WATER MAIN
- PROPOSED 8" PVC SEWER MAIN
- PROPOSED 8" DR CLASS 200 PVC WATER MAIN
- PROPOSED 8" PVC SEWER MAIN
- PROPOSED 8" DR CLASS 200 PVC WATER MAIN
- PROPOSED 12" DR CLASS 200 PVC WATER MAIN

**DISCOVERY VISTA PHASE 2
OVERALL SITE PLAN**
HORZ. SCALE: 1" = 75'



NO.	REVISIONS	DRAWN BY	DATE



DRAWN BY: EWR
REVIEWED BY: CGB
PROJECT ENGINEER: CGB
DESIGNED BY: CGB

**DISCOVERY VISTA
PHASE II SUBDIVISION
CONCEPT PLAN
LIVINGSTON, MT**

MADISON ENGINEERING
895 TECHNOLOGY BLVD, SUITE 203
BOZEMAN, MT 59718
(406) 586-0262 (406) 586-5740 FAX

**SHEET
C0.2**
DISCOVERY VISTA II
CONCEPT PLAN
PROJECT: 08-102
DATE: MARCH 2022

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DISCOVERY VISTA SUBDIVISION PHASE 2

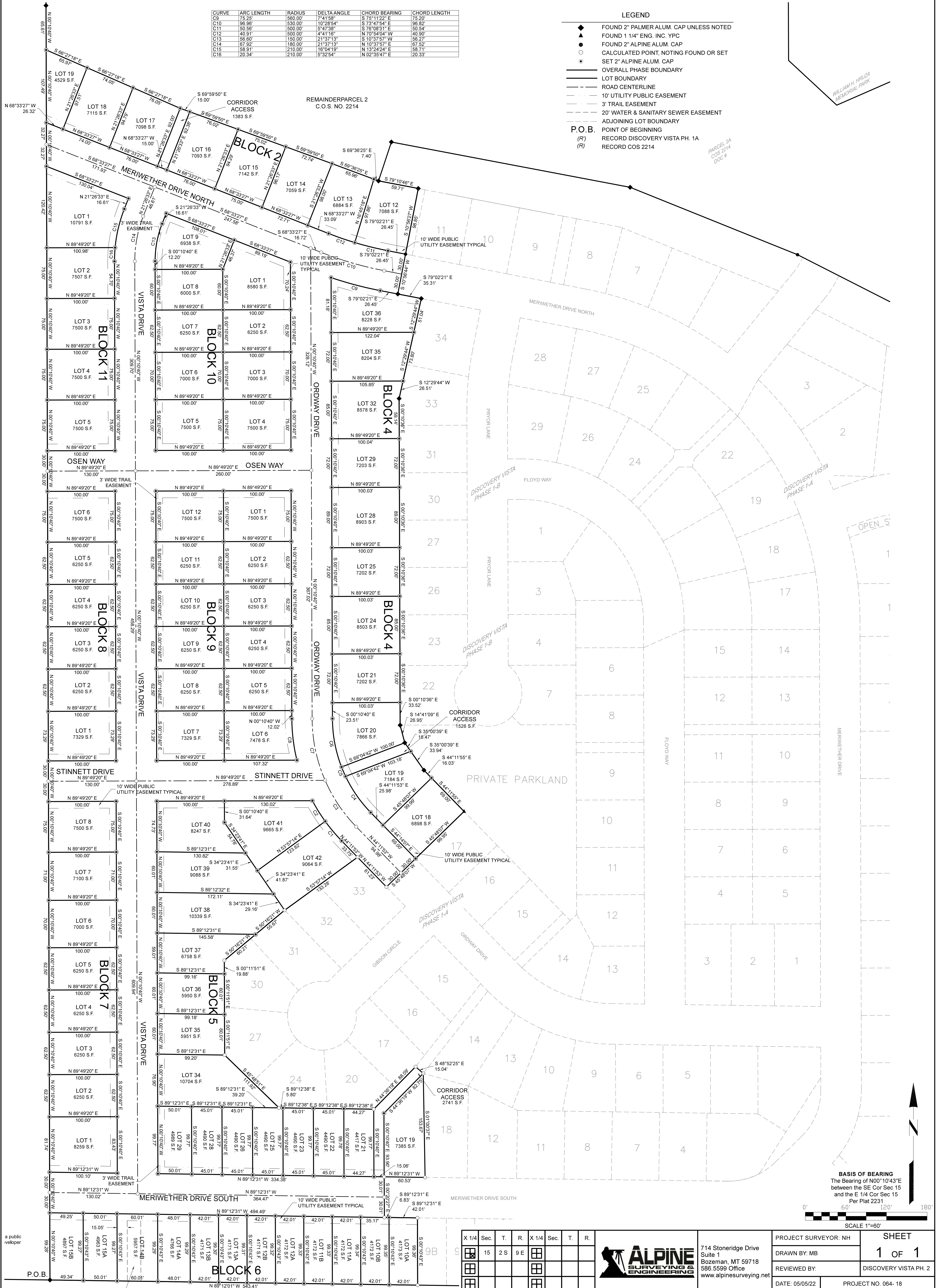
SUBDIVISION PLAT NO. _____

A PARCEL OF LAND BEING PARCEL 2A OF CERTIFICATE OF SURVEY 2214 LOCATED IN THE SOUTHEAST QUARTER OF SECTION 15, TOWNSHIP 2 SOUTH, RANGE 9 EAST, P.M.M., CITY OF LIVINGSTON, PARK COUNTY, MONTANA

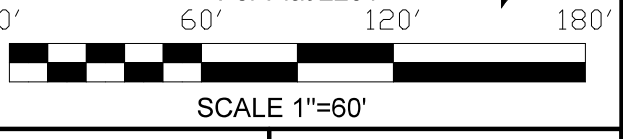
CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C9	75.25'	560.00'	7°41'58"	S 75°11'22" E	75.20'
C10	96.96'	530.00'	10°28'54"	S 73°47'54" E	96.82'
C11	50.58'	500.00'	5°47'36"	S 78°05'31" E	50.54'
C12	40.91'	500.00'	4°11'16"	N 79°54'04" W	40.90'
C13	56.60'	150.00'	21°37'13"	S 10°37'51" W	56.27'
C14	67.92'	180.00'	21°37'13"	N 10°37'51" E	67.52'
C15	58.91'	210.00'	18°04'49"	N 13°24'24" E	58.11'
C16	20.34'	210.00'	5°32'54"	N 02°35'47" E	20.33'

LEGEND

- ◆ FOUND 2" PALMER ALUM. CAP UNLESS NOTED
- FOUND 1 1/4" ENG. INC. YPC
- ▲ FOUND 2" ALPINE ALUM. CAP
- CALCULATED POINT, NOTING FOUND OR SET
- SET 2" ALPINE ALUM. CAP
- OVERALL PHASE BOUNDARY
- LOT BOUNDARY
- ROAD CENTERLINE
- - - 10' UTILITY PUBLIC EASEMENT
- - - 3' TRAIL EASEMENT
- - - 20' WATER & SANITARY SEWER EASEMENT
- - - ADJOINING LOT BOUNDARY
- P.O.B. POINT OF BEGINNING
- (R) RECORD DISCOVERY VISTA PH. 1A
- (R) RECORD COS 2214



BASIS OF BEARING
The Bearing of N00°10'43"E
between the SE Cor Sec 15
and the E 1/4 Cor Sec 15
Per Plat 2231



X 1/4	Sec.	T.	R.	X 1/4	Sec.	T.	R.
☐	15	2 S	9 E	☐			
☐				☐			
☐				☐			

ALPINE SURVEYING & ENGINEERING

714 Stoneridge Drive
Suite 1
Bozeman, MT 59718
586.5599 Office
www.alpinesurveying.net

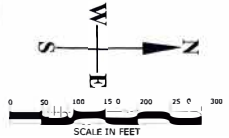
PROJECT SURVEYOR: NH	SHEET
DRAWN BY: MB	1 OF 1
REVIEWED BY:	DISCOVERY VISTA PH. 2
DATE: 05/05/22	PROJECT NO. 064-18

Acres & Lots per Phase			
Phase	Total Acres	Acres of Lots	Total Lots
Phase 1	28.57	18.1	112
Phase 2	21.09	15.67	96
Phase 3	14.57	11.42	51
D.V. Totals	64.23	45.19	259

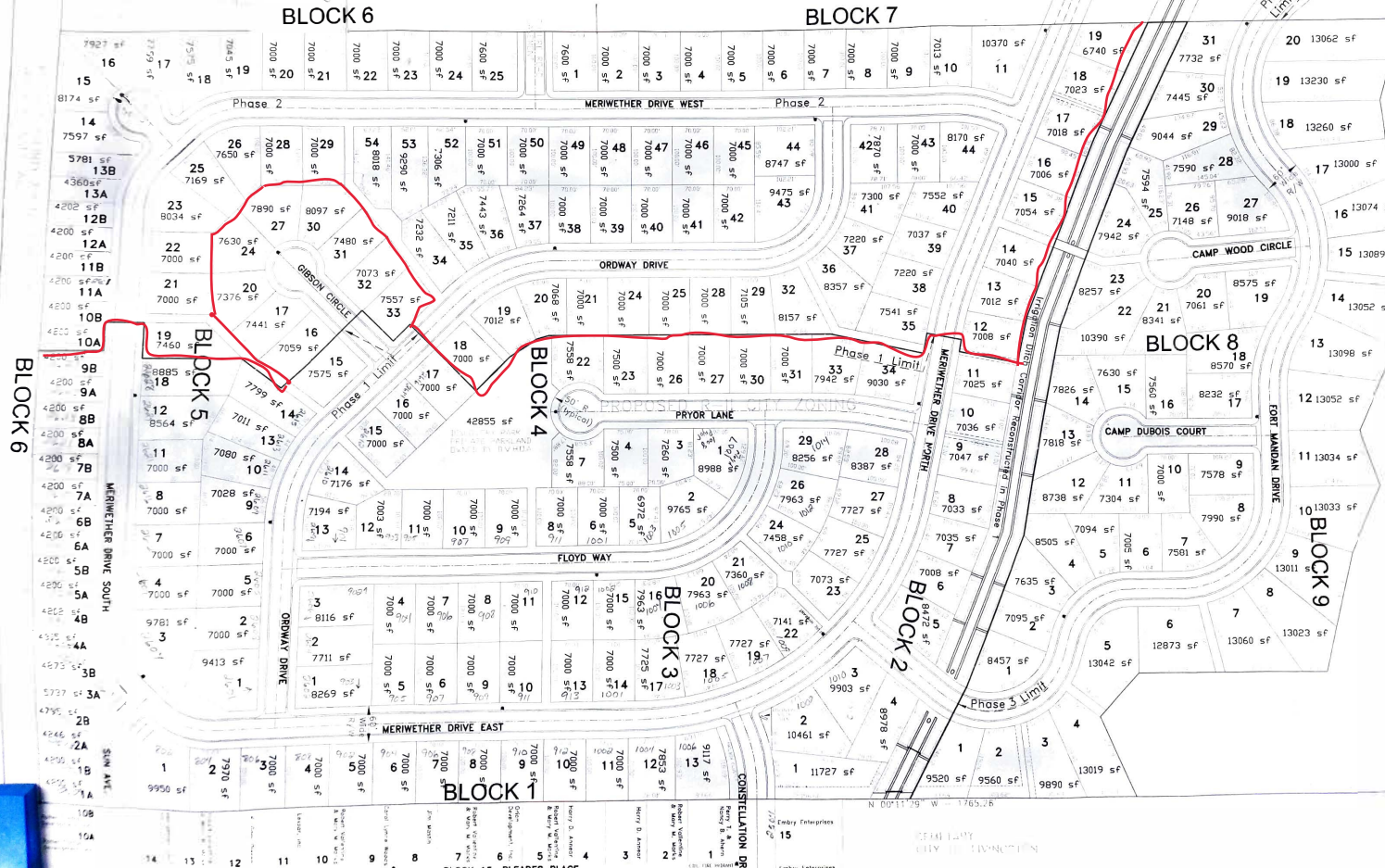
Common Areas (Owned by D.V. Trust)

Discovery Park 42,855 sf
 Pedestrian Paths, S.W.D. 35,254 sf
 Storm Water Detention only 13,022 sf
 Irrigation Ditch, S.W.D. 78,187 sf

Total Common Areas 169,318 sf (3.88 acres)



269



Block 15, PLEAFER PLACE
 Block 14, PLEAFER PLACE
 Block 13, PLEAFER PLACE
 Block 12, PLEAFER PLACE
 Block 11, PLEAFER PLACE
 Block 10, PLEAFER PLACE
 Block 9, PLEAFER PLACE
 Block 8, PLEAFER PLACE
 Block 7, PLEAFER PLACE
 Block 6, PLEAFER PLACE
 Block 5, PLEAFER PLACE
 Block 4, PLEAFER PLACE
 Block 3, PLEAFER PLACE
 Block 2, PLEAFER PLACE
 Block 1, PLEAFER PLACE

N 00°11'09" W - 1765.8

Embry Enterprises
 Lenkey Enterprises

STAFF REPORT
Discovery Vista Subdivision (Phase 2)

BACKGROUND

Discovery Vista, LLC, owners of property described as Parcel 2A of Certificate of Survey No. 2214, located adjacent to the existing Discovery Vista development, are proposing to create eighty-six (86) residential lots. Because this development was originally started in 2009, no alleys are provided. The developer is requesting a variance in order to match the design of the original subdivision and no alleys are proposed in this phase as well.

FINDINGS OF FACT

The Montana Code Annotated requires that the following primary criteria be the basis for the governing body’s decision to approve, conditionally approve or disapprove a proposed subdivision:

(Answers appear in *italics*)

1. Effect on Agriculture

- 1) Would the subdivision remove agricultural or timberlands with significant existing or potential production capacity? *No.*
- 2) Would the subdivision remove from production agricultural lands that are critical to the areas agricultural operations? *No.*
- 3) Would the subdivision create significant conflict with nearby agricultural operations (e.g. creating problems for moving livestock, operating farm machinery, maintaining water supplies, controlling weeds, applying pesticides or would the subdivision generate nuisance complaints due to nearby agricultural operations)? *No. There are no intensive agricultural activities in the immediate area.*
- 4) How would the subdivision affect the value of nearby agricultural lands? *Not applicable.*

2. Effect on Agricultural Water User Facilities

- 1) Would the subdivision create a significant conflict with agricultural water user facilities (e.g. creating problems for operating and maintaining irrigation systems or creating nuisance complaints due to safety concerns, noise, etc.)? *The existing ditch facilities effected by this project are provided adequate protection and access for maintenance.*

3. Effect on Local Services

- 1) What additional or expanded public services and facilities would be demanded to serve this subdivision? *Water, sewer, garbage collection, police, fire, EMS.*
 - a) What additional costs would result for services such as streets, law enforcement, parks and recreation, fire protection, water, sewer and solid waste, schools and busing (including additional personnel, equipment, construction and maintenance costs)? *The cost of police and fire services will eventually increase as the population increases. The amount attributed to this development is integrated into our current impact fee schedule.*
 - b) Who would bear these costs? *Impact fees will be charged at the time building permit(s) are issued.*
 - c) Can the service providers meet the additional costs given legal and other constraints? *The City's impact fees are designed to off-set the increase in costs and were updated in 2021.*
- 1) Would the subdivision allow existing services, through expanded use, to operate more efficiently or make the installation or improvement of services feasible? *No. However, the extension of a water main to the west boundary of this property gets the City closer to a looped system that will eventually tie into the water at the PFL property.*
- 2) What are the present tax revenues received from the unsubdivided land by the County, City and Schools? *\$6,617.50.*
- 3) What would be the approximate revenues received by each above taxing authority when the subdivision is improved and built upon? *Estimated at \$200,000 divided among the three entities.*
- 4) Would new taxes generated from the subdivision cover additional public costs? *In general, it is believed that residential property does not pay enough through property taxes to cover the cost of services provided. However, with impact fees it is much more likely for projects to pay for themselves.*
- 5) Would any special improvement districts be created which would obligate the City fiscally or administratively? *No.*

4. Effect on the Natural Environment

- 6) How would the subdivision affect surface and groundwater, soils, slopes, vegetation, historical or archaeological features, and visual features within the subdivision or on adjacent lands?
 - a) Would any stream banks be altered, streams rechanneled or any surface water contaminated from run-off carrying sedimentation or other pollutants? *No.*
 - b) Would groundwater supplies likely be contaminated or depleted as a result of the subdivision? *No.*
 - c) Would construction of streets or building sites result in excessive cuts and fills on steep slopes or cause erosion on unstable soils? *No.*
 - d) Would significant vegetation be removed causing soil erosion or bank instability? *No. Proper construction techniques should avoid any erosion problems.*
 - e) Would significant historical or archaeological features be damaged or destroyed by the subdivision? *No known historic or archaeological resources exist on this property. (See response letter from SHPO.)*
 - f) Would the subdivision be subject to natural hazards such as flooding, rock, snow or land slides, high winds, severe wildfires or difficulties such as shallow bedrock, high water table, unstable or expansive soils, or excessive slopes? *No Known hazards have been identified.*

5. Effect on Wildlife and Wildlife Habitat

- 1) How would the subdivision affect critical wildlife areas such as big game wintering range, migration routes, nesting areas, wetlands or other important habitat? *This subdivision is not located within critical wildlife habitat.*
- 2) How would pets or human activity affect wildlife? *Human/wildlife interaction is expected to be minimal at this location. (See response from FWP.)*

6. Effect on Public Health and Safety

- 1) Would the subdivision be subject to hazardous conditions due to high voltage lines, airports, highways, railroads, high-pressure gas lines, or adjacent industrial uses? *No.*
- 2) What existing uses may be subject to complaints from residents of the subdivision? *None have been identified.*
- 3) What public health or safety hazards, such as dangerous traffic or fire conditions, would be created by the subdivision? *None have been identified.*

PUBLIC HEARING (4/20/22)

LINK TO [APRIL 20, 2022 PLANNING BOARD MEETING](#)

STAFF RECOMMENDATION (Variance)

While the subdivision standards have changed to require alleys since this project began, staff believes that allowing this phase to continue without alleys will not cause any functional problems.

Staff recommends **approval** of the variance request.

STAFF RECOMMENDATION

Based upon the Findings of Fact, and after reviewing this application in light of the City’s Growth Policy, the City Planning Department recommends that the City Planning Board recommend **conditional approval** of this subdivision. The suggested conditions follow:

1. A waiver of SID protest must be signed by the Subdivider that guarantees the participation of all lots in the subdivision in a future improvement district for public improvements. This will specifically apply to the west-end underpass and front street extension project.
2. All infrastructure will comply with the City of Livingston Public Works Design Standards and Specification Policy.
3. All sewer, water and storm water infrastructure will be installed with the first phase of this development.
4. Lot 14B of Block 6 will become an extension of Vista Drive.
5. A secondary, access will need to be installed from the Meredith Ranch Road/Fleshman Creek Road intersection, into the subdivision. This access can be an all-weather, un-paved access adequate for use by a fire truck.
6. Street lights will be required within this development. Type and spacing will be per existing City specification.

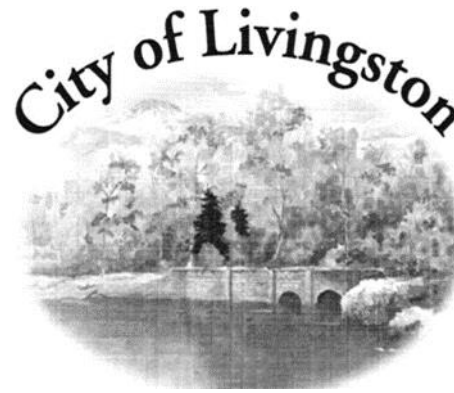
7. Storm water design will meet all applicable DEQ standards.
8. A Montana licensed engineer, or his supervised representative, will be required to be on site during utility construction.
9. Any utility reimbursement plan must be submitted to, and approved by, the City prior to the beginning of construction.
10. The subdivider will be responsible for all required street signing to include traffic control signs as well as street name signs. All signs will be built and installed according to City specifications. Painting of curbs at fire hydrants will also be required.
11. Any improvement agreement(s) for deferred infrastructure construction need to be reviewed and approved by the City prior to the beginning of construction.
12. The subdivider will, in consultation with the County Extension Office, prepare a noxious weed plan to mitigate the spread of weeds to adjacent properties. Proof of compliance with this plan will be required in order to gain final approval.
13. All outdoor lighting in this development will be required to be night-sky friendly.

Jim Woodhull
Director of Building & Planning

City Manager
Michael Kardoes

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Melissa Nootz

Vice Chair
Karrie Kahle

Commissioners
Mel Friedman
Quentin Schwarz
Torrey Lyons

April 21, 2022

City Manager
414 East Callender Street
Livingston, MT 59047

The City Planning Board makes the following recommendation to the City Commission:

Recommend Approval of the Variance Request for not providing alleys in the Discovery Vista Subdivision, Phase 2.

Recommend Conditional Approval of the Preliminary Plat of the Discovery Vista Subdivision, Phase 2. The conditions are contained in the Staff Report.

Sincerely,

Jim Woodhull
Recording Secretary

STAFF REPORT

Discovery Vista Subdivision (Phase 2)

Addendum

BACKGROUND

During the public hearing on Discover Vista Subdivision (Phase 2) several themes arose that suggested more information was needed on the following topics: the variance for alleys, the risk of wildfires, and global traffic concerns. This addendum will provide additional information on these topics and clarify the staff position on each.

VARIANCE FOR ALLEYS

The applicant has requested a variance for alleys not being included in the proposed subdivision design. Alleys are required in Livingston’s Subdivision Regulations VI-A-8. Streets and Roads, Section b. Improvements, paragraph vii. with a mandated width of 20 feet. Variances are authorized by Livingston Subdivisions Regulations X-B Variances, X-B-1. Variances Authorized. This section allows the granting of variances by the governing body when, “due to the characteristics of land proposed for subdivision, strict compliance with these standards would result in undue hardship and would not be essential to public welfare.” Additionally, the governing body will not grant a variance unless:

- a. The granting of the variance will not be detrimental to the public health, safety or general welfare or injurious to other adjoining properties;
- b. Due to the physical surroundings, shape or topographical conditions of the property involved, strict compliance with the regulations will impose an undue hardship on the owner. Undue hardship does not include personal or financial hardship, or any hardship that is self-imposed;
- c. The variance will not cause a substantial increase in public costs; and
- d. The variance will not place the subdivision in nonconformance with any adopted zoning regulations

When analyzing this request for a variance the staff looked at the overall circumstances of the variance request and then the specific requirements for it to be granted. The Discovery Vista subdivision was received preliminary approval in 2009 and include the property currently under consideration. However, that preliminary approval expired in 2019 and so the owner was required to bring the subdivision back to begin anew the subdivision approval process. The original design improved in 2009 did not include alleys, was mostly lollipop/cul de sac design, and featured narrower streets. Staff worked with the owner during the application process to redesign the property to match current standards as closely as possible. This included changing the streets to current standard width and the overall layout to a much more block-like design, albeit without alleys. The owner has been very cooperative in altering the original design to adhere to the new city standards.

With that as a background, staff analyzed the four conditions required to grant a variance:

- a. (YES) There is no evidence a lack of alleys would be detrimental to public health or safety. Neither Public Works or Fire has determined a public health hazard.
- b. (YES) Neither city code or state code provide a definition for “undue hardship”. Billings and Bozeman both refer to this requirement in their zoning and subdivision as “unnecessary

hardship”. In general, staff considers an “undue hardship” to be a situation where an owner is denied use of their property that other owners are able to enjoy. Staff interprets this liberally to mean both current owners (usually a developer) through to the eventual homeowner. In this case, the owner’s property has the unique characteristic of being the final phase in a subdivision that was approved under previous subdivision rules. The property in question was originally intended to be developed in the same manner as the surrounding homes. This constraint along with the fact that the property borders the city limits prevents acquiring additional property to allow development according to current city standards. Instead, alley right-of-ways where they abut current residences would need to be subtracted completely from one property owner instead of split between two property owners as it would be in a standard development. For the entire length of each property the 20-foot right-of-way would be subtracted from each property owner. This forfeiture of additional property presents an undue, or unnecessary, hardship to both the developer and eventual homeowner.

- c. (YES) No increase in public cost will be realized by not having alleys. The increased density allowed by the absence of alleys will allow more customers to access the infrastructure and provide more revenue from the same area of property.
- d. (YES) Alleys are not required for any aspect of zoning.

After determining that a variance could be granted, staff then considers whether a variance should be granted. In this case, strict compliance with the subdivision regulations has some potential benefits and several negatives in relation to the goals of the city. Alleys are intended to be the primary utility location for residences and solid waste pickup location. As the surrounding area has no alleys, it is not conducive to switch to an alley only utility design and solid waste pickup. Little is lost in this area by allowing a variance. Alleys are also conducive to accessory dwelling units, allowing parking in the back for these units. While this area isn’t expected to host a significant number of ADUs and not having alleys does not prevent ADU construction, this is still a negative in allowing the variance. Some Planning Board members noted that garages in the front of the lots is aesthetically unappealing and may cause safety concerns for pedestrians and bicyclists. However, there is no requirement for alley garages even if alleys are present and the predominant construction style in the area would still place garages at the front of the lot. Overall, this is only a slight negative on granting the variance. The reasons to support the granting of the variance are its support of increased density and infill. Allowing a variance for alleys could increase the number of available lots by up to 19. The additional units are greatly needed in the community and will help increase our almost non-existent stock of available houses. Additionally, the Growth Policy does not foresee any more annexation of land in this area. The variance would be unlikely to lead to the need for future variances, especially as the updated design makes for a natural transition to a block and alley design for any expansion. Taking all of these factors into consideration, staff determined it was beneficial to the city and community to allow the variance for alleys.

RISK OF WILDFIRES

Wildfires in Montana are a significant risk for many municipalities. Livingston has an increased risk profile due to the speed and frequency of wind in the area. Despite these risk factors, the community has been fortunate that we have not had a significant wildfire event that has affected the city. This area for development will be at the edge of the city, where the greatest potential for wildfire exists. However, this development is not unique in comparison to any other development on the Western edge of the city and does not face greater risk than the homes already built in the area. While the concern over delays crossing the tracks in case of wildfire evacuation are valid, it is important to note that crossing the tracks is not required for residents to escape wildfire danger. Depending on the direction the fire is approaching, residents have escape options of Fleshman Creek Rd, Meredith Ranch Rd, a limited distance on Prairie Dr, 5th St, B St, Bennett St, and Old Clyde Park Rd. There is also the possibility of an emergency route on the City owned extension of Meredith Ranch Rd. Still, it may be useful for the City to interface with

all HOAs in the area to provide wildfire safety information.

TRAFFIC

Traffic on the North side of the railroad is a consistent theme of all developments in the area. There are some common misconceptions about traffic in the area that need to be addressed. First, there is no emergency services problem accessing and returning from the North side of town. The City has procedures to ensure we always have access for fire and ambulance to all residents of the City. Second, all of the intersections on the North side are working at acceptable levels of service by accepted traffic standards. Third, when service levels begin to fail, there are options to maintain acceptable service without the addition of another railroad crossing. Finally, the traffic study provided by the applicant included a 10-year traffic projection that utilized a 2% rate of growth. In this scenario, the intersection at 5th and Front drops below an acceptable level of service for the Westbound traffic. There are ways to address this shortfall that will be analyzed when we reach a situation where mitigation is required.

**Preliminary Plat Narrative
Discovery Vista Phase 2
Residential Lot Development
S15, T02 S R09 E P.M.M.
Livingston, Park County, Montana**

Discovery Vista Phase 2 is a proposed residential development, in an R-2 (Medium Density Residential District) zoned property located directly West of Discovery Vista Phase 1A & 1B. Phase 2 will be an extension of Meriwether Drive North, Ordway Drive and Meriwether Drive South. Additional streets of Vista Drive, Stinnett Drive and Osen Way will be installed to further serve the future phases.

The existing conditions of the surrounding site have several elevation changes creating a rolling hills effect. There is an overhead power utility line that will need to be relocated to accommodate the development. There are currently no permanent structures or trees to be relocated within Phase 2 of Discovery Vista.

The phase 2 project will be located on approximately 19.38-acres. Water, sewer mains and services will be installed to serve the future residential development. Infrastructure will be fully built out for the four phases unless infrastructure installation is deemed as a per phase process.

Phasing will potentially consist as follows:

- Phase A – North end – 25 Lots
- Phase B – Middle East – 15 Lots
- Phase C – Middle West – 19 Lots
- Phase D – South end – 27 Lots

There is currently a subdivision park that was installed on Discovery Vista Phase 1A located just South of the Pryor Lane cul-de-sac. An eight-foot wide gravel trail will be installed and connected to the existing subdivision park to provide access for the future residential development.

Parkland was previously dedicated to the City of Livingston near Fleshman Creek. The parkland consists of 20.35 acres located just South of Fleshman Creek Road and West of Mountain View Cemetery. No parkland is being provided for Phase 2 of Discovery Vista due to the previous parkland dedication.

The stormwater design that was installed with Phase 1A and 1B was sized for adequate capacity to handle the additional stormwater from Phase 2. The storm water will be a combination of surface curb flow, drainage swale and piping. Per phase 1B the current stormwater discharge is being conveyed to two locations. The first being a discharge near the North end of Pryor Lane to the existing drainage swale via curb inlets and 18” ADS pipe. The second being a discharge to an existing retention pond near Fleshman Creek via curb inlets and existing various ADS pipe. Both discharge locations ultimately find their way to this existing retention pond near Fleshman Creek. The existing retention pond near Fleshman Creek has adequate capacity to handle the

additional stormwater volume from phase 2. The proposed North end of phase 2 will utilize the existing 18” PVC stub on Meriwether Drive North and connect to the existing curb inlets for discharge into the existing drainage swale. The proposed South end of phase two will utilize two proposed curb inlets to collect the additional run off before connecting to the existing system and eventually making its way to the retention pond near Fleshman creek.

Water and sewer mains will be extended into the future subdivision from existing stubs on Meriwether Drive South, Ordway Drive & Meriwether Drive North. As-builts from the previous phases will be utilized to determine an estimated depth of each main. The sewer mains and interior water mains will be 8” in diameter to serve their phase. The water mains located on North and South Meriwether Drive will be increased to 12” in diameter to serve future phases. Stubs will be provided for future expansion West. These utilities will be located within a public right of way extended from the current streets.

Based on potential phasing for Discovery Vista phase 2, all the water, sewer and storm utilities may be installed at one time or per phase. Sidewalks in front of each home will be installed with that respective home, as determined by the market.



MT Fish, Wildlife & Parks
Region 3 Headquarters
1400 S 19th Avenue
Bozeman, MT 59718

February 3, 2022

Erik Ringsak
Madison Engineering, Inc.
895 Technology Blvd, Ste 203
Bozeman, MT 59718

RE: Discovery Vista Phase 2

Dear Mr. Ringsak,

Montana Fish, Wildlife & Parks appreciates the opportunity to comment on Discovery Vista Phase 2.

The area is used regularly by big game including pronghorn, mule deer, and whitetail deer. A variety of nongame species use the area, especially the Fleshman Creek riparian corridor immediately to the north. Black bears and mountain lions use the area occasionally.

To help lessen the impact of this development to local wildlife populations, we offer the following general comments for you to consider during construction and development of neighborhood covenants.

Include requirements for bear-resistant garbage facilities. In addition to garbage, other items can attract bears, including pet food, gardens and fruit trees, birdseed (which should be discouraged from April 1st through November), barbecue grills, and compost piles (unless limited to grass, leaves, and garden clippings). To maximize human safety, these additional items should be addressed in a subdivision's covenants.

Property owners should be aware that feed or supplements (such as salt blocks), are attractants and are against state law (MCA 87-3-130) for public safety and wildlife health.

Pets should be controlled and not be allowed to roam. Under current state law it is illegal for dogs to chase hooved game animals and the owner may be cited for their dogs' behavior (MCA 87-3-124).

Homeowners should understand that wildlife, particularly deer and elk, will feed on green lawns, gardens, flowers, and ornamental shrubs and trees. Homeowners should consider landscaping with native vegetation that is less likely to suffer feeding damage, and/or incorporate protection for new landscaping.

For further questions or concerns, please reach out to the following FWP personnel.

Scott Opitz, Fisheries Biologist (phone: 406-223-3951, email: sopitz@mt.gov)

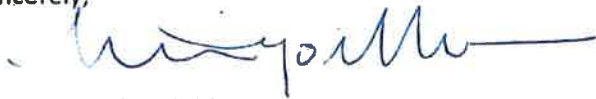
Michael Yarnell, Wildlife Biologist (phone: 406-224-1162, email: Myarnell@mt.gov)

Claire Gower, Biologist (phone: 406-577-7866, email: cgower@mt.gov)

Jen Smitham, Public Comment Coordinator (phone:406-495-3262, email: jsmitham@mt.gov)

Thank you again for the opportunity to comment.

Sincerely,



Montana Fish Wildlife & Parks
Region 3 Office, Bozeman

erik@mad-eng.com

From: Strasheim, Kerri <kstrasheim@mt.gov>
Sent: Tuesday, February 8, 2022 2:59 PM
To: erik@mad-eng.com
Cc: English, Leata; planning@parkcounty.org
Subject: RE: [EXTERNAL] Discovery Vista Phase 2 - Agency Letter - Livingston Montana

Erik –

Thank you for the opportunity to comment on your subdivision project.

Generally, I defer to the public water provider to determine if the new use fits within the allowed parameters of the water rights. In this case, I do want to note that the City of Livingston does not appear to have any water rights with a place of use that includes Section 15 of Township 2 South and Ranch 9 East, Park County? I want to strongly encourage you to ensure that water rights are in place for this subdivision prior to any development.

Also, stock and irrigation water rights are associated with a portion of this parcel, so I want to recommend that water rights planning is in place for those water rights. A ditch (the Voight Ditch) is visible in the northern part of the development. MT DNRC recommends that this ditch is adequately protected if still in use or else formally abandoned, if no longer in use by all owners at and downflow of the development.

Thank you, again, for this review opportunity,
Kerri

Kerri Strasheim
Regional Manager – Gallatin, Madison, and Park Counties
MT DNRC Water Resources
2273 Boot Hill Court, Suite 110
Bozeman, MT 59715
Ph: 406-556-4504

From: erik@mad-eng.com <erik@mad-eng.com>
Sent: Monday, January 10, 2022 3:15 PM
To: Strasheim, Kerri <kstrasheim@mt.gov>
Subject: [EXTERNAL] Discovery Vista Phase 2 - Agency Letter - Livingston Montana

Kerri,

Attached above is as follows:

- Subdivision Vicinity Map
- Proposed Concept
- Cover Letter

Madison Engineering is currently in the process of submitting preliminary plat application for Discovery Vista Phase 2 to the City of Livingston Planning Department. As part of a the subdivision process, we are soliciting any comment you may have regarding the natural resources and conservation in the proposed subdivision. Let me know whenever you get a chance. Thank you.

If you need any additional information feel free to ask.

Erik Ringsak, EI, CMI

erik@mad-eng.com

From: Dale Johnson <djohnson@livingstonmontana.org>
Sent: Thursday, January 13, 2022 3:59 PM
To: erik@mad-eng.com
Subject: RE: Discovery Vista Phase 2 - Agency Letter

Erik,

Thank you for supplying me with these to review. After looking at them, I do not have any concerns. The plan looks to provide multiple access points for emergency vehicles to the new streets and does not appear to present any significant challenges. As long as the streets are the appropriate width and design it should not present any issues.

Thank you,

Dale Johnson
Chief of Police, Livingston Police Dept.
414 East Callender Street
Livingston, Montana 59047
406-222-2050
djohnson@livingstonmontana.org

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From: erik@mad-eng.com <erik@mad-eng.com>
Sent: Monday, January 10, 2022 2:55 PM
To: Dale Johnson <djohnson@livingstonmontana.org>
Subject: Discovery Vista Phase 2 - Agency Letter

Livingston Police Department,

Attached above is as follows:

- Subdivision Vicinity Map
- Proposed Concept
- Cover Letter

Madison Engineering is currently in the process of submitting preliminary plat applications for Discovery Vista Phase 2 to the City of Livingston Planning Department. As part of the subdivision process, we are soliciting any comments you may have at this time. Let me know whenever you get a chance. Thank you.

If you need any additional information feel free to ask.

Erik Ringsak, EI, CMI

erik@mad-eng.com

From: Murdo, Damon <dmurdo@mt.gov>
Sent: Tuesday, January 11, 2022 10:08 AM
To: erik@mad-eng.com
Subject: RE: [EXTERNAL] Discovery Vista Phase 2 - Livingston, MT
Attachments: Reports.pdf; Sites.pdf; 2022011101.pdf



January 11, 2022

Erik Ringsak
Madison Engineering
895 Technology Blvd, Suite 203
Bozeman MT 59718

RE: DISCOVERY VISTA PHASE 2, 86 LOT SUBDIVISION, LIVINGSTON. SHPO Project #: 2022011102

Dear Mr. Ringsak:

I have conducted a file search for the above-cited project located in Section 15, T2S R9E. According to our records there has been one previously recorded site within the designated search locale. Site 24PA1120 is the historic railroad located south of the project area. In addition to the site there has been one previously conducted cultural resource inventory done in the area. I've attached a list of the site and report. If you would like any further information regarding the site or report, you may contact me at the number listed below.

It is SHPO's position that any structure over fifty years of age is considered historic and is potentially eligible for listing on the National Register of Historic Places. If any structures are within the Area of Potential Effect, and are over fifty years old, we would recommend that they be recorded, and a determination of their eligibility be made prior to any disturbance taking place.

Based on the previous inventory of the area from 2005 we feel that there is a low likelihood cultural properties will be impacted. We, therefore, feel that a recommendation for a cultural resource inventory is unwarranted at this time. However, should structures need to be altered or if cultural materials be inadvertently discovered during this project, we would ask that our office be contacted, and the site investigated.

If you have any further questions or comments, you may contact me at (406) 444-7767 or by e-mail at dmurdo@mt.gov. I have attached an invoice for the file search. Thank you for consulting with us.

Sincerely,

Damon Murdo
Cultural Records Manager
State Historic Preservation Office

File: LOCAL/SUBDIVISIONS/2022

January 28th, 2022

City of Livingston Planning Department
330 N Bennett St
Livingston, MT 59047

**RE: Discovery Vista Phase 2 – Preliminary Plat Application
Variance Request – Alleyway Exemption**

Dear City of Livingston Planning,

Madison Engineering is requesting a variance for phase 2 of Discovery Vista subdivision located on a 19.38 acre property Section 15, Township 02 S, Range 09 E, Parcel 2A located on the Northwest end of Livingston, MT.

We are requesting a variance for the proposed subdivision to not include alleyways per Livingston subdivision regulation: VI-A-8: Streets and Roads, section b: Improvements, (vii) “Alleys, designed in accordance with Table 1, shall be provided in all residential subdivisions. Alleys will also be the preferred method for providing utility and garbage pick-up access in non-residential subdivision.”

The variance requested will not be detrimental to the public health, safety, general welfare, or be injurious to adjoining and surrounding neighborhoods. Due to the layout of the previous phases of Discovery Vista not having alleyways, we are requesting to continue this layout with Discovery Vista phase 2 to match the surrounding developments. The concept was initially designed when alleyways were not required per the subdivision regulations. The current layout provides adequate lot sizes and 60’ wide right of ways for public use. The variance will not cause substantial increase in public cost and will not place the subdivision in non-conformance with other provisions or with the City of Livingston’s growth policy.

As part of the subdivision process, and per previous correspondence with members of the City of Livingston, we are soliciting any comments you may have regarding the proposed variance request. Enclosed, please find a copy of a vicinity map and the proposed concept for Discovery Vista Phase 2 for your reference. Please respond at your earliest convenience with any comments or questions to the address provided below, or feel free to contact me directly at 406-586-0262 or erik@mad-eng.com

Thank you for your consideration.

Sincerely,

Madison Engineering, Inc.



Erik Ringsak, EI, CMI

Cc: file

G:\MADISON ENGINEERING\PROJECTS\2008\08-102 Discovery Vista\Phase 2\Application\Subdivision\Preliminary Plat\Variance Request Letter 01.28.22.doc

895 Technology Blvd, Ste 203 ♦ Bozeman, MT 59718 ♦ (406) 586-0262 ♦ Fax (406) 586-5740

DISCOVERY VISTA SUBDIVISION, PHASE 2 TRAFFIC IMPACT STUDY

22016

Mr. Erik Ringsak, EI, CMI
Madison Engineering, LLC
895 Technology Boulevard, Suite 203
Bozeman, MT 59718



Placemaking

Infrastructure
Engineering

Surveying +
Mapping

Community
Planning

Landscape
Architecture

Branding +
Visualization



March 2022

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INTRODUCTION

This traffic impact study (TIS) assesses the traffic-related impacts associated with the proposed development of Phase 2 of Discovery Vista Subdivision in Livingston, Park County, Montana on the surrounding transportation system. This report also provides recommendations to mitigate any such impacts. The methodology and analysis procedures used in this study employ the latest technology and nationally accepted standards in the areas of site development and transportation impact assessment. Recommendations made in this report are based on professional judgment and these principles.

SITE LOCATION AND DESCRIPTION

Phase 2 of Discovery Vista Subdivision is located west of existing Discovery Vista Subdivision Phase 1 homes. The lot is bordered by undeveloped land to the north, south, and west, and existing homes to the east. Figure 1 on the following page depicts the study area.

SITE DEVELOPMENT PLAN

The site development plan proposes construction of 88 single-family homes. Access to Phase 2 of Discovery Vista Subdivision is proposed via connections to existing streets, including Meriwether Drive North, Meriwether Drive South, and Ordway Drive. Those streets provide access to Star Road via Sun Avenue and Northern Lights Road. Figure 2 on page 3 shows the current proposed site plan for the subdivision.

EXISTING CONDITIONS

Streets

Figure 3 on page 4 shows the MDT street classifications and speed limits on the study area streets. Additional conditions of the existing streets within the study area are described below.

East of North 5th Street, West Park Street has one travel lane in each direction with striped lanes for parallel parking on both sides of the road. West of North 5th Street, West Park Street has a short (200-foot) segment with a center two-way left-turn lane (TWLTL) before curving south to generally maintain a two-lane section with turn lanes at its intersection with US Highway 10. South of West Park Street and north of West Front Street, North 5th Street has a two-lane section with parallel parking on both sides. There is an at-grade railroad crossing on North 5th Street between West Park Street and West Front Street, and no on-street parking is allowed, but North 5th Street does maintain a wide (40-foot) section in this block. West Park Street and North 5th Street both have curb and gutter in the study area. West Front Street has a paved surface width of approximately 36 feet. It follows the railroad tracks for approximately $\frac{3}{4}$ mile west of North 5th Street before curving to the north and becoming Star Road, which continues north for approximately $\frac{1}{2}$ mile before curving west again and becoming Fleshman Creek Road. West Front Street has curb and gutter on both sides until its intersection with North 9th Street, where it then just has curb and gutter on the north side with a striped lane for parallel parking. This configuration continues onto Star Road, with curb and gutter and parallel parking just on the east side of the road until its intersection with Altair Drive, where it then has 8-foot paved shoulders on both sides. Sun Avenue has a paved surface width of approximately 37 feet with curb and gutter on the north side only. Northern Lights Road has a paved surface width of approximately 30 feet with no curb and gutter.

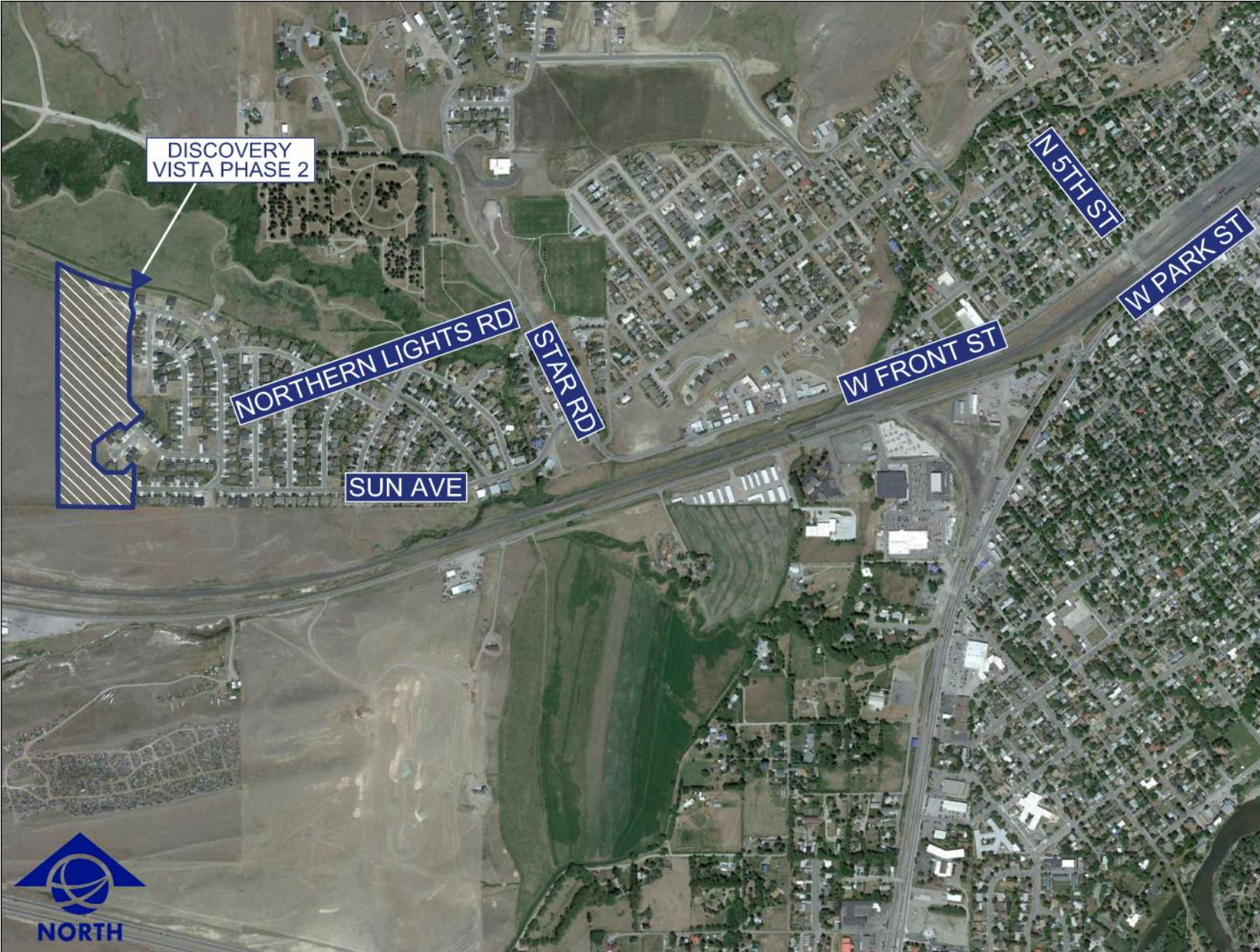


Figure 1: Study Area



Figure 2: Site Layout

Intersections

Figure 3 on the previous page shows the traffic control utilized at study area intersections. The West Park Street/North 5th Street intersection has eastbound and westbound left-turn lanes and a southbound right-turn lane. The signal operates with protected/permissive phasing for eastbound left turns, with permissive phasing for all other movements. There are no auxiliary turn lanes at any other intersections in the study area.

Bicycle/Pedestrian Facilities

There is sidewalk along West Park Street, North 5th Street, and the north side of West Front Street until its intersection with 10th Street. There is also sidewalk along the east side of Star Road beginning just north of Sunrise Drive and ending just south of Altair Drive, as well as along the north side of Sun Avenue. There is a path along the north side of Northern Lights Road and bike “sharrows” on West Front Street and Star Road. Striped pedestrian crosswalks are provided at the intersections of West Front Street and West Park Street with North 5th Street. There are no other bicycle or pedestrian facilities in the study area.

Traffic Volumes

Weekday AM and PM peak hour turning movement counts were collected for the study area intersections on Thursday, January 27, 2022. The traffic data was collected using Miovision Scout video-based systems. The weekday AM and PM peak hour periods were found to occur from 7:30 AM to 8:30 AM and 4:45 PM to 5:45 PM, respectively. Raw count data was adjusted for seasonal variation using MDT seasonal adjustment factors. Figure 4 on the following page summarizes the calculated Existing Conditions (2022) peak hour turning movement volumes for the AM and PM peak hours. Detailed traffic count data worksheets are included in Appendix A.

Intersection Capacity

Intersection capacity calculations for the Existing Conditions (2022) scenario were performed for the study intersections using Synchro, Version 10, which is based on the Highway Capacity Manual, 6th Edition (Transportation Research Board, 2016). Level of service (LOS) is defined as a quality measure describing operational conditions within a traffic stream, generally in terms of such service measures as speed and travel time, freedom to maneuver, traffic interruptions, comfort, and convenience. LOS is a qualitative measure of the performance of an intersection with values ranging from LOS A, indicating good operation and low vehicle delays, to LOS F, which indicates congestion and longer vehicle delays. LOS C is typically considered a minimum acceptable threshold for operations in Montana-based communities, though exceptions are made in certain cases.

The results of the Existing Conditions (2022) intersection capacity calculations showed that all intersections currently operate at LOS C or better with moderate 95th percentile queuing at the West Park Street/North 5th Street intersection. There are projected queues of up to 5 vehicles southbound on North 5th Street, which would back up across the railroad crossing adjacent to the intersection. Currently there is enough room for approximately 3 southbound vehicles to queue at the signal before entering the train tracks. Figure 4 on the following page also shows the Existing Conditions (2022) LOS results at each intersection. A detailed capacity summary table and capacity calculation worksheets for the study intersection can be found in Appendix B.

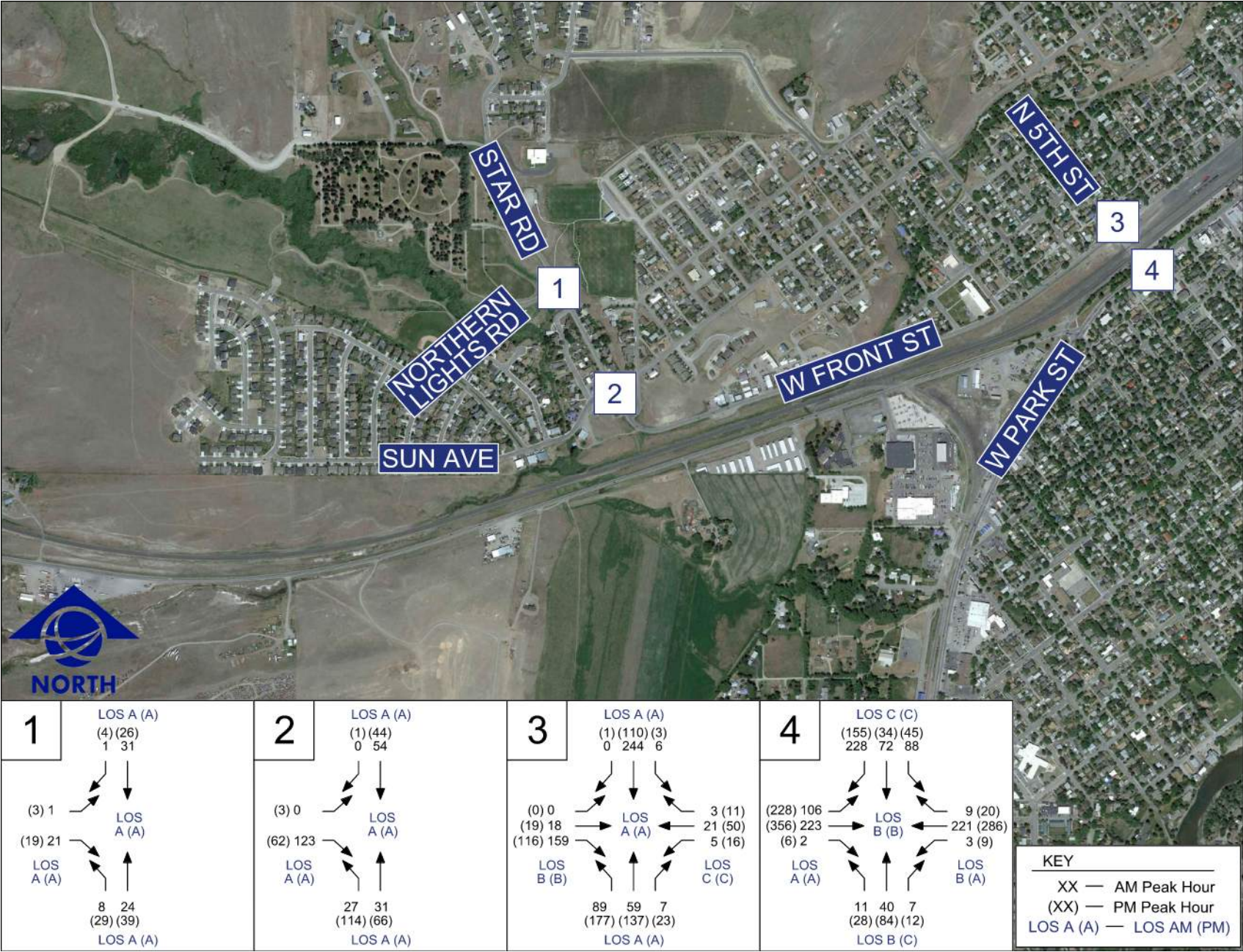


Figure 4: Existing Conditions (2022) Peak Hour Traffic Volumes

Crash History

Historical crash data was obtained from the City of Livingston Police Department for a 5-year period from January 1, 2017 through December 31, 2021 for the study area intersections. The crash data was analyzed for the purpose of calculating intersection crash and severity rates and evaluating collision type trends. Note that the intersection of Star Road/Northern Lights Road had no crashes occur. Table 1 below and Table 2 on the following page illustrate the results of that analysis.

Intersection crash frequency rates were calculated on the basis of crashes per million vehicles entering (MVE). The MVE metric was estimated based on published historical ADT volumes from the MDT website and 2022 peak hour counts. The crash rates ranged from 0.00 to 0.71 crashes/MVE, with the intersection of West Park Street/North 5th Street having the highest crash rate of 0.71 crashes/MVE.

As a means of evaluating the relative significance of the calculated historical crash rate, Sanderson Stewart also calculated an expected rate using the predictive crash rate formulas in the American Association of State Highway and Transportation Officials (AASHTO) Highway Safety Manual (HSM). The process involves calculating the number of crashes predicted in a year based on traffic demand (AADTs) and various physical and traffic environment-based conditions, such as lane configurations and traffic control. The calculation results in a crashes-per-year prediction. Sanderson Stewart then back calculated a frequency rate on the basis of MVE for the sake of comparison with the actual historical crash rate at the intersection. The results of the calculations for this study showed that the historical rates are 1.5 times higher than the predicted crash rates at the intersections of West Front Street/North 5th Street and West Park Street/North 5th Street. The HSM rate predictions and 5-year crash totals are summarized in Table 1 below.

Severity indexes were also calculated for the study area intersections based on standard MDT protocols. A severity index gives an indication of relative crash severity for a location based on the number of fatal, injury, and property damage only (PDO) crashes. The severity index was found to be relatively low at all study area intersections due to very few crashes resulting in injuries. The severity index is also shown in Table 1 below.

Table 1: Crash History – Frequency and Severity Statistics

Intersection	2017-2020 DEV ¹	Reported Crashes ²	Crash Type			Crash Data ³			HSM Predictions ⁴	
			PDO	Injury	Fatality	Average Crash Frequency (Crash/Yr)	Crash Rate (Crash/MVE)	Severity Index	Predicted Average Crash Frequency (Crash/Yr)	Predicted Crash Rate (Crash/MVE)
Star Rd/Northern Lights Rd	1162	0	0	0	0	0.00	0.00	0.00	0.13	0.31
Star Rd/Sun Avenue	3313	1	1	0	0	0.20	0.17	0.00	0.46	0.38
W Front Street/N 5th Street	10351	12	12	0	0	2.40	0.64	1.00	1.58	0.42
W Park Street/N 5th Street	16122	21	20	1	0	4.20	0.71	1.10	2.65	0.45

¹ Daily Entering Volume (DEV) estimated from 2022 peak hour counts and 2017 through 2020 MDT published ADTs

² Crashes reported from January 1, 2017 to December 31, 2021

³ Crash rates expressed as crashes per million vehicles entering (MVE)

⁴ Rates calculated using Highway Safety Manual (HSM) 1st Edition predictive methodology using SPICE tool

Sanderson Stewart evaluated collision type for the purpose of identifying any significant trends in the crash data. Table 2 on the following page presents the results of that analysis. The intersection of West Front Street/North 5th Street had 8 of 12 crashes (67%) occur due to right-angle collisions. The intersection of West Park Street/North 5th Street had 7 of 21 (33%) of intersections occur due to rear-end crashes, 5 of 21 (24%) occur due to right-angle crashes and 4 of 21 (19%) crashes occur due to sideswipe, same-direction collisions.

Table 2: Crash History – Collision Type

	Collision Type							Total
	Rear End	Right Angle	Head On	SS, SD	Head On	Fixed Object	Pedestrian	
Star Rd/Northern Lights Rd								0
Star Rd/Sun Avenue			1					1
W Front Street/N 5th Street	3	7		1			1	12
W Park Street/N 5th Street	7	5		4	2	2	1	21

Right-angle collisions typically occur at unsignalized intersections, where drivers may misjudge the gaps of approaching vehicles before proceeding. The intersection of West Front Street/North 5th Street does not have auxiliary turn lanes, which may increase difficulty of decision-making for drivers. Auxiliary left-turn lanes on approaches may increase safety at this intersection.

Rear-end collisions typically occur at signalized intersections because the timing is dynamic, thereby requiring the drivers recognize and react to changing conditions in real time. High speeds approaching signalized intersections allow drivers less response time, which creates an opportunity for an increased chance of rear-end collisions. Another factor that contributes to rear-end collisions is a “yellow change interval” that is too short for the prevailing operating speeds in that corridor. Based on the application of yellow change interval formulas from the Institute of Transportation Engineers (ITE) Traffic Engineering Handbook with assumed 25 mph thru-movement operating speeds, it was calculated that the “design” yellow change intervals for all approaches at the Park Street/5th Street intersection should be 3.0 seconds. The existing signal timing plan uses a change interval of 3.0 seconds, but if the average operating speed is higher than the posted speed, then this yellow clearance may not be adequate. Another factor that typically contributes to a high occurrence of rear-end crashes includes lack of dedicated turn lanes where high turning movement demands are prevalent. The intersection has eastbound and westbound left-turn lanes and a southbound right-turn lane; however, additional auxiliary turn lanes may increase safety. It is important to note that all the above evaluations are speculative in nature. More detailed information about individual crashes would be needed to determine exact causes for each collision.

TRIP GENERATION

This study utilized Trip Generation, 11th Edition, published by the Institute of Transportation Engineers (ITE), which is the most widely accepted source in the United States for determining trip generation projections. These projections are used to analyze the impacts of a new development on the surrounding area. For the purposes of this study, Land Use Code 210 – Single-Family Detached Housing was utilized to project trip generation for the subdivision. Table 3 on the following page illustrates the results of the trip generation calculations for the site.

At full buildout of Phase 2, Discovery Vista Subdivision is projected to generate a total of 830 gross average weekday trips with 62 trips (16 entering/46 exiting) generated during the AM peak hour and 83 trips (52 entering/31 exiting) generated during the PM peak hour.

Trip generation projections provide an estimate of the total number of trips that would be generated by a proposed development. However, to estimate the net number of new trips made by personal vehicles external to the site, adjustments must often be made to account for internal capture trips, pass-by trips, and trips made by alternate modes.

Internal capture (IC) trips are trips that do not have origins or destinations external to a project site. Since IC trips occur internally, they do not have an impact on external traffic operations. IC trips most often occur in mixed-use developments

where residential, commercial, and office-related land uses exhibit a high rate of internal trip exchange and were therefore not calculated for this study.

Pass-by trips are trips that are made as intermediate stops on the way from a point of origin to a primary trip destination. Pass-by trips are attracted from traffic “passing by” on an adjacent street that offers direct access to that site. Pass-by trips are primarily attracted by commercial type land uses such as restaurants, convenience markets, and gas stations, and were therefore also not calculated for this study.

Trips made by alternate modes (walking, biking, transit) are not anticipated from Discovery Vista Subdivision due to the distance to services within the town of Livingston.

Table 3: Trip Generation Summary

Land Use	Independent Variable		Average Weekday			AM Peak Hour			PM Peak Hour		
	Intensity	Units	total	enter	exit	total	enter	exit	total	enter	exit
Single-Family Detached Housing ¹	88	Dwelling Units	830	415	415	62	16	46	83	52	31
Total Buildout New External Trips			830	415	415	62	16	46	83	52	31

- (1) Single-Family Detached Housing - Land Use 210* Units = Dwelling Units
- Average Weekday: Average Rate = 9.43 (50% entering/50% exiting)
- Peak Hour of the Adjacent Street, One Hour between 7 and 9 AM: Average Rate = 0.70 (26% entering/74% exiting)
- Peak Hour of the Adjacent Street, One Hour between 4 and 6 PM: Average Rate = 0.94 (63% entering/37% exiting)

*Trip Generation, 11th Edition, Institute of Transportation Engineers, 2021

TRIP DISTRIBUTION

Trip distribution is an estimate of site-generated trip routing, which can be determined by methods such as computerized travel demand models, calculation of travel time for various available routes, and/or simple inspection of existing traffic patterns within the project area. For this study, Sanderson Stewart calculated distribution percentages based on existing traffic volumes collected from this study. Figure 5 on the following page presents the trip distribution scheme for Discovery Vista Subdivision.

TRAFFIC ASSIGNMENT

Traffic assignment is the procedure whereby site-generated vehicle trips are assigned to study area streets, intersections, and site access driveways based on the calculated trip distribution and the physical attributes of the development site. Using this approach, site-generated trips for Discovery Vista Subdivision were assigned to study area intersections for the purposes of projecting future traffic volumes for analysis. The results of this exercise are also illustrated in Figure 5 on the following page.

TRAFFIC IMPACTS

Traffic Volumes

A 10-year analysis horizon in the Future (2032) scenario was utilized for the purposes of calculating future traffic projections for Phase 2 of Discovery Vista Subdivision. In addition to site-generated trips, background traffic volumes will likely increase for study area streets and intersections due to general growth in the study area. To account for that growth, Sanderson Stewart analyzed historical MDT traffic data in the area and reviewed a recent nearby traffic study on US Highway 10 and concluded that a background growth rate of 2% would be appropriate to model ambient growth. Traffic projections for Discovery Vista Subdivision were then calculated by combining existing traffic volumes with anticipated background growth and site-generated traffic assignments. Figure 6 on page 11 illustrates the resulting AM and PM peak hour traffic volume projections.

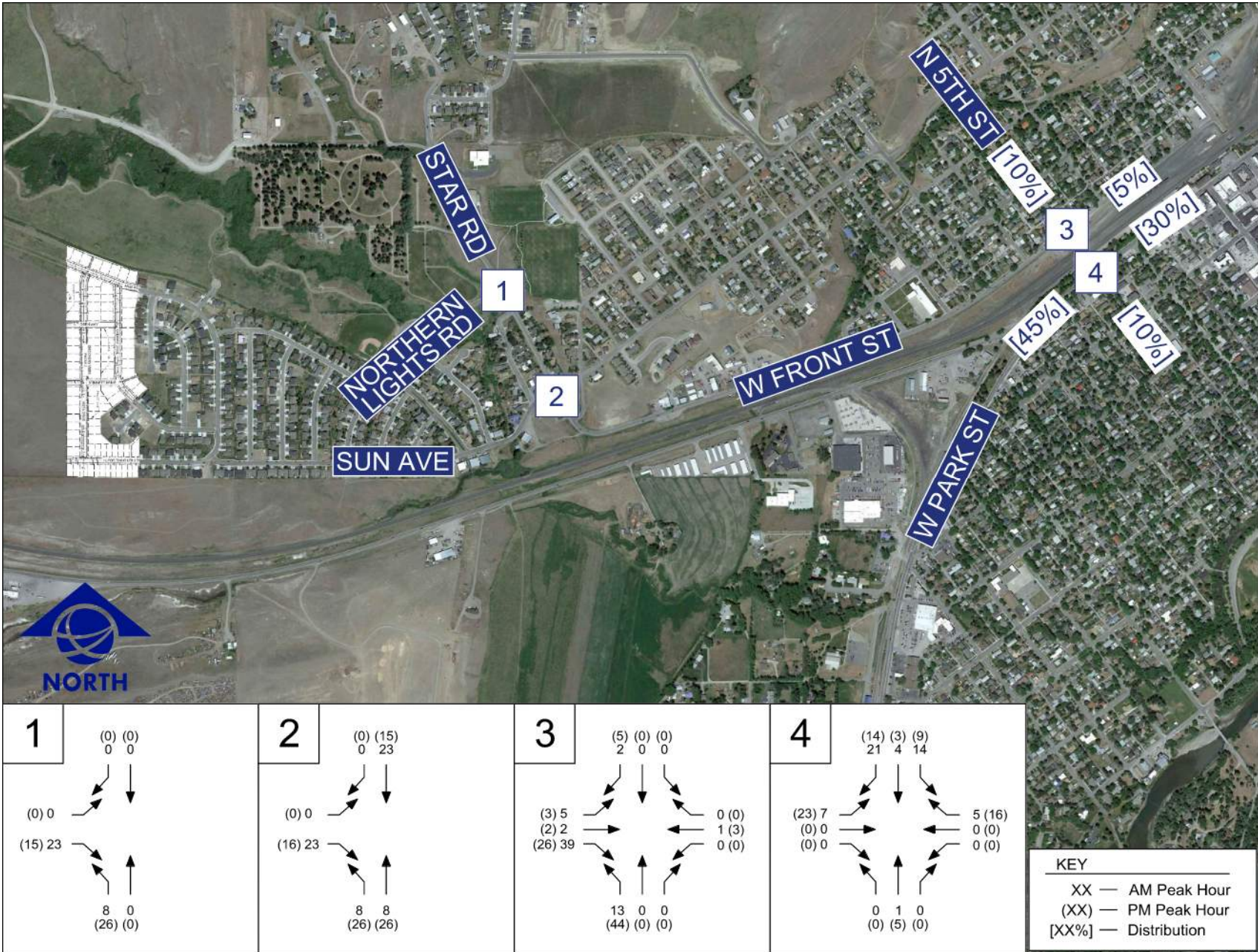


Figure 5: Trip Distribution & Traffic Assignment Summary

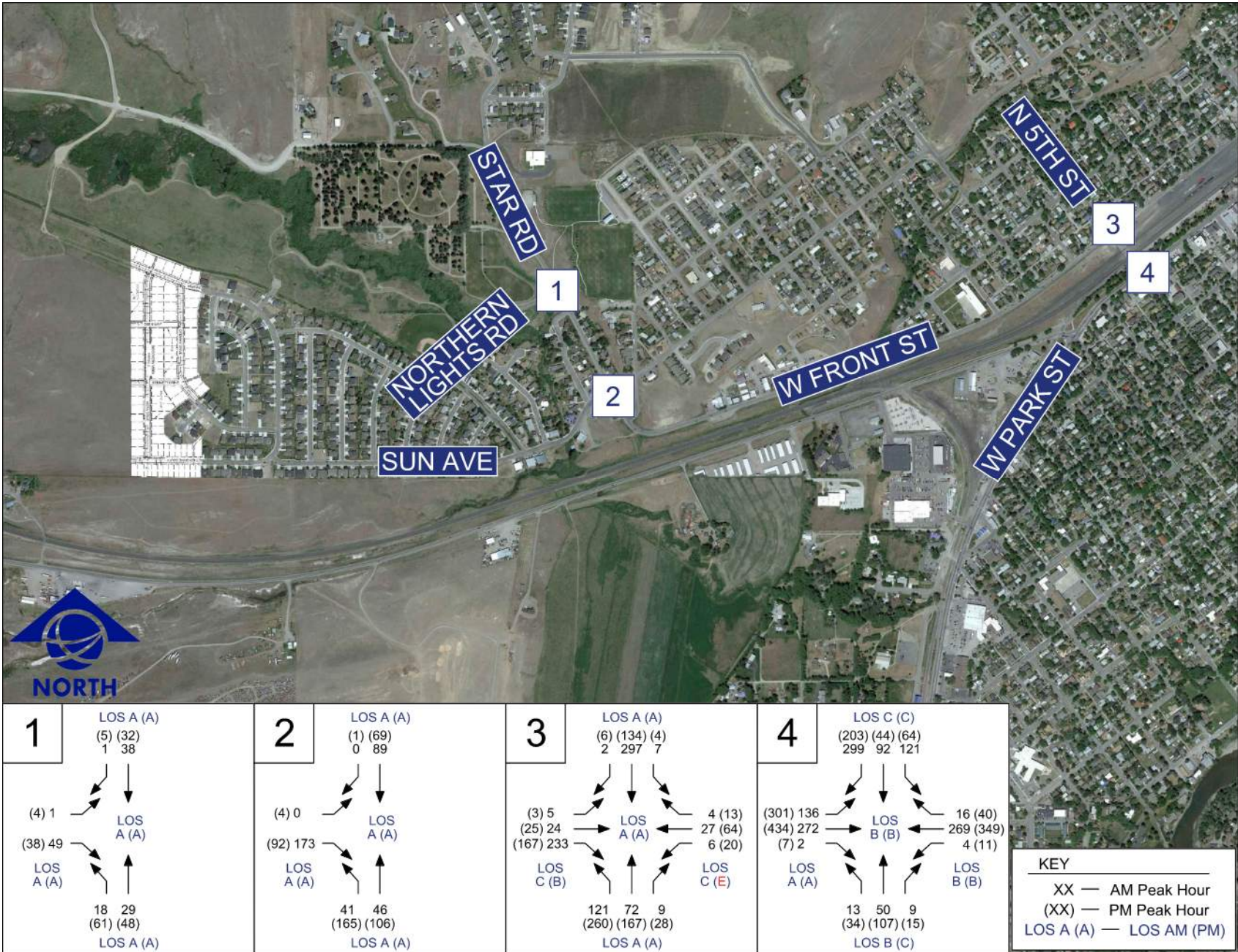


Figure 6: Future (2032) Traffic Projections

Intersection Capacity

Sanderson Stewart performed intersection capacity calculations for Discovery Vista Subdivision based on the AM and PM peak hour traffic volume projections presented in Figure 6 on the previous page. Peak hour factors (PHFs) for the design year were assumed to be 0.92 for the intersection, as that is the default value utilized by the HCM. The assumed values were utilized to not overestimate future congestion in the study area. Figure 6 also shows the LOS results at each intersection.

Future (2032) scenario capacity results are projected to be similar to the Existing Conditions (2022) scenario at all intersections except for the West Front Street/North 5th Street intersection, where the westbound approach is projected to operate at LOS E during the PM peak hour with a queue of 3 vehicles. Queuing is projected to worsen on the southbound approach at the West Park Street/North 5th Street intersection to a maximum of 7 vehicles, which would further block the railroad crossing on North 5th Street. A detailed intersection capacity summary table and capacity calculation worksheets for the Future (2032) traffic projections scenario can be found in Appendix C.

Mitigations

A variety of potential mitigation improvement options were evaluated to address existing concerns and/or projected impacts for study area streets and intersections. The following paragraphs provide details on that analysis.

Auxiliary Turn Lanes

Auxiliary right- and left-turn lanes were evaluated based on the methodology outlines in the MDT Traffic Engineering Manual (November 2007) for the Existing Conditions (2022) and Future (2032) scenarios:

- **Star Road & Northern Lights Road:** No turn lanes are warranted or projected to be warranted at this intersection.
- **Star Road & Sun Avenue:** No turn lanes are warranted or projected to be warranted at this intersection.
- **West Front Street & North 5th Street:** A northbound left-turn lane is warranted based on the Existing Conditions (2022) scenario. The warranted turn lane is not projected to improve westbound approach capacity above LOS E in the Future (2032) scenario.

Auxiliary turn lane warrant worksheets for the Existing Conditions (2022) and Future (2032) scenarios can be found in Appendix D.

Traffic Signals

The Manual on Uniform Traffic Control Devices (MUTCD) provides criteria for evaluating traffic signal warrants. The MUTCD presents several warrants that can be considered based on traffic volumes, school crossings, crash history, and others. Due to the nature of area land uses, satisfaction of the Peak Hour warrant alone should not be considered as warranting a signal, as it is primarily meant for application at office complexes, manufacturing plants, or other high-occupancy vehicle facilities that attract or discharge large numbers of vehicles over a short time.

Only four traffic volume hours were collected at the West Front Street/North 5th Street intersection, so only the Peak Hour warrant could be fully evaluated. The Peak Hour warrant is not met for the Existing Conditions (2022) scenario but is projected to be met for the Future (2032) scenario. All four collected hours of volume data meet the criteria for the Eight-Hour Vehicular Volume warrant in the Future (2032) scenario. None of the collected volumes meet the Four-Hour Vehicular Volume warrant for the Existing Conditions (2022) scenario, and three hours meet the criteria in the Future (2032) scenario. Although the volume-based warrants are likely not met in the short term, a signal may be considered at the West Front

Street/North 5th Street intersection due to its proximity to the railroad crossing to the south. If a signal is installed, it should be coordinated with the West Park Street/North 5th Street signal and include railroad preemption to prevent stopping across the railroad crossings. The intersection would operate well with a traffic signal. Traffic signal warrant worksheets for the Peak Hour warrant can be found in Appendix D.

CONCLUSIONS AND RECOMMENDATIONS

Conclusions

The preceding analysis has shown that construction of Phase 2 of Discovery Vista Subdivision will generate a moderate volume of new traffic demand in the study area. Through the planned development, it is estimated that approximately 830 total new external vehicle trips could be generated daily.

An evaluation of the Existing Conditions (2022) intersection capacity showed that all study intersections operate at LOS C or better during both the AM and PM peak hours. However, 95th percentile queues on North 5th Street currently back up into the railroad crossing on the north leg of the West Park Street/North 5th Street intersection. A crash history analysis showed that historical crash rates are higher than predicted crash rates at the intersections of West Front Street/North 5th Street, which had a high percentage of right-angle crashes, and West Park Street/North 5th Street, which had 33% of crashes occur due to rear-end collisions.

The Future (2032) intersection capacity analysis results for Discovery Vista Subdivision projected that the westbound approach at the West Front Street/North 5th Street intersection would operate at LOS E during the PM peak hour, with all other intersections and approaches projected to remain at LOS C or better.

A northbound left-turn lane is warranted at the West Front Street/North 5th Street based on the Existing Conditions (2022) scenario, and the Peak Hour signal warrant is met for the Future (2032) scenario.

Signalization along North 5th Street between West Park Street and West Front Street should be reevaluated to prevent vehicles from stopping across the railroad crossings on North 5th Street. A signal could be installed at the West Front Street/North 5th Street intersection and coordinated with the existing signal, including railroad preemption, to maximize safety in that corridor.

Recommendations

The following list of recommendations is based on the analysis results from this study and professional judgment:

- Consideration should be given to installing auxiliary left-turn lanes on all approaches at the intersection of West Front Street/North 5th Street to help improve safety, including the northbound left-turn lane that is warranted based on the Existing Conditions (2022) volumes. Auxiliary turn lanes would not improve projected capacity at this intersection. If any of these improvements are deemed necessary, a proportionate share contribution from Discovery Vista Subdivision should be calculated.
- Traffic volumes should be monitored at the West Front Street/North 5th Street intersection as traffic continues to increase in the area, with consideration given to installing a traffic signal to be coordinated with the West Park Street/North 5th Street signal, including preemption for the at-grade railroad crossings on North 5th Street. This would prevent vehicles from unsafely stopping across the railroad tracks. If a signal is deemed necessary, a proportionate share contribution from Discovery Vista Subdivision should be calculated.

- Consideration should be given to increasing the yellow clearance intervals at the intersection of West Park Street/North 5th Street to match operating speeds on all approaches and increase overall safety.
- All transportation-related improvements shall be designed in accordance with City of Livingston and/or MDT standards (where applicable) and the Manual on Uniform Traffic Control Devices (MUTCD).

TRAFFIC VOLUME DATA

APPENDIX A

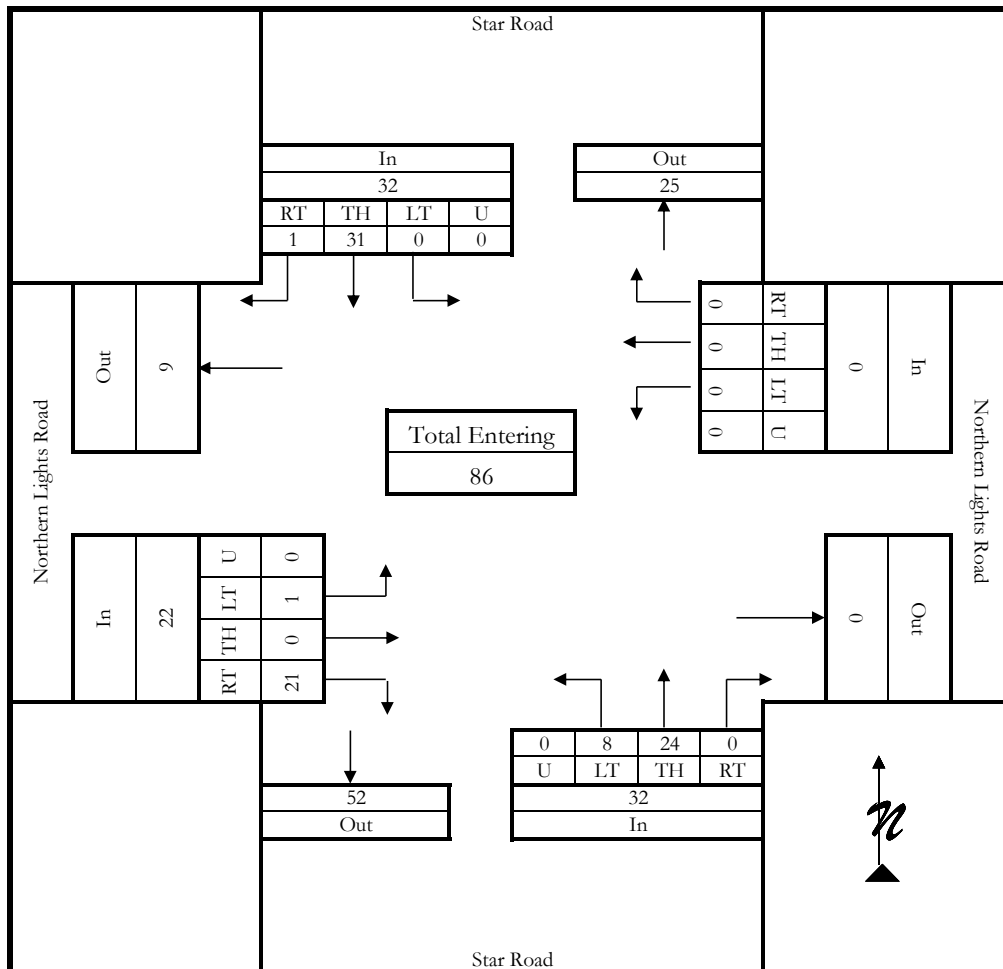
INTERSECTION TURNING MOVEMENT COUNT SUMMARY

General Information

Counted By: Gannon Chamberlain	Intersection: Star Road and Northern Lights Road
Agency/Company: Sanderson Stewart	Jurisdiction: Livingston, MT /MDT
Date Performed: Thursday, January 27, 2022	Project Description: Discovery Vista Phase 2
Count Time Period: AM Peak Hour (7:30 - 8:30 AM)	Project Number: 22016
North/South Street: Star Road	East/West Street: Northern Lights Road

Vehicle Volumes and Adjustments

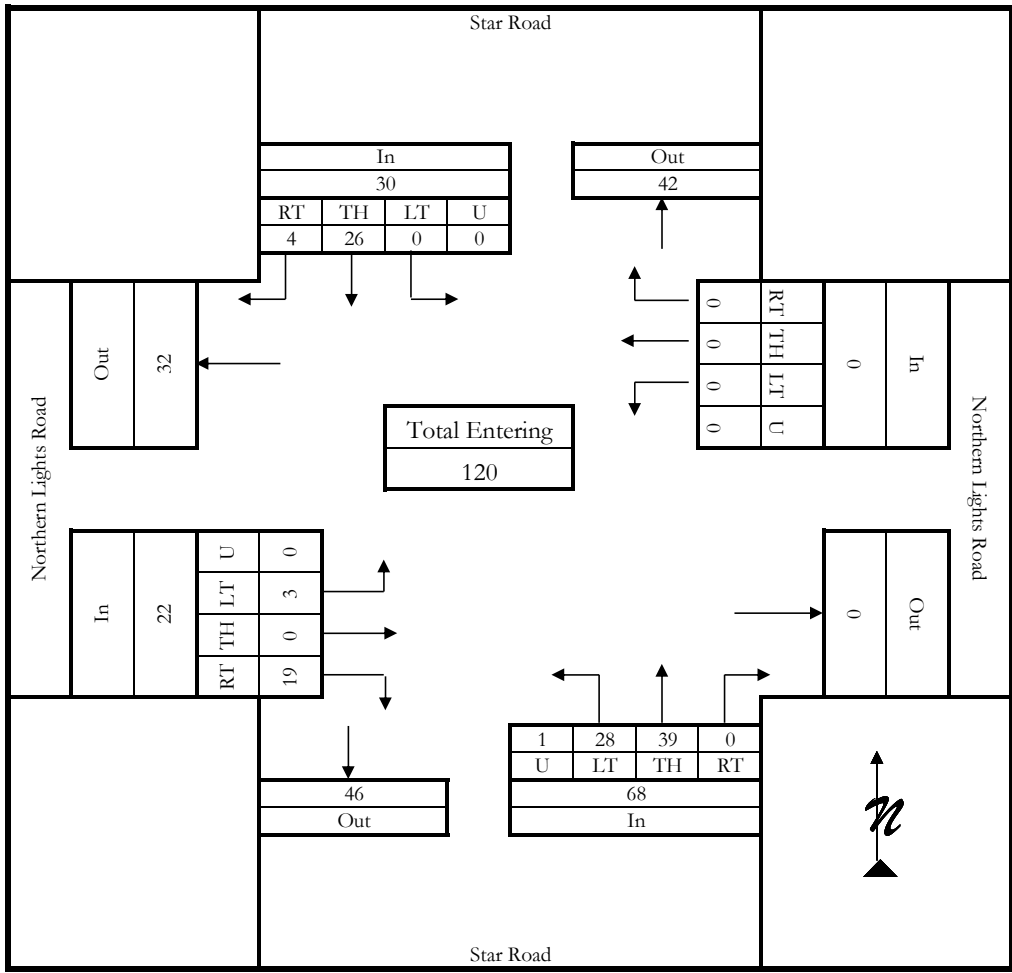
Start Time	Star Road Southbound					Star Road Northbound					Northern Lights Road Eastbound					Northern Lights Road Westbound					Int. Total
	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	
Factor	0.92	0.92	0.92	0.92		0.92	0.92	0.92	0.92		1.00	1.00	1.00	1.00		1.00	1.00	1.00	1.00		
7:30 AM	1	7	0	0	8	0	7	2	0	9	9	0	1	0	10	0	0	0	0	0	27
7:45 AM	0	13	0	0	13	0	5	1	0	6	6	0	0	0	6	0	0	0	0	0	25
8:00 AM	0	9	0	0	9	0	4	2	0	6	4	0	0	0	4	0	0	0	0	0	19
8:15 AM	0	2	0	0	2	0	8	3	0	11	2	0	0	0	2	0	0	0	0	0	15
Grand Total	1	31	0	0	32	0	24	8	0	32	21	0	1	0	22	0	0	0	0	0	86
Medium Truck %	100.0	0.0	0.0	0.0	3.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Heavy Truck %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total Truck %	100.0	0.0	0.0	0.0	3.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total %	1.2	36.0	0.0	0.0	37.2	0.0	27.9	9.3	0.0	37.2	24.4	0.0	1.2	0.0	25.6	0.0	0.0	0.0	0.0	0.0	100.0
PHF	0.97	0.97	0.97			0.85	0.85	0.85			0.55	0.55	0.55			1.00	1.00	1.00			0.78



INTERSECTION TURNING MOVEMENT COUNT SUMMARY

General Information	
Counted By: Gannon Chamberlain	Intersection: Star Road and Northern Lights Road
Agency/Company: Sanderson Stewart	Jurisdiction: Livingston, MT /MDT
Date Performed: Thursday, January 27, 2022	Project Description: Discovery Vista Phase 2
Count Time Period: PM Peak Hour (4:45 - 5:45 PM)	Project Number: 22016
North/South Street: Star Road	East/West Street: Northern Lights Road

Start Time	Star Road Southbound					Star Road Northbound					Northern Lights Road Eastbound					Northern Lights Road Westbound					Int. Total
	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	
Factor	0.92	0.92	0.92	0.92		0.92	0.92	0.92	0.92		1.00	1.00	1.00	1.00		1.00	1.00	1.00	1.00		
4:45 PM	3	9	0	0	12	0	6	4	1	11	7	0	0	0	7	0	0	0	0	0	30
5:00 PM	1	7	0	0	8	0	12	6	0	18	5	0	1	0	6	0	0	0	0	0	32
5:15 PM	0	6	0	0	6	0	8	5	0	13	4	0	0	0	4	0	0	0	0	0	23
5:30 PM	0	4	0	0	4	0	13	13	0	26	3	0	2	0	5	0	0	0	0	0	35
Grand Total	4	26	0	0	30	0	39	28	1	68	19	0	3	0	22	0	0	0	0	0	120
Medium Truck %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Heavy Truck %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total Truck %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total %	3.3	21.7	0.0	0.0	25.0	0.0	32.5	23.3	0.8	56.7	15.8	0.0	2.5	0.0	18.3	0.0	0.0	0.0	0.0	0.0	100.0
PHF	0.92	0.92	0.92			0.96	0.96	0.96			0.92	0.92	0.92			1.00	1.00	1.00			0.94



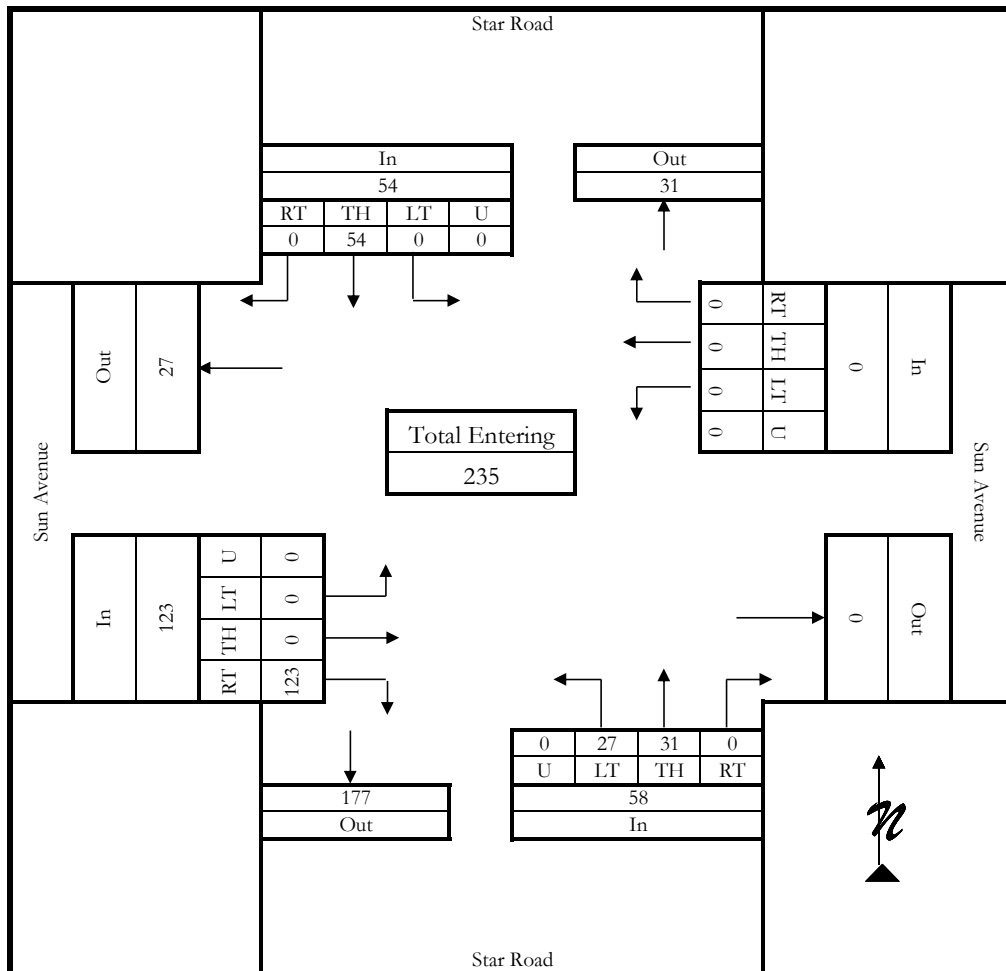
INTERSECTION TURNING MOVEMENT COUNT SUMMARY

General Information

Counted By: Gannon Chamberlain	Intersection: Star Road and Sun Avenue
Agency/Company: Sanderson Stewart	Jurisdiction: Livingston, MT /MDT
Date Performed: Thursday, January 27, 2022	Project Description: Discovery Vista Phase 2
Count Time Period: AM Peak Hour (7:30 - 8:30 AM)	Project Number: 22016
Project Number: 22016	Project Description: Discovery Vista Phase 2
North/South Street: Star Road	East/West Street: Sun Avenue

Vehicle Volumes and Adjustments

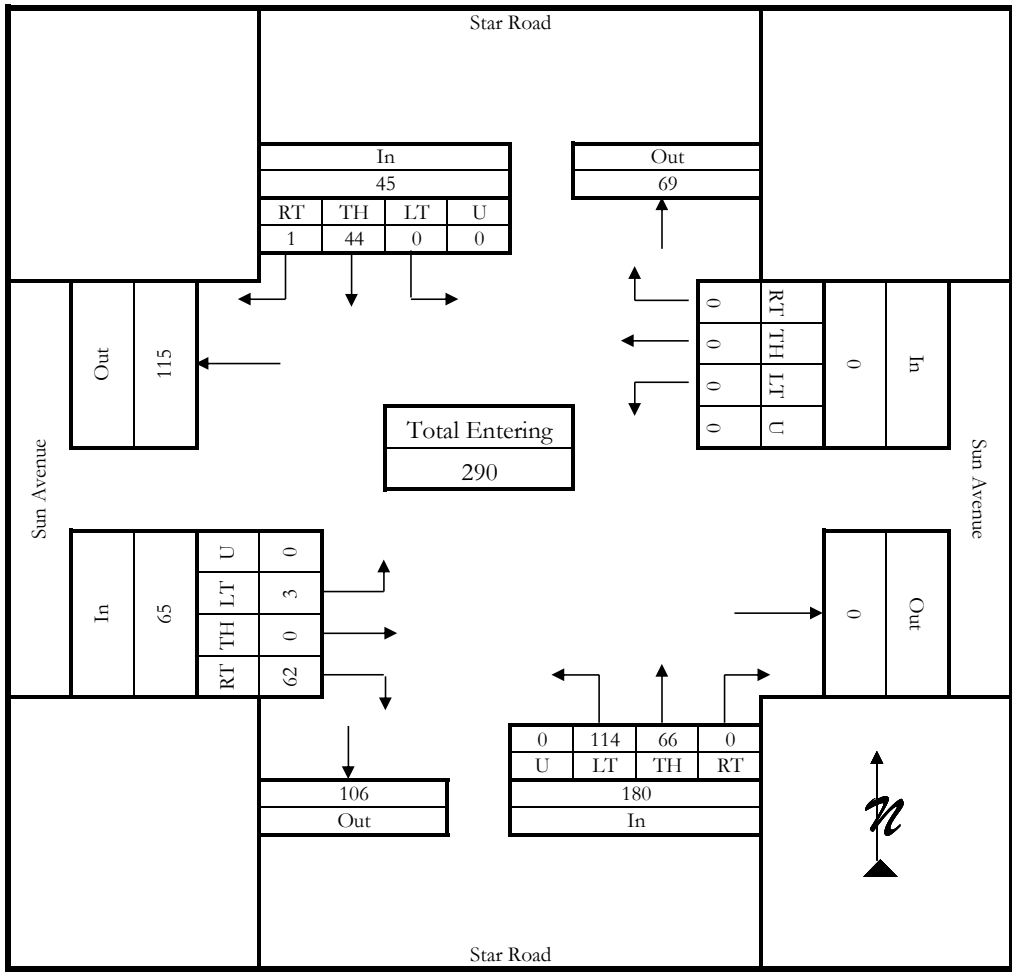
Start Time	Star Road Southbound					Star Road Northbound					Sun Avenue Eastbound					Sun Avenue Westbound					Int. Total
	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	
Factor	0.92	0.92	0.92	0.92		0.92	0.92	0.92	0.92		1.00	1.00	1.00	1.00		1.00	1.00	1.00	1.00		
7:30 AM	0	18	0	0	18	0	9	3	0	12	51	0	0	0	51	0	0	0	0	0	81
7:45 AM	0	19	0	0	19	0	6	3	0	9	40	0	0	0	40	0	0	0	0	0	68
8:00 AM	0	12	0	0	12	0	6	12	0	18	14	0	0	0	14	0	0	0	0	0	44
8:15 AM	0	5	0	0	5	0	10	9	0	19	18	0	0	0	18	0	0	0	0	0	42
Grand Total	0	54	0	0	54	0	31	27	0	58	123	0	0	0	123	0	0	0	0	0	235
Medium Truck %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.7	0.0	1.7	2.4	0.0	0.0	0.0	2.4	0.0	0.0	0.0	0.0	0.0	
Heavy Truck %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total Truck %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.7	0.0	1.7	2.4	0.0	0.0	0.0	2.4	0.0	0.0	0.0	0.0	0.0	
Total %	0.0	23.0	0.0	0.0	23.0	0.0	13.2	11.5	0.0	24.7	52.3	0.0	0.0	0.0	52.3	0.0	0.0	0.0	0.0	0.0	100.0
PHF	0.74	0.74	0.74			1.00	1.00	1.00			0.60	0.60	0.60			1.00	1.00	1.00			0.73



INTERSECTION TURNING MOVEMENT COUNT SUMMARY

General Information	
Counted By: Gannon Chamberlain	Intersection: Star Road and Sun Avenue
Agency/Company: Sanderson Stewart	Jurisdiction: Livingston, MT /MDT
Date Performed: Thursday, January 27, 2022	Project Description: Discovery Vista Phase 2
Count Time Period: PM Peak Hour (4:45 - 5:45 PM)	Project Number: 22016
North/South Street: Star Road	East/West Street: Sun Avenue

Start Time	Star Road Southbound					Star Road Northbound					Sun Avenue Eastbound					Sun Avenue Westbound					Int. Total
	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	
Factor	0.92	0.92	0.92	0.92		0.92	0.92	0.92	0.92		1.00	1.00	1.00	1.00		1.00	1.00	1.00	1.00		
4:45 PM	0	16	0	0	16	0	10	21	0	31	18	0	1	0	19	0	0	0	0	0	66
5:00 PM	0	12	0	0	12	0	17	34	0	51	13	0	1	0	14	0	0	0	0	0	77
5:15 PM	1	9	0	0	10	0	13	33	0	46	16	0	0	0	16	0	0	0	0	0	72
5:30 PM	0	7	0	0	7	0	26	26	0	52	15	0	1	0	16	0	0	0	0	0	75
Grand Total	1	44	0	0	45	0	66	114	0	180	62	0	3	0	65	0	0	0	0	0	290
Medium Truck %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.6	0.0	0.0	0.0	1.5	0.0	0.0	0.0	0.0	0.0	
Heavy Truck %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total Truck %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.6	0.0	0.0	0.0	1.5	0.0	0.0	0.0	0.0	0.0	
Total %	0.3	15.2	0.0	0.0	15.5	0.0	22.8	39.3	0.0	62.1	21.4	0.0	1.0	0.0	22.4	0.0	0.0	0.0	0.0	0.0	100.0
PHF	0.94	0.94	0.94			0.88	0.88	0.88			1.00	1.00	1.00			1.00	1.00	1.00			0.93



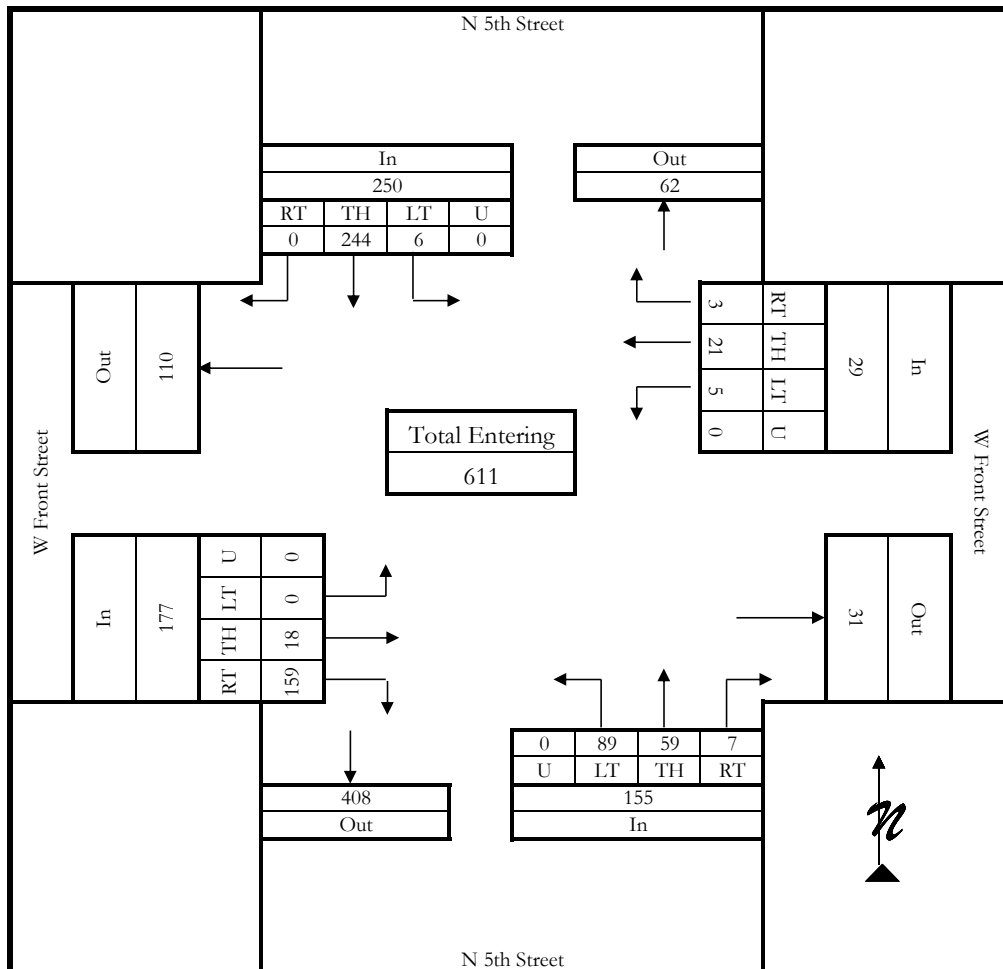
INTERSECTION TURNING MOVEMENT COUNT SUMMARY

General Information

Counted By: Gannon Chamberlain	Intersection: N 5th Street and W Front Street
Agency/Company: Sanderson Stewart	Jurisdiction: Livingston, MT /MDT
Date Performed: Thursday, January 27, 2022	
Count Time Period: AM Peak Hour (7:30 - 8:30 AM)	
Project Number: 22016	Project Description: Discovery Vista Phase 2
North/South Street: N 5th Street	East/West Street: W Front Street

Vehicle Volumes and Adjustments

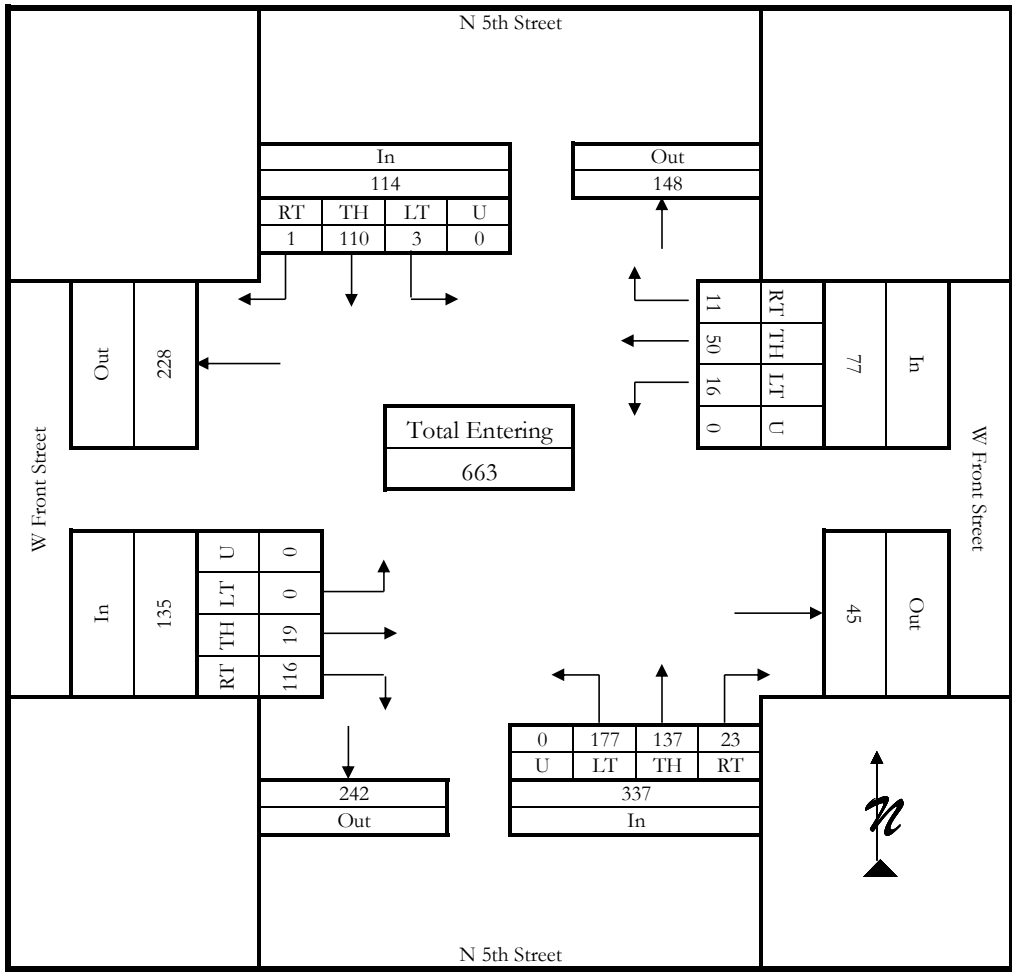
Start Time	N 5th Street Southbound					N 5th Street Northbound					W Front Street Eastbound					W Front Street Westbound					Int. Total
	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	
Factor	1.00	1.00	1.00	1.00		0.92	0.92	0.92	0.92		0.92	0.92	0.92	0.92		0.92	0.92	0.92	0.92		
7:30 AM	0	64	0	0	64	0	14	16	0	30	51	6	0	0	57	0	5	2	0	7	158
7:45 AM	0	100	3	0	103	1	12	18	0	31	53	4	0	0	57	2	0	1	0	3	194
8:00 AM	0	48	0	0	48	5	18	28	0	51	37	2	0	0	39	0	6	2	0	8	146
8:15 AM	0	32	3	0	35	1	15	27	0	43	18	6	0	0	24	1	10	0	0	11	113
Grand Total	0	244	6	0	250	7	59	89	0	155	159	18	0	0	177	3	21	5	0	29	611
Medium Truck %	0.0	0.8	0.0	0.0	0.8	0.0	1.7	3.4	0.0	2.6	1.3	0.0	0.0	0.0	1.1	0.0	4.8	0.0	0.0	3.4	
Heavy Truck %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total Truck %	0.0	0.8	0.0	0.0	0.8	0.0	1.7	3.4	0.0	2.6	1.3	0.0	0.0	0.0	1.1	0.0	4.8	0.0	0.0	3.4	
Total %	0.0	39.9	1.0	0.0	40.9	1.1	9.7	14.6	0.0	25.4	26.0	2.9	0.0	0.0	29.0	0.5	3.4	0.8	0.0	4.7	100.0
PHF	0.61	0.61	0.61			1.00	1.00	1.00			0.77	0.77	0.77			1.00	1.00	1.00			0.79



INTERSECTION TURNING MOVEMENT COUNT SUMMARY

General Information	
Counted By: Gannon Chamberlain	Intersection: N 5th Street and W Front Street
Agency/Company: Sanderson Stewart	Jurisdiction: Livingston, MT /MDT
Date Performed: Thursday, January 27, 2022	Project Description: Discovery Vista Phase 2
Count Time Period: PM Peak Hour (4:45 - 5:45 PM)	Project Number: 22016
North/South Street: N 5th Street	East/West Street: W Front Street

Start Time	N 5th Street Southbound					N 5th Street Northbound					W Front Street Eastbound					W Front Street Westbound					Int. Total
	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	
Factor	1.00	1.00	1.00	1.00		0.92	0.92	0.92	0.92		0.92	0.92	0.92	0.92		0.92	0.92	0.92	0.92		
4:45 PM	0	32	0	0	32	11	23	39	0	73	33	4	0	0	37	2	11	5	0	18	160
5:00 PM	1	24	0	0	25	5	43	50	0	98	31	4	0	0	35	2	13	2	0	17	175
5:15 PM	0	24	3	0	27	3	38	34	0	75	24	5	0	0	29	5	11	4	0	20	151
5:30 PM	0	30	0	0	30	4	33	54	0	91	28	6	0	0	34	2	15	5	0	22	177
Grand Total	1	110	3	0	114	23	137	177	0	337	116	19	0	0	135	11	50	16	0	77	663
Medium Truck %	0.0	0.9	0.0	0.0	0.9	0.0	0.7	1.1	0.0	0.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Heavy Truck %	0.0	0.9	0.0	0.0	0.9	4.3	0.0	0.0	0.0	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total Truck %	0.0	1.8	0.0	0.0	1.8	4.3	0.7	1.1	0.0	1.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total %	0.2	16.6	0.5	0.0	17.2	3.5	20.7	26.7	0.0	50.8	17.5	2.9	0.0	0.0	20.4	1.7	7.5	2.4	0.0	11.6	100.0
PHF	0.95	0.95	0.95			0.93	0.93	0.93			0.99	0.99	0.99			0.88	0.88	0.88			0.94



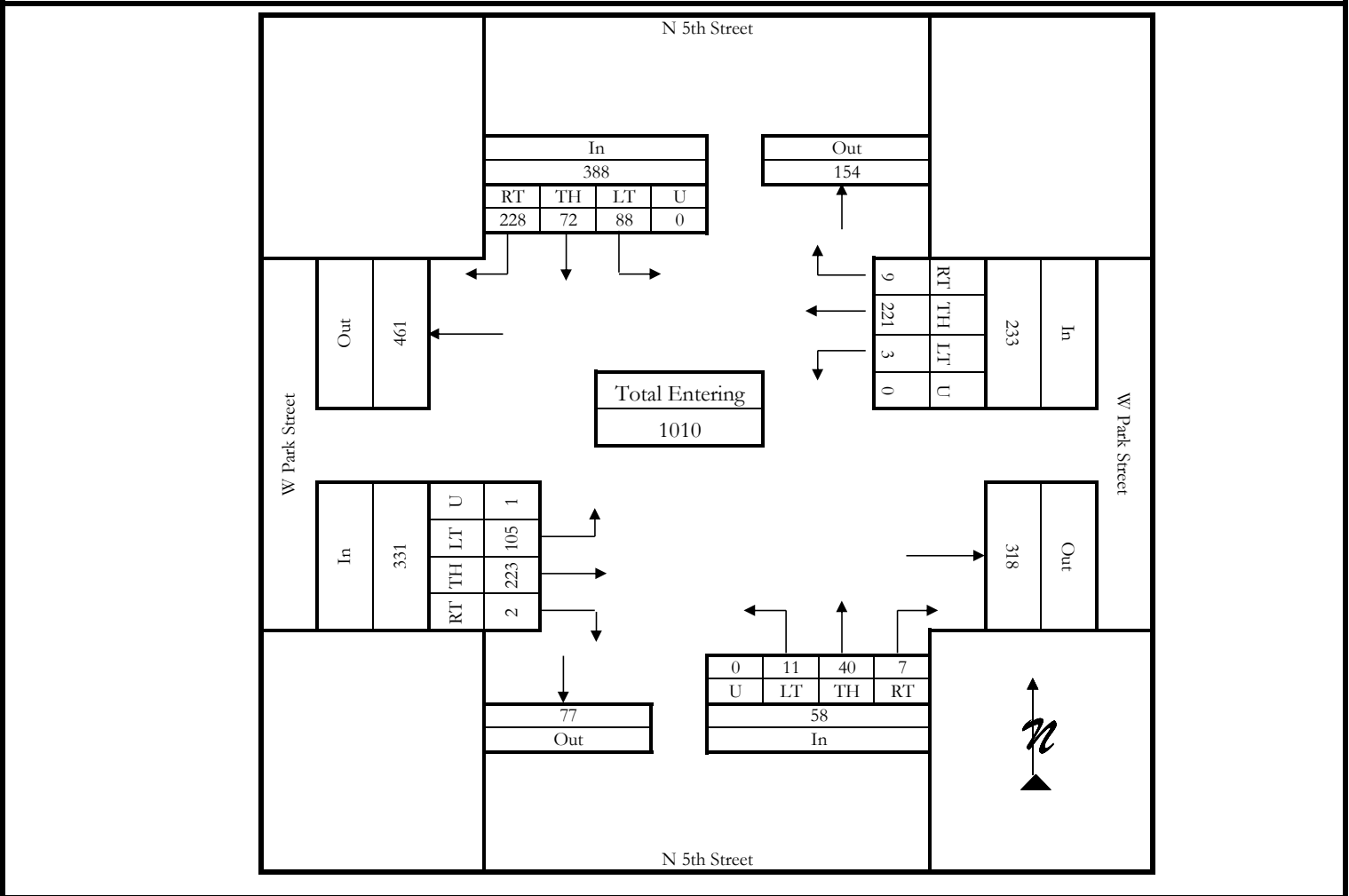
INTERSECTION TURNING MOVEMENT COUNT SUMMARY

General Information

Counted By: Gannon Chamberlain	Intersection: N 5th Street and W Park Street
Agency/Company: Sanderson Stewart	Jurisdiction: Livingston, MT /MDT
Date Performed: Thursday, January 27, 2022	
Count Time Period: AM Peak Hour (7:30 - 8:30 AM)	
Project Number: 22016	Project Description: Discovery Vista Phase 2
North/South Street: N 5th Street	East/West Street: W Park Street

Vehicle Volumes and Adjustments

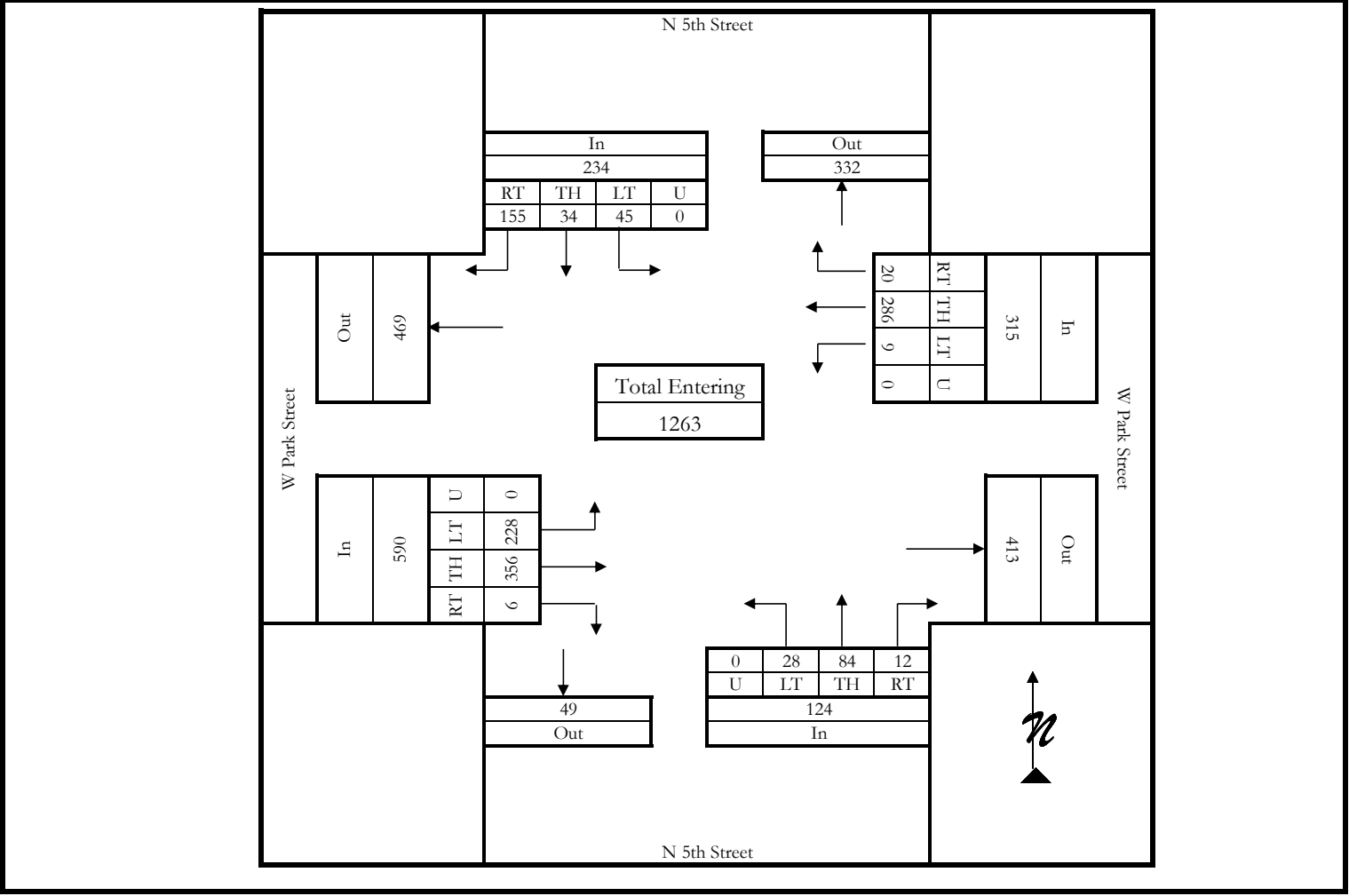
Start Time	N 5th Street Southbound					N 5th Street Northbound					W Park Street Eastbound					W Park Street Westbound					Int. Total
	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	
Factor	0.92	0.92	0.92	0.92		0.92	0.92	0.92	0.92		0.91	0.91	0.91	0.91		0.91	0.91	0.91	0.91		
7:30 AM	61	29	17	0	107	1	4	0	0	5	1	61	22	0	84	3	41	0	0	44	240
7:45 AM	81	24	43	0	148	3	6	6	0	15	1	63	25	0	89	1	50	2	0	53	305
8:00 AM	49	15	22	0	86	1	20	4	0	25	0	55	29	0	84	2	60	1	0	63	258
8:15 AM	37	4	6	0	47	2	10	1	0	13	0	44	29	1	74	3	70	0	0	73	207
Grand Total	228	72	88	0	388	7	40	11	0	58	2	223	105	1	331	9	221	3	0	233	1010
Medium Truck %	0.9	1.4	0.0	0.0	0.8	0.0	2.5	0.0	0.0	1.7	0.0	1.8	1.0	0.0	1.5	0.0	2.3	0.0	0.0	2.1	
Heavy Truck %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.8	0.0	0.0	1.2	0.0	0.5	0.0	0.0	0.4	
Total Truck %	0.9	1.4	0.0	0.0	0.8	0.0	2.5	0.0	0.0	1.7	0.0	3.6	1.0	0.0	2.7	0.0	2.7	0.0	0.0	2.6	
Total %	22.6	7.1	8.7	0.0	38.4	0.7	4.0	1.1	0.0	5.7	0.2	22.1	10.4	0.1	32.8	0.9	21.9	0.3	0.0	23.1	100.0
PHF	0.65	0.65	0.65			0.93	0.93	0.93			0.92	0.92	0.92			1.00	1.00	1.00			0.82



INTERSECTION TURNING MOVEMENT COUNT SUMMARY

General Information	
Counted By: Gannon Chamberlain	Intersection: N 5th Street and W Park Street
Agency/Company: Sanderson Stewart	Jurisdiction: Livingston, MT /MDT
Date Performed: Thursday, January 27, 2022	Project Description: Discovery Vista Phase 2
Count Time Period: PM Peak Hour (4:45 - 5:45 PM)	Project Number: 22016
North/South Street: N 5th Street	East/West Street: W Park Street

Start Time	N 5th Street Southbound					N 5th Street Northbound					W Park Street Eastbound					W Park Street Westbound					Int. Total
	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	Right	Thru	Left	U-turn	Total	
Factor	0.92	0.92	0.92	0.92		0.92	0.92	0.92	0.92		0.91	0.91	0.91	0.91		0.91	0.91	0.91	0.91		
4:45 PM	49	9	11	0	69	1	23	7	0	31	1	86	44	0	131	6	93	1	0	100	331
5:00 PM	30	9	12	0	51	6	25	11	0	42	1	81	65	0	147	5	75	5	0	85	325
5:15 PM	37	6	10	0	53	3	19	6	0	28	3	93	49	0	145	4	67	1	0	72	298
5:30 PM	39	10	12	0	61	2	17	4	0	23	1	96	70	0	167	5	51	2	0	58	309
Grand Total	155	34	45	0	234	12	84	28	0	124	6	356	228	0	590	20	286	9	0	315	1263
Medium Truck %	1.9	0.0	0.0	0.0	1.3	0.0	1.2	0.0	0.0	0.8	0.0	0.3	0.4	0.0	0.3	0.0	1.4	0.0	0.0	1.3	
Heavy Truck %	0.6	0.0	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.3	0.0	0.0	0.2	5.0	0.0	0.0	0.0	0.3	
Total Truck %	2.6	0.0	0.0	0.0	1.7	0.0	1.2	0.0	0.0	0.8	0.0	0.6	0.4	0.0	0.5	5.0	1.4	0.0	0.0	1.6	
Total %	12.3	2.7	3.6	0.0	18.5	1.0	6.7	2.2	0.0	9.8	0.5	28.2	18.1	0.0	46.7	1.6	22.6	0.7	0.0	24.9	100.0
PHF	0.85	0.85	0.85			0.99	0.99	0.99			1.00	1.00	1.00			0.79	0.79	0.79			0.95



**CAPACITY CALCULATIONS –
EXISTING CONDITIONS (2022)**

APPENDIX B

Intersection	Approach	Existing (2022)					
		AM Peak			PM Peak		
		Avg Delay (s/veh)	LOS	95th % Queue (veh)	Avg Delay (s/veh)	LOS	95th % Queue (veh)
<i>Intersection Control</i>		<i>One-Way Stop-Control (EB)</i>					
Star Road & Northern Lights Road	EB	8.6	A	1	8.6	A	1
	NB	1.8	A	0	3.1	A	1
	SB	0.0	A	0	0.0	A	0
	Intersection	2.9	A	--	3.3	A	--
<i>Intersection Control</i>		<i>One-Way Stop-Control (EB)</i>					
Star Road & Sun Avenue	EB	9.4	A	1	8.9	A	1
	NB	3.5	A	1	4.7	A	1
	SB	0.0	A	0	0.0	A	0
	Intersection	5.8	A	--	4.9	A	--
<i>Intersection Control</i>		<i>Two-Way Stop-Control (EB/WB)</i>					
West Front Street & North 5th Street	EB	13.2	B	2	11.0	B	1
	WB	16.9	C	1	18.9	C	1
	NB	4.7	A	1	4.1	A	1
	SB	0.2	A	0	0.2	A	0
	Intersection	5.9	A	--	6.6	A	--
<i>Intersection Control</i>		<i>Signalized</i>					
West Park Street & North 5th Street	EB	6.5	A	4	4.9	A	5
	WB	10.4	B	6	9.2	A	8
	NB	16.8	B	2	20.8	C	4
	SB	21.4	C	5	23.0	C	3
	Intersection	13.7	B	--	10.9	B	--

Queues

3: N 5th St & W Park St

02/25/2022



Lane Group	SET	SER	NWT	NEL	NET	SWL	SWT
Lane Group Flow (vph)	195	278	71	129	274	4	281
v/c Ratio	0.60	0.53	0.19	0.20	0.28	0.01	0.39
Control Delay	29.6	9.1	18.2	6.5	7.9	14.7	16.8
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	29.6	9.1	18.2	6.5	7.9	14.7	16.8
Queue Length 50th (ft)	65	13	18	16	43	1	70
Queue Length 95th (ft)	116	53	44	43	92	7	149
Internal Link Dist (ft)	318		385		327		644
Turn Bay Length (ft)		40		90		100	
Base Capacity (vph)	536	716	619	725	1325	531	870
Starvation Cap Reductn	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0
Reduced v/c Ratio	0.36	0.39	0.11	0.18	0.21	0.01	0.32

Intersection Summary

HCM 6th Signalized Intersection Summary
3: N 5th St & W Park St

02/25/2022



Movement	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations		↕	↗		↕		↖	↔		↖	↔	
Traffic Volume (veh/h)	88	72	228	11	40	7	106	223	2	3	221	9
Future Volume (veh/h)	88	72	228	11	40	7	106	223	2	3	221	9
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1750	1736	1736	1750	1723	1750	1736	1695	1750	1750	1709	1750
Adj Flow Rate, veh/h	107	88	278	13	49	9	129	272	2	4	270	11
Peak Hour Factor	0.82	0.82	0.82	0.82	0.82	0.82	0.82	0.82	0.82	0.82	0.82	0.82
Percent Heavy Veh, %	0	1	1	0	2	0	1	4	0	0	3	0
Cap, veh/h	277	196	357	110	303	49	617	959	7	634	733	30
Arrive On Green	0.24	0.24	0.24	0.24	0.24	0.24	0.07	0.57	0.57	0.45	0.45	0.45
Sat Flow, veh/h	727	809	1471	139	1249	201	1654	1681	12	1123	1631	66
Grp Volume(v), veh/h	195	0	278	71	0	0	129	0	274	4	0	281
Grp Sat Flow(s),veh/h/ln	1536	0	1471	1590	0	0	1654	0	1693	1123	0	1697
Q Serve(g_s), s	4.1	0.0	9.8	0.0	0.0	0.0	2.1	0.0	4.6	0.1	0.0	6.1
Cycle Q Clear(g_c), s	6.0	0.0	9.8	1.9	0.0	0.0	2.1	0.0	4.6	0.1	0.0	6.1
Prop In Lane	0.55		1.00	0.18		0.13	1.00		0.01	1.00		0.04
Lane Grp Cap(c), veh/h	473	0	357	462	0	0	617	0	966	634	0	763
V/C Ratio(X)	0.41	0.00	0.78	0.15	0.00	0.00	0.21	0.00	0.28	0.01	0.00	0.37
Avail Cap(c_a), veh/h	722	0	600	710	0	0	922	0	1428	733	0	912
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	0.00	1.00	0.00	1.00	1.00	0.00	1.00
Uniform Delay (d), s/veh	18.1	0.0	19.7	16.7	0.0	0.0	6.7	0.0	6.1	8.5	0.0	10.1
Incr Delay (d2), s/veh	0.6	0.0	3.7	0.2	0.0	0.0	0.2	0.0	0.2	0.0	0.0	0.3
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	2.1	0.0	3.5	0.7	0.0	0.0	0.6	0.0	1.3	0.0	0.0	2.0
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	18.7	0.0	23.4	16.8	0.0	0.0	6.9	0.0	6.3	8.5	0.0	10.4
LnGrp LOS	B	A	C	B	A	A	A	A	A	A	A	B
Approach Vol, veh/h		473			71			403				285
Approach Delay, s/veh		21.4			16.8			6.5				10.4
Approach LOS		C			B			A				B
Timer - Assigned Phs		2		4	5	6		8				
Phs Duration (G+Y+Rc), s		36.8		18.8	6.7	30.1		18.8				
Change Period (Y+Rc), s		5.1		* 5.3	3.0	5.1		* 5.3				
Max Green Setting (Gmax), s		46.9		* 23	14.0	29.9		* 23				
Max Q Clear Time (g_c+I1), s		6.6		11.8	4.1	8.1		3.9				
Green Ext Time (p_c), s		1.9		1.7	0.2	1.7		0.3				

Intersection Summary

HCM 6th Ctrl Delay	13.7
HCM 6th LOS	B

Notes

* HCM 6th computational engine requires equal clearance times for the phases crossing the barrier.

Intersection

Int Delay, s/veh 5.9

Movement	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	6	244	0	89	59	7	0	18	159	5	21	3
Future Vol, veh/h	6	244	0	89	59	7	0	18	159	5	21	3
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	79	79	79	79	79	79	79	79	79	79	79	79
Heavy Vehicles, %	0	1	0	3	2	0	0	0	1	0	5	0
Mvmt Flow	8	309	0	113	75	9	0	23	201	6	27	4

Major/Minor	Major1	Major2	Minor1	Minor2
Conflicting Flow All	84	0	0	309
Stage 1	-	-	-	-
Stage 2	-	-	-	-
Critical Hdwy	4.1	-	-	4.13
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-
Follow-up Hdwy	2.2	-	-	2.227
Pot Cap-1 Maneuver	1526	-	-	1246
Stage 1	-	-	-	-
Stage 2	-	-	-	-
Platoon blocked, %	-	-	-	-
Mov Cap-1 Maneuver	1526	-	-	1246
Mov Cap-2 Maneuver	-	-	-	-
Stage 1	-	-	-	-
Stage 2	-	-	-	-

Approach	SE	NW	NE	SW
HCM Control Delay, s	0.2	4.7	13.2	16.9
HCM LOS			B	C

Minor Lane/Major Mvmt	NELn1	NWL	NWT	NWR	SEL	SET	SERSWLn1
Capacity (veh/h)	663	1246	-	-	1526	-	-
HCM Lane V/C Ratio	0.338	0.09	-	-	0.005	-	-
HCM Control Delay (s)	13.2	8.2	0	-	7.4	0	-
HCM Lane LOS	B	A	A	-	A	A	-
HCM 95th %tile Q(veh)	1.5	0.3	-	-	0	-	-

Intersection						
Int Delay, s/veh	5.8					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	T			T		
Traffic Vol, veh/h	0	123	27	31	54	0
Future Vol, veh/h	0	123	27	31	54	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	73	73	73	73	73	73
Heavy Vehicles, %	0	2	4	0	0	0
Mvmt Flow	0	168	37	42	74	0

Major/Minor	Minor2	Major1		Major2	
Conflicting Flow All	190	74	74	0	0
Stage 1	74	-	-	-	-
Stage 2	116	-	-	-	-
Critical Hdwy	6.4	6.22	4.14	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-
Follow-up Hdwy	3.5	3.318	2.236	-	-
Pot Cap-1 Maneuver	804	988	1513	-	-
Stage 1	954	-	-	-	-
Stage 2	914	-	-	-	-
Platoon blocked, %				-	-
Mov Cap-1 Maneuver	784	988	1513	-	-
Mov Cap-2 Maneuver	784	-	-	-	-
Stage 1	930	-	-	-	-
Stage 2	914	-	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	9.4	3.5	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	1513	-	988	-	-
HCM Lane V/C Ratio	0.024	-	0.171	-	-
HCM Control Delay (s)	7.4	0	9.4	-	-
HCM Lane LOS	A	A	A	-	-
HCM 95th %tile Q(veh)	0.1	-	0.6	-	-

HCM 6th TWSC
13: Star Rd & Northern Lights Rd

02/25/2022

Intersection						
Int Delay, s/veh	2.9					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	T			T		T
Traffic Vol, veh/h	1	21	8	24	31	1
Future Vol, veh/h	1	21	8	24	31	1
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	78	78	78	78	78	78
Heavy Vehicles, %	0	0	0	0	0	100
Mvmt Flow	1	27	10	31	40	1

Major/Minor	Minor2	Major1		Major2	
Conflicting Flow All	92	41	41	0	0
Stage 1	41	-	-	-	-
Stage 2	51	-	-	-	-
Critical Hdwy	6.4	6.2	4.1	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-
Follow-up Hdwy	3.5	3.3	2.2	-	-
Pot Cap-1 Maneuver	913	1036	1581	-	-
Stage 1	987	-	-	-	-
Stage 2	977	-	-	-	-
Platoon blocked, %				-	-
Mov Cap-1 Maneuver	908	1036	1581	-	-
Mov Cap-2 Maneuver	908	-	-	-	-
Stage 1	981	-	-	-	-
Stage 2	977	-	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	8.6	1.8	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	1581	-	1029	-	-
HCM Lane V/C Ratio	0.006	-	0.027	-	-
HCM Control Delay (s)	7.3	0	8.6	-	-
HCM Lane LOS	A	A	A	-	-
HCM 95th %tile Q(veh)	0	-	0.1	-	-

Queues

3: N 5th St & W Park St

02/25/2022



Lane Group	SET	SER	NWT	NEL	NET	SWL	SWT
Lane Group Flow (vph)	83	163	130	240	381	9	322
v/c Ratio	0.36	0.43	0.50	0.33	0.33	0.02	0.45
Control Delay	27.9	8.7	29.6	5.0	5.8	13.9	16.8
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	27.9	8.7	29.6	5.0	5.8	13.9	16.8
Queue Length 50th (ft)	27	0	41	24	48	2	77
Queue Length 95th (ft)	69	46	96	59	107	12	187
Internal Link Dist (ft)	318		385		327		644
Turn Bay Length (ft)		40		90		100	
Base Capacity (vph)	577	691	643	856	1568	484	884
Starvation Cap Reductn	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0
Reduced v/c Ratio	0.14	0.24	0.20	0.28	0.24	0.02	0.36

Intersection Summary

HCM 6th Signalized Intersection Summary
3: N 5th St & W Park St

02/25/2022



Movement	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations		↕	↕		↕		↕	↕		↕	↕	
Traffic Volume (veh/h)	45	34	155	28	84	12	228	356	6	9	286	20
Future Volume (veh/h)	45	34	155	28	84	12	228	356	6	9	286	20
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1750	1750	1709	1750	1736	1750	1750	1736	1750	1750	1736	1682
Adj Flow Rate, veh/h	47	36	163	29	88	13	240	375	6	9	301	21
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Percent Heavy Veh, %	0	0	3	0	1	0	0	1	0	0	1	5
Cap, veh/h	223	139	233	119	198	26	699	1093	17	620	761	53
Arrive On Green	0.16	0.16	0.16	0.16	0.16	0.16	0.11	0.64	0.64	0.47	0.47	0.47
Sat Flow, veh/h	722	860	1448	218	1229	161	1667	1704	27	1018	1604	112
Grp Volume(v), veh/h	83	0	163	130	0	0	240	0	381	9	0	322
Grp Sat Flow(s),veh/h/ln	1581	0	1448	1608	0	0	1667	0	1731	1018	0	1716
Q Serve(g_s), s	0.0	0.0	5.6	0.6	0.0	0.0	3.3	0.0	5.3	0.2	0.0	6.4
Cycle Q Clear(g_c), s	2.2	0.0	5.6	3.7	0.0	0.0	3.3	0.0	5.3	0.2	0.0	6.4
Prop In Lane	0.57		1.00	0.22		0.10	1.00		0.02	1.00		0.07
Lane Grp Cap(c), veh/h	362	0	233	343	0	0	699	0	1111	620	0	815
V/C Ratio(X)	0.23	0.00	0.70	0.38	0.00	0.00	0.34	0.00	0.34	0.01	0.00	0.40
Avail Cap(c_a), veh/h	815	0	679	820	0	0	1181	0	1805	734	0	1007
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	0.00	1.00	0.00	1.00	1.00	0.00	1.00
Uniform Delay (d), s/veh	19.5	0.0	20.9	20.1	0.0	0.0	5.2	0.0	4.3	7.3	0.0	8.9
Incr Delay (d2), s/veh	0.3	0.0	3.8	0.7	0.0	0.0	0.3	0.0	0.2	0.0	0.0	0.3
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.9	0.0	2.0	1.4	0.0	0.0	0.8	0.0	1.3	0.0	0.0	2.1
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	19.8	0.0	24.6	20.8	0.0	0.0	5.5	0.0	4.5	7.3	0.0	9.3
LnGrp LOS	B	A	C	C	A	A	A	A	A	A	A	A
Approach Vol, veh/h		246			130			621				331
Approach Delay, s/veh		23.0			20.8			4.9				9.2
Approach LOS		C			C			A				A
Timer - Assigned Phs		2		4	5	6		8				
Phs Duration (G+Y+Rc), s		38.9		13.8	8.8	30.1		13.8				
Change Period (Y+Rc), s		5.1		* 5.3	3.0	5.1		* 5.3				
Max Green Setting (Gmax), s		54.9		* 25	21.0	30.9		* 25				
Max Q Clear Time (g_c+I1), s		7.3		7.6	5.3	8.4		5.7				
Green Ext Time (p_c), s		2.8		0.9	0.6	2.1		0.6				

Intersection Summary

HCM 6th Ctrl Delay	10.9
HCM 6th LOS	B

Notes

* HCM 6th computational engine requires equal clearance times for the phases crossing the barrier.

Intersection												
Int Delay, s/veh	6.6											
Movement	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	3	110	1	177	137	23	0	19	116	16	50	11
Future Vol, veh/h	3	110	1	177	137	23	0	19	116	16	50	11
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	94	94	94	94	94	94	94	94	94	94	94	94
Heavy Vehicles, %	0	2	0	1	1	4	0	0	0	0	0	0
Mvmt Flow	3	117	1	188	146	24	0	20	123	17	53	12

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	170	0	0	118	0	0	691	670	118	729	658	158
Stage 1	-	-	-	-	-	-	124	124	-	534	534	-
Stage 2	-	-	-	-	-	-	567	546	-	195	124	-
Critical Hdwy	4.1	-	-	4.11	-	-	7.1	6.5	6.2	7.1	6.5	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Follow-up Hdwy	2.2	-	-	2.209	-	-	3.5	4	3.3	3.5	4	3.3
Pot Cap-1 Maneuver	1420	-	-	1476	-	-	362	381	939	341	387	893
Stage 1	-	-	-	-	-	-	885	797	-	534	528	-
Stage 2	-	-	-	-	-	-	512	521	-	811	797	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1420	-	-	1476	-	-	280	327	939	252	332	893
Mov Cap-2 Maneuver	-	-	-	-	-	-	280	327	-	252	332	-
Stage 1	-	-	-	-	-	-	883	795	-	533	454	-
Stage 2	-	-	-	-	-	-	383	448	-	685	795	-

Approach	SE	NW	NE	SW
HCM Control Delay, s	0.2	4.1	11	18.9
HCM LOS			B	C

Minor Lane/Major Mvmt	NELn1	NWL	NWT	NWR	SEL	SET	SERSWLn1
Capacity (veh/h)	743	1476	-	-	1420	-	340
HCM Lane V/C Ratio	0.193	0.128	-	-	0.002	-	0.241
HCM Control Delay (s)	11	7.8	0	-	7.5	0	18.9
HCM Lane LOS	B	A	A	-	A	A	C
HCM 95th %tile Q(veh)	0.7	0.4	-	-	0	-	0.9

Intersection						
Int Delay, s/veh	4.9					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	T			T		
Traffic Vol, veh/h	3	62	114	66	44	1
Future Vol, veh/h	3	62	114	66	44	1
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	93	93	93	93	93	93
Heavy Vehicles, %	0	2	0	0	0	0
Mvmt Flow	3	67	123	71	47	1

Major/Minor	Minor2	Major1		Major2	
Conflicting Flow All	365	48	48	0	0
Stage 1	48	-	-	-	-
Stage 2	317	-	-	-	-
Critical Hdwy	6.4	6.22	4.1	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-
Follow-up Hdwy	3.5	3.318	2.2	-	-
Pot Cap-1 Maneuver	639	1021	1572	-	-
Stage 1	980	-	-	-	-
Stage 2	743	-	-	-	-
Platoon blocked, %				-	-
Mov Cap-1 Maneuver	587	1021	1572	-	-
Mov Cap-2 Maneuver	587	-	-	-	-
Stage 1	901	-	-	-	-
Stage 2	743	-	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	8.9	4.7	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	1572	-	987	-	-
HCM Lane V/C Ratio	0.078	-	0.071	-	-
HCM Control Delay (s)	7.5	0	8.9	-	-
HCM Lane LOS	A	A	A	-	-
HCM 95th %tile Q(veh)	0.3	-	0.2	-	-

HCM 6th TWSC
13: Star Rd & Northern Lights Rd

02/25/2022

Intersection						
Int Delay, s/veh	3.3					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Vol, veh/h	3	19	29	39	26	4
Future Vol, veh/h	3	19	29	39	26	4
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	94	94	94	94	94	94
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	3	20	31	41	28	4

Major/Minor	Minor2	Major1		Major2	
Conflicting Flow All	133	30	32	0	0
Stage 1	30	-	-	-	-
Stage 2	103	-	-	-	-
Critical Hdwy	6.4	6.2	4.1	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-
Follow-up Hdwy	3.5	3.3	2.2	-	-
Pot Cap-1 Maneuver	866	1050	1593	-	-
Stage 1	998	-	-	-	-
Stage 2	926	-	-	-	-
Platoon blocked, %				-	-
Mov Cap-1 Maneuver	849	1050	1593	-	-
Mov Cap-2 Maneuver	849	-	-	-	-
Stage 1	978	-	-	-	-
Stage 2	926	-	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	8.6	3.1	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	1593	-	1017	-	-
HCM Lane V/C Ratio	0.019	-	0.023	-	-
HCM Control Delay (s)	7.3	0	8.6	-	-
HCM Lane LOS	A	A	A	-	-
HCM 95th %tile Q(veh)	0.1	-	0.1	-	-

**CAPACITY CALCULATIONS –
FUTURE (2032)**

APPENDIX C

Intersection	Approach	Future Year (2032)					
		AM Peak			PM Peak		
		Avg Delay (s/veh)	LOS	95th % Queue (veh)	Avg Delay (s/veh)	LOS	95th % Queue (veh)
<i>Intersection Control</i>		<i>One-Way Stop-Control (EB)</i>					
Star Road & Northern Lights Road	EB	8.7	A	1	8.8	A	1
	NB	2.8	A	0	4.1	A	1
	SB	0.0	A	0	0.0	A	0
	Intersection	4.2	A	--	4.3	A	--
<i>Intersection Control</i>		<i>One-Way Stop-Control (EB)</i>					
Star Road & Sun Avenue	EB	9.7	A	1	9.3	A	1
	NB	3.5	A	1	4.7	A	1
	SB	0.0	A	0	0.0	A	0
	Intersection	5.7	A	--	5.0	A	--
<i>Intersection Control</i>		<i>Two-Way Stop-Control (EB/WB)</i>					
West Front Street & North 5th Street	EB	15.3	C	3	14.3	B	2
	WB	19.0	C	1	40.4	E	3
	NB	4.9	A	1	4.6	A	1
	SB	0.2	A	0	0.2	A	0
	Intersection	7.1	A	--	9.9	A	--
<i>Intersection Control</i>		<i>Signalized</i>					
West Park Street & North 5th Street	EB	7.6	A	5	7.1	A	7
	WB	12.3	B	8	13.3	B	12
	NB	16.7	B	3	21.6	C	6
	SB	23.7	C	7	24.2	C	5
	Intersection	15.6	B	--	13.4	B	--

Queues

3: N 5th St & W Park St

02/28/2022



Lane Group	SET	SER	NWT	NEL	NET	SWL	SWT
Lane Group Flow (vph)	232	325	78	148	298	4	309
v/c Ratio	0.66	0.59	0.19	0.24	0.31	0.01	0.44
Control Delay	31.6	11.9	18.4	7.3	8.8	15.8	18.8
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	31.6	11.9	18.4	7.3	8.8	15.8	18.8
Queue Length 50th (ft)	81	30	21	21	53	1	86
Queue Length 95th (ft)	160	104	54	53	114	8	189
Internal Link Dist (ft)	318		385		327		644
Turn Bay Length (ft)		40		90		100	
Base Capacity (vph)	506	693	590	677	1291	497	839
Starvation Cap Reductn	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0
Reduced v/c Ratio	0.46	0.47	0.13	0.22	0.23	0.01	0.37

Intersection Summary

HCM 6th Signalized Intersection Summary
3: N 5th St & W Park St

02/28/2022



Movement	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations		↕	↗		↕		↖	↔		↖	↔	
Traffic Volume (veh/h)	121	92	299	13	50	9	136	272	2	4	269	16
Future Volume (veh/h)	121	92	299	13	50	9	136	272	2	4	269	16
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1750	1736	1736	1750	1723	1750	1736	1709	1750	1750	1723	1750
Adj Flow Rate, veh/h	132	100	325	14	54	10	148	296	2	4	292	17
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Percent Heavy Veh, %	0	1	1	0	2	0	1	3	0	0	2	0
Cap, veh/h	269	174	399	98	280	45	570	936	6	589	685	40
Arrive On Green	0.27	0.27	0.27	0.27	0.27	0.27	0.08	0.55	0.55	0.42	0.42	0.42
Sat Flow, veh/h	639	642	1471	94	1031	166	1654	1696	11	1098	1612	94
Grp Volume(v), veh/h	232	0	325	78	0	0	148	0	298	4	0	309
Grp Sat Flow(s),veh/h/ln	1281	0	1471	1291	0	0	1654	0	1707	1098	0	1706
Q Serve(g_s), s	0.4	0.0	12.2	0.2	0.0	0.0	2.7	0.0	5.6	0.1	0.0	7.5
Cycle Q Clear(g_c), s	10.6	0.0	12.2	10.5	0.0	0.0	2.7	0.0	5.6	0.1	0.0	7.5
Prop In Lane	0.57		1.00	0.18		0.13	1.00		0.01	1.00		0.06
Lane Grp Cap(c), veh/h	443	0	399	422	0	0	570	0	943	589	0	725
V/C Ratio(X)	0.52	0.00	0.81	0.18	0.00	0.00	0.26	0.00	0.32	0.01	0.00	0.43
Avail Cap(c_a), veh/h	614	0	568	592	0	0	837	0	1360	680	0	867
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	0.00	1.00	0.00	1.00	1.00	0.00	1.00
Uniform Delay (d), s/veh	19.2	0.0	20.1	16.5	0.0	0.0	7.9	0.0	7.2	9.8	0.0	11.9
Incr Delay (d2), s/veh	1.0	0.0	6.1	0.2	0.0	0.0	0.2	0.0	0.2	0.0	0.0	0.4
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	2.8	0.0	4.5	0.8	0.0	0.0	0.8	0.0	1.7	0.0	0.0	2.6
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	20.2	0.0	26.2	16.7	0.0	0.0	8.1	0.0	7.3	9.8	0.0	12.3
LnGrp LOS	C	A	C	B	A	A	A	A	A	A	A	B
Approach Vol, veh/h		557			78			446				313
Approach Delay, s/veh		23.7			16.7			7.6				12.3
Approach LOS		C			B			A				B
Timer - Assigned Phs		2		4	5	6		8				
Phs Duration (G+Y+Rc), s		37.6		21.3	7.5	30.1		21.3				
Change Period (Y+Rc), s		5.1		* 5.3	3.0	5.1		* 5.3				
Max Green Setting (Gmax), s		46.9		* 23	14.0	29.9		* 23				
Max Q Clear Time (g_c+I1), s		7.6		14.2	4.7	9.5		12.5				
Green Ext Time (p_c), s		2.1		1.8	0.2	1.9		0.2				

Intersection Summary

HCM 6th Ctrl Delay	15.6
HCM 6th LOS	B

Notes

* HCM 6th computational engine requires equal clearance times for the phases crossing the barrier.

Intersection												
Int Delay, s/veh	7.1											
Movement	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	7	297	2	121	72	9	5	24	233	6	27	4
Future Vol, veh/h	7	297	2	121	72	9	5	24	233	6	27	4
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	0	1	0	2	2	0	0	0	1	0	4	0
Mvmt Flow	8	323	2	132	78	10	5	26	253	7	29	4

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	88	0	0	325	0	0	704	692	324	827	688	83
Stage 1	-	-	-	-	-	-	340	340	-	347	347	-
Stage 2	-	-	-	-	-	-	364	352	-	480	341	-
Critical Hdwy	4.1	-	-	4.12	-	-	7.1	6.5	6.21	7.1	6.54	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.1	5.54	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.1	5.54	-
Follow-up Hdwy	2.2	-	-	2.218	-	-	3.5	4	3.309	3.5	4.036	3.3
Pot Cap-1 Maneuver	1520	-	-	1235	-	-	354	370	719	293	367	982
Stage 1	-	-	-	-	-	-	679	643	-	673	631	-
Stage 2	-	-	-	-	-	-	659	635	-	571	635	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1520	-	-	1235	-	-	299	326	719	162	324	982
Mov Cap-2 Maneuver	-	-	-	-	-	-	299	326	-	162	324	-
Stage 1	-	-	-	-	-	-	675	639	-	669	560	-
Stage 2	-	-	-	-	-	-	551	563	-	353	631	-

Approach	SE			NW			NE			SW		
HCM Control Delay, s	0.2			4.9			15.3			19		
HCM LOS							C			C		

Minor Lane/Major Mvmt	NELn1	NWL	NWT	NWR	SEL	SET	SERSWLn1
Capacity (veh/h)	632	1235	-	-	1520	-	297
HCM Lane V/C Ratio	0.451	0.106	-	-	0.005	-	0.135
HCM Control Delay (s)	15.3	8.3	0	-	7.4	0	19
HCM Lane LOS	C	A	A	-	A	A	C
HCM 95th %tile Q(veh)	2.3	0.4	-	-	0	-	0.5

Intersection

Int Delay, s/veh	5.7					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Vol, veh/h	0	173	41	46	89	0
Future Vol, veh/h	0	173	41	46	89	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	0	2	2	0	0	0
Mvmt Flow	0	188	45	50	97	0

Major/Minor	Minor2	Major1		Major2	
Conflicting Flow All	237	97	97	0	-
Stage 1	97	-	-	-	-
Stage 2	140	-	-	-	-
Critical Hdwy	6.4	6.22	4.12	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-
Follow-up Hdwy	3.5	3.318	2.218	-	-
Pot Cap-1 Maneuver	756	959	1496	-	-
Stage 1	932	-	-	-	-
Stage 2	892	-	-	-	-
Platoon blocked, %				-	-
Mov Cap-1 Maneuver	733	959	1496	-	-
Mov Cap-2 Maneuver	733	-	-	-	-
Stage 1	903	-	-	-	-
Stage 2	892	-	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	9.7	3.5	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	1496	-	959	-	-
HCM Lane V/C Ratio	0.03	-	0.196	-	-
HCM Control Delay (s)	7.5	0	9.7	-	-
HCM Lane LOS	A	A	A	-	-
HCM 95th %tile Q(veh)	0.1	-	0.7	-	-

Intersection						
Int Delay, s/veh	4.2					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	T			T		T
Traffic Vol, veh/h	1	49	18	29	38	1
Future Vol, veh/h	1	49	18	29	38	1
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	0	0	0	0	0	100
Mvmt Flow	1	53	20	32	41	1

Major/Minor	Minor2	Major1		Major2	
Conflicting Flow All	114	42	42	0	0
Stage 1	42	-	-	-	-
Stage 2	72	-	-	-	-
Critical Hdwy	6.4	6.2	4.1	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-
Follow-up Hdwy	3.5	3.3	2.2	-	-
Pot Cap-1 Maneuver	887	1034	1580	-	-
Stage 1	986	-	-	-	-
Stage 2	956	-	-	-	-
Platoon blocked, %				-	-
Mov Cap-1 Maneuver	875	1034	1580	-	-
Mov Cap-2 Maneuver	875	-	-	-	-
Stage 1	973	-	-	-	-
Stage 2	956	-	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	8.7	2.8	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	1580	-	1030	-	-
HCM Lane V/C Ratio	0.012	-	0.053	-	-
HCM Control Delay (s)	7.3	0	8.7	-	-
HCM Lane LOS	A	A	A	-	-
HCM 95th %tile Q(veh)	0	-	0.2	-	-

Queues

3: N 5th St & W Park St

02/28/2022

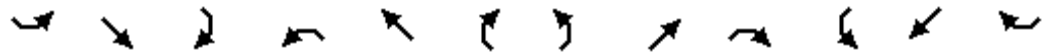


Lane Group	SET	SER	NWT	NEL	NET	SWL	SWT
Lane Group Flow (vph)	118	221	169	327	480	12	422
v/c Ratio	0.53	0.50	0.60	0.51	0.42	0.04	0.63
Control Delay	35.8	8.5	34.8	7.4	7.1	16.7	23.3
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	35.8	8.5	34.8	7.4	7.1	16.7	23.3
Queue Length 50th (ft)	43	0	60	40	75	3	130
Queue Length 95th (ft)	106	55	136	97	167	15	285
Internal Link Dist (ft)	318		385		327		644
Turn Bay Length (ft)		40		90		100	
Base Capacity (vph)	457	683	580	748	1435	400	800
Starvation Cap Reductn	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0
Reduced v/c Ratio	0.26	0.32	0.29	0.44	0.33	0.03	0.53

Intersection Summary

HCM 6th Signalized Intersection Summary
 3: N 5th St & W Park St

02/28/2022



Movement	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations		↕	↗		↕		↖	↔		↖	↔	
Traffic Volume (veh/h)	64	44	203	34	107	15	301	434	7	11	349	40
Future Volume (veh/h)	64	44	203	34	107	15	301	434	7	11	349	40
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1750	1750	1723	1750	1736	1750	1750	1736	1750	1750	1736	1723
Adj Flow Rate, veh/h	70	48	221	37	116	16	327	472	8	12	379	43
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Percent Heavy Veh, %	0	0	2	0	1	0	0	1	0	0	1	2
Cap, veh/h	257	150	290	117	244	30	598	1061	18	521	655	74
Arrive On Green	0.20	0.20	0.20	0.20	0.20	0.20	0.14	0.62	0.62	0.43	0.43	0.43
Sat Flow, veh/h	800	754	1460	213	1229	151	1667	1702	29	929	1531	174
Grp Volume(v), veh/h	118	0	221	169	0	0	327	0	480	12	0	422
Grp Sat Flow(s),veh/h/ln	1553	0	1460	1592	0	0	1667	0	1731	929	0	1705
Q Serve(g_s), s	0.0	0.0	8.4	1.0	0.0	0.0	5.6	0.0	8.4	0.4	0.0	11.0
Cycle Q Clear(g_c), s	3.5	0.0	8.4	5.3	0.0	0.0	5.6	0.0	8.4	0.4	0.0	11.0
Prop In Lane	0.59		1.00	0.22		0.09	1.00		0.02	1.00		0.10
Lane Grp Cap(c), veh/h	407	0	290	392	0	0	598	0	1079	521	0	729
V/C Ratio(X)	0.29	0.00	0.76	0.43	0.00	0.00	0.55	0.00	0.44	0.02	0.00	0.58
Avail Cap(c_a), veh/h	728	0	617	733	0	0	957	0	1626	614	0	901
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	0.00	1.00	0.00	1.00	1.00	0.00	1.00
Uniform Delay (d), s/veh	20.1	0.0	22.1	20.8	0.0	0.0	7.8	0.0	5.7	9.7	0.0	12.7
Incr Delay (d2), s/veh	0.4	0.0	4.1	0.8	0.0	0.0	0.8	0.0	0.3	0.0	0.0	0.7
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	1.4	0.0	3.0	2.0	0.0	0.0	1.6	0.0	2.4	0.1	0.0	3.9
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	20.5	0.0	26.2	21.6	0.0	0.0	8.6	0.0	6.0	9.7	0.0	13.5
LnGrp LOS	C	A	C	C	A	A	A	A	A	A	A	B
Approach Vol, veh/h		339			169			807				434
Approach Delay, s/veh		24.2			21.6			7.1				13.3
Approach LOS		C			C			A				B
Timer - Assigned Phs		2		4	5	6		8				
Phs Duration (G+Y+Rc), s		41.5		16.9	11.4	30.1		16.9				
Change Period (Y+Rc), s		5.1		* 5.3	3.0	5.1		* 5.3				
Max Green Setting (Gmax), s		54.9		* 25	21.0	30.9		* 25				
Max Q Clear Time (g_c+I1), s		10.4		10.4	7.6	13.0		7.3				
Green Ext Time (p_c), s		3.7		1.3	0.9	2.7		0.9				

Intersection Summary

HCM 6th Ctrl Delay	13.4
HCM 6th LOS	B

Notes

* HCM 6th computational engine requires equal clearance times for the phases crossing the barrier.

Intersection												
Int Delay, s/veh	9.9											
Movement	SEL	SET	SER	NWL	NWT	NWR	NEL	NET	NER	SWL	SWT	SWR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	4	134	6	260	167	28	3	25	167	20	64	13
Future Vol, veh/h	4	134	6	260	167	28	3	25	167	20	64	13
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	0	2	0	1	1	3	0	0	0	0	0	0
Mvmt Flow	4	146	7	283	182	30	3	27	182	22	70	14

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	212	0	0	153	0	0	963	936	150	1025	924	197
Stage 1	-	-	-	-	-	-	158	158	-	763	763	-
Stage 2	-	-	-	-	-	-	805	778	-	262	161	-
Critical Hdwy	4.1	-	-	4.11	-	-	7.1	6.5	6.2	7.1	6.5	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Follow-up Hdwy	2.2	-	-	2.209	-	-	3.5	4	3.3	3.5	4	3.3
Pot Cap-1 Maneuver	1370	-	-	1434	-	-	237	267	902	215	271	849
Stage 1	-	-	-	-	-	-	849	771	-	400	416	-
Stage 2	-	-	-	-	-	-	379	410	-	747	769	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1370	-	-	1434	-	-	144	206	902	128	209	849
Mov Cap-2 Maneuver	-	-	-	-	-	-	144	206	-	128	209	-
Stage 1	-	-	-	-	-	-	846	769	-	399	322	-
Stage 2	-	-	-	-	-	-	226	318	-	574	767	-

Approach	SE	NW	NE	SW
HCM Control Delay, s	0.2	4.6	14.3	40.4
HCM LOS			B	E

Minor Lane/Major Mvmt	NELn1	NWL	NWT	NWR	SEL	SET	SERSWLn1
Capacity (veh/h)	596	1434	-	-	1370	-	203
HCM Lane V/C Ratio	0.356	0.197	-	-	0.003	-	0.519
HCM Control Delay (s)	14.3	8.1	0	-	7.6	0	40.4
HCM Lane LOS	B	A	A	-	A	A	E
HCM 95th %tile Q(veh)	1.6	0.7	-	-	0	-	2.7

Intersection						
Int Delay, s/veh	5					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Vol, veh/h	4	92	165	106	69	1
Future Vol, veh/h	4	92	165	106	69	1
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	0	2	0	0	0	0
Mvmt Flow	4	100	179	115	75	1

Major/Minor	Minor2	Major1	Major2			
Conflicting Flow All	549	76	76	0	-	0
Stage 1	76	-	-	-	-	-
Stage 2	473	-	-	-	-	-
Critical Hdwy	6.4	6.22	4.1	-	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.318	2.2	-	-	-
Pot Cap-1 Maneuver	500	985	1536	-	-	-
Stage 1	952	-	-	-	-	-
Stage 2	631	-	-	-	-	-
Platoon blocked, %				-	-	-
Mov Cap-1 Maneuver	438	985	1536	-	-	-
Mov Cap-2 Maneuver	438	-	-	-	-	-
Stage 1	833	-	-	-	-	-
Stage 2	631	-	-	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	9.3	4.7	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	1536	-	936	-	-
HCM Lane V/C Ratio	0.117	-	0.111	-	-
HCM Control Delay (s)	7.7	0	9.3	-	-
HCM Lane LOS	A	A	A	-	-
HCM 95th %tile Q(veh)	0.4	-	0.4	-	-

Intersection						
Int Delay, s/veh	4.3					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	T			T		T
Traffic Vol, veh/h	4	38	61	48	32	5
Future Vol, veh/h	4	38	61	48	32	5
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	4	41	66	52	35	5

Major/Minor	Minor2	Major1		Major2	
Conflicting Flow All	222	38	40	0	0
Stage 1	38	-	-	-	-
Stage 2	184	-	-	-	-
Critical Hdwy	6.4	6.2	4.1	-	-
Critical Hdwy Stg 1	5.4	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-
Follow-up Hdwy	3.5	3.3	2.2	-	-
Pot Cap-1 Maneuver	771	1040	1583	-	-
Stage 1	990	-	-	-	-
Stage 2	852	-	-	-	-
Platoon blocked, %				-	-
Mov Cap-1 Maneuver	738	1040	1583	-	-
Mov Cap-2 Maneuver	738	-	-	-	-
Stage 1	947	-	-	-	-
Stage 2	852	-	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	8.8	4.1	0
HCM LOS	A		

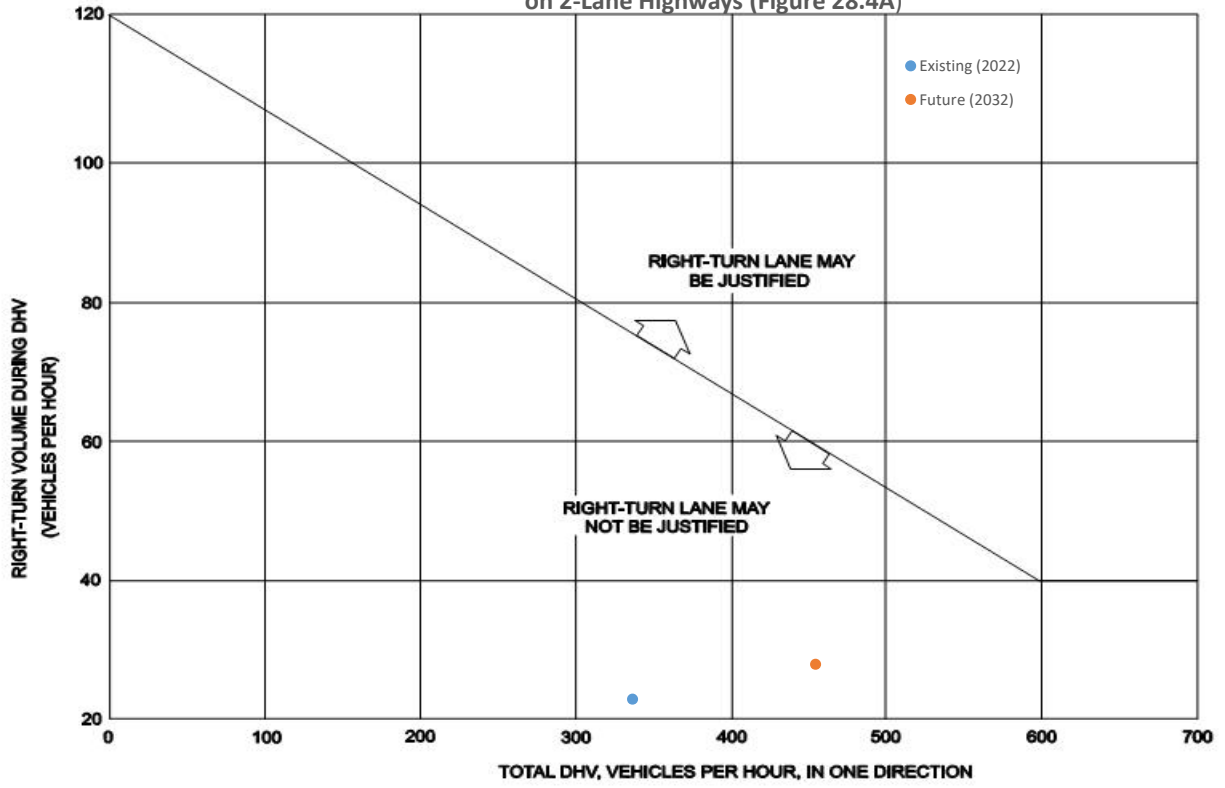
Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	1583	-	1001	-	-
HCM Lane V/C Ratio	0.042	-	0.046	-	-
HCM Control Delay (s)	7.4	0	8.8	-	-
HCM Lane LOS	A	A	A	-	-
HCM 95th %tile Q(veh)	0.1	-	0.1	-	-

**AUXILIARY TURN LANE AND
PEAK HOUR TRAFFIC SIGNAL WARRANTS**

APPENDIX D

TURN LANE WARRANTS		Star Road & Northern Lights Road		Star Road & Sun Avenue		W Front Street & N 5th Street	
		AM	PM	AM	PM	AM	PM
2022	NB Right-Turn Lane					NO	NO
	NB Left-Turn Lane	NO	NO	NO	NO	NO	YES
	SB Right-Turn Lane	NO	NO	NO	NO	NO	NO
	SB Left-Turn Lane					NO	NO
2032	NB Right-Turn Lane					NO	NO
	NB Left-Turn Lane	NO	NO	NO	NO	NO	YES
	SB Right-Turn Lane	NO	NO	NO	NO	NO	NO
	SB Left-Turn Lane					NO	NO

Guidelines for Right-Turn Lanes at Unsignalized Intersections on 2-Lane Highways (Figure 28.4A)



Existing Traffic Volumes (2022) - Left-Turn Lanes at Unsignalized Intersections on 2-Lane Highways

Approach	Time	Va = Total advancing traffic volume	Val = Total left-turn volume in advancing traffic	Percent left-turns in Va	Vo = Total opposing traffic volume	Warranted Left-Turn Lane? (Y/N)
Star & Northern Lights NB	AM weekday	32	8	25.0%	32	N
	PM weekday	68	29	42.6%	30	N
Star & Sun NB	AM weekday	58	27	46.6%	54	N
	PM weekday	180	114	63.3%	45	N
Front & 5th NB	AM weekday	155	89	57.4%	250	N
	PM weekday	337	177	52.5%	114	Y
Front & 5th SB	AM weekday	250	6	2.4%	155	N
	PM weekday	114	3	2.6%	337	N

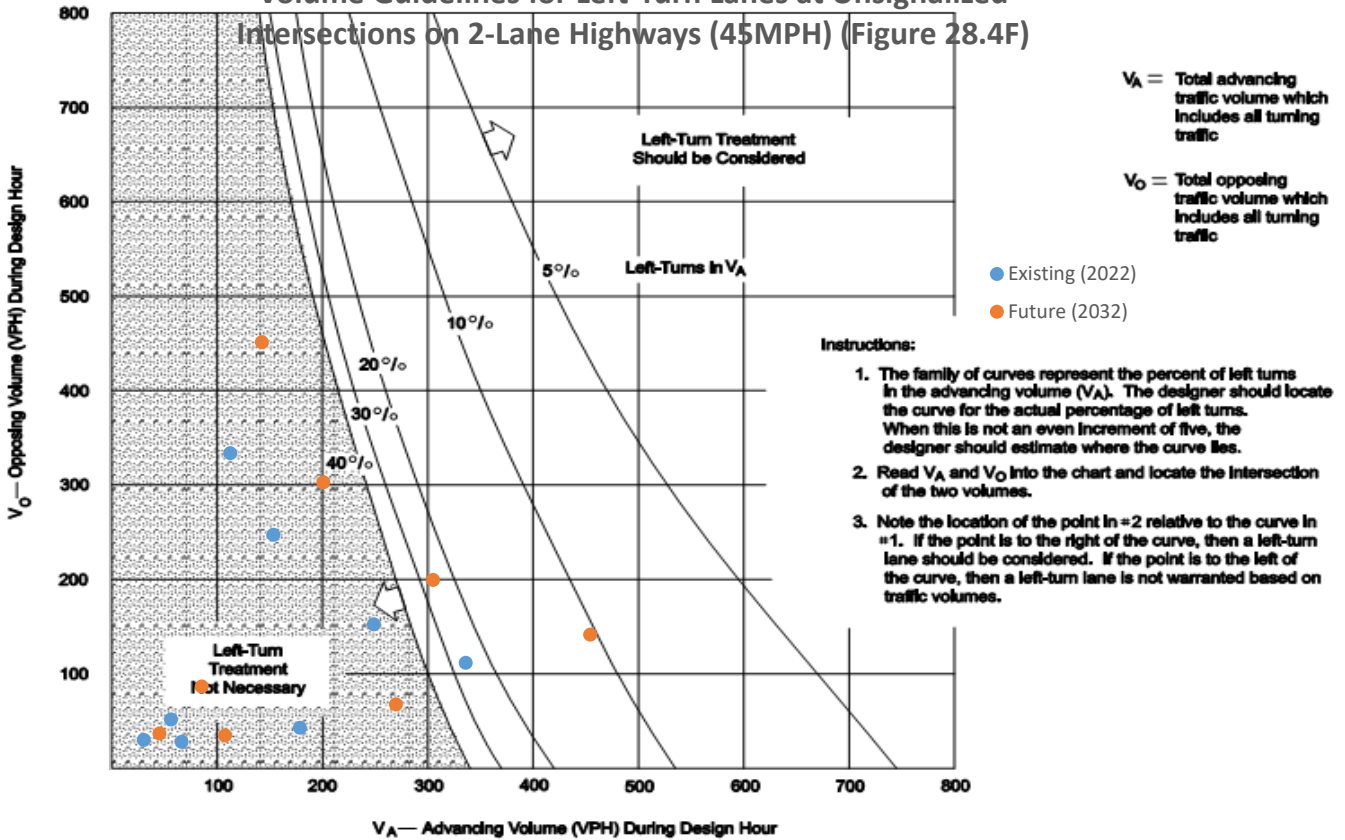
Speed Limit at Approach
 25
 25
 25
 25
 25
 25
 25

Future Traffic Volumes (2032) - Left-Turn Lanes at Unsignalized Intersections on 2-Lane Highways

Approach	Time	Va = Total advancing traffic volume	Val = Total left-turn volume in advancing traffic	Percent left-turns in Va	Vo = Total opposing traffic volume	Warranted Left-Turn Lane? (Y/N)
Star & Northern Lights NB	AM weekday	47	18	38.3%	39	N
	PM weekday	109	61	56.0%	37	N
Star & Sun NB	AM weekday	87	41	47.1%	89	N
	PM weekday	271	165	60.9%	70	N
Front & 5th NB	AM weekday	202	121	59.9%	306	N
	PM weekday	455	260	57.1%	144	Y
Front & 5th SB	AM weekday	306	7	2.3%	202	N
	PM weekday	144	4	2.8%	455	N

Speed Limit at Approach
 25
 25
 25
 25
 25
 25
 25

Volume Guidelines for Left-Turn Lanes at Unsignalized Intersections on 2-Lane Highways (45MPH) (Figure 28.4F)



Warrant 3: Peak Hour

General Information

Agency/Company: Sanderson Stewart
 Date: 2/28/2022
 Project Number: 22016
 Project Description: Discovery Vista Subdivision
 Jurisdiction: City of Livingston/MDT
 Major Street Speed Limit: 25 mph
 Major Street (Approach Lanes): North 5th Street (1 lane)
 Minor Street (Approach Lanes): West Front Street (1 lane)
 Analysis Year/Case: Existing (2022)

AM Peak Hour 7:30 - 8:30 AM

High Minor Total Stopped Time Delay (hrs)	0.14
Total Volume of Major Approaches (vehs)	405
High Minor Approach Volume (vehs)	177
Total Entering Volume (vehs)	611

PM Peak Hour 4:45 - 5:45 PM

High Minor Total Stopped Time Delay (hrs)	0.41
Total Volume of Major Approaches (vehs)	451
High Minor Approach Volume (vehs)	135
Total Entering Volume (vehs)	663

Category A: Peak Period: PM

Total stopped time delay for minor approach > 4 veh-hrs? No (0.41)

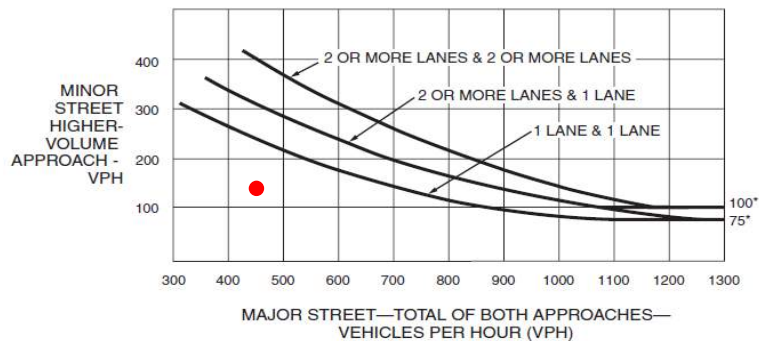
High minor approach volume > 100 for peak hour? Yes (135)

Total entering volume > 800 for peak hour? No (663)

Category A warrant satisfied? No

Category B:

Figure 4C-4. Warrant 3, Peak Hour (70% Factor)
 (COMMUNITY LESS THAN 10,000 POPULATION OR ABOVE 40 MPH ON MAJOR STREET)



*Note: 100 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 75 vph applies as the lower threshold volume for a minor-street approach with one lane.

Meets warrant criteria on graph for minimum of one hour (100% thresholds)? No

Warrant 3 Satisfied? **No**

Warrant 3: Peak Hour

General Information

Agency/Company: Sanderson Stewart
 Date: 2/28/2022
 Project Number: 22016
 Project Description: Discovery Vista Subdivision
 Jurisdiction: City of Livingston/MDT
 Major Street Speed Limit: 25 mph
 Major Street (Approach Lanes): North 5th Street (1 lane)
 Minor Street (Approach Lanes): West Front Street (1 lane)
 Analysis Year/Case: Design Year (2032)

AM Peak Hour 7:30 - 8:30 AM

High Minor Total Stopped Time Delay (hrs)	1.11
Total Volume of Major Approaches (vehs)	508
High Minor Approach Volume (vehs)	262
Total Entering Volume (vehs)	807

PM Peak Hour 4:45 - 5:45 PM

High Minor Total Stopped Time Delay (hrs)	0.77
Total Volume of Major Approaches (vehs)	599
High Minor Approach Volume (vehs)	195
Total Entering Volume (vehs)	891

Category A: Peak Period: PM

Total stopped time delay for minor approach > 4 veh-hrs? No (0.77)

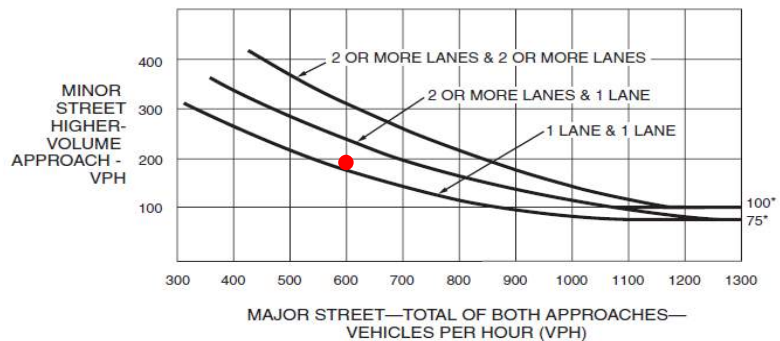
High minor approach volume > 100 for peak hour? Yes (195)

Total entering volume > 800 for peak hour? Yes (891)

Category A warrant satisfied? No

Category B:

Figure 4C-4. Warrant 3, Peak Hour (70% Factor)
 (COMMUNITY LESS THAN 10,000 POPULATION OR ABOVE 40 MPH ON MAJOR STREET)

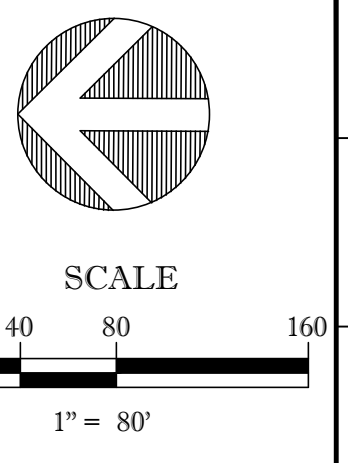
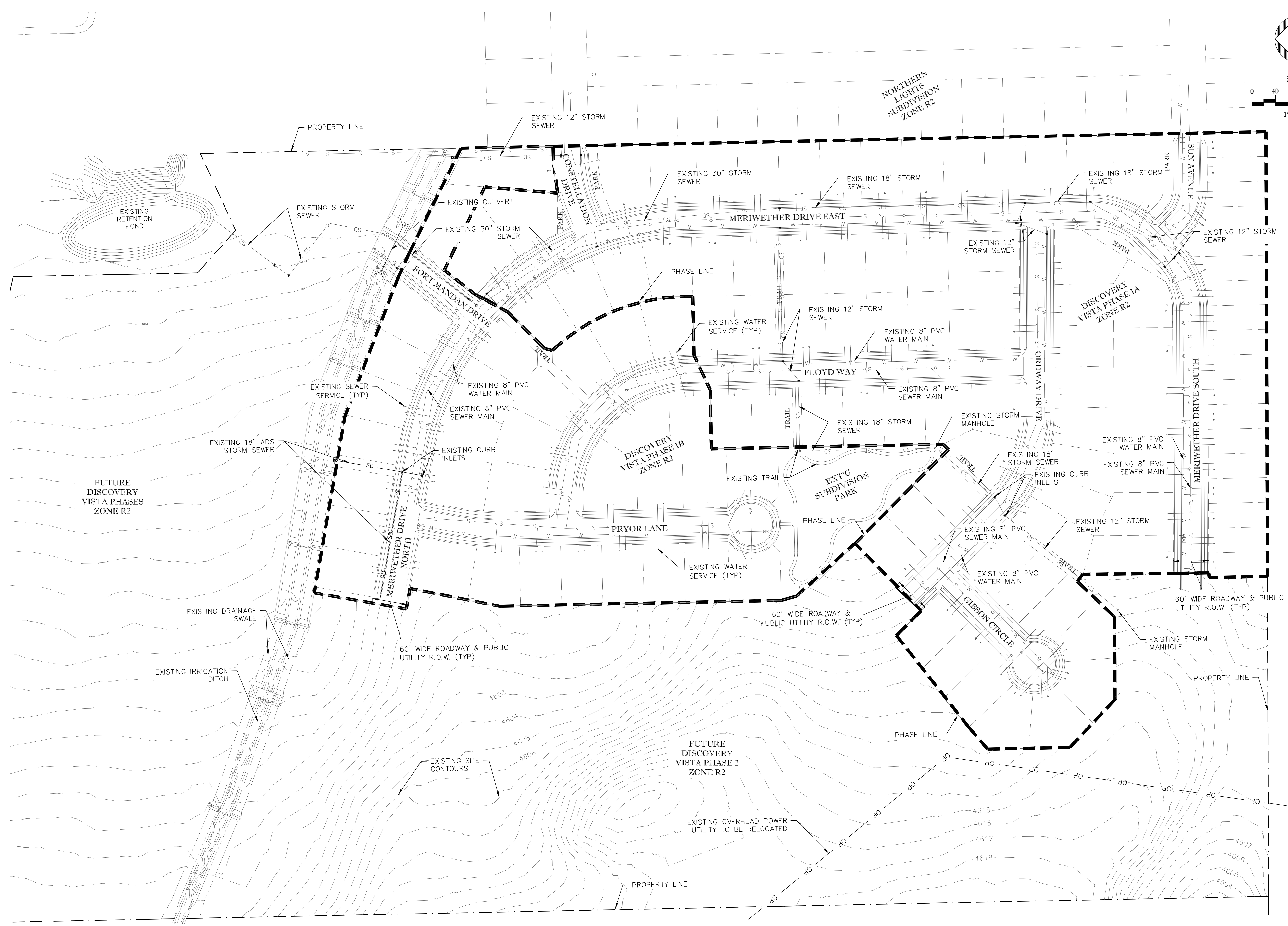


*Note: 100 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 75 vph applies as the lower threshold volume for a minor-street approach with one lane.

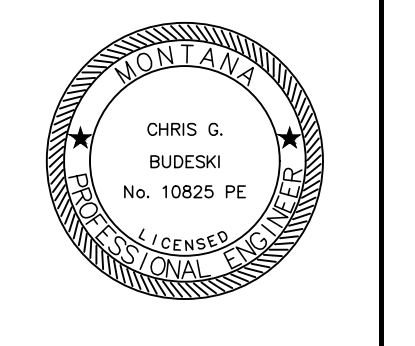
Meets warrant criteria on graph for minimum of one hour (100% thresholds)? Yes

Warrant 3 Satisfied? **Yes**

ENDURING
COMMUNITY
DESIGN



NO.	REVISIONS	DRAWN BY	DATE



DRAWN BY: EWR
 REVIEWED BY: CGB
 PROJECT ENGINEER: CGB
 DESIGNED BY: CGB

**DISCOVERY VISTA
 PHASE II SUBDIVISION**
 EXISTING CONDITIONS
 LIVINGSTON, MT

MADISON ENGINEERING
 895 TECHNOLOGY BLVD, SUITE 203
 BOZEMAN, MT 59718
 (406) 586-0262 (406) 586-5740 FAX

**SHEET
 C0.1**
 DISCOVERY VISTA II
 EXISTING COND
 PROJECT: 08-102
 DATE: MARCH 2022

C:\p2\03_2028\08-102_Disc_Vista\08\Phase_2\Civil\Cover\CO.1 - Existing_Conditions.dwg

File Attachments for Item:

D. DISCUSS/APPROVE/DENY: STREET AND LIGHT MAINTENANCE ASSESSMENT METHODS AND POSSIBLE FUTURE METHODS.

Street and Light Maintenance Assessment Methods and Possible Future Methods

Current Method

Method:

- Watson property exempt until subdivision/development
- Mule Haven reduced to 70% (original intent might have been to reduce *by* 70%)
- All other properties
 - o One Acre or Less: 100% of square footage
 - o One Acre – Five Acres: 50% of square footage, one-acre minimum
 - o Undeveloped over 5 Acres: 5 Acres of square footage
- Undeveloped property is capped at 75% of developed property

Issues:

- Guidance found in multiple resolutions and in code
- Special treatment for Mule Haven owners
- One acre to two acres pays same amount
- No guidance for developed properties over 5 acres
- 5 acres pays for 2.5 acres; 5.1 acres pays for 5 acres
- Calculating rates for undeveloped properties is burdensome
- No known basis for method

Possible Future Methods

Possible Bases:

- Encourage development of large parcels (Somewhat progressive/Encourages infill)
 - o Assess on square footage; no reduction for size
 - o Assess on square footage; some relief for larger parcels
- Based on street usage (Progressive/Does not encourage infill)
 - o Different rates for Residential/Commercial
 - o Rates based on projected trips and/or units per parcel
 - o Rates based on linear street feet
- Equal Share (Regressive/Somewhat encourages infill)
 - o All parcels assessed equal amount; no reductions
 - o All parcels assessed equal amount; some reductions
- Property Value (Progressive/Does not encourage infill)
 - o Parcels assessed based on market value

RESOLUTION NO. 4161

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ESTABLISHING LIMITS ON ASSESSMENTS FOR BENEFITTED PARCELS OF PROPERTY LARGER THAN ONE ACRE LOCATED WITHIN STREET MAINTENANCE DISTRICT NO. 1 AND STREET LIGHTING DISTRICT NO. 20 AND AMENDING RESOLUTION NOS. 4148, 4149 AND 4150.

WHEREAS, the City of Livingston has established Street Maintenance District No. 1 and Street Lighting District No. 20 which both encompass all parcels of property within the City of Livingston; and

WHEREAS, the City Commission has determined that all parcels of property within the City are benefitted by street lights which provide not only nighttime security, but lighted ways for safer nighttime travel for vehicles and pedestrians; and

WHEREAS, the City Commission has determined that maintained paved and improved gravel streets provide safer travel for all residents and therefore benefit all properties within the City; and

WHEREAS, 7-12-4323 and 7-12-4422 Montana Code Annotated (MCA) provides methods of assessment options for properties within the benefitted area; and

WHEREAS, larger parcels pay a disproportionately higher assessment than a smaller parcel while receiving substantially the same benefits if an adjustment is not made; and

WHEREAS, the City Commission has recently assessed parcels of property located within the City by Resolution No. 4148 and 4149 for maintaining, improving and providing electricity for Special Improvement Lighting District No. 20 and Resolution No. 4150 for maintaining and improving Street Maintenance District No. 1; and

WHEREAS, the City Commission believes that placing assessment limits on parcels in excess of one acre will provide a fair method of equalizing costs and benefits; and

WHEREAS, following notice, a public hearing on Resolution No. 4152 on its intent to limit assessments on parcels of property larger than 1 acre located in Street Maintenance District No. 1 and Special Lighting District No. 20 was held on September 21, 2010.

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

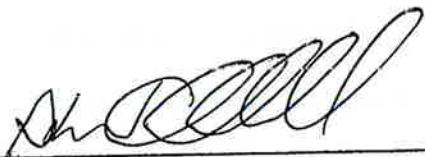
Resolution No. 4161

Limiting assessments on parcels larger than 1 acre in Street Maintenance District No. 1 and Street Lighting District No. 20

That the City Commission hereby modifies the assessments made by Resolutions Nos. 4148 (Street lights) 4149 (Street light improvements) and 4150 (Street Maintenance) by placing limits on assessments for parcels or property located within Street Maintenance District No 1 and Special Lighting District No. 20 as follows:


- Parcels of one acre or less 100% of total square footage
- Parcels of one acre to five acres ~~100% of total square footage of one acre plus 40% of square footage in excess of one acre, not to exceed 5 acres~~ 50% of total square footage, but not less than one acre
- Undeveloped parcels over 5 acres 5 acres of square footage

21st PASSED AND ADOPTED by the City Commission of the City of Livingston, this day of September, 2010.




STEVE CALDWELL - Chairman

ATTEST:



ROBYN KEYES
Recording Secretary

APPROVED AS TO FORM:



BRUCE E. BECKER
City Attorney

**Exhibit A to Resolution No. 4152
NOTICE**

A public hearing will be held by the City Commission of Livingston, Montana, on September 21, 2010, at 6:30 p.m. in the Community Room of the City County Complex, 414 East Callender Street, Livingston, Montana, on **RESOLUTION NO. 4152** entitled **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, OF ITS INTENT TO ESTABLISH LIMITS ON ASSESSMENTS FOR BENEFITTED PARCELS OF PROPERTY LARGER THAN ONE ACRE LOCATED WITHIN STREET MAINTENANCE DISTRICT NO. 1 AND STREET LIGHTING DISTRICT NO. 20 AND AMENDING RESOLUTION NOS. 4148, 4149 AND 4150.** All interested persons are invited to attend the public hearing and to comment thereon. For additional information contact the City of Livingston at 414 East Callender Street, Livingston, MT, 59047, or by phone at 823-6001.

Please publish September 9, 2010 and September 15, 2010

Pam Payovich
City of Livingston

Date: September 8, 2010

ORDINANCE NO. 2032

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ESTABLISHING SQUARE FOOTAGE CAPS FOR LOTS LOCATED IN MULE HAVEN SUBDIVISION FOR ASSESSMENTS FOR THE STREET MAINTENANCE DISTRICT AND STREET LIGHTING DISTRICT.

Preamble.

The purpose of this Ordinance is provide for the public health, safety and welfare by providing safe street travel and by equalizing assessments for similar benefits by setting caps for lots located in Mule Haven Subdivision for Street Maintenance and Street Lighting Districts

WHEREAS, the City of Livingston, by Ordinance No. 1940 the City Commission provided regulations for Street Maintenance District; and

WHEREAS, the City has only one Street Maintenance District and one Street Lighting District; and

WHEREAS, the average size of City lots are 3,500 square feet, however the lots in Mule Haven Subdivision greatly exceeds the city average lot size as follows:

Mule Haven Lot	Size
B	87,120
C	62,421
D	52,838
E	52,644
F	52,098
G	48,177
H	70,132
I	68,433
J	48,691
K	46,348
L	44,170
M	57,325

WHEREAS, the City of Livingston has been using the square footage of assessment for the Street Maintenance District and the Street Lighting District; and

WHEREAS, the assessments from both the Street Maintenance District and Street Lighting District provide funds for the maintenance of streets and for supplying electrical current and fixtures for street lights which benefit all residents of the City; and

WHEREAS, while the benefits of having maintained and lighted streets for city residents is similar in nature, the City recognizes that those residents with larger lots in Mule Haven Subdivision do have longer streets to maintain; and

WHEREAS, the City recognizes that the square footage method of assessment may have a disproportionate impact upon the Mule Haven Subdivision resulting in larger assessments than the average city lot; and

WHEREAS, to equalize the assessments between city lots and Mule Haven Subdivision, the City Commission believes that setting a cap on the Mule Haven Subdivision lots would be appropriate.

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

SECTION 1

That Ordinance No. 1940 as codified in Section V Street Maintenance Districts of Chapter 26 of the Livingston Municipal Code is hereby amended, with additions underlined and deletions struck through, as follows:

Article V. Street Maintenance Districts and Street Lighting Districts

**Ordinance No. 2032
Establishing square footage caps for lots located in Mule Haven Subdivision for assessments for the Street Maintenance and Street Lighting District.
Page 2**

Sec. 26-87. Designation.

A. Any portion of the City may be designated as a street maintenance district and street lighting districts by resolution of the City Commission. When so designated, such district may be maintained for such time and in such manner, and under the supervision of the City.

B. "Maintenance" includes but is not limited to sprinkling, graveling, oiling, chip sealing, seal coating, overlaying, treating, general cleaning, sweeping, flushing, snow removal, and leaf and debris removal.

C. "Streets" in this article includes streets, alleys, curbs and gutters. (Ord. 1940, section 1 (part) 3/15/04)

Sec. 26-88. By whom work may be done.

Street maintenance as referred may be done by contract or by the City, or both. (Ord. 1940, section 1 (part) 3/15/04)

Sec 26-89. Determination of maintenance costs-when.

The City Manager shall certify to the Commission on or before the first Monday in October, of each year, the cost and expense of City and other forces used in each maintenance district of the City, together with an estimate of the cost for the portion of the time such forces may be required to be used in each district for the balance of the fiscal year. (Ord. 1940, section 1 (part) 3/15/04)

Sec. 26-90. Assessment of costs.

The anticipated costs and expenses of each maintenance district for each fiscal year, exclusive of the cost of maintaining public places and the intersections of streets with avenues or

alleys, shall in all cases be assessed and taxed to the lots or parcels of land within the district in such proportion as the City Commission may annually determine, but not less than seventy-five (75%) percent of such costs. The assessment shall be based upon square footage of lots, however such assessments for lots located in Mule Haven Subdivision (Subdivision Plat No. 495), whether developed or undeveloped shall be adjusted as follows:

<u>Mule Haven Lot</u>	<u>Size</u>
B	70% of lot size
C	70% of lot size
D	70% of lot size
E	70% of lot size
F	70% of lot size
G	70% of lot size
H	70% of lot size
I	70% of lot size
J	70% of lot size
K	70% of lot size
L	70% of lot size
M	70% of lot size

(Ord. 1940, section 1 (part) 3/15/04)

Sec. 26-91. Maximum annual assessment for parcels, tracts or lots which are undeveloped and unimproved.

The maximum annual assessment for street maintenance for any tract, parcel or lot which is undeveloped and unimproved shall be no more than seventy-five (75) percent of improved lots except as provided herein. (Ord. 1940, section 1 (part) 3/15/04)

Sec. 26-92. Certification of tax.

The taxes for maintenance districts assessed under Sections 26-90 and 26-91 shall be extended in the same manner as other special assessments and shall be certified to the County

**Ordinance No. 2032
Establishing square footage caps for lots located in Mule Haven Subdivision for assessments for the Street Maintenance and Street Lighting District.**

Treasurer for collection with regular real property taxes. (Ord. 1940, section 1 (part) 3/15/04)

SECTION 2

Statutory Interpretation and Repealer:

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

SECTION 3

Severability:

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

SECTION 4

Savings Provision:

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


SECTION 5

Effective date:

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

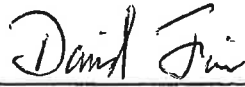
* * * * *

PASSED by the City Commission of the City of Livingston, Montana, upon first reading at a regular session thereof held on the 19th day of July, 2011.



STEVE CALDWELL - Chairman


ATTEST:



DAVID FINE
Recording Secretary


* * * * *

PASSED, ADOPTED AND APPROVED by the City Commission of the City of Livingston, Montana, on second reading at a regular session thereof held on the 2nd day of August, 2011.




STEVE CALDWELL - Chairman

ATTEST:



DAVID FINE
Recording Secretary

APPROVED AS TO FORM:



BRUCE E. BECKER
City Attorney

NOTICE

The public is invited to attend and comment at a public hearing to be held on August 2, 2011, at 6:30 p.m. in the Community Room of the City County Complex, 414 East Callender Street, Livingston, Montana, on the second reading of **ORDINANCE NO. 2032** entitled **AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ESTABLISHING SQUARE FOOTAGE CAPS FOR LOTS LOCATED IN MULE HAVEN SUBDIVISION FOR ASSESSMENTS FOR THE STREET MAINTENANCE DISTRICT AND STREET LIGHTING DISTRICT**. A copy of the ordinance is available for inspection at the City Office, 414 East Callender Street, Livingston, MT 59047. For further information call the City Attorney at (406)823-6007.

(Notice must be published twice at least 6 days apart. (7-1-4127(6) and posted on the City Bulletin Board, and copies available for the public (7-5-103 MCA).

Ordinance No. 2032

Establishing square footage caps for lots located in Mule Haven Subdivision for assessments for the Street Maintenance and Street Lighting District.

NOTICE

The public is invited to attend and comment at a public hearing to be held on August 2, 2011, at 6:30 p.m. in the Community Room of the City County Complex, 414 East Callender Street, Livingston, Montana, on the second reading of **ORDINANCE NO. 2032** entitled **AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ESTABLISHING SQUARE FOOTAGE CAPS FOR LOTS LOCATED IN MULE HAVEN SUBDIVISION FOR ASSESSMENTS FOR THE STREET MAINTENANCE DISTRICT AND STREET LIGHTING DISTRICT.** A copy of the ordinance is available for inspection at the City Office, 414 East Callender Street, Livingston, MT 59047. For further information call the City Attorney at (406) 823-6007.

Please publish July 21, 2011 and July 27, 2011.

Pam Payovich
City of Livingston

Date: July 20, 2011



Livingston City Commission
LEGISLATIVE ACTION SUMMARY
Ordinance/Resolution No: **2032**

Requested by: Ed Meece, City Manager

Date of First Consideration/Status: July 19, 2011; Public Hearing on August 2, 2011.

Purpose of Legislation: To make changes to Ordinance 1940, which provides for the regulation of Street Maintenance District #1 and Street Lighting District # 20 – for the purpose of establishing a cap on the amount of square footage for which the lots in Mulehaven Subdivision will be charged within the districts. *As amended on July 19, 2011, Ordinance currently grants 70% relief to the property owners in question.*

Statutory Authority/Reference: Ordinance # 1940; Livingston City Code, Chapter 26, Section 5;

Background: For several years, the property owners of Mulehaven Subdivision have requested a substantial reduction in their Street Maintenance and Street Lighting District assessments – on the grounds that their larger lot size did not provide additional district benefits different from the average sized parcels in the same districts. Therefore, an annual policy discussion has ensued on this topic.

Staff Recommendation: While the Administration has not been supportive of granting relief to these property owners, for reasons stated in previous policy discussions, the amount of reduction given by these changes (and the removal of any need for repeated annual adjustments) does accomplish the purposes of the property owners AND minimizes the budgetary impact (reduction). Due to this, it seems a workable compromise for both the City and the affected property owners. Staff recommends approval.

Fiscal Impact: If the City Commission were to disapprove of the rate increase requested in Resolution 4217, and keep the budget for Street Maintenance District #1 equal to FY 11, 50% relief would result in a (-\$6,659.07) loss of revenue. Even at that point, the Administration would not recommend that all rates be increased to recover this amount.

Regulatory Impact (local): N/A

Attachments: N/A

File Attachments for Item:

F. DISCUSS/APPROVE/DENY: CITY COMMISSION HANDBOOK POLICY UPDATE ON PROCEDURES REGARDING ORDER OF BUSINESS.

Livingston City Commission Handbook Policy and Procedures on Regarding Order of Business pg 30-31

3. Addressing the Commission.

A. The City will provide sign-up sheets for each agenda item to be discussed at each meeting. Anyone desiring to address the City Commission shall sign the appropriate sheet which shall be collected by the City prior to the opening of the meeting.

1. At the appropriate time on the agenda, the chair will invite the person(s) who has signed up to the table. Each person shall then be given the opportunity to make his or her presentation.
2. Following the statements from those who signed up, the chair may ask for additional public comment from those who did not sign-up.
3. Once a person has made his presentation, that person shall not speak on the same subject unless granted permission by the presiding officer and then only if the presentation provides new information not previously presented.

B. The public is invited to speak: on any item under discussion by the Commission after recognition by the presiding officer.

C. The speaker should step to the front of the room, and sit at the table provided, provide the speaker's name and address on the signup sheet located at the table, and for the record, give his/her name and address and, if applicable, the person, firm or organization represented.

D. Prepared statements are welcomed and should be given to the Recording Secretary of the Commission. All prepared statements shall become a part of the permanent record.

E. While the Commission is in session, the members must preserve order and decorum. A member shall not delay or interrupt the proceedings or the peace of the Commission nor disturb any member while speaking or refuse to obey the orders of the Commission or its presiding officer.

F. Any person making personal, impertinent or slanderous remarks or who shall become boisterous or disruptive during the Commission meeting shall be forthwith barred from further presentation to the Commission by the presiding officer, [unless a written request for reinstatement is received from the barred person,](#) and permission to continue be granted by a majority vote of the Commission.

[1. The term for which a person may be barred is at the discretion of the chair. As a general guide for terms of barrment, a person may be barred for two \(2\) months for a first offense, four \(4\) months for a second offense, and six \(6\) months for a third or subsequent offense.](#)

Montana Code Annotated 2021

TITLE 45. CRIMES

CHAPTER 8. OFFENSES AGAINST PUBLIC ORDER

Part 1. Conduct Disruptive of Public Order

Disorderly Conduct

45-8-101. Disorderly conduct. (1) A person commits the offense of disorderly conduct if:

(a) the person knowingly disturbs the peace by:

(i) quarreling, challenging to fight, or fighting;

(ii) making loud or unusual noises;

(iii) using threatening, profane, or abusive language;

(iv) rendering vehicular or pedestrian traffic impassable;

(v) rendering the free ingress or egress to public or private places impassable;

(vi) disturbing or disrupting any lawful assembly or public meeting;

(vii) transmitting a false report or warning of a fire or other catastrophe in a place where its occurrence would endanger human life;

(viii) creating a hazardous or physically offensive condition by any act that serves no legitimate purpose; or

(ix) transmitting a false report or warning of an impending explosion in a place where its occurrence would endanger human life; or

(b) in the course of engaging in any of the conduct prohibited by subsections (1)(a)(i) through (1)(a)(vi), a peace officer recognizes the person's conduct creates an articulable public safety risk.

(2) (a) Except as provided in subsections (2)(b), (3), and (4), a person convicted of the offense of disorderly conduct shall be fined an amount not to exceed \$100.

(b) A person convicted of a second or subsequent violation of subsections (1)(a)(i) through (1)(a)(vi) within 1 year shall be fined an amount not to exceed \$100 or be imprisoned in the county jail for a term not to exceed 10 days, or both.

(3) A person convicted of a violation of subsections (1)(a)(vii) through (1)(a)(ix) shall be fined an amount not to exceed \$1,000 or be imprisoned in the county jail for a term not to exceed 1 year, or both.

(4) A person convicted of a violation of subsection (1)(b) shall be fined an amount not to exceed \$500 or be imprisoned in the county jail for a term not to exceed 1 day, or both.

History: En. 94-8-101 by Sec. 1, Ch. 513, L. 1973; R.C.M. 1947, 94-8-101; amd. Sec. 1, Ch. 508, L. 1989; amd. Sec. 8, Ch. 415, L. 1991; amd. Sec. 1693, Ch. 56, L. 2009; amd. Sec. 1, Ch. 250, L. 2013; amd. Sec. 16, Ch. 321, L. 2017; amd. Sec. 2, Ch. 372, L. 2019.

Columbia Falls

9.16.020 Disorderly Conduct Prohibited

A person shall be guilty of disorderly conduct if, with the purpose of causing public danger, alarm, disorder, nuisance, or if his conduct is likely to cause public danger, alarm, disorder or nuisance, he willfully does any of the following acts in a public place:

1. Commits an act in a violent and tumultuous manner toward another whereby that other is placed in danger of his life, limb or health;
2. Commits an act in a violent and tumultuous manner toward another whereby the property of any person is placed in danger of being destroyed or damaged;
3. Causes, provokes or engages in any fight, brawl or riotous conduct so as to endanger the life, limb, health, or property of another;
4. Interferes with another's pursuit of a lawful occupation by acts of violence;
5. Obstructs, either singly or together with other persons, the flow of vehicular or pedestrian traffic and refuses to clear such public way when ordered to do so by the city police or other lawful authority known to such;
6. Resists or obstructs the performance of duties by city police or any other authorized officials of the city, when known to be such an official;
7. Incites, attempts to incite, or is involved in attempting to incite to riot;
8. Addresses abusive language or threats to any member of the city police department, any other authorized official of the city who is engaged in the lawful performance of his duties, or any other person when such words have a direct tendency to cause acts of violence. Words merely causing displeasure, annoyance or resentment are not prohibited;
9. Damages, befouls, or disturbs public property or the property of another so as to create a hazardous, unhealthy, or physically offensive condition;
10. Makes or causes to be made unreasonably loud uncustomary noise for that place and time;
11. Fails to obey a lawful order to disperse by a police officer, when known to be such an official, where one or more persons are committing acts of disorderly conduct in the immediate vicinity, and the public health and safety is imminently threatened.

PART VIII. Public Hearings

Section 1.

The Council may conduct public hearings or may appoint a committee or hearing officer for that purpose as provided in Section 7-1-4131, MCA.

When heard by the Council the items will be presented to the Council in the same format as described in PART VII, above.

In addition, when public hearings and public interest matters are being heard and it is anticipated that a large number of citizens may wish to present testimony, the presiding officer, with the consent of the Council, may, prior to opening the hearing, establish reasonable guidelines for the conduct of the hearing. The presiding officer shall explain these guidelines to the audience prior to taking testimony.

Section 2.

Witnesses may be required to testify under oath and all testimony shall be directed to the presiding officer.

Section 3.

The Council shall not be bound by the strict rules of evidence, but may exclude irrelevant, immaterial, incompetent, or unduly repetitious testimony or evidence.

The presiding officer shall, with advice from the City Attorney, rule on all questions relating to the admissibility of testimony or evidence. The ruling of the presiding officer may be overruled by a majority vote of the Council.

Section 4.

The proponents or opponents, their agent or attorney, may submit petitions and letters during or prior to the closing of the hearing and the same shall be entered by reference into the minutes and considered as other testimony received at the hearing.

Section 5.

Following the presentation of all comments, testimony and evidence, the Council may:
(1) Continue the hearing to a date certain to allow additional information to be submitted to the

Council as a body on any unresolved issues; (2) Close the public hearing and proceed to Council debate of the matter; or (3) Close the hearing and continue the Council debate and vote to a date certain.

A public hearing which has been formally closed may not be reopened. If additional information is required before a decision can be made, the Council, upon motion duly made, seconded and passed, may call for an additional public hearing which hearing shall be duly noticed, specifying date, time, place and subject matter of the hearing.

PART IX. Addressing the Council

Section 1.

The public is invited to speak on any item under discussion by the Council after recognition by the presiding officer.

The speaker should step to the lectern or front of the room and, for the record, give his/her name and address and, if applicable, the person, firm, or organization he/she represents.

Prepared statements are welcomed and should be given to the Clerk of the Council. Prepared statements that are also read, however, shall be deemed unduly repetitious. All prepared statements shall become a part of the hearing record.

Section 2.

While the Council is in session, the members must preserve order and decorum. A member shall not delay or interrupt the proceedings or the peace of the Council nor disturb any member while speaking or refuse to obey the orders of the Council or its presiding officer.

Any person making personal, impertinent or slanderous remarks or who shall become boisterous or disruptive during the Council meeting shall be forthwith barred from further presentation to the Council by the presiding officer, unless permission to continue be granted by a majority vote of the Council

TOWN OF WEST YELLOWSTONE, MONTANA

Policy No. 16: Policy on Public Hearings and Conduct at Public Meetings

In accordance with section 7-41-4131 and 7-1-4132, MCA, the Town of West Yellowstone, when required, shall conduct public hearings for the purpose of providing reasonable opportunity for citizen participation prior to final decisions.

Public Hearing

A public hearing is a formal opportunity for citizens to give their views to the Town Council or a Town Board for consideration in its decision making process. At a minimum, a public hearing shall provide for submission of both oral and written testimony for and against the action or matter at issue.

A citizen who wishes to speak at a public hearing should sign his/her name on the Public Hearing Sign-Up Sheet available at the entrance to the meeting room. The speaker may submit written comments to the Town Clerk before the meeting so that the comments can be included in the record and distributed to the Council. When the citizen's name is called, he/she should be recognized by the presiding officer following the procedures outlined for oral communication below. During public testimony, the Town Council, staff, and the audience will remain silent. After the last person has spoken, the public hearing will be closed. The issue will then be opened for Council discussion and decision. The audience may not comment during the Council's deliberations unless requested to do so by the presiding officer.

Oral Communication

It is the Council's goal that citizens resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that citizens may from time to time believe it is necessary to speak to Town Council on matters of concern. Accordingly, Town Council expects any citizen to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

- No member of the public shall be heard until recognized by the presiding officer.
- Public comments related to non-agenda items will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing. Public comments specifically related to an agenda item will be heard immediately prior to the Council taking up the item for deliberation.
- Speakers must state their name for the record.
- Any citizen requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- If a response from the Council or Board is requested by the speaker and cannot be made verbally at the Council or Board meeting, the speaker's concerns should be addressed in writing within two weeks.

- Personal attacks made publicly toward any citizen, council member, or town employees are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command.

Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Operations Manager.

Role of the Mayor as Presiding Officer and Other Council Members

- The Mayor shall preside at meetings of the Town Council.
- The Mayor shall participate in discussion of all matters.
- The Mayor shall vote as a member thereof, and shall have no power to veto.

In addition, the Mayor, as the Presiding Officer, has the primary responsibility for ensuring that the Council’s rules of procedure are followed and:

- For maintaining the dignity of Council meetings.
- Calls the meeting to order and confines the discussion to the agreed order of business.
- Recognizes Council members for motions and statements and allows audience participation at appropriate times.
- Requires knowledge of parliamentary procedure and how to apply it.
- Knowledge of legal requirements.
- Knows how to courteously discourage Council members who talk too much or too often.
- Recognizes the Council member offering the motion, restates the motion, presents it to the Council for consideration, calls for the vote, announces the vote, and then announces the next order of business.
- The Mayor shall be the primary spokesperson for policy decisions of the Town Council.

Code of Conduct for Town Council

- Council members’ remarks should always be directed to the Chair.
- Remarks should be contained to the question under debate.
- Shall avoid references to personalities, and refrain from questioning motives of other members or staff personnel.
- Demonstrate courtesy and shall not disrupt proceedings.
- Shall not use their positions to secure privileges or personal gains and shall avoid situations which could cause anyone to believe that they may have brought bias or partiality to a question before the Town Council.
- Shall be dedicated to the principles of democracy by recognizing that the chief function of local government is to serve the best interests of the public at large.

- Shall be dedicated to the effective use of the Town’s available resources.
- Shall refrain from any activity that would hinder their abilities to be objective and impartial.
- Town business shall be discussed in open, well-publicized meetings, except in rare situations in which Executive Sessions are authorized.

General Town Council Meeting Information

- Regular Town Council meetings are held at 7:00 PM on the first and third Tuesdays of each month at the Povah Community Center located at 10 S. Geyser Street.
- Presently, informal Town Council work sessions are held at 7:30 AM on the first and third Tuesdays of each month and occasionally on other mornings and evenings. Work sessions also take place at the Povah Community Center located at 10 S. Geyser Street
- The schedule for Town Council meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the entrance to the meeting room.
- Agendas are always published at least 48 hours prior to Town Council meetings and work sessions. Agendas are posted at the Town Offices and at the Post Office. In addition, agendas are available online at the Town’s website: www.townofwestyellowstone.com. Questions about the agenda may be directed to the Town Clerk at 646-7795.
- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk’s office or on the Town’s website: www.townofwestyellowstone.com.

Adopted November 3, 2010